

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Staffing Bylaw
Bylaw # 2018–20-A

BE IT ENACTED by the Council of the City of Charlottetown as follows:

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the “Staffing Bylaw Amendment Bylaw.”

2. Purpose

2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Staffing bylaw to establish fair and consistent practices for the recruitment and selection of staff.

3. Definitions

3.1. In this bylaw, any word and term that is defined in the Municipal Government Act and the City of Charlottetown Staffing Bylaw has the same meaning as in that Act or bylaw.

4. Part II – Definitions – of the City of Charlottetown Staffing Bylaw is hereby amended by the following:

4.1. “Casual” change definition to ***“includes a non-unionized employee hired for a period of time, to fill a vacancy that is not considered a unionized position.”***

4.2. “Chief Administrative Officer” change wording in definition from “Subsection 22(1) of the Charlottetown Area Municipalities Act;” to ***“Chief Administrative Officer” (CAO) means the administrative head of a municipality as appointed by Council under clause 86(2)(c) of the Municipal Government Act.***

4.3. “Permanent” additional information added to definition: ***“and has been hired for an indeterminate amount of time in a position that has been approved by council as being a permanent position;”***

4.4. “Seasonal” change definition to ***“means as per the Collective Agreement, a unionized CUPE 501 employee who has worked 6240 hours or more with the City, hire for a specific term of a pre-determined number of weeks;”***

4.5. “Entry Level Seasonal” new definition added ***“means as per the Collective Agreement, a unionized CUPE 501 employee hired for a specific term of a predetermined number of weeks;”***

4.6. “Senior Manager” change to ***“Senior Management”*** and means ***“Chief Administrative Officer (CAO)” and “Deputy Chief Administrative Officer (DCAO).”***

5. **Part III – Recruitment - of the City of Charlottetown Staffing Bylaw is hereby amended by the following:**
 - 5.1. Section 3.1 – change wording from “appropriate legislation” to ***“related legislation”***.
 - 5.2. Section 3.2 – add wording ***“for all positions”***.
 - 5.3. Section 3.3 – change wording from “The Department Manager will provide the Human Resources Department with information on job duties, salary, qualifications required and working conditions when initiating the staffing process.” To ***“The Department Manager will work with the Human Resources Department to decide information on job duties, salary, qualifications required and working conditions when initiating the staffing process.”***
 - 5.4. Section 3.4 – change wording from “Approval by the Committee of the Whole Council is required to fill a new position” to “Approval by ***Council is required to create and fill a new permanent position.”***
 - 5.5. Delete Section 3.5.
 - 5.6. Renumber Section 3.6 to 3.5 and change wording from “Approval by the related Standing Committee is required to fill vacancies” to ***“The Human Resources Department will advertise all vacancies through internal or external means, as appropriate, and receive all applications.”***
 - 5.7. Renumber Section 3.8 to 3.7 and delete subsection (d).
6. **Part IV – Appointments - of the City of Charlottetown Staffing Bylaw is hereby amended by the following:**
 - 6.1. Section 4.2 – change wording from “The Selection Committee for Directors and Managers shall be compromised of the CAO and any other persons as determined by Resolution of the Council.” To “The Selection Committee ***for the CAO will be determined by Resolution of the Council.”***
 - 6.2. Section 4.3 – change wording from “The Selection Committee for seasonal and casual employees shall be determined by the line department to appoint the most suitable candidate for the position...” to ***“Casual and Entry Level Seasonal Employees shall be selected by the line department, in consultation with the Human Resources department, based on the merit principle...”***
 - 6.3. Section 4.6 - Add ***“subject to suitable reference checks.”***
7. **Part V – Seasonal and Casual - of the City of Charlottetown Staffing Bylaw is hereby amended by the following:**
 - 7.1. Change Section title to ***“CASUAL, ENTRY LEVEL SEASONAL AND SEASONAL: PART V”***
 - 7.2. Section 5 - Change “seasonal and casual staff” to ***“casual, entry level seasonal and seasonal staff”***.

- 7.3. Section 5.1 – change wording from “Notices for casual and seasonal employment...” to “Notices for ***casual and entry level seasonal employment...***”
 - 7.4. Section 5.2 – change wording from “Applications to create lists for seasonal and casual employment will be received by the Human Resources Department which will purge the list annually to ensure it is kept current.” To “***Applications for casual and entry level seasonal employment will be received by the Human Resources Department and will remain active until December 31st of the calendar year in which they are received to ensure the database of candidates is kept current.***”
 - 7.5. Section 5.3 – change Wording to add “***entry level seasonal***”; and add “***provided they have an updated application on file.***”
8. **Part VI – Conflict of Interest - of the City of Charlottetown Staffing Bylaw is hereby amended by the following:**
- 8.1. Section 6.2 - change wording from “...supervision of family members jeopardise proper financial; and operational control, it would be the responsibility of Department Managers to:” to “...supervision of family members ***could*** jeopardise proper financial ***and/or*** operational control, it would be the responsibility ***of the Department Manager*** to:”
 - 8.2. Section 6.2. (a) – change wording from “attention of the appropriate Director and Human Resources Manager” to “attention of the ***Senior Management and the*** Human Resources Manager”.
 - 8.3. Delete Section 6.6.
9. **Part VII – Review - of the City of Charlottetown Staffing Bylaw is hereby amended by the following:**
- 9.1. Delete Section 7.1 - “Director of Corporate Services”.

Part 11 - Approval and Adoption

10. Effective Date

10.1. This Staffing Bylaw Amendment Bylaw, #2018-20-A, shall be effective on the date of approval and adoption below.

First Reading:

This Staffing Bylaw Amendment Bylaw, #2018-20-A, was read a first time and approved by a majority of members present at the Council meeting held on the 30th day of November, 2018

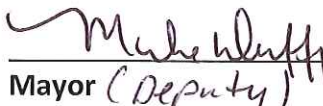
Second Reading:

This Staffing Bylaw Amendment Bylaw, #2018-20-A, was read a second time and approved by a majority of members present at the Council meeting held on the 30th day of December, 2018

Approval and Adoption by Council:

This Staffing Bylaw Amendment Bylaw, #2018-20-A, was adopted by a majority of Council members present at the Council meeting held on the 4th day of December, 2018.

Witness the corporate seal of the City of Charlottetown



Mayor (Deputy)



Chief Administrative Officer

This Staffing Bylaw Amendment Bylaw, #2018-20-A adopted by the Council of the City of Charlottetown on 4th day of December, 2018 is certified to be a true copy.



Chief Administrative Officer

December 4, 2018

Date