



RPT 20-387

TITLE: Bylaw Enforcement Officer Letter of Understanding with CUPE Local 882

DATE: September 10, 2020

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

1. That Letter of Understanding #2020-01 between the City of Prince Albert and C.U.P.E. Local 882, which amends the current Collective Agreement to encompass Bylaw Enforcement Officers, be approved; and,
2. That the Mayor and City Clerk be authorized to sign the contract on behalf of the City once prepared.

TOPIC & PURPOSE:

To provide Council with a the Letter of Understanding #2020-01 between the City of Prince Albert and C.U.P.E. Local 882 which amends the current collective agreement to encompass Bylaw Enforcement Officers per Council's June 29, 2020 motion.

BACKGROUND:

Council, at its meeting June 29, 2020 approved the following motion:

"That the primary responsibility of Bylaw Enforcement and Bylaw Compliance be converted back to the model under City Council as a City Municipal Bylaw Enforcement Unit reporting to the Director of Planning and Development Services or designate."

PROPOSED APPROACH AND RATIONALE:

Upon Council's approval, Administration created the Bylaw Enforcement Officer classification and developed the job description which included scope of work as well as qualifications.

Administration then met with both CUPE locals (Local 882, and Local 160) to determine which Local the positions should reside within. Upon conclusion of said meetings, the determination was made that the Bylaw Enforcement Officer classification would be positioned with CUPE Local 882.

Since Bylaw was not part of the Collective Agreement, Administration entered into negotiations with CUPE Local 882, to negotiate the wages, hours of work and all other applicable terms for the position. The negotiated terms then formed Letter of Understanding #2020-01 to supplement and form part of the existing Collective Agreement, between the City and CUPE Local 882.

Now therefore, the parties agreed to the following in principle, pending Council's approval.

1. The classification of Bylaw Enforcement Officer within the scope of CUPE Local #882 will be established to ensure compliance with applicable municipal bylaws for the City of Prince Albert by performing enforcement tasks, bylaw interpretation and related administrative duties.
2. All duties, responsibilities and qualifications in effect for this position are contained in the job description which has been drafted by Administration and reviewed by CUPE Local #882.
3. The hours of work for the Bylaw Enforcement Officer classification will be as per Article 13.01(d) which will be amended as follows:

"The hours of work for the Production Manager, Head Theatre Technician, Theatre Technician, Marketing & Events Coordinator, Front of House Coordinator, Concession Manager, Assistant Concession Manager **and Bylaw Enforcement Officer** shall not exceed seven and three quarter (7 $\frac{3}{4}$) hours per day five days per week and one day off every three weeks designated as an earned day off."

4. Schedule "A" – Monthly Rates of Pay - Permanent

2019 Rates (monthly unless stated)	Step 1	Step 2	Step 3	Step 4	Step 5
Bylaw Enforcement Officer	\$ 4,383	\$ 4,602	\$ 4,832	\$ 5,074	\$ 5,328

5. Schedule "B" – Monthly Rates of Pay – Non-Permanent

2019 Rates (monthly unless stated)	Step 1	Step 2	Step 3	Step 4	Step 5
Bylaw Enforcement Officer	\$ 3,989	\$ 4,188	\$ 4,397	\$ 4,617	\$ 4,848

6. The Bylaw Enforcement Officer will be required to participate in a Standby rotation, and the provisions outlined in Article 19.08 will apply. The Article will be renamed as "Standby – Information Technology and Bylaw Classifications".
7. These changes and additions will be brought into the Collective Agreement during the next round of negotiations.

CONSULTATIONS:

Consultation was held with the Director of Planning and Development, the City's Legal Department, CUPE Local 160, CUPE Local 882, the former Bylaw Manager from the Police Service and numerous municipalities across Saskatchewan and Manitoba.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, communication will be sent from the City Clerk's office to CUPE Local 882 and CUPE Local 160, as per the Collective Agreement requirements. Administration will also notify all required City Departments.

FINANCIAL IMPLICATIONS:

Bylaw Enforcement Officer wages will be as follows (2019 Rates);

Schedule "A" – Annual Rates of Pay – Permanent

2019 Rates (monthly unless stated)	Step 1	Step 2	Step 3	Step 4	Step 5
Bylaw Enforcement Officer	\$ 52,596	\$ 55,224	\$ 57,984	\$ 60,888	\$ 63,936

Schedule "B" – Annual Rates of Pay – Non-Permanent

2019 Rates (monthly unless stated)	Step 1	Step 2	Step 3	Step 4	Step 5
Bylaw Enforcement Officer	\$ 47,868	\$ 50,256	\$ 52,764	\$ 55,404	\$ 58,176

These rates may be subject to change following 2020 collective bargaining.

Bylaw Enforcement Officers may be required to participate in a standby rotation. The standby rotation pay is fifty dollars (\$50.00) per day, payable only to the individual required to be on standby. The maximum annual financial implication to the department would be eighteen thousand two hundred and fifty dollars (\$18,250.00).

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy, official community plan implications or other considerations

STRATEGIC PLAN:

Corporate Sustainability – Develop an enterprise risk management approach as well as to review and update policies to reflect current direction and best practices

Fiscal Management and Accountability – Aligning policies and initiatives to the corporate strategies.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. CUPE 882 Letter of Understanding 2020-01.

Written by: Ken Leclaire, Director of Corporate Services

Approved by: City Manager