



Regional Board Report

Request for Decision

To: Regional Board
From: Director of Corporate Services/Deputy CAO
Date: March 14, 2024
Subject: Excluded Salary Administration Policy 8.11

Voting Entitlement: *All Directors - Unweighted Corporate Vote - Simple Majority (LGA s.208)*

Purpose: To consider varying Board Policy 8.11 Excluded Salary Administration.

Executive Summary:

An excluded salary administration policy was established in 2013 for all excluded staff positions not covered by a union collective agreement. In April 2023, the policy was amended by the Board by removing the CAO from the Excluded Salary Administration Policy and establishing a new CAO process under Policy BP15-2023, Chief Administrative Officer Performance Review and Salary Administration Policy.

As part of the new CAO policy, the timing of the annual performance review was changed from July to December/January to align with the fiscal year of January to December. Following the updated Policy BP15-2023, a comprehensive review of Policy 8.11 has been identified for 2024, and proposed updates will be presented to the Board for consideration at a future meeting.

Prior to the completion of a full review, staff are seeking board approval to vary Section 5. Annual Salary Adjustments by changing the performance review timeline from July to January with compensation changes effective January 1st, 2024. This variance is to align excluded staff performance reviews and salary administration with the financial planning process, and with the CAO performance review process timeline approved by the Board in November 2023.


This change to the performance review timeline for excluded staff maximizes the CAO process for effective strategic and corporate planning and has no impact to the financial plan. As any exceptions to the policy require Board approval, the recommendation is to approve the requested variance.

Recommendation(s):

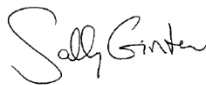
THAT the Regional Board approve varying the performance review timeline in the Excluded Salary Administration Policy 8.11 from July to January, as outlined in the report from the Director of Corporate Services dated March 14, 2024.

Respectfully submitted by: Jodie Reay, Manager, Human Resources

Report Approved by:


Corie Griffiths,
Director of Corporate Services/Deputy CAO

Approved for Agenda:


Sally Ginter, Chief Administrative Officer

Attachment(s): 1. Policy 8.11 Excluded Salary Administration