SUMMER VILLAGE OF WHITE SANDS

Prepared by:	Administration	**Number**:	ADM 1.10
Adopted by:	White Sands Council	**Date**:	September 17, 2025
Amended:		**Resolution#**	

Title: Employee Wage and Compensation Policy

1. **Purpose:**

   To provide a clear and transparent framework for employee compensation that supports fair pay practices, promotes internal equity, maintains confidentiality, and complies with governing legislation.

2. **Scope:** This policy applies to all employees of the Summer Village of White Sands, including permanent, seasonal, and casual positions. The Chief Administrative Officer (CAO) is responsible for the implementation and administration of this policy, in alignment with Council-approved budgets.

3. **Principles:**
   1. Fairness and Equity: Compensation reflects qualifications, responsibilities, and multi-role expectations.
   2. Transparency: Wage ranges by position are publicly available; individual pay placements remain confidential.
   3. Confidentiality: All employee-specific pay information is protected under FOIP and shall not be disclosed without authorization.
   4. Flexibility: Council retains discretion over cost-of-living adjustments and budget allocations.
   5. Legislative Compliance: This policy aligns with the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP).

4. **Compensation Framework:** Employees are paid according to a clear and fair wage grid that outlines how much each position earns and how wages can increase over time. Each job has a defined hourly wage range, split into six steps. Employees can typically move up one step each year based on:
   1. Satisfactory performance
   2. Available budget
   3. This structure ensures that compensation is fair, transparent, and aligned with both employee contributions and municipal financial capacity.

   To help set fair and competitive wages, the municipality uses data from the

2024 Alberta Municipal Services Corporation (AMSC) Wage & Compensation Survey.

The Alberta Municipal Services Corporation (AMSC) provides expert Human Resources services to municipalities across Alberta. The 2024 survey was conducted by Y Station from April 2 to July 12, 2024, with participation from 177 municipalities. The survey was developed to:

1. Evaluate and compare compensation for key municipal roles
2. Better understand labour market conditions specific to Alberta municipalities
3. Assess each municipality's current position and future direction in terms of pay and staffing

This data helps ensure that local wages remain competitive with similar communities across the province.

Note: In small municipalities, employees often perform a mix of duties beyond their formal job title. This is referred to as "multi-role blending."

5. Wage Grid By Position:

Position Code	Title	Key Responsibilities	Hourly Wage Range (Steps 1–6)
CAO-01	Chief Administrative Officer	Governance, finance oversight, HR, Council support, development officer, bylaw	Council-set by contract
ADM-01	Admin / Finance Clerk	Reception, permits, payroll, accounts payable/receivable, general admin support	$22.00 – $28.75
PW-01	Public Works Lead / Safety Coord.	Maintenance, OH&S compliance, bylaw support, contractor liaison, infrastructure oversight	$26.00 – $32.75
PW-02	Maintenance / Parks Operator	Mowing, equipment operation, shoreline cleanup, trail and park maintenance	$20.00 – $24.50
SUM-01	Student / Seasonal Support	Litter cleanup, weed management, watering, signage setup, basic admin assistance	$17.00 – $19.25

6. Step progression:

1. Employees normally advance one step annually upon a satisfactory performance review.
2. Step increases are not automatic and are subject to Council-approved budgets.
3. Employees who reach the top of their wage grid will not receive further step increases but will have compensation reviewed bi-annually to ensure alignment with duties and internal equity.
4. This step review is separate from cost-of-living adjustments, which are set at Council's discretion during annual budgeting.

7. Confidentiality and Access Control:

1. Only the CAO and authorized personnel may access individual wage placement data.
2. All staff are expected to maintain strict confidentiality regarding compensation matters.
3. Wage ranges may be published for recruitment and transparency, but individual wage data shall not be disclosed without explicit authorization or as required by law.
4. Breaches of confidentiality will result in disciplinary action.

8. Administration and Authority:

1. The CAO is responsible for:
   a. Implementing this policy
   b. Placing new employees on the appropriate step based on qualifications and experience
   c. Making recommendations to Council as required
2. . Council retains authority over:
   a. Setting the CAO's compensation by contract
   b. Approving the wage grid structure
   c. Approving cost-of-living or market adjustments through the annual budget process

9. Legislative Compliance:

This policy is developed and administered in accordance with applicable legislation, including:

a. Municipal Government Act (MGA), RSA 2000, c M-26
   – Governs municipal administration, CAO responsibilities, and Council's authority to set compensation

b. Freedom of Information and Protection of Privacy Act (FOIP), RSA 2000, c F-25
   – Governs the collection, use, and disclosure of personal employee information

This policy ensures transparency on compensation frameworks while protecting employee privacy in line with FOIP. Council-approved wage ranges may be disclosed publicly; however, individual wage placements remain confidential unless authorized or required by law.

10. **Policy Review:** This policy shall be reviewed every two years, or more frequently at the direction of Council or the CAO.