

Authorization to Sign Off on Collective Agreements

Date of Approval by Council: 09/10/2013

Resolution No.: 472/2013

Lead Role: Chief Commissioner

Last Review Date: September 10, 2013

Next Review Date: 09/2016

Administrative Responsibility: Administered by Human Resources

Policy Statement

The collective bargaining process is an administrative function under the authority of the Chief Commissioner. Council authorization is built into the business planning and budget process whereby Administration seeks and obtains mandates for contract negotiations for collective bargaining. County negotiating committees are authorized to sign off on details of the proposed collective agreement subject to final approval by the Chief Commissioner.

Definitions

“Chief Commissioner” is the administrative head of Strathcona County as appointed by Council responsible to perform those responsibilities contained within the Municipal Government Act and pursuant to Bylaw 2-95: The Chief Commissioner Bylaw.

“Council” means the Council of Strathcona County.

“Executive Team” means the senior management team of Strathcona County. The Chief Commissioner chairs Executive Team.

Guidelines

Periodically Strathcona County undertakes contract negotiations with the local chapters of the Alberta Union of Provincial Employees (AUPE) and the International Association of Fire Fighters (IAFF) through a collective bargaining process. Collective bargaining is focused on a strategy of collaboration, ensuring the continuation of quality service for County residents, maintaining high standards for our community, and supporting a fiscally responsible framework and mandate.

Collective agreements are managed and negotiated by the County’s Human Resources Department pursuant to the oversight of Executive Team. Negotiation committees undertake collective bargaining on behalf of the County.

The composition of the negotiating committees that undertake collective bargaining may include:

- County spokesperson (normally the Manager, Labour Relations and Compensation but may be an external resource)
- Director, Human Resources

- Directors (or designates), Transportation & Agriculture Services, Fleet Services and Utility Operations, in the event of contract negotiations with AUPE
- Director (or designate), Emergency Services, in the event of contract negotiations with IAFF
- Senior Business Advisor, Human Resources
- Senior accounting personnel.

The mandate for contract negotiations for collective bargaining is built into the Business Plan and Budget process. The mandate is authorized through the approval of the annual budget. The actual details of the mandate are not released due the requirement to maintain the confidentiality of negotiations.

Ratification of the negotiated collective agreement is approved by Executive Team under the authority of the Chief Commissioner. The formal collective agreement document is signed on behalf of Strathcona County by the Mayor, the Chief Commissioner and the Director, Human Resources.

Administration will regularly provide confidential updates to Council on the status and details of negotiations both before the start of contract negotiations and during the collective bargaining process. Council is immediately advised upon the achievement of a collective agreement. The updates are provided to Council In Camera.