

**MINUTES OF THE
PERSONNEL STANDING COMMITTEE MEETING
COMMITTEE ROOM 2,
SAANICH MUNICIPAL HALL, 760 VERNON AVENUE
THURSDAY, SEPTEMBER 7, 2017 at 8:30 am**

Present: Chair: Councillor Fred Haynes,
Members: Councillors Brownoff and Plant and Mayor Atwell, Ex-Officio.
Staff Members: Paul Thorkelsson, Chief Administrative Officer; Laura Ciarniello,
Director of Corporate Services; Jennifer Downie, Administrative
Assistant to the Mayor and CAO
Regrets: Councillor Murdock
Guests: One member from the public.

AGENDA

MOVED by Councillor Plant and seconded by Councillor Brownoff: "That the agenda of the Personnel Standing Committee meeting of September 7, 2017 be approved with item #3 to be moved *In-Camera* as all reports to Council on this matter are *In-Camera*."

CARRIED

MINUTES FOR ADOPTION – MARCH 9, 2017

MOVED by Councillor Plant and seconded by Councillor Brownoff: "That the minutes of the Personnel Standing Committee meeting of March 9, 2017 be approved."

CARRIED

PROTECTIVE SERVICES – PERSONNEL COSTS

In response to Councillor Plant, Councillor Haynes provided an update to the motion noted on the March 9, 2017 minutes.

Councillor Haynes advised that after discussing this matter with the Director of Corporate Services, Legislative Services and the Chiefs, it seems that it is sufficiently covered within the Act around remuneration of the collective bargaining so there is nothing that this Committee has to say or act in that area.

Councillor Haynes also noted that it was reviewed in some detail what the process would be if the Committee took this forward.

UPDATE ON CUPE GRIEVANCES

The Director of Corporate Services reviewed and answered questions from members on the Information Report dated August 31, 2017.

As outlined in the Terms of Reference, the Director of Corporate Services provided the following updates:

1. All officers have now received performance reviews for the work completed in 2016.

In response to Councillor Plant, the CAO noted that this Committee would only be provided a general overview and no specifics in relation to performance reviews.

Council would be notified on matters of a serious nature involving officers.

2. No direct award contracts have been made with regards to Officer positions. Officers have been hired but they have been hired under letters of offer as opposed to contracts.
3. The Director of Corporate Services reviewed the chart outlining all grievances over the past 5 years involving all CUPE staff and the IAFF.

At this point in time there are currently 25 active grievances; 19 CUPE and 6 IAFF. It was noted that the 6 IAFF grievances relate directly to one item; the reorganization of the fire department.

In response to Councillor Plant, the Director of Corporate Services noted that for the next report, grievances will be separated into CUPE and IAFF.

4. At the time of the report, there were no external staff complaints received. The CAO updated the Committee on one complaint received relating to the Director of Engineering; in following up with the complainant it was determined it was a case of mistaken identity.

Councillor Plant would like clarity on how “external staff complaints” should be interpreted. The term is quite nebulous. Does it refer to exempt staff; in particular, one of the seven directors?

In response to Councillor Haynes, the CAO advised that the Mayor has the authority to approve any changes to the Terms of Reference.

Councillor Haynes suggested that the CAO and the Director of Corporate Services work with the Mayor to refine the wording; to make it more clear and bring it to the next meeting.

Councillor Plant noted that he would like to hear if a Director has been involved in the resolution of a complaint from a resident because it has not been able to be dealt with through HR.

The Director of Corporate Services sought clarity on the type of complaint. Is this a complaint about a process or a decision that Council has made that staff is enacting. Or this a complaint about a staff action.

In response to the Director of Corporate Services, the Mayor noted that the Committee should rely on the Director of Corporate Services to figure out where the boundaries are as process complaints can turn into personnel complaints. Only complaints that are serious and warrant attention should be brought forward.

Councillor Brownoff noted that personnel issues should be left up to the CAO and Director of Corporate Services as it is not the Committee's mandate to solve. Councillor

Brownoff does not feel that the wording needs to be changed and her practice is to send complaints to the appropriate Director with a request for follow up upon resolution.

Councillor Plant noted that he is looking for a summary of staff complaints that have been resolved at the Director's level.

Councillor Haynes suggested that the Committee receive a verbal report from the CAO to inform the Committee of how many general things rose to the Director level and how they were all handled. On occasion there might be one that he had to deal with above the Director level. Would this be the sort of information the Committee was looking for?

In response to the Chair, Councillor Plant agreed and noted that he is not interested in being involved in dispute resolution.

The CAO will put wording together; but noted that disciplinary action will not be discussed at this Committee or at Council.

The CAO advised that a verbal report of all complaints received at the Directors level could be brought to this Committee, however, is not sure of what the information provides to the Committee or Council in terms of policy and roles and responsibilities of Council.

In response to the Mayor, the Director of Corporate Services advised that there is a Code of Conduct for all Municipal Staff.

All new staff are provided with staff orientation, mandatory policy binder (this contains mandatory policies that new employees must read, ask questions on, and sign off on). Also, it is the responsibility of managers and supervisors to review with new employees, the Code of Conduct, WCB requirements, respectful workplace, and some purchasing requirements. There are guidelines on how an employee is to conduct themselves.

Councillor Haynes reiterated that the CAO and the Director of Corporate Services will work with the Mayor on wording and to refine the description in the Terms of Reference.

In response to the Committee request, it was noted that the CAO and the Director of Corporate Services will work with the Mayor to refine the wording as set out in the Terms of Reference as it relates to receiving summary reports of external staff complaints (bi-annually). Amended Terms of Reference will be brought to the next meeting.

MOVED by Councillor Plant and seconded by Councillor Brownoff: "That the Personnel Standing Committee receive the Information Report dated August 31, 2017 for information."

Carried

MOTION TO MOVE TO AN IN-CAMERA MEETING

MOVED by Councillor Brownoff and seconded by Councillor Plant: "That pursuant to Section 90 (1)(c) of the Community Charter the following meeting is to be closed to the public as the subject matter being considered relates to labour relations or other employee relations."

Carried.

ADJOURNMENT

Carried.

Chair

I hereby certify these Minutes are accurate.

Committee Secretary