

Project Charter

1.0 Project Identification

Name of Project:	Market Review, Benefit Review, and Compensation Policy
Sponsor: (Accountable)	Kate Allan
Project Manager: (Responsible)	Melissa Clancy
Project Team Members: (Responsible or Consult)	Kristen Van Alphen, Annie Reed, Lara Widdifield, Lindsey Harris
Approved Budget:	\$50,000.00

2.0 Business Need

1c2, 1c3, 1c4 – Complete the H.R. Market Review to update Job Descriptions for people leader roles i.e., Directors, Managers, Supervisors, to include positional competencies; Evaluate Employee Benefits; and Develop a Compensation Policy

(planned for Q1 2024 – Q4 2024)

3.0 Project Objectives (Purpose)

Complete the Human Resources Market and Benefit review, as well as develop an on-going compensation policy.

- Complete the HR Market Review
- Update Job Descriptions for people leader roles (i.e. Directors, Managers, Supervisors, to include positional competencies)
- Evaluate Employee Benefits

Develop a Compensation Policy

4.0 Project Scope

- Complete the HR Market Review for Non-Union positions, as well as CUPE 1189-00 and CUPE 1189-01 to achieve internal and external equity
- Complete the Pay Equity review for non-union positions, including Library due to Pay Equity requirements
- Review and update as required Job Descriptions for people leader roles (i.e. Directors, Managers, Supervisors, to include positional competencies)

4.0 Project Scope

- Evaluate Employee Benefits, including Health, Dental, Vacation, Lieu time, etc., for Non-Union to achieve internal and external equity
- Develop a Compensation Policy

5.0 Stakeholders

Name	Consult or Inform
Council	Inform / Consult
Tim Simmonds	Consult
All Staff	Inform
Library Board / CEO	Inform

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	RFP Issued, and vendor selection	November 2023
2.	Kick-off Meeting with Vendor	January 2024
	Provide Staff with Job Descriptions, and Previous Evaluations for input (include Library as needed) not including past three years, for Non Union, (TBD if all positions with vendor).	January 2024
3.	Benchmarking organizations approved by SLT, with report to Council to inform	January 2024
4.	Market and Benefit Review by Vendor	February 2024
5.	Draft Compensation Policy to City Manager	March 2024
6.	Presentation to Council	April 2024
7.	Approval by Council	May 2024
8.	Implementation and Communication to Staff	June 2024
9.	Compensation Policy Sign-Off	September 2024

7.0 Risks

Severity	Description	Mitigation Tactic
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Medium	Staff resource constraints	Project identified in workplan as priority; tasks and deadlines will be agreed upon by team and escalated to sponsor if not met
High	Lack of staff buy-in to implementation and results	On-going communication to staff; potential to separate communications with non-union and union for different messaging
High	Budget constraints	On-going communication to Council

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

1. Compensation policy developed, and approved by Council / City Manager
2. Market Review completed, and recommendations implemented, and communicated to staff
3. Benefit Review completed, and recommendations implemented, and communicated to staff.