



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

MISSION: To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton
Staff, Legislative & Governance Committee
15 March 2016
10:00am

Present: Councillor Larry Scott (Chair)
Rt. Wor. Charles Gosling, JP
Councillor Henry Ming

In Attendance: Tanya Iris - the Treasurer (Acting Secretary)
Patrick Cooper - the City Engineer

Apologies: Ed Benevides - the Secretary
Lindell Foster - the Human Resources Manager

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1. **Confirmation of Notice:** the Acting Secretary confirmed that the notice periods were met in accordance with the new meeting guidelines.
 2. **Role of the Chairman** - Councillor L. Scott was acknowledged as the Chair.
 3. **Open Meeting** - Councillor L. Scott opened the meeting at 10:00am.
 4. **Apologies** - the Acting Secretary confirmed apologies from the Secretary, Ed Benevides.
 5. **Public Participation** - the Acting Secretary confirmed there was no public participation.
 6. **Correspondence:** the Acting Secretary confirmed no correspondence had been received.
 7. **Review of Previous Minutes dated 16 February 2016**

The Mayor commented on **Item 3** of the previous minutes where it states that the Mayor opened the meeting... - **should read:** "Councillor L. Scott opened the meeting..."

The Acting Secretary commented on **Item 6** of the previous minutes...incomplete sentence, **should read:** "There is no correspondence."

Proposed: The Mayor, Charles Gosling

Seconded: Councillor Larry Scott

The Minutes were accepted as read with the amendments.

Councillor H. Ming joined the meeting.

8. Matters arising from the Minutes dated 16 February 2016

(i) **Follow-up with Councillor Johnson re: writing Submission requesting to Change the Meeting Time for the General Council Meetings** - Councillor L. Scott and the Secretary were to meet with Councillor Johnson in this regard.

ACTION: Councillor L. Scott will follow-up with Councillor Johnson with regards to his written submission requesting to change the meeting time for the General Council meetings.

(ii) **Write to Three (3) Former Councillors re: Free Parking Permits** - deferred to the next Staff, Legislative & Governance Committee meeting when the Secretary is back in office.

9. Status Update:

(i) **Resolution re: Request for Emails/Phone Messages to be Acknowledged/Answered within 24 hours** - action item completed.

(ii) **Letter to Senior Partners of Law Firms re: Hiring of a Summer Student** - a letter was forwarded to six (6) law firms on 2 March 2016. No response has been received to date.

The City Engineer joined the meeting.

(iii) **Notice re: Staff Loan Policy** - deferred to the next Staff, Legislative & Governance Committee. The policy states that it should be for emergency situations only. The management team has been discussions with regards to taking the policy off the table altogether. Any recommendation would have to come from the committee in that regard. The committee suggested pushing the policy back to the management team to use at their discretion. There was continued dialogue.

The Mayor asked if the loans are interest free and suggested that the loans should be at the same interest (5%) as what the CoH pays. The Acting Secretary commented on the pushback from staff regarding paying interest. The loans are for a one (1) year period but there are several staff members who request a loan every year. The maximum amount of the loan per year is \$3K. The management team recognises that the organisation should assist staff sometimes but it has become where the staff feel that it should be automatic every year. Discussion continued on some of the reasons for giving the loan to staff. Previously the policy was completely discretionary by the Secretary. Then it was opened up so that the opportunity would be available to everyone.

A policy then followed which was difficult to write and encompass everything, i.e. what an emergency is, how much of an emergency it is, what documentation required, etc. It was suggested reverting back to the discretion of one (1) person. Another suggestion was to mirror how the banks do loans by having a loan committee. The only issue with that is when it is an emergency, the timeframe in which having to sit before a loan committee, waiting for the committee to discuss and then make a decision. It was noted that with that process a response could be given to the staff member within 24/48 hours. There was continued discussion.

Councillor Ming commented that he does not think the sole discretion should be left up to one individual. Currently, the requests go to the HR Manager, recommendations to the Treasurer and then the Secretary for final approval.

(iv) Official Notice re: Withdrawal of 21-Day Strike Notice - deferred to the next Staff, Legislative & Governance Committee.

(v) Negotiations - deferred to the next Staff, Legislative & Governance Committee.

10. Recommendations for Review:

There were no recommendations.

11. Any Other Business

There was no further business to be discussed.

12. Motion to move to a Restricted Session

Proposed: The Mayor, Charles Gosling

Seconded: Councillor H. Ming

The public session was adjourned at 10:25am.