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**REPORT TO CRD GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 06, 2019**

SUBJECT **Approval of Bylaw 4330; a Bylaw to amend Bylaw No. 3343 being “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006”**

ISSUE

To update Bylaw No. 3343, *Officers’, General Managers’, and Management Staff’s Bylaw No. 1, 2006*, following the approval to amend Part VI Section 12 which refers to the method of calculating annual cost of living wage adjustments.

BACKGROUND

In 2018, the CRD moved that an Exempt Compensation Review Advisory Committee (“Advisory Committee”) of the CRD Governance and Finance Committee be established to review and make recommendations regarding the exempt staff compensation policy and, if necessary, the related terms and conditions bylaw. The Advisory Committee has concluded its review in 2019 and moved recommendations which would require that Bylaw No. 3343 (Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006) be amended with regards to the calculation of salary adjustments to CRD exempt staff. As in previous circumstances where this Bylaw is amended, it may be done by means of an amending Bylaw.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee recommends to the Regional Board:

1. That Bylaw No. 4330, cited as “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.5, 2019” be introduced and read a first, second, and third time.
2. That Bylaw No. 4330 be adopted.

Alternative 2

That Bylaw No. 4330 cited as “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.5, 2019” not be approved, and that the Exempt Compensation Advisory Committee be directed to revisit their recommendation.

FINANCIAL IMPLICATIONS

There are no financial implications. Cost of living adjustments under both methods have been relatively the same and are expected to continue as provided for in the provisional budget.

ORGANIZATIONAL IMPLICATIONS

Alternative 1

By Bylaw, CRD exempt staff currently receive annual cost of living increases based on the average provided to exempt staff at the City of Victoria and the District of Saanich, and as follows: “*Annual cost of living increases shall be based upon the average of the annual cost of living increases given to the exempt staff of the City of Victoria and the District of Saanich.*” [Part VI Section 12]. This has created challenges with recruitment, retention, salary competitiveness and budgeting as adjustments are often not implemented until late in a calendar year, or the following year, once both of these comparator organizations have implemented their adjustments. The Advisory Committee of the Governance and Finance Committee has recommended that this provision be changed, and that CRD exempt staff receive cost of living adjustments equivalent to those of CRD unionized staff. Bylaw No. 4330 makes this amendment accordingly.

Alternative 2

The current salary provision of Bylaw No. 3343, Part VI Section 12 remains until such time that it is amended. CRD exempt staff shall continue to receive the average of the cost of living increases provided to exempt staff at the City of Victoria and District of Saanich.

CONCLUSION

Bylaw No.3343 outlines the terms and conditions of employment for CRD exempt staff. The Exempt Compensation Review Advisory Committee of the CRD Governance and Finance Committee has recommended that Part VI Section 12 “Salary Increases” of Bylaw No.3343 be amended. Bylaw No.4330 captures the update.

RECOMMENDATION

The Governance and Finance Committee recommends to the Regional Board:

1. That Bylaw No. 4330, cited as “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.5, 2019” be introduced and read a first, second, and third time.
2. That Bylaw No. 4330 be adopted.

Submitted by:	Chris Neilson, MBA, CHRP, Senior Manager Human Resources
Concurrence:	Kristen Morley, JD, General Manager Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix 1: Bylaw No. 4330, cited as Officers’, General Managers’ and Management Staff’s Bylaw No.1 2006, Amendment Bylaw No.5, 2019