



Regional Board Report

Request for Decision

To: Regional Board
From: Corporate Officer / Deputy CAO
Date: January 16, 2025
Subject: Exempt Salary Administration Policy Review

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

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

Executive Summary:

Board Policy 8.11 Excluded Salary Administration guides salary administration for positions not covered by a union collective agreement. This policy was last reviewed and approved by the Regional Board on April 22, 2013. A minor amendment was approved by the Board in March 2024 to align the process with the calendar year. At the March 2024 meeting, staff committed to review Policy 8.11.

Staff reviewed RDCO Policy 8.11 and the policies of comparator organizations and subsequently determined that the RDCO policy is an effective guideline and control for managing exempt staff compensation for the Regional District of Central Okanagan. Minor updates have been incorporated to ensure clarity.

The proposed amended policy ensures the exempt staff salary administration is clear, provides necessary controls, remains fair and is consistent with comparator organizations.

Recommendation(s):

THAT the Regional Board amends Board Policy 8.11 Excluded Staff Administration Policy as presented in the Report from the Corporate Officer / Deputy CAO dated January 16, 2025;

AND THAT the Regional Board approves renaming the policy to BP21-2025, Exempt Salary Administration Policy.

Respectfully submitted by: Jodie Reay, Manager Human Resources

Report Approved by: Corie Griffiths, Corporate Officer / Deputy CAO

Approved for Agenda: Sally Ginter, Chief Administrative Officer

Background:

Board Policy 8.11 Excluded Salary Administration establishes a framework for managing salaries for positions not covered by a union collective agreement. This policy was last reviewed and approved by the Regional Board on April 22, 2013. A minor amendment was made with Board approval in March 2024 to align the process with the calendar year. At that time, staff committed to a comprehensive review of Policy 8.11.

Compensation policies and philosophies at neighboring local governments in the region, including the City of Kelowna, City of West Kelowna, District of Lake Country, RDNO, and RDOS, were reviewed to inform the policy review. An internal analysis determined the policy is an effective guideline and control for managing Exempt staff compensation for the Regional District of Central Okanagan.

The changes to the policy are recommended to provide clarity, completeness, and organizational capacity. These updates include:

- Updated definitions,
- Consistency in language (i.e., Exempt vs Excluded),
- The comprehensive market survey is to be conducted every five years (5) as opposed to every two (2), and
- An evaluation of all exempt positions will occur every ten (10) years unless warranted.

The amended policy remains consistent with those of other local governments, provides effective guidelines for managing compensation at the RDCO and aligns with the Pay Transparency Act.

There is no erosion of the Board's authority in the amended policy.

Considerations:**Organizational/External:**

The updated policy provides clearer guidelines and tighter controls, ensuring that administration of Exempt salaries are fair, consistent, and appropriately managed across the organization. Updated processes align with comparator organizations.

Legal/Statutory Authority

The updated policy aligns with the Pay Transparency Act.

Considerations not applicable:

- Financial
 - Alternate Recommendation
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Attachment(s):

- 1) 8.11 Excluded Salary Administration Policy, April 2013
- 2) BP21-2025 Excluded Salary Administration Policy.draft
- 3) PowerPoint Presentation