

Town of Hinton
STANDING COMMITTEE MEETING
Agenda
May 26, 2020 - 4:00 PM
Committee Room, Hinton Government Centre



TOWN COUNCIL MISSION
*Council serves the interests of our citizens
to enable our community to reach full
potential.*

All Council meetings are scent free.

Please refrain from
wearing scented products

Page

ORDER

1. Call to Order

ADOPTION OF AGENDA

1. Standing Committee Agenda - May 26, 2020

DELEGATIONS AND PRESENTATIONS

INFORMATION REPORTS

ACTION ITEMS

- 3 - 11
1. Pay Principles Policy HR-1902

DISCUSSION ITEMS

1. Council Legal Policy Discussion

ADDITIONAL INFORMATION

- 12 - 18
1. Urgent Matters from Council
 2. Chief Administrative Officer Status Report
 - Action Pending List
 3. Legislative Services Update
 4. Executive Assistant Logistics Information

STANDING COMMITTEE MEETING

Agenda
May 26, 2020

IN CAMERA

1. Salary Review Report Discussion (Section 17 of FOIP)
2. Governance (Section 24 of FOIP)

ADJOURNMENT

1. Adjournment



TOWN OF HINTON Administrative Report

DIRECTION REQUEST **REQUEST FOR DECISION** **INFORMATION ITEM**

DATE: Standing Committee Meeting of May 26, 2020
FROM: Emily Olsen, Interim Chief Administrative Officer
RE: **PAY PRINCIPLES POLICY HR-1902**

Recommended Action

That Committee recommends Council approve Pay Principles Policy HR-1902 as presented.

That Committee recommends Council rescind Personnel Policy – Salaried Staff 027, Personnel Policy – Salaried Employees 060, and Personnel Policy General 017.

Background

A Pay Principles Policy, as presented in Attachment #1, is required for legislative Employment Standards compliance and it supports an organization's attraction and retention. While Town practices meet or exceed Employment Standards requirements, current Policies are not in alignment with these practices.

In terms of legislative compliance, a clear Policy is required to ensure legislative requirements are being met. These requirements include equal pay without consideration for factors such as gender, race, sexual orientation, or other protected grounds. Contravention of these standards can result in penalties to the organization as high as \$100,000. As such, it is essential to have a clear organizational Policy in place to ensure all employees are compensated in a fair and equal manner and to protect the organization from liability.

A Pay Principles Policy also impacts the Town's ability to attract and retain competent employees by showing how their pay will be administered when they perform their jobs competently. Under a clearly administered pay system, as outlined in Policy HR-1902, employees quickly learn and understand the important relationship between pay and job performance. This can improve performance and increase the Town's service levels. This is not a change in practice, or intent of the Policies currently in place.

At the May 12 Standing Committee Meeting, Council reviewed Pay Principles Policy HR-1902 and provided the following direction:

That Committee requests Pay Principles Policy HR-1902 be brought back to the May 26, 2020 Standing Committee meeting for further discussion.

That Committee recommend that the rescinding of Policies 027, 060, and 017 be postponed to the May 26, 2020 Standing Committee meeting for further discussion.

That Committee direct Administration to bring the current salary pay grid to the May 26, 2020 Standing Committee meeting for discussion.

Written By: Nikiea Hope, Human Resources Manager

In response to Council's direction, Pay Principles Policy HR-1902 has been amended to clarify the authority Council has over town wages and Cost of Living Allocations (COLA). Section 4.2 was modified to reflect the current process that is followed by Administration, wherein wages and COLA increases are reviewed and approved by Council.

In response to Council's inquiry regarding how other municipalities manage COLA increase requests, Hinton follows a similar practice to municipal comparators. In order to recommend an increase, Administration researches our municipal comparators, reviews internal equity (for example, the compression rate between Union and Managers), and analyzes external market comparisons (for example, Town wages compared to Municipal wages). With this information from municipal comparators, internal equity, and market comparison, Administration then determines an appropriate COLA increase rate and proposes that rate to Council during the budget approval process.

The current high level Salary Grid has been included in Attachment #2. Salaries included in this Salary Grid reflect research into municipal comparators, local industry competitors, internal equity, cost of living, attraction and retention, and the role of benefits to enable the Town to provide a competitive wage. Any adjustment to the Grid, be it the creation of a new position or an adjustment to keep the Town competitive, also considers these factors.

Analysis

Pay Principles Policy HR-1902 aligns with Council's Strategic Plan and strives to ensure that Town principles align with Council values. This Policy does not result in changes to current practices, rather, it clarifies the current processes that the Town already follows. This will ensure consistent application of Policy through leadership changes. Any Administrative decision regarding pay which would impact the Budget is always subject to Council approval.

Currently, the Town has three Council approved Policies which speak to Employee Principals, all three of which are outdated and in need of revision. Personnel Policy – Salaried Staff 027 and Personnel Policy – General 017 have not been updated since November 28, 2000. Personnel Policy – Salaried Employees 060 has not been updated since January 2008. These Policies do not reflect MGA requirements, current legislative requirements, or best practice.

According to Municipal Government Act Sections 201 and 207, Council and the Chief Administrative Officer have clearly defined areas of control and approval relating to the development of guiding documents. Policies 027, 017, and 060 as written do not adhere to these areas of control, create an unnecessary burden on Council's time, and detrimentally impact the Town's efficiency and effectiveness in dealing with internal personnel matters. These policies are not in compliance with the structures as set out in the Municipal Government Act.

In addition to legislative non-compliance, Policies 027, 017, and 060 have overlapping scope. While they are generally in alignment, there are sections in which the Policies provide contradictory advice. Without clear guidance, Administration defaults to the most reasonable alternative, but this may not be consistent with changing leadership.

Implications of Decision

The Town will be able to move forward with the development of directives/procedures to reinforce and clarify Town processes and procedures, and to meet legislative compliance.

Once developed, implementation and training of the Directives and associated Procedures will begin.

Financial Implications	
Items	Comments
Operating Cost/Implications	None, practices and costs are not changing.
Capital Cost	None.
Budget Available	Costs reflected in 2020 Budget.
Source of Funds <ul style="list-style-type: none"> o Budgeted Amount o Grants (successful/unsuccessful) 	None required.
Unbudgeted Costs <ul style="list-style-type: none"> o Options for where to acquire the necessary funds 	None.

Risk / Liability (if applicable)

An updated Policy will reduce the Town's risk and liability by bringing the Town into compliance with relevant legislation and proper employment practices.

Legislative Implications		
Conforms with:	Yes/No/Partial	Comments
Council's Strategic Plan	Yes	Strategic Plan Goal 3: The Town of Hinton is innovative, efficient, and exceptional in its service delivery Strategic Plan Corporate Values: Be a leader, be safe, be accountable. Strategic Plan Priorities: Retaining Workforce and Succession, Infrastructure Maintenance and Safety.
Community Sustainability Plan	Yes	Governance Pillar: Leadership: as an employer; responding to family needs; encouraging volunteerism; offering mentorship opportunities; removing barriers for persons with disabilities; recent immigrants and Aboriginal Canadians. Strategy 10: Ensure Local Governments and authorities are responsive to the needs of the community 3.10.11: Develop policies that ensure local authorities operate in an ethical, accountable, transparent, and proactive manner.
Municipal Policies or Bylaws	Yes	CL 1106 Town Policies, Procedures, and Directives Policy
Provincial Laws or MGA	Yes	Alberta Human Rights Act Alberta Employment Standards Alberta Pension Plans Act
Other plans or policies	Yes	Organizational Efficiency and Effectiveness Review

Options / Alternatives

1. That Committee recommend Council approve Pay Principles Policy HR-1902 as presented.

That Committee recommends that Council rescind Personnel Policy – Salaried Staff 027, Personnel Policy – Salaried Employees 060, and Personnel Policy General 017.

2. That Committee directs Pay Principles Policy HR-1902 be brought back to a Standing Committee Meeting for further review.
3. That Committee accepts this Pay Principles Policy HR-1902 report for information.

Attachment(s)

1. Pay Principles Policy HR-1902
2. High Level Salary Grid

	Pay Principles Policy
	Council Approved
	Human Resources (HR) # 1902
	Approved Month ##, 2020
	Next Review Date Month ##, 2024

1.0 POLICY STATEMENT

- 1.1 The Town of Hinton will provide fair and equitable compensation to all employees based on internal equity and market comparison. Compensation will be structured so as to attract and retain competent and qualified employees, and to appropriately reward their performance.

- 1.2 The Town believes in paying employees for consistent and sustained competency in the performance of their jobs. The Town strives to:
 - 1.2.1 Be an Employer of Choice through the total compensation package offered to employees and candidates;
 - 1.2.2 Pay wages that are competitive with wages paid by other comparable municipalities for jobs of equivalent responsibility;
 - 1.2.3 Pay employees in similar jobs on an equitable basis, consistent with the principles of “Pay for Performance”; and
 - 1.2.4 Award pay increases governed by the Salary Grid and upon merit when job performance standards are consistently achieved or exceeded.

2.0 PURPOSE

- 2.1 The purpose is to establish the principles related to the payment of wages and to ensure these principles are applied consistently throughout the Town.

3.0 SCOPE

- 3.1 This Policy applies to all non-union employees.
- 3.2 Where appropriate, the wages and administration of union employees are governed by the provisions of the Collective Bargaining Agreement between the Town of Hinton and Unifor Local 855.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for:
 - 4.1.1 Reviewing and approving the Policy; and

- 4.1.2 Reviewing and approving the budgetary impacts of any plan or program changes presented.
- 4.2 The Chief Administrative Officer (CAO) is responsible for:
 - 4.2.1 Approving job classifications and the range structures contained in the Salary Grid;
 - 4.2.2 Proposing Cost of Living increases to Council through the Annual Budget process for approval;
 - 4.2.3 Providing approval to Human Resources for any Cost of Living increase to the Salary Grid within the approved budget; and
 - 4.2.4 To address budget impacts of any changes and seek approval from Council through an Administrative Report or the Annual Budget Process.
- 4.3 The Human Resources Manager is responsible to:
 - 4.3.1 Provide guidance to the CAO on evaluation of job classifications, range structures, wages, and pay increases;
 - 4.3.2 Provide guidance to Directors, Managers, and Supervisors on pay increases;
 - 4.3.3 Conduct a job evaluation, as outlined in the Town's Directive HR ## Job Evaluation. Each job shall be evaluated using a consistent and approved job evaluation process. Job evaluations shall be reviewed at least once every three (3) years to ensure that each evaluation accurately reflects the duties and responsibilities assigned to the job; and
 - 4.3.4 Conduct a Salary Survey Review, as outlined in the Town's Directive HR ## Salary Survey Review:
 - a) Pay range structures shall be reviewed every three (3) years in order to remain competitive with estimated wage changes in the external market;
 - b) External wage comparisons shall be made as necessary but at least once every three (3) years. Proper wage survey techniques shall be used for this purpose. Surveys may be initiated by the Town or survey data from external, reputable organizations may be used to determine competitive wages for jobs of comparable responsibilities in similar municipalities; and
 - c) Pay rate changes may occur consistent with the Town's Directive HR ## Pay Administration.
- 4.4 Each Director, Manager, and Supervisor is responsible for:
 - 4.4.1 Ensuring the principles outlined herein are consistently applied to their direct reports;
 - 4.4.2 Approving the initial wages and pay increases for each employee, according to the Salary Grid; and
 - 4.4.3 Conduct an employee performance review, at least annually, in conformance with Town's Directive HR ## Job Performance Review.

4.5 The Payroll and Benefits Coordinator is responsible for pay administration.

5.0 RELATED MATTERS & REFERENCES

5.1 *Alberta Human Rights Act*

5.2 *Alberta Employment Standards*

5.3 *Alberta Pension Plans Act*

5.4 By-Law 1131 CAO Performance Review Committee

6.0 DEFINITIONS

6.1 See CL 1106 Town Policies, Procedures, and Directives Policy for a list of defined terms.

6.2 **Pay for Performance:** A merit pay system where pay changes are directly related to the consistent and sustained achievement of job performance standards and/or specific job objectives. Such pay changes cannot be outside of the Salary Grid.

6.3 **Wages:** Monetary remuneration paid to employees under a contract of employment and includes salary, pay, money paid for time off instead of overtime pay, or money paid to an employee for work. Wages do not include:

- 6.3.1 Overtime pay, vacation pay, general holiday pay, and termination pay;
- 6.3.2 A payment made as a gift, bonus, or honorarium that is dependent on the discretion of the Town and that is not related to hours of work;
- 6.3.3 Expenses or an allowance provided instead of expenses; and/or
- 6.3.4 Unless declared otherwise by legislated provisions, contributions made by the Town to a fund or benefit plan.

7.0 APPENDICES, PROCEDURES, & FORMS

7.1 None.

8.0 REVISION CONTROL

8.1 This Policy must be reviewed every four (4) years.

8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

Date	Revision
------	----------

This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.

This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.

Salaried Employee Grid



Effective: 2020-01-01
 % Increase: 0%

Level	# Positions	# Employees	Step 1	Step 6
L1	1	1	\$ 131,589.67	\$ 160,000.00
L1.1	3	3	\$ 114,152.18	\$ 140,000.00
L2	1	1	\$ 105,998.45	\$ 130,000.00
L3	2	2	\$ 107,118.13	\$ 124,607.46
L4	1	1	\$ 93,283.82	\$ 113,494.22
L5	5	5	\$ 88,705.31	\$ 107,924.99
L6.1	1	1	\$ 88,705.31	\$ 105,000.00
L6	9	9	\$ 84,126.80	\$ 102,353.65
L7	8	8	\$ 78,404.18	\$ 95,391.33
L8	2	1	\$ 69,247.15	\$ 84,250.77
L9	3	4	\$ 64,668.63	\$ 78,681.54

**** Above wages are reflective of full time work for a full year;
 Part-time employees earn less than the numbers above.**

COUNCIL ACTION PENDING

of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
May 17	MD - 1405	Bring Options #3 and #4 of the Commercial Waste Collection with Option #5 added which would be to exit the commercial garbage business and provide a full cost recovery model to the September 12/17 Standing Committee meeting.	Emdad Haque	Dale Woloszyn	28 Feb 2019		In Progress	Oct. 18 Update: Landfill authority is currently working with a consultant on a 5 year business plan. Due date has been changed to Feb. 28/19 to accommodate. Costing is being fine-tuned. Consultation with businesses will be scheduled. Direction Report is rescheduled from Sept 12 Standing to Sept 26 Regular to accommodate consultation availability. UPDATE: postponed until new Council with the approval of Mayor Mackin. June 12/19: This item will be reviewed once the new Director is here. Nov. 14/19 - Work will commence on this item in the new year, we are expecting to present by end of Feb./2020. Jan. 21/20 - Work has commenced on this item and is expected to be presented by end of May 2020. May 14/20 - Expecting to present to Council before the end of June 2020.
Apr 21	MD - 1539	Bring back the Hinton Centre policy #100 to a Standing Committee meeting to discuss possibly expanding the program.	Laura Howarth	Hans van Klaveren	29 Mar 2019		On Hold	Recommend that MD-1539 be removed and addressed with MD-1783. The initial intent of the MD-1539 motion was to address public use of green spaces which aligns better with Policy #082 Recreation & Parks Fees & Charges being reviewed under MD-1783.
Oct 2018	MD - 1643	Direct Administration to present Recreation Centre Project funding plan options by the end of December 31, 2018.	Carla Fox	Laura Howarth	31 Dec 2018		On Hold	Recommend that MD-1643 be removed. The funding plan and other subsequent steps will be addressed once the Recreation Centre Project is defined through Council approval.
11 Dec 2018	MD - 1686	Bring back alternatives to be used to replace the logs in benches and structures in the first quarter of 2019.	Laura Howarth	Hans van Klaveren	31 Mar 2019		On Hold	ON HOLD until the Parks, Open Spaces & Trails (POST) Master Plan recommendation is implemented to establish minimum landscape, design and construction standards. This is planned for 2021 and 2022, as identified in the current Council-approved 5-Year Capital Plan.

COUNCIL ACTION PENDING

of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
Jan 19	MD - 1702	That the Recreation Centre Project Management Request for Proposal Key Deliverables be brought back a Standing Committee meeting before the end of March 2019.	Laura Howarth	Hans van Klaveren	31 Mar 2019		On Hold	ON HOLD as per discussions between CAO and Council in January 2019 regarding developments and progress. Recommend that Council affirm/modify this motion as step one of establishing a direction for the Recreation Centre Project and remove #1643 and #1868, OR remove #1643 and #1702 and affirm/modify #1868 as step one of establishing a direction for the Aquatics Centre Project, OR provide a new motion as step one of establishing a direction for the Recreation Centre / Aquatics Project and remove #1643, #1702 and #1868.
Apr 19	MD - 1759	Administration to bring the water service levels and delivery to a Standing Committee meeting by the end of October 2019.	Emdad Haque	Dale Woloszyn	31 Oct 2019		In Progress	Work will commence on this item in the new year and expecting to present by end of March/2020 Mar. 6/20 - Expected date for presentation is end of June/20. May 14/20 - Expecting to present to Council before the end of September 2020./
May 19	MD - 1767	Administration to prepare project timeline and budget for Council's approval as part of the annual budget process regarding the PCP program.	Peter Vana		01 Sep 2019		In Progress	Work in progress to complete collection of GHG data to complete step 1 PCP program. Timeline end of July 2020.
14 May 2019	MD - 1775	That Council direct Administration to bring forward a Request for Decision to invest maintenance dollars in the currently open sections of the Beaver Boardwalk to a Regular Meeting of Council.	Laura Howarth	Hans van Klaveren	31 Jul 2019		On Hold	ON HOLD pending the Water Act approval currently in progress. The Province-led Notice of Concern phase is underway.
21 May 2019	MD - 1783	Direct Administration to bring Policy #082 Recreation & Parks Fees and Charges to a Standing Committee meeting for discussion by August 31, 2020.	Laura Howarth	Hans van Klaveren	31 Aug 2020		In Progress	The intent of this motion was to explore parameters within Policy #082 for free and reduced fee use of Town assets (i.e. non-profit rates, business rates, fundraising event rates). Green space use from MD-1539 will also be included.

COUNCIL ACTION PENDING

As of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
Jun 19	MD - 1794	Administration to halt Town and ISL work with relation to the bridge excluding the bridge steps and bring back a report pertaining to options including high level costs to a Standing Committee meeting before the end of August, 2019.	Diana Daley-Beckford	Hans van Klaveren	30 Aug 2019		On Hold	Part 1 of this Council Direction is COMPLETE. Part 2 is ON HOLD until the Town can confirm that maintenance can be done in the Maxwell Lake wetlands. Once approved, the bridge project will be completed (see Carry Forward to 2020 Capital Budget).
Jul 19	MD - 1803	That Council direct Administration to bring a report to a future Standing Committee meeting regarding assessment policy options including split notices and supplemental assessments.	Carla Fox		31 Dec 2019		In Progress	Split taxes was presented at the Jan 28/20 meeting. Supplementary Tax information was presented in March 2020. Working on an assessment Policy currently postponed due to COVID 19 as discussed with the CAO
Sep 19	MD - 1857	Council direct admin to bring back a report, before the end of the second quarter in 2020, with regards to franchise fees, available options and potential impacts.	Carla Fox		30 Jun 2020		Pending	
08 Oct 2019	MD - 1868	That Committee direct Administration to bring a report including options on the next steps for the Aquatic Centre before the end of 2019.	Emily Olsen	Diana Daley-Beckford	31 Dec 2019		On Hold	Council decision in Agenda prep meeting on Dec. 5/19 to postpone until January 2020
22 Oct 2019	MD - 1879	That Committee table the Maxwell Lake Recreation Area Outline Plan to a Standing Committee meeting by the end of June 2020.	Laura Howarth	Hans van Klaveren	30 Jun 2020		On Hold	ON HOLD pending the Water Act approval currently in progress. The Province-led Notice of Concern phase is underway.
05 Nov 2019	MD - 1884	That Council approve the Standing Committee's recommendation for Administration to invite Request for Proposals (RFP) to bid on the ATE program contract.	Emily Olsen	Todd Martens	31 Mar 2020		On Hold	New legislature as of December 1, 2019 from Provincial Government - all new programs on hold for approximately 2 years.

COUNCIL ACTION PENDING

As of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
Feb 2020	MD - 1957	<p>NELSON – That Council direct Administration to bring forward amendments to the Council Remuneration Policy #052 for implementation with the March 21, 2020 review as follows:</p> <p>Whereas, Administration completes all Council</p> <p>Whereas, clarification regarding the definition of meetings is achieved;</p> <p>Whereas, any concurrent meetings be deemed a single meeting in relation to meeting fees;</p> <p>Whereas, any remuneration through Council approved committee meetings require a basic report that includes meeting start and end times including travel and a summary discussions and decision;</p> <p>Whereas, committee reports become part of Council Committee meeting agendas on a monthly basis;</p> <p>And Whereas, items that constitute conference participation are tracked and reported separately from regular remuneration.</p>	Emily Olsen	Heather Waye	20 Mar 2020	23 Jun 2020	In Progress	Policy changes complete; internal review in progress.
25 Feb 2020	MD - 1959	That Committee recommend Council direct Administration to bring back a phase one report on Civic Agencies including best practices before the end of Q2 2020.	Emily Olsen	Jenna Altrogge	30 Jun 2020	30 Jul 2020	In Progress	Research has begun. Due to workload a short extension is needed.

COUNCIL ACTION PENDING

As of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
Feb 2020	MD - 1960	Direct Administration to bring a report back to Council regarding Hinton Disc Golf Society's funding request for parking lot construction prior to June 30, 2020.	Laura Howarth	Hans van Klaveren	30 Jun 2020		Pending	Clarification sought on scope and purpose of the report.
Mar 2020	MD - 1966	Move that Administration bring forward the 2021-2023 three-year Operating Budget with no more than 4% tax rate increase each year.	Carla Fox		30 Nov 2020		Pending	This will come forward during budget deliberations for 2021-2023
Mar 2020	MD - 1967	That Council direct Administration to proceed with a design charrette and preparing a development proforma for the Town owned parcels at 133, 159 and 134 Boutin Avenue.	Peter Vana	Scott Kovatch	31 Jul 2020		In Progress	Consultant has been retained and has initiated preliminary background review and research. May 21/20: Background data and mapping to be completed end of May. Design Charrette materials to be completed by end of May. Public portion detailed due to COVID19, anticipated Design Charrette date in July 2020.
Mar 2020	MD - 1968	That Council direct Administration to implement cost mitigation strategies within the 2020 Operating Budget to offset the ongoing financial impacts of COVID-19. Administration to provide Council with ongoing regular reports related to these mitigation strategies.	Carla Fox		31 Dec 2020		In Progress	Administration is working to offset all anticipated losses due to COVID to best of our ability and reporting to Council as necessary.
24 Mar 2020	MD - 1969	That Committee recommend Council refer Business License Bylaw Amendment 1126-1 for First Reading to the next Regular Meeting of Council.	Peter Vana		21 Apr 2020		Pending	

COUNCIL ACTION PENDING

As of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
Apr 2020	MD - 1976	That Council direct Administration to transfer \$240,000 from the Recreation Expansion Reserve to the Temporary Emergency Response Reserve with any requests to access funding from the Emergency Response Reserve be approved by Council.	Carla Fox		30 Apr 2020		In Progress	Funds will not be transferred until these funds are required and direction received by Council
Apr 2020	MD - 1977	That Council direct Administration to bring a report to a future Standing Committee meeting regarding the creation of a permanent Emergency Response reserve. The report should include funding sources and reserve management policy.	Emily Olsen		30 Jun 2020	30 Sep 2020	Pending	
May 2020	MD - 1987	That Council approves Administration to proceed with the Option 1 regarding the Golf Course Asset Acquisition Agreement as discussed in camera. That Council direct Administration to bring the completed Golf Course Assets Acquisition Agreement back to an In Camera Regular Meeting of Council for approval.	Emily Olsen	Heather Waye	30 Jun 2020		In Progress	
12 May 2020	MD - 1989	That Committee recommends that Council approve Employment Principles Policy HR-1905 as presented.	Nikiea Hope		16 Jun 2020		In Progress	
12 May 2020	MD - 1990	That Committee recommends that Council approve Employee Relations Policy HR-1904 as amended.	Nikiea Hope		16 Jun 2020		In Progress	

Council Action Pending
 Administrative Officer
 Status Report
 Action Plan
 Meeting List
 Page 17 of 18

COUNCIL ACTION PENDING

As of May 22, 2020

Meeting Date	Item Number	Action Required	Staff Responsible	Multi Staff Responsible	Due Date	Revised Date	Status	Additional Comments
May 2020	MD - 1991	That Committee requests Pay Principles Policy HR-1902 be brought back to the May 26, 2020 Standing Committee Meeting for further discussion.	Nikiea Hope		26 May 2020		In Progress	
May 2020	MD - 1992	That Committee direct Administration to bring the current salary pay grid to the May 26, 2020 Standing Committee meeting for discussion.	Nikiea Hope		26 May 2020		In Progress	
May 2020	MD - 1993	That Committee recommends Council approve Benefits Principles Policy HR-1903 as presented.	Nikiea Hope		16 Jun 2020		In Progress	
May 2020	MD - 1994	That Committee recommend that the rescinding of policies 027, 060 and 017 be postponed to the May 26, 2020 Standing Committee Meeting for further discussion.	Nikiea Hope		26 May 2020		In Progress	
May 2020	MD - 1999	That Council direct Administration to bring a draft Fiscal Management Policy to a Standing Committee meeting before December 31, 2020.	Carla Fox		31 Dec 2020		Pending	