

AGENDA

PERSONNEL STANDING COMMITTEE

Thursday, September 7, 2017 8:30 to 10:30

COMMITTEE ROOM #2

- 1. MINUTES FOR ADOPTION** – March 9, 2017 (attached)(for adoption)
- 2. UPDATE ON CUPE GRIEVANCES** (attached)
Report of the Director of Corporate Services dated August 31, 2017.
- 3. EXEMPT STAFF REMUNERATION BYLAW**
Councillor Colin Plant
- 4. OTHER**

... ADJOURNMENT ...

**MINUTES OF THE
PERSONNEL STANDING COMMITTEE MEETING
COMMITTEE ROOM 2,
SAANICH MUNICIPAL HALL, 760 VERNON AVENUE
THURSDAY, MARCH 9, 2017 at 8:35 am**

Present: Chair: Councillor Fred Haynes,
Members: Councillors Brownoff, Plant and Murdock, and Mayor Atwell, Ex-Officio.
Staff Members: Paul Thorkelsson, Chief Administrative Officer; Laura Ciarniello,
Director of Corporate Services; Jennifer Downie, Administrative
Assistant
Guests: Valla Tinney, Director of Finance

MINUTES FOR ADOPTION – February 20, 2017

MOVED by Councillor Brownoff and seconded by Mayor Atwell: “That the minutes of the Personnel Standing Committee meeting of February 20, 2017 be approved.”

CARRIED

RESOURCE REQUESTS

The CAO presented the 2017 Budget – Municipal Staffing Resource Requests report dated March 8, 2017. The purpose of the report was to advise and recommend to the Personnel Committee and Saanich Council additional staff resources under the “critical capacity” category of Council's 2017 Budget.

The CAO reviewed the critical resource requests with the Committee and answered questions from members.

MOVED by Councillor Plant and seconded by Councillor Brownoff, “that the Personnel Standing Committee recommend to Council that the critical resource requests as outlined in the report be added to the 2017 Saanich Municipal budget and be included in the Financial Plan.”

CARRIED

Councillor Murdock left the meeting at 9:50

Councillor Brownoff left the meeting at 9:55

PROTECTIVE SERVICES – PERSONNEL COSTS

The Chair discussed the arbitrated cost of protective services. The Chair noted that arbitrated agreements in protective services that rolls out across the country from the larger cities has impacts on the smaller cities. Municipalities like Saanich are impacted as personnel costs are driven by a very powerful arbitrated agreement.

The Chair would like to write a letter to the Province addressing the impacts of arbitrated settlements; but would first consult with Chief Constable Downie, Fire Chief Burgess and human resources prior to drafting a letter for the Committee's consideration.

The CAO cautioned that there is no delegated authority to the Committee for doing this and any direction would need to come from Council.

MOVED by Councillor Plant and seconded by Mayor Atwell, “that the Personnel Standing Committee recommend to Council that it support Councillor Haynes in creating a response to arbitrated cost of protective services and to include consultation with Chief Constable Downie and Fire Chief Burgess and interested parties.”

CARRIED

MEETING SCHEDULES

In response to Councillor Plant, the CAO advised that this Committee meets four times a year. There is a likelihood that the next meeting will be on the quarterly timeframe. However, it was noted that the Chair has the right to call a meeting or call for additional meetings should pressing items arise.

TERMS OF REFERENCE

In response to the Chair, the CAO noted that the Mayor is reviewing the updated Terms of Reference.

ADJOURNMENT

On the motion from Mayor Atwell and Councillor Plant the meeting adjourned at 10:00 am

Chair

I hereby certify these Minutes are accurate.

Committee Secretary

THE CORPORATION OF THE DISTRICT OF SAANICH
INFORMATION REPORT

REPORT TO: PERSONNEL COMMITTEE
DATE: August 31, 2017
FROM: LAURA CIARNIELLO, DIRECTOR OF CORPORATE SERVICES
SUBJECT: UPDATE REPORTS

PURPOSE

The terms of referenced for the Personnel Standing Committee outlines several reports to be received by the committee. This report meets the requirements of

- Receive reports regarding performance reviews of Officers (annually)
- Receive reports regarding direct award contracts for Officer positions (Personnel related only)
- Receive reports on CUPE grievances (bi-annually) - please note that I am suggesting that this report be expanded to include both CUPE and IAFF grievances
- Receive summary reports of external staff complaints (bi-annually)

DISCUSSION

1. Given the varying dates of performance cycles, all Officers have now received performance reviews for the work completed in 2016 and the cycle is complete.
2. No direct award contracts have been made with regards to Officer positions
3. The following chart outlines all grievances over the past 5 years (CUPE and IAFF combined):

Year	Number of Grievances filed	Resolved at Step 1	Resolved at Step 2	Resolved at Step 3	Resolved after Step 3	Resolved at Arbitration /Human Rights	Withdrawn by Union	In Abeyance	In progress
2012	11	0	2	3	0	0	6	0	0
2013	27	7	4	2	0	0	14	0	0
2014	47	5	6	6	0	0	8	9	13
2015	37	1	2	2	4	3	15	1	9
2016	27	2	4	0	0	0	5	6	10
2017 year to date	8	1	1	2	0	0	0	0	4

Note that this is a snapshot of grievances and their status at the end of the year.

At this point in time there are currently 25 active grievances which have the following status:

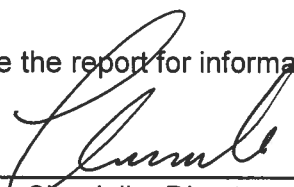
Step 1	Step 2	Step 3	Pending Arbitration	In Abeyance
3	2	7	4	9

4. At this point in time, to the best of the knowledge of the CAO and Director, Corporate Service, no external staff complaints have been received.

Recommendation:

That the Committee receive the report for information.

Report prepared by:


Laura Ciarniello, Director of Corporate Services

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director.


Paul Thorklessen, CAO

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9362

WITH RESPECT TO THE REMUNERATION, BENEFITS AND REPRESENTATION FOR EXEMPT EMPLOYEES

The Municipal Council of The Corporation of the District of Saanich enacts as follows:

1. In this bylaw, unless the context otherwise requires:

“Employee” means a person who is employed by the Municipality but who is excluded from the definition of ‘employee’ pursuant to the Labour Relations Code of British Columbia.

“Exempt Staff” means persons who are employed by the Municipality but who are excluded from the definition of ‘employee’ pursuant to the Labour Relations Code of British Columbia. This does not include exempt staff who report to and work for Saanich Police.

“Market” means the British Columbia municipalities of comparable size to The Corporation of the District of Saanich as approved by the Finance, Audit and Personnel Standing Committee upon recommendation of the Administrator.

“Market Average” means the average of the annual increases in remuneration paid to the exempt staff of the municipalities in the Market.

“Municipality” means The Corporation of the District of Saanich.

REMUNERATION AND BENEFITS

2. The amount of any cost of living adjustment for employees not covered by collective agreements will be based on the annual market average. The market average will be determined each year by a survey of the market.
3. Employee benefits and working conditions will be at least equal in the aggregate to those municipal employees covered by the collective agreement of the related bargaining unit.

EXEMPT STAFF GROUP

4. Employees may establish an Exempt Staff Group to represent all exempt employees, except the Administrator, the Director of Finance, the Director of Legislative Services, the Director of Corporate Services, the Director of Planning, the Director of Engineering, the Director of Parks and Recreation, the Fire Chief and the Manager of Human Resources, in matters arising from their employment, but in particular those matters pertaining to salaries, benefits and personnel policies and practices. Where such a committee has been formed by a majority of all exempt employees at a properly advertised meeting, such committee will be the representative of the employees.

5. The "Exempt Staff Bylaw, 2010, No. 9090" is hereby repealed.
6. This bylaw may be cited as the **"EXEMPT STAFF BYLAW, 2015, NO. 9362"**.

Read a first time this 16th day of November, 2015.

Read a second time this 16th day of November, 2015.

Read a third time this 16th day of November, 2015.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the 23rd day of November, 2015.

"DONNA DUPAS"

Municipal Clerk

"RICHARD ATWELL"

Mayor