

**CITY OF QUINTE WEST
LABOUR MANAGEMENT
MEETING NOTES**

Wednesday, September 24, 2015

Caucus Room

Present Doug Villeneuve, CUPE Local 799 President – Co-Chair (regrets)
 Scott Reid, CUPE Local 799 Vice-President
 Kevin Baceda, CUPE Local 799
 Jim Bryer, CUPE Local 799
 William Sikkema, CUPE Local 799 (regrets)

 Charlie Murphy, Chief Administrative Officer
 Chris Angelo, Director of Public Works & Environmental Services -
 Co-Chair
 David Clazie, Director of Corporate & Financial Services (regrets)
 Lori Coxwell-Duncan, Manager of Human Resources
 Brian Jardine, Director of Planning & Development Services
 Yvonne King, Executive Assistant – Recording Secretary

Discussion Items

- Charlie confirmed that the minutes from the July 8th Labour Management meeting have been emailed to the membership and posted for outside staff.

1. Job Evaluation & Terms of Reference

- Charlie stated that headway is being made with the new Job Evaluation Terms of Reference.
- There will be a better update at the next Labour Management meeting.

2. Group B Summer Hours Schedule

- The two month summer hours trial has ended.
- Feedback has been, for the most part, positive – there were challenges in certain service areas – it proved a challenge to incorporate Monday/Friday summer hours with existing vacation schedules - the summer hours schedule was a lot harder than anticipated – scheduling should be easier next year now that each department has a template.
- Next year's summer hours trial will run from April 1st to September 30th – the extended timeframe will be more beneficial in determining how to improve service.
- The earlier summer vacation requests are submitted, the easier it will be to schedule summer hours.

Action: At the membership meeting in January, Scott Reid will encourage staff to submit vacation requests in a timely manner.

Action: Item will remain on agenda for future meetings.

3. Clothing and Safety Footwear Committee

- There weren't enough members at the September 3rd meeting to strike a Committee – the executive will try to strike a Committee again at the meeting on November 19th – the Committee is to be comprised of equal representation from each group: four union members and four non-union members.
- There is concern that the clothing and safety footwear parameters will not be ready to roll out by March 1, 2016.
- Distribution has asked to have a representative on the Committee – there would then be two representatives from Group A.

Action: Charlie will confirm whether it is prohibited in the Collective Agreement to have two members from the same jurisdiction sit on the Committee.

Action: Charlie will communicate with Doug to figure out next steps if a Committee is not struck at the November meeting.

4. Communications Plan

- The Internal Communications Plan/Customer Service Strategy launched July 7th.
- Charlie appreciated the turnout at the staff sessions – attendance from outside groups was tremendous.
- Now that summer is over, Charlie wants to re-start the Plan – Charlie explained that it is an ongoing process.
- The Local now has a newsletter and website, which have been well received by the membership.

5. Collective Agreement Draft

- The Collective Agreement has been updated again and sent out for review.

6. Letter for Staff to take to Financial Advisor

- Staff has asked if they could find out the amount of their retro payout prior to receiving it.
- Charlie said it is easy to ballpark and that they do not need an exact number to meet with a Financial Advisor.
- It was agreed that meeting with a Financial Advisor is a good idea.

Action: Charlie will work with payroll to see what can be done.

7. Other Business

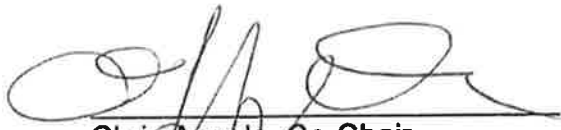
- Winter hours for jurisdictional groups A and D start October 11th.
- Facility Foreperson job will be posted by September 25th.
- Charlie met with the seven staff whose jobs have been identified for review and handed out the Job Questionnaire – Charlie would like to review these jobs in October with the existing Terms of Reference, which is still active, rather than

wait for the new Terms of Reference to be finalized – he doesn't want to get too far behind in the process.

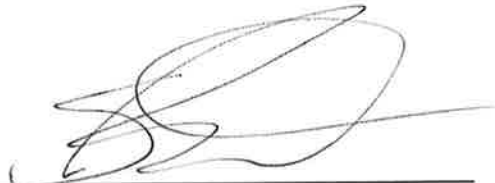
Action: Charlie will ensure that all of the Job Questionnaires have been returned and will follow-up with Doug regarding next steps.

- Chris and Lori are working finalize the Lead Hand process this fall – Charlie and Chris will visit the yards to explain the process.
- The posting for seasonal parks staff was discussed.

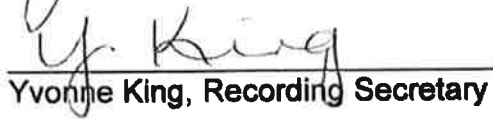
Adjournment Meeting adjourned at 3:30 p.m.



Chris Angelo, Co-Chair



Scott Reid, CUPE Local 799 Vice-President



Yvonne King, Recording Secretary