

File No.: 2025-783

February 26, 2026

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of October 19, 2025 under the *Freedom of Information and Protection of Privacy Act* for:

Report of Findings submitted by a Joint Committee consisting of the City and CUPE 15 representatives in 2008, regarding the discussion of auxiliary scheduling system(s) and processes. Date range: July 1, 2009 to January 31, 2010.

All responsive records are attached. Some information in the records has been severed (blacked out) under s.15(1) and s.22(1) of the Act. You can read or download these sections or these sections here:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

Under Part 5 of the Act, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2025-783); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Kevin Tuerlings, FOI Case Manager, for

[Signed by Kevin Tuerlings]

Siân Madsen, MA, MAS
Acting Director, Access to Information & Privacy

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

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December 16, 2009

Final Report: Auxiliary Scheduling Committee

PREAMBLE

Brian Foley's Recommendation of Settlement ratified on October 10, 2007 included the following section to be added to Schedule "E" (Matters Arising From Collective Bargaining) of the Collective Agreement.

"The Employer will review the feasibility of developing or acquiring a system(s) or establishing processes that will:

- Facilitate the scheduling of Auxiliary staff in both the City and Park Board;
- Assist in matching employees' skills, competencies, and qualifications with the availability of work;
- Make more transparent to both employees and members of the public seeking work the employment opportunities within the City and park Board; and
- Link available employment opportunities to the City's recruitment and advertising processes, including use of civic websites.

As part of the above review, the Employer and the Union will establish a Joint Committee consisting of not more than three (3) representatives from each party to discuss auxiliary scheduling systems(s) and processes and to discuss the means by which auxiliary employees' seniority may be considered in work scheduling, without unduly compromising or impeding operational requirements. The Committee will also consider the means by which Auxiliary and Temporary staff may register their availability for work and their intent to:

- Seek regular full-time or regular part-time employee status;
- Return from one season to another or from one program period to another; or, simply be available on an "on-call basis"

The Parties agreed to amend the Committees membership to four (4) each with the following members : Betty McGee, Anne Marie McGee, Donald Rounding, Keith Graham representing CUPE Local 15; and, Diane Murphy, Jaclyn Jacobson, Jerry Dobrovolny, Chris Wilson (Chair) for the Employer. The Committee members further agreed that John Geppert, representing CUPE 15, could be an 'alternate' member. The inaugural meeting was held on October 16, 2008 with subsequent meetings on:

- December 11, 2008
- March 12, 2009
- April 9, 2009
- June 11, 2009
- July 9, 2009

Following its final meeting on July 9, 2009 the Committee felt that they had sufficiently reviewed and discussed the material and information presented to them and were in position to table their final recommendations to the Parties.

Recommendations:

1. That the City not invest in a complex computerized scheduling system at this time.
2. That a series of concurrent Pilot Projects be implemented. The Committee recommends a minimum of two sites be identified for the Pilot projects. A commitment from Park Board Aquatics for one of the Pilot areas has been confirmed. A second non Parks site be identified and agreed upon prior to implementation.
3. That in order to assist in matching employees' skills, competencies, and qualifications with the availability of work and to enable auxiliary staff to successfully move from auxiliary status to other opportunities such as Regular Part Time (RPT), Temporary Full Time (TFT), and Regular Full Time (RFT); hiring supervisors and managers must follow the Best Practice model in the recruitment and on going management of its Auxiliary staff.
4. That the Pilot Project implement the Best Practices and Auxiliary Scheduling Process outlined below for a period of twelve (12) months effective April 1, 2010.
5. That the period between the acceptance of this Report and April 1, 2010 be used to develop applicable data bases to identify the current Auxiliary Pool, shifts worked, available shifts etc within the Pilot area(s); and, provide applicable training to the hiring and scheduling managers and supervisors.
6. That the following principle be implemented City Wide concerning the scheduling of Auxiliary Employees: "Auxiliary (as defined in 1. (d) of the C/A) hour blocks that are consistent throughout the year , includes blocks that may be continuous from one season to next or 'semester' to 'semester' and/or where hours are similar from one season/semester to the next :
 - ▶ auxiliaries who have previously worked the hours will be offered the hours first provided that their availability and any renewable certification meet the work requirements
 - ▶ where an auxiliary's availability changes, the blocks of hours will be considered 'new' hours and will be offered as per process outlined for 'new' hours'.
7. That at pilot location(s) and during the period in which the Pilot Project(s) are run, the Parties agree that no grievance(s) will result as a result of the implementation of the Pilot Project(s) but rather that the Parties will work in partnership to resolve any issues and alter/amend the process in keeping with the intent of the Auxiliary Schedule process.
8. That the Parties, including members of the Auxiliary Scheduling Committee , not withstanding #7 above, will review the progress of the Pilot Project(s) on a regular basis,

- Special Events
- Work overflow
- Family Illness
- Jury Duty
- Hours that are less than minimum 4 hours (reserved specifically for students on school days)

Principals/Process of Scheduling Auxiliary Hours

1. Initial assignment of 'new' available hours will take into consideration:
 - Skills
 - Knowledge
 - Abilities
 - Availability to meet program cycle or block requirements
 - Gender as a bona fide operational requirement
 - Seniority, when requirements have been satisfied and more than one auxiliary meets block requirements within a programming cycle.
2. Auxiliary (as defined in 1.(d) of the C/A) hour blocks that are consistent throughout the year note: includes blocks that may be continuous from one season to next or 'semester' to 'semester', where hours are similar from one season/semester to the next
 - ▶ auxiliaries who have previously worked the hours will be offered the hours first provided that their availability and any renewable certification meet the work requirements
 - ▶ where an auxiliary's availability changes, the blocks of hours will be considered 'new' hours and will be offered as per process outlined for 'new' hours
3. Where, due to operational requirements (ie. Change in the popularity of an activity/program) block of auxiliary shifts change, the auxiliary(s) who previously worked the shift will have first right of refusal; followed by auxiliary shifts being treated as 'new' hours
4. Where auxiliary hours have been reduced or eliminated due to reduction of service, auxiliaries who have lost hours will revert to the on-call pool
5. Where auxiliary hours have been converted to regular positions, auxiliaries revert to the on-call pool unless otherwise agreed to between the parties.

Providing New Auxiliary/TFT Opportunities to between Business Units/or Open to the Public

- For future consideration: share auxiliary pools within a Business Unit, Branch or Division
- STOC Postings – will allow existing auxiliaries as well as members of the public access to new auxiliary and Temporary Full Time (less than 6 mos) opportunities.

Auxiliary Best Practices

A. All new hires into the Auxiliary Pool, in addition to the required qualifications of the work to be performed, should possess basic competencies. Hiring will result from candidates having:

1. gone through a formal interview process based on knowledge, skills and ability requirements and suitability for specific functions outlined in a posting and/or job description.
2. provided a minimum of three references and references have been at a minimum satisfactory
3. met all applicable employment checks such as police records check, education and/or up to date certifications

B. Successful continued employment in the Auxiliary Pool will result from:

1. comprehensive orientation to the Business Unit (ie. Parks, Engineering, Corporate Services, Community Services etc) as well as the specific work site
2. on-going performance monitoring and feedback and application of behavior management/progressive discipline as required
3. staff development in order to: ensure auxiliary employees remain up to date with work requirements; provide advancement opportunities to auxiliaries looking at career(s) with the CoV.
4. access to participation in a mentoring program

Auxiliary Scheduling

In scheduling auxiliaries, supervisors will take into consideration:

- Skills
- Knowledge
- Ability
- Availability
- Gender requirement (where bona fide operationally required) and,
- Seniority; when requirements have been satisfied

Auxiliary hours include but are not limited to the following categories:

- Vacation Relief
- Sick Leave Relief
- Maternity Leave
- WCB
- Seasonal in order to cover hours of operation outside the normal staff shifts (ie. Outside of 9-5)
- Seasonal programming to cover specific course instructions such as Aquatic
- Seasonal activities such as golf
- Special Projects

but no less than every four months and will, following the completion of the Pilot Project(s), review the outcomes and finalize the Auxiliary Scheduling Process; and, in order to implement the Process on a City Wide basis, develop an in-house or purchase a comprehensive computerized scheduling system that will support the Auxiliary Scheduling Process.

Summary:

The Committee after extensive deliberation feels that the implementation of a computerized scheduling system is not necessary at this time. That the Scheduling of Auxiliaries can be better served by engaging in specific, manageable, Pilot Projects that would allow the Parties to test the principles and processes identified before applying them on a City Wide basis. At the same time the Parties want to ensure that a basic principle of auxiliary scheduling is immediately introduced and applied City Wide. The Committee recognizes that Auxiliary Scheduling within the Parking Enforcement area will not be part of this recommendation at this time. Further that the terms and conditions as outlined in the Collective Agreement between the Parties are in no way altered by the recommendations or the implementation of the Auxiliary Scheduling process outlined herein.

This Report and Recommendation are respectfully submitted on behalf of the Auxiliary Scheduling Committee

Betty McGee
Keith Graham
Anne Marie McGee
Donald Rounding
John Geppert (spare)

Diane Murphy
Jaclyn Jacobson
Jerry Dobrovolny

s.15(1), s.22(1)

Christiana Wilson, Chair


Date