

APPENDIX C



HUMAN RESOURCES/PAYROLL DEPARTMENT

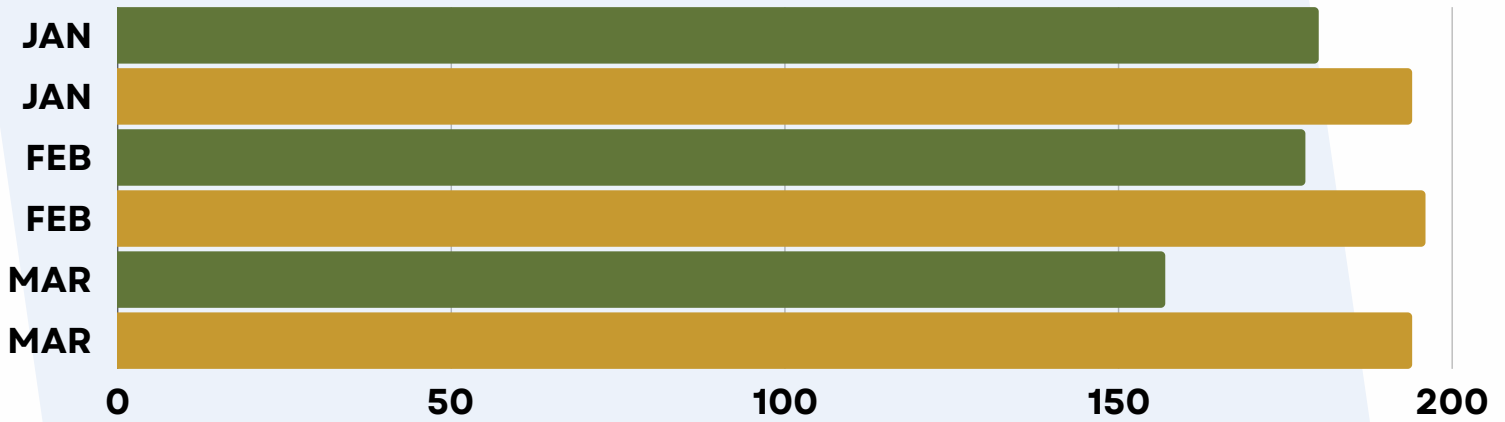
2025 1ST QUARTER REPORT

JANUARY 2025-MARCH 2025

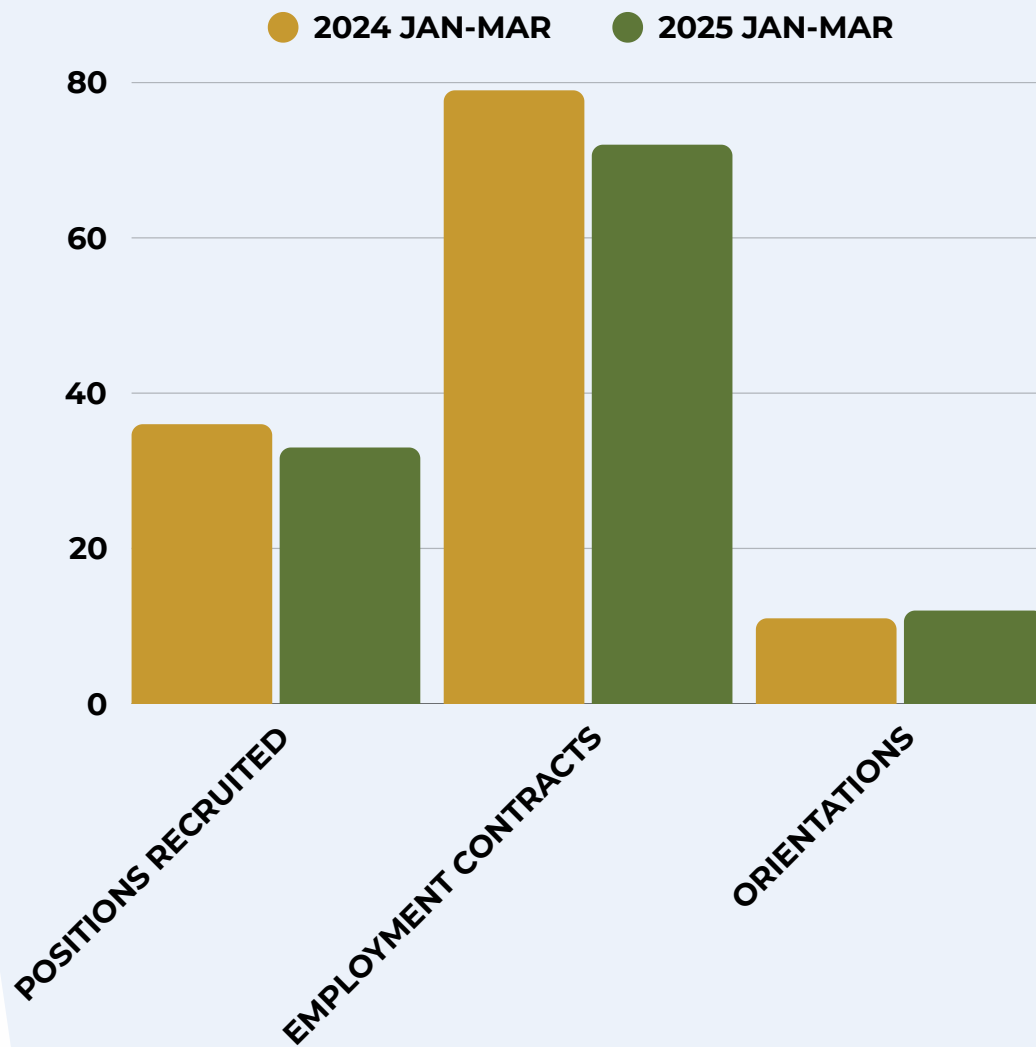
ACTIVE STAFF

2024

2025



RECRUITMENT AT A GLANCE



PROJECTS

Human Resources

Recruitment

- We are continuing our efforts to recruit both seasonal and full-time employees, ensuring we have a robust workforce to meet our organizational needs.

Exit Interviews

- We will be conducting on-line exit interviews for the winter season to gather valuable feedback and insights from departing employees, helping us improve our practices and enhance future experiences.

Compensation Review

- The compensation range/wage review project has been finalized, ensuring fair and competitive compensation.

Leadership Training

- The leadership training program commenced in March 2025 and will continue throughout the year, providing ongoing opportunities for professional growth and development.

Payroll

Grid Adjustments & Rate Changes

- Implemented grid adjustments and rate changes for all affected employees (MD C2 and BRFA) in alignment with updated COLA and merit increases, ensuring that all compensation changes were accurately reflected.

Year-End Submissions

- Finalized LAPP (Local Authorities Pension Plan) and APEX year-end submissions.
- Produced and distributed 571 T4 slips for employees (MD C2 and BRFA).
- Submitted the Workers' Compensation Board (WCB) Year-End report.

Auditor Data Preparation

- Generated and provided required data to auditors for review.

Compensation Review & Grid Implementation

- Created and implemented the new range and wage grid based on the results of the compensation review. Effective March 30, 2025.

