



## Committee of the Whole Report

For the Meeting of September 20, 2018

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**To:** Committee of the Whole **Date:** August 31, 2018  
**From:** Jodi Jensen, Head of Human Resources  
 Chris Coates, City Clerk  
**Subject:** City Employees Bylaw

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### RECOMMENDATION

That Council:

1. Direct staff to bring forward the new Officers Bylaw to the September 20, 2018 Council Meeting for introductory readings.
2. Subject to the adoption of the Officers Bylaw the following Policies be approved:
  - a. *Terms and Conditions of Employment – Officers and Exempt Employees*
  - b. *Compensation – Officers and Exempt Employees*

### EXECUTIVE SUMMARY

The City Employees Bylaw establishes officer positions and duties, delegates authority to the City Manager on certain employee relations matters, and sets out general terms and conditions of employment for all exempt employees. The Bylaw has not undergone a comprehensive review since its adoption in 1978.

This report recommends modernizing the framework governing the employment of exempt employees, consistent with best practices, by replacing the City Employees Bylaw (Appendix A) with a new Officers Bylaw (Appendix B) and Council Policies. The recommendations will not result in any substantive changes to existing terms and conditions of employment for exempt employees.

The new Officers Bylaw establishes officer positions and duties, consistent with the requirements of the *Community Charter*, and authorities delegated to the City Manager. All general terms and conditions of employment currently set out in the City Employees Bylaw are re-established in Council Policy: *Terms and Conditions of Employment – Officers and Exempt Employees* (Appendix C); and the terms related to compensation are re-established in a separate Council Policy: *Compensation – Officers and Exempt Employees* (Appendix D).

### PURPOSE

The purpose of this report is to seek Council's approval to modernize the City's framework establishing terms and conditions of employment for all exempt employees by repealing the City

Employees Bylaw, introducing a new Officers Bylaw, and moving employment related matters into two new Council policies.

## BACKGROUND

The City Employees Bylaw (the Bylaw) was enacted in 1978 and has not undergone comprehensive review since that date. The last revision to the Bylaw was in 2003 and consisted of changes to position titles; there have been numerous subsequent changes to titles.

In its current form, the Bylaw exceeds what is required under the *Community Charter* and includes information that is outdated and in some cases, redundant.

## ISSUES & ANALYSIS

### Officer Positions

Sections 146 – 149 of the *Community Charter* direct municipalities to create specific officer positions for which the powers, duties and functions must be established by bylaw. These positions are referred to as statutory officers and are: Chief Administrative Officer (City Manager), Corporate Officer (City Clerk) and Financial Officer (Director of Finance). The current City Employees Bylaw also identifies all Director positions, as they were defined in 2003, as officers. The result is that with each corporate re-organization or title change, the Bylaw becomes out of date if not amended by Council.

The Officers Bylaw drafted for Council consideration defines both statutory officers and officers, reflecting the current composition of officers. If adopted, staff will automatically bring forward future amendments to the Officers Bylaw to remove non-statutory officer positions when they become vacant. Over time, the result will be an Officers Bylaw that defines only statutory officers.

### Employment related provisions

Municipalities outline terms and conditions of employment for exempt employees in one of 3 ways: a bylaw, a policy or an employment agreement. Many municipalities are moving towards template employment agreements which reference broader policies. Policies establishing general terms and conditions of employment including compensation makes the information easier to navigate and understand for current and prospective employees, who frequently require assistance in interpreting the relevant terms. Prospective employees are provided a copy of the City Employees Bylaw with their offer of employment. Having terms and conditions established by Council policy enables the City to be more agile and efficient in responding to or reflecting changes in employment legislation and market conditions for attracting and retaining talent.

### Proposed policy changes

Upon review of all of the detailed practices currently in place, the following changes have been incorporated into the proposed Council Policies: *Terms and Conditions of Employment – Officers and Exempt Employees* and *Compensation – Officers and Exempt Employees*.

- Under the City's Supplementary Employment Insurance Benefit Plan, employees on maternity leave receive top up payments to their Employment Insurance benefits to a maximum of 100% of their previous gross weekly earnings, for a maximum of 17 weeks.

This benefit was not in place at the time the City Employees Bylaw was initially adopted in 1978 and was not captured by later amendments.

- In the first, partial year of employment, the City Employees Bylaw specifies that vacation and sick leave entitlements are to be prorated based on the number of calendar months (or partial months) worked during the calendar year. In the *Terms and Conditions* policy, entitlements are prorated based on the number of weeks worked during the calendar year to reflect alignment with the current bi-weekly pay schedule. In addition, eligibility for prorated sick leave entitlements during the first 3 months of employment has been changed to reflect current Employment Insurance program requirements.
- The Compensation policy clarifies that the entitlement in each year to receive an amount equivalent to 2% of annual salary or an additional 5 days of paid vacation is also to be prorated based on the number of weeks worked during the calendar year.

## OPTIONS & IMPACTS

### *Accessibility Impact Statement*

The recommendations do not include any specific, direct accessibility impacts.

### *2015 – 2018 Strategic Plan*

The recommendations support Objective 1, Innovate and Lead: Support the City Manager in developing an organizational culture of collaboration, continuous learning and employee empowerment.

### *Impacts to Financial Plan*


The recommendations do not have any impact on the financial plan.

## CONCLUSIONS

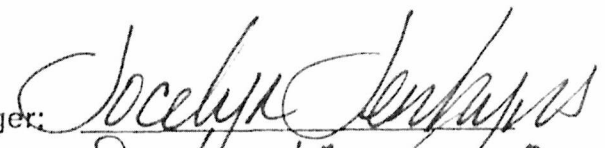
Council may consider that the recommendations will update the framework governing the employment of exempt employees, consistent with best practices, while enhancing the administration and adaptability of these policies.

Respectfully submitted,

  
Jodi Jensen  
Head of Human Resources

  
Chris Coates  
City Clerk

Report accepted and recommended by the City Manager:

  
Date: Sept. 14, 2018

## List of Attachments

Appendix A: City Employees Bylaw

Appendix B: Officers Bylaw

Appendix C: Council Policy: *Terms and Conditions of Employment – Officers and Exempt Employees*

Appendix D: Council Policy: *Compensation – Officers and Exempt Employees*