The meeting was called to order at 2:08 pm in Nest Room 3511.

Agenda
- The agenda was approved (Max, Chris).

Minutes
- The minutes were postponed.

Payroll/HR software presentation
- Praneet:
  - Replace multiple existing HR systems (Pay At Work, People At Work, EZ Labor, Payscale, iKrut, 7shifts, ADP) with one cohesive system.
  - Current challenges:
    - Multiple manual data entries of the same information;
    - Current systems are not integrated.
  - Performance management, onboarding and recruitment are currently manual processes.
  - There is confusion over payroll workflows – many different systems calculating different aspects.
  - Current ADP systems cannot be upgraded further.
  - What we are looking for is a one stop shop for HR and Payroll needs, with:
    - Real time information
    - Accuracy of employee data
    - User friendliness
- 24/7 technical support
  - Considered three options:
    - APD
    - Ceridian Dayforce
    - Workday
  - Conducted demos with ADP and Ceridian Dayforce.
  - Workday did not conduct demo since their licensing starts from 700 employees.
  - Evaluation: Ceridian meets all of our needs, whereas ADP only partially meets them.
  - Annual costs based on 550 employees: Ceridian cheaper than ADP; however, implementation costs (Ceridian has more expensive one-time costs).
  - Timeline for completion: Ceridian 8-12 weeks, ADP 8-14 weeks.
  - Currently for the current separate systems, we are paying an approximate cost of $76,000.
  - No fixed term contract is being signed.
  - Top pick: Ceridian Dayforce: It hits everything we are looking for in one system.
  - Ceridian license cost per user is around $11 approx.
  - Many reasons to choose Ceridian. It has the following features:
    - applicant tracking system,
    - payroll and tax,
    - performance management and goals tracking,
    - benefits management,
    - compensation,
    - learning management,
    - time and attendance + scheduling,
    - consolidated reporting,
    - annual employee surveys + exit surveys.
  - Source of funds: initial costs ($67,635) + taxes to come from CPF (Capital Projects Fund).
  - Ongoing maintenance costs will come from operational.

- Kuol: Is this a Canadian company?
- Praneet: Data centres are stored locally, unsure whether they are a Canadian company – will get back to you.
- Max: They are probably American, but have data centres here in Canada.
- Chris: Question on costs. Have not seen implementation costs as high as for Ceridian. How much did we pay for ADP?
- Keith: It would have been around $50-60,000 and then $35,000 later for EZ Labor.
- Max: On Ceridian: Have we been able to see the system in action and talked to referrals?
- Praneet:
  - They ran us through their systems through the demo.
  - One of my staff used to work at Amazon, where they used Ceridian, and provided a good recommendation.
While Ceridian’s implementation costs are more than ADP, ADP’s annual costs are significantly higher.

- Chris: After last night’s CPF discussion at Council, can we use the CPF fund to pay for this?
- Keith and Kuol said Yes, they believe it fits within the parameters of the terms in Code.
- Max: Question on the annual costs: By CPI? By agreement?
- Keith: It is the price that they stick with at the moment. Then they would have to negotiate increases later on.
- A motion to recommend for approval from AMS Council can come from Finance or Exec Committee: The plan is to update and present to Finance Committee next week.

Fee Review Process

- Kuol:
  - We are meeting with VP Finances of the Constituencies.
  - Also going to speak to someone who deals with finances at the GSS.
  - And meeting with groups that administer fees before the next Council meeting.
  - On Friday next week, we’ll be meeting the Indigenous Committee (through Max).

[Suol left.]

SVPREP (Sexual Violence Prevention and Responsible Environment Policy)

- Chris:
  - We’ve completed our first draft of the policies, on track with our timelines.
  - In the consultation stage: brought both policies to Executive Committee to seek feedback, mentioned in Council.
  - Also circulating an anonymous survey – open to comments and/or feedback.
  - Max will send written feedback.
  - Feedback is sought by end of January.

Policy I-9 (Executive Goals)

- Chris:
  - Governance Committee will discussing this tomorrow.
  - Some edits have been suggested.
- Max: What has changed?
- Chris: From points 14 through 18 – edits.
- Max:
  - Point 17 – the language ought to include consultation (not approval) by Executive Committee.
  - Point 18 include: codifying Executive duties changes.

Adjournment

The meeting adjourned at 3:00 pm.