

## BYLAW NO. 10 - 2004

A BYLAW of the City of Swift Current in the Province of Saskatchewan to establish a Personnel and Administrative Review Committee.

NOW THEREFORE, COUNCIL FOR THE CITY OF SWIFT CURRENT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw shall be cited as the Personnel and Administrative Review Committee Bylaw.
2. Interpretation
  - a) "Administrative Review Officer" means the person appointed by City Council pursuant to Bylaw No. 28-2003 being *The City of Swift Current Administrative Review Officer Bylaw*.
  - b) "Chief Administrative Officer" means the person appointed as the Chief Administrative Officer for the City of Swift Current and includes any duly authorized representative or designate of such person.
  - c) "City" means the City of Swift Current.
  - d) "City Clerk" means the person appointed as the City Clerk for the City of Swift Current and includes any duly authorized representative or designate of such person;
  - e) "Committee" means the City of Swift Current Personnel and Administrative Review Committee as defined within the various sections of this bylaw.
  - f) "Council" means the City of Swift Current Council.
  - g) "Director of Human Resources" means the person hired as the Director of Human Resources for the City of Swift Current and includes any duly authorized representative or designate of such person.
  - h) "Union" means either the Canadian Union of Public Employees (CUPE) Local No. 183, International Association of Fire Fighters (IAFF) Local No. 1318, or International Brotherhood of Electrical Workers (IBEW) Local No. 2067.
3. Duties/Terms of Reference

The Committee shall have five sub-committees. These shall include:

### 3.1 Union Negotiations

3.1.1 For the purposes of Union negotiations, the sub-Committee shall consist of:

#### Voting Members (Revised Bylaw 3-2010)

- a) Chief Administrative Officer; and
- b) Director of Human Resources.

Support Staff

(Revised Bylaw 3-2010)

- a) Recording Secretary; and
- b) Other City staff as determined necessary by the Chief Administrative Officer.

3.1.2 The Sub-Committee shall participate in union negotiations between the City of Swift Current and the Canadian Union of Public Employees (CUPE) Local No. 183; International Association of Fire Fighters (IAFF) Local No. 1318; and International Brotherhood of Electrical Workers (IBEW) Local No. 2067 and make recommendations in this regard to Council for their review and consideration.

3.2 Committee of Council for Union Grievances

3.2.1 For the purposes of Committee of Council, the sub-Committee shall consist of:

Voting Members

- a) The three (3) elected officials appointed by Council to carry out the duties of the Personnel and Administrative Review Committee;

Support Staff

- a) Chief Administrative Officer;
- b) City Clerk;
- c) Director of Human Resources.

3.2.2 The Committee of Council shall act in accordance with the grievance procedure noted in the agreements between the City and CUPE Local No. 183, IAFF Local No. 1318 or IBEW Local No. 2067.

3.3 Selection Committee for Hiring of Staff (Permanent Positions)

3.3.1 For the purposes of the Selection for Hiring of Staff (Permanent Positions), the sub-committee shall consist of:

Voting Members

- a) The three (3) elected officials appointed by Council to carry out the duties of the Personnel and Administrative Review Committee;
- b) Chief Administrative Officer;
- c) Director of Human Resources.

3.3.2 The Selection Committee shall act in accordance with the City of Swift Current's Hiring Policy – Permanent Positions.

### 3.4 Administrative Review Committee

3.4.1 For the purposes of the Administrative Review, the sub-committee shall consist of:

#### Voting Members

a) The three (3) elected officials appointed by Council to carry out the duties of the Personnel and Administrative Review Committee;

#### Support Staff

a) City Clerk

3.4.2 The Administrative Review Committee shall act in accordance with Bylaw No. 28-2003 being *The City of Swift Current Administrative Review Officer Bylaw*.

### 3.5 Personnel Committee dealing with Personnel Matters

3.5.1 For the purposes of dealing with Personnel Matters, the sub-committee shall consist of:

#### Voting Members

a) The three (3) elected officials appointed by Council to carry out the duties of the Personnel and Administrative Review Committee;

#### Support Staff

- a) Chief Administrative Officer
- b) City Clerk
- c) Director of Human Resources

3.5.2 The Personnel Committee shall review and if appropriate, make recommendations on personnel matters brought to the Committee at the discretion of the Director of Human Resources.

## 4. Procedures of the Committee

- a) The Committee shall select their chairperson.
- b) The chairperson shall preside at meetings of the Committee and in the absence of the chairperson, an alternate chairperson shall be appointed by the Committee.
- c) The meetings of the Committee shall be held at the call of the City Clerk as deemed necessary.
- d) A quorum for regular and special meetings of the Committee shall be a majority of the voting members.

5. THIS BYLAW shall come into force and have effect from the date of final passing.

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MAYOR

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CITY CLERK

***INTRODUCED AND READ a first time this 3<sup>rd</sup> day of May, 2004.***

***READ a second time this 3<sup>rd</sup> day of May, 2004.***

***READ a third time and finally passed this 3<sup>rd</sup> day of May, 2004.***