



**EMPLOYEE AND LABOUR RELATIONS COMMITTEE
DECISION DOCUMENT
MEETING 13**

Date of Meeting: Wednesday, November 9, 2005 **Enquiry:** Candy Davidovits
Time: 9:30 a.m. **Committee Secretary**
Location: Committee Room 3 **416-392-8032**
City Hall **cdavidov@toronto.ca**
100 Queen Street West
Toronto, ON M5H 2N2

The Decision Document is for preliminary reference purposes only. Please refer to the Committee's minutes for the official record.

How to Read the Decision Document:

- *recommendations of the Committee to the Policy and Finance Committee are in bold type after the item heading;*
- *action taken by the Committee on its own authority that does not require Council's approval is listed in the decision document in bold type under the heading "Action taken by the Committee"; and*
- *Declarations of Interest, if any, appear at the end of an item.*

Minutes Confirmed – Meeting of October 19, 2005

Communications/Reports:

1. Harmonization of Sick Leave Plans for Management/Non-Union Employees

Action taken by the Committee:

The Employee and Labour Relations Committee deferred the report (November 2, 2005) from the City Manager and the Deputy City Manager and Chief Financial Officer to its next meeting to be held on January 18, 2006, in order to allow the Director of Pension, Payroll and Employee Benefits to meet with COTAPSAI as part of an advisory group, and submit a further report to the Committee.

Report (November 2, 2005) from the City Manager and the Deputy City Manager and Chief Financial Officer providing recommendations on the harmonization of the Sick Leave Plans for the Management and Non-Union employees of the City of Toronto.

Recommendations:

It is recommended that:

- (1) the Sick Leave Plan outlined in Appendix A and described in this report be approved for all Management and Non-Union employees who have entitlement to a Sick Leave Plan or Short Term Disability Plan;
- (2) that this policy supercede, replace and repeal any authorities, by-laws, policies and procedures of the seven former municipalities pertinent to Sick Leave Plans other than those covered by collective agreements;
- (3) that this policy be forwarded to each of the City's ABC's and that they be requested to implement the same policy for their management and non-union employees; and
- (4) that the appropriate City Officials be authorized to take the necessary action to give effect thereto.

2. Elected Officials' Remuneration

The Employee and Labour Relations Committee referred the report (November 1, 2005) from the City Manager and the Deputy City Manager and Chief Financial Officer to the Policy and Finance Committee without recommendation.

Action taken by the Committee:

The Employee and Labour Relations requested that the Policy and Finance Committee be advised that the following motions were moved at the meeting:

(1) Moved by Councillor Jenkins:

“That the Employee and Labour Relations Committee recommend to City Council that it re-open Clause 16 of Report 8 of the Policy and Finance Committee, adopted at the Council meeting of September 28, 29 and 30, 2005, only as it applies to elected officials, and that the amendment to the staff report pertaining to elected officials be rescinded.”

(2) Moved by Councillor Jenkins:

“That the Employee and Labour Relations Committee recommend to the Policy and Finance Committee that City Council not adopt the staff recommendations in the Recommendations Section of the report (November 1, 2005) from the City Manager and Deputy City Manager and Chief Financial Officer.”

(3) Moved by Councillor Soknacki:

“That the Employee and Labour Relations Committee recommend to the Policy and Finance Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (November 1, 2005) from the City Manager and Deputy City Manager and Chief Financial Officer, subject to amending Recommendation (1) by replacing the word “cease” with the word “continue”, so that the Recommendation reads as follows:

‘(1) the Council policy that provided an annual salary increase based on the Consumer Price Index as determined by Statistics Canada continue effective December 31, 2004; and’.”

(4) Moved by Councillor Davis:

“That this matter be referred to the City Manager and the City Solicitor for a further report to the next meeting of the Employee and Labour Relations Committee to be held on January 18, 2006.”

Report (November 1, 2005) from the City Manager and the Deputy City Manager and Chief Financial Officer providing recommendations to clarify the annual adjustment to elected officials’ remuneration.

Recommendations:

It is recommended that:

- (1) the Council policy that provided an annual salary increase based on the Consumer Price Index as determined by Statistics Canada cease effective December 31, 2004; and
- (2) the appropriate City Officials be authorized to take the necessary action to give effect to Recommendation No. (1) above.

3. Separation Program Costs for Both Union and Non-Union Employees (between December 2003 and November 2005)

Action taken by the Committee:

The Employee and Labour Relations Committee received the report (November 4, 2005) from the City Manager and requested the Executive Director of Human Resources and the City Manager to submit a further report to the Employee and Labour Relations Committee:

- (a) advising how much money the City has recovered from employees who received a severance payment and subsequently obtained other employment; and**
- (b) providing a breakdown by Divisions and by level of staff, particularly the Deputy City Managers, Executive Directors and Directors.**

Report (November 4, 2005) from the City Manager reporting on the total amount the City has paid out and/or committed to in severance agreements to date from December 1, 2003.

Recommendation:

It is recommended that this report be received for information.

4. City Hiring Practices and Employment Policies

The Employee and Labour Relations Committee received the report (November 4, 2005) from the Executive Director of Human Resources and forwarded a copy to the Policy and Finance Committee for information.

Action taken by the Committee:

The Employee and Labour Relations Committee requested the City Manager and the Executive Director of Human Resources to submit a further report to the February 22, 2006, meeting of the Employee and Labour Relations Committee on the employment of relatives policy, such report to include:

- (i) the number of declarations that have been submitted;**
- (ii) a further breakdown of temporary employees that more accurately summarizes the proportion of the work force considered to be “temporary employees”;**
- (iii) a summary of the rights temporary employees receive;**
- (iv) comments on any portions of the policy that is causing problems or constraints; and**

(v) **any recommendations deemed appropriate.**

Report (November 4, 2005) from the Executive Director of Human Resources reporting on the City's existing employment related policies and guidelines, providing information on the temporary workforce and advising on recent initiatives and changes to guard against conflicts of interest as well as to maintain standards in the hiring of permanent and temporary staff.

Recommendation:

It is recommended that this report be received for information and forwarded to Policy and Finance Committee.

**5. Request for Proposal 9105-05-7159
Provision of Administrative and Underwriting Services for
Employee Benefit Plans and Administration of the
Ontario Works Dental Programs**

The Employee and Labour Relations Committee recommended to the Policy and Finance Committee that City Council adopt staff recommendations (1) and (2) in the Recommendations Section of the report (October 26, 2005) from the General Manager, Social Services, and the Treasurer.

Report (October 26, 2005) from the General Manager, Social Services and the Treasurer addressed to the Administration Committee advising on the results of the Request for Proposal 9105-05-7159 for the Administrative and Underwriting Services for Employee Benefits Plans and Administration of the Ontario Works Dental Program and to request authority to enter into a five year agreement with the recommended Proponent for the provision of Administrative and Underwriting Services for Employee Benefit Plans and to also enter into a five year agreement with the recommended Proponent for the Administration of the Ontario Works Dental Program.

Recommendations:

It is recommended that:

- (1) the City enter into an agreement with The Manufacturers Life Assurance Company for the provision of the Administrative and Underwriting services for Employee Benefit Plans, with the administration fees guaranteed for 5 years at 2.85% for health and dental and 4.60% for LTD. Based on current claims patterns, the annual cost of these administration fees is \$5 Million Dollars (this will fluctuate based on claims experience) and with Insurance premiums guaranteed for 3 years at \$0.200% for Life Insurance, \$0.019 for Accidental Death & Dismemberment, \$0.017 for Non-Occupational Accidental Death and

\$0.065 for Line of Duty Death benefits. Based on current claims patterns, the annual cost of these Insurance Plans is \$14 million dollars; and terms and conditions satisfactory to the Treasurer and shall contain clauses satisfactory to the City Solicitor;

- (2) the term of the agreement with The Manufacturers Life Assurance Company be for a five year period, effective January 1, 2006, with administration fees guaranteed for the entire term of the agreement;
- (3) the General Manager, Social Services Division be authorized to execute on behalf of the City, an agreement with the Great-West Life Assurance Company for the Administration of the Ontario Works Dental Programs for the Social Services Division on terms and conditions satisfactory to the General Manager, Social Services Division and Treasurer and shall contain clauses satisfactory to the City Solicitor;
- (4) the term of the agreement with the Great-West Life Assurance Company be for a five year period, effective January 1, 2006, with the administration fees set at 4.95 per cent of paid claims for the entire term of the agreement and the total cost of the agreement with Great-West Life Assurance Company not exceed \$2.0 million over the five year term of the agreement; and
- (5) the appropriate City Officials be authorized to take the necessary action to give effect thereto.

5(a). Communication (November 8, 2005) from the Administration Committee advising that the Committee on November 7, 2005:

- (1) recommended to the Policy and Finance Committee that City Council adopt staff recommendations (3), (4) and (5) in the Recommendations Section of the report (October 26, 2005) from the General Manager, Social Services, and the Treasurer; and
- (2) referred staff recommendations (1) and (2) in the Recommendations Section of the report (October 26, 2005) from the General Manager, Social Services, and the Treasurer to the Employee and Labour Relations Committee for consideration.

6. Verbal Update on Status of Collective Bargaining – Toronto Police Association (In-Camera – Labour Relations or Employee Negotiations)

This item was withdrawn.