



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
19 April 2016
10:00am

Present: Councillor Larry Scott (Chair)
Councillor Henry Ming
Councillor Nicholas Swan

In Attendance: Ed Benevides - the Secretary
Tanya Iris - the Treasurer
Patrick Cooper - the City Engineer
Lindell Foster - the Human Resources Manager

Apologies: Rt. Wor. Charles Gosling, JP

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1. **Confirmation of Notice:** the 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 Secretary confirmed apologies from the Mayor.
 5. **Public Participation** - the Secretary confirmed there was no public participation.
 6. **Correspondence:** the Secretary confirmed no correspondence had been received.
 7. **Minutes of Previous Meeting dated 15 March 2016**

Proposed: Councillor H. Ming

Seconded: Councillor N. Swan

The Minutes were accepted as read.

8. Matters arising from Previous Meeting dated 15 March 2016

(i) **Follow-up with Councillor Johnson re: writing Submission requesting to Change the Meeting Time for the General Council Meetings** - Councillor Johnson had forwarded an email to Councillor L. Scott and it was distributed to the members of the committee. Councillor L. Scott had asked Councillor Johnson to submit details as to why the Board should consider his request.

Councillor Swan expressed his sentiments towards Councillor Johnson's request but his commitment to the CoH is predicated on when the Council meets. The overarching argument against the request is that the CoH staff are put under a lot of commitment and pressure. It is essential for the Council to have the technical advice and guidance in the meetings and to ask them to stay beyond 5:00pm is a bit unfair.

Councillor Ming is sympathetic to Councillor Johnson's concerns but the members of the Council made a commitment and knew the terms of reference in the first instance. He sees no real reason to change the times for the meetings and it also sets a dangerous precedent.

Councillor L. Scott said that if Councillor Johnson had made a real case in this regard there might have been more of a consideration given. He was hoping that Councillor Johnson would have given a suggestion of alternatives for the committee to consider.

The Secretary commented that that the meetings are public and should the CoH have the meeting later there might be more public participation. If the meetings were kept to 2 hour or less meetings, started at 3pm, there would be no extra stress on staff. This would also mean discipline from the Chairman and committee members. He further suggested maybe changing the meeting to a later time once a quarter so that the public could attend.

Further discussion continued.

ACTION: Councillor L. Scott to have a conversation with Councillor Johnson before the next General Council meeting scheduled for May.

RECOMMENDATION: That the Board decline the request from Councillor Johnson to change the meeting time for the General Council meetings and that the meeting remain as is, a 12:30pm start.

Proposed: Councillor H. Ming

Seconded: Councillor N. Swan

(ii) **Write to Three (3) Former Councillors re: Free Parking Permits** - the letters have been prepared to be forwarded to the former Councillors - action item completed. This relates to Councillors from the 2009 -2012 Council who were not on the policy to receive parking privileges. 2009 - 2012 when the Resolution was changed, it was changed for groups going forward.

9. Status Update:

(i) **Notice re: Staff Loan Policy** - The HR Manager advised that the Staff Loan Policy will remain as is.

(ii) **Official Notice re: Withdrawal of 21-Day Strike Notice** - the HR Manager advised that the Secretary has a meeting scheduled with Messrs. Chris Furbert and Graham Nesbit from the BIU on Friday 22 April 2016. She received a recording from them stating that they will be forwarding a document but she has not received anything in writing to date. The Secretary said that if the matter is allowed to sit, it allows for them to pick it up at any time which makes the process frustrating and inefficient. With the recording, the CoH can accept the notice for the 21-day strike notice as being withdrawn. The HR Manager said she sent an email but has not received any response.

ACTION: The HR Manager to write a letter to Mr. Graham Nesbitt of the BIU confirming their withdrawal of the 21-day strike notice.

(iii) **Negotiations** - the HR Manager met with both the BPSU and the BIU and is waiting for a date to finalise.

10. Recommendations for Review:

There were no recommendations.

11. Any Other Business

(i) **Review Challenges of Liquor Licensing Policy for Events with the City** - this was referred from the Infrastructure Committee to discuss the impact on events. This is a legislative matter and the CoH could write to the Liquor Licensing Authority to get clarity on the matter. There is a new Chairman on that Authority who is following the Liquor Licensing Act to the letter and allowing no latitude whereas previously there was some latitude.

Councillor Swan commented on various stakeholders (Chamber of Commerce, BTA, etc.) getting together to discuss lobbying the Government with regards to changing legislation in terms of the liquor licenses. The legislation is antiquated and is not conducive for the CoH and other entities to have events. Dialogue continued.

ACTION: The Secretary to ask the Event Project Manager to contact her counterparts in the various organisations to see if a joint approach could be done with regards to liquor licensing legislation.

(ii) **CoH Training Programmes** - there is a training programme within the organisation and continue to have staff pursue their professional designations, etc.

Take Note: Investment in People (IIP) to get that accreditation. IIP will continue to do spot checks and randomly meet with staff the first week in May.

There is also a $\frac{1}{2}$ day session with the project team to see what needs to be worked on. The Enforcement Officer will do training with IPI (International Parking Institute) and will be attending a conference in May to receive his certification. The Secretary is going next week to a conference working towards one of his designations. The Administrative Professionals are having a one-day conference and there are three (3) staff members participating. There is continuing education at Adult Education where there are a couple of staff members still doing their basic education. Also there is team building scheduled with the Works Depot staff with one full day of team building sessions off-site the first week in June. Training will be done on the Performance Management system that was implemented. The initial training was done on the goals and objectives and the next training will be in July to give staff an overview of the actual performance document, the appraisal form itself.

There was no further business to be discussed.

12. Motion to move to a Restricted Session

Proposed: Councillor H. Ming

Seconded: Councillor N. Swan

The public session was adjourned at 10:25am.