

Employee and Labour Relations Committee

Meeting No.	10	Contact	Yvonne Davies, Committee Administrator
Meeting Date	Tuesday, July 22, 2008	Phone	416-392-7443
Start Time	10:00 AM	E-mail	ydavies@toronto.ca
Location	Committee Room 4, City Hall		

The Decision Document is for preliminary reference purposes only. Please refer to the Committee's Report to City Council or to the Minutes for the official record.

How to Read the Decision Document:

- *Recommendations of the Committee to Executive Committee appear after the item heading*
- *Any amendments by Committee to recommendations appearing in a staff report are italicized.*
- *Other action taken by the Committee on its own authority, which does not require Council's approval, is listed in the decision document under the heading "Decision Advice and Other Information".*
- *Declarations of Interest, if any, appear at the end of an item.*

Minutes of the May 20, 2008 meeting - Confirmed

Conflict of Interest - None

EL10.1	Information	Received		Ward: All
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Human Rights and Anti-Harassment Complaints Procedures

(July 4, 2008) Report from City Manager

Decision Advice and Other Information

The Employee and Labour Relations Committee received this report for information.

Financial Impact

There are no financial implications from this report beyond what has already been approved in the current year's budget.

Summary

This report responds to a request to report on the implementation of the City's Human Rights and Anti-Harassment Complaint Procedures. This report also responds to a request from the

Executive Director of COTAPSAI regarding mandatory human rights training for supervisors and managers and for an appeal process related to complaints that are outside the scope of the Ontario Human Rights Code. Dedicated mandatory training sessions for all supervisors and managers will commence in August 2008. The request for an appeal process was considered. An appeal process is not necessary as the current procedures provide adequate resolution options to issues which go beyond any legislated obligations.

Background Information

Report - Human Rights and Anti-Harassment Complaints Procedures
<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14682.pdf>

EL10.2	ACTION	Adopted		Ward: All
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Occupational Health & Safety Report End of Year 2007

(March 5, 2008) Report from City Manager

Decision Advice and Other Information

The Employee and Labour Relations Committee:

1. Endorsed the Health and Safety priority programs identified for 2008: Musculoskeletal Disorder Policy Implementation, Continuous Improvement Initiative and Health and Safety Audit, Phase 2.
2. Directed that for the remainder of 2008, all Occupational Health and Safety Reports submitted to the Employee and Labour Relations Committee be action reports and forwarded to City Council for consideration.

Financial Impact

There are no financial implications to this report beyond what have already been approved in the current year's budget.

Summary

This report provides information on the status of the City's health and safety system, specifically on activities, priorities and performance during 2007, with particular focus on the third and fourth quarters. Although there has been sustained improvement since 2005 in some of the large operational divisions including Solid Waste Management and Transportation Services, there continue to be challenges in some of the divisions with a high risk of injury, specifically Emergency Medical Services and Homes for the Aged. Relative to 2006, there was a decrease in accident experience for the first two quarters of 2007, however, increases in the third and fourth quarter led to an overall annual increase in the number of lost time injuries of 7.7% and an increase in recurrences of 7.2%. There was a decrease in medical aid injuries of 1.4%. The greater number of slips and falls injuries and musculoskeletal disorder injuries are reflective of the harsher winter conditions experienced in the 4th quarter. The report provides information where there have been significant changes in accident experience and costs within divisions as well as specific actions being taken to improve health and safety performance.

Background Information

Report - Occupational Health & Safety Report - End of Year 1007

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14673.pdf>)

Appendix A - Year End Claims Data, by Division

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14674.pdf>)

Appendix B: Annual Summary of WSIB Costs for All Firm Numbers (2004-2007)

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14675.pdf>)

Appendix C(i) - WSIB Invoiced Costs by Division (<\$100,000 in 2007) January-December - 2004-2007

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14676.pdf>)

Appendix C(ii) - WSIB Invoiced Costs by Division (>\$100,000 in 2007) January-December - 2004-2007

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14677.pdf>)

2a Occupational Health and Safety Report - First Quarter, 2008

(June 30, 2008) Report from City Manager

Financial Impact

There are no financial implications to this report beyond what have already been approved in the current year's budget.

Summary

This report provides information on the status of the City's health and safety system, specifically on activities, priorities and performance during the first quarter of 2008. There is a decrease of 12.3% in the number of lost time injuries relative to the same period in 2007. Information is provided where there have been significant changes in accident experience and costs within divisions, as well as specific actions being taken to improve health and safety performance.

The Ministry of Labour has replaced its *High Risk* strategy with a new *Safe At Work Ontario* strategy. Information about the new directive is provided.

Background Information

Report - Occupational Health and Safety Report - First Quarter, 2008

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14683.pdf>)

Appendix A - First Quarter WSIB Claims Data, by Division

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14690.pdf>)

Appendix B - LTI Frequency (First Quarter)

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14691.pdf>)

Appendix C - Summary of WSIB Costs for All Firm Numbers (First Quarters 2005-2008)

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14692.pdf>)

Appendix D(i) - WSIB Invoiced Costs by Division (<100,000) (First Quarter 2005-2008)

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14693.pdf>)

Appendix D(ii) - WSIB Invoiced Costs by Division (>\$100,000) (First Quarter 2005-2008)

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14694.pdf>)

EL10.3	Information	Received		Ward: All
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Quarterly Report: Grievance and Arbitration Activity

(May 12, 2008) Report from Executive Director, Human Resources Division

Decision Advice and Other Information

The Employee and Labour Relations Committee received this report for information.

Financial Impact

There are no immediate financial implications in relation to this report.

Summary

To provide the quarterly report of grievance and arbitration activity between January 1 and March 31, 2008, for information.

Background Information

Report - Quarterly Report - Grievance and Arbitration Activity
<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14689.pdf>

EL10.4	ACTION	Adopted		Ward: All
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Strategic Human Resource Plan (the Toronto Public Service People Plan)

(July 8, 2008) Report from City Manager

Committee Recommendations

The Employment and Labour Relations Committee recommends that:

1. The Toronto Public Service People Plan be received for information.
2. The Toronto Public Service Learning Strategy be approved in principle.
3. This report be referred to the Budget Committee for consideration with the 2009 Operating Budget process.

Decision Advice and Other Information

The Employee and Labour Relations Committee requested the City Manager to:

1. Report to the meeting of the Employee and Labour Relations Committee on September 29, 2008 on strategies to increase:
 - a. mentorship and recruitment of internationally trained professionals; and

- b. diversity of the City's workforce.
2. Report to the Employee and Labour Relations Committee by January, 2009 on:
 - a. recommended targets for each of the performance measures; and
 - b. which managers would be responsible for each of the targets.

Financial Impact

The Learning Strategy describes an incremental approach to increase the investment in employee training. Funding in the amount of \$300,000 will be required in 2009 to implement the Learning Strategy. Incremental increases of \$300,000 in each of 2010 and 2011 will also be required. It is recommended that this funding request be referred to the Budget Committee for consideration with the City's 2009 operating budget. The funding requirements will be included as part of the 2009 operating budget submission from the City Manager's Office.

Any additional financial impact resulting from implementation of the People Plan will be reported through a subsequent operating budget process or through reports on individual initiatives.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report provides an overview of the new Toronto Public Service People Plan 2008 – 2011 (a long-term human resource strategy for the Toronto Public Service). It includes a Learning Strategy.

The Toronto Public Service People Plan 2008 – 2011 is based on the People Strategy adopted by Council in 2003, and on fact-based evidence and research into significant demographic challenges the City of Toronto will face, along with many other employers, over the next few years. To anticipate and meet these challenges, the Plan sets out five bold goals with specific objectives, related actions and performance measures. The Toronto Public Service People Plan goals are:

- We will be a learning organization
- We will have safe and healthy workplaces
- We will attract and retain a skilled, high performing and diverse workforce
- We will have strong and effective leaders
- We will build a positive workplace culture

These goals expand on and operationalize the 2003 People Strategy. Progress in achieving the Toronto Public Service People Plan's objectives will be reviewed annually and adjusted as necessary.

The Toronto Public Service Learning Strategy is a component of the People Plan. It describes concrete actions and the funding required to achieve one of the five goals of the People Plan – "We will be a learning organization".

Background Information

Report - Strategic Human Resource Plan (the Toronto Public Service People Plan)

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14684.pdf>)

Attachment 1 - EL10-4

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14685.pdf>)

Attachment 2 - EL10-4

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14686.pdf>)

EL10.5	ACTION	Adopted		Ward: All
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Instruction on a Labour Relations Matter

Confidential Attachment - 1 - Labour relations or employee negotiations

(July 11, 2008) Report from City Manager

Committee Recommendations

The Employment and Labour Relations Committee recommends that:

1. Council adopt the confidential recommendations to staff contained in confidential Attachment 1.
2. Council authorize only the release of the recommendations embodied in the confidential attachment following the notification by staff to each of the bargaining units (i.e., TCEU, Local 416, CUPE, Local 79, CUPE, Local 2998 and TPFPA, Local 3888) and COTAPSAI.

Financial Impact

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report seeks instruction from Council on a labour relations matter.

Background Information

Report - Instruction on a Labour Relations Matter

(<http://www.toronto.ca/legdocs/mmis/2008/el/bgrd/backgroundfile-14699.pdf>)

Meeting Sessions

Session Date	Session Type	Start Time	End Time	Public or Closed Session
2008-07-22	Morning	10:05 AM	11:30 AM	Public
2008-07-22	Morning	11:35 AM	11:50 AM	Closed
2008-07-22	Morning	11:55 AM	12:00 PM	Public