

## Employer details

<b>Employer:</b>	Comox Valley Regional District
<b>Address:</b>	770 Harmston Avenue, Courtenay, BC, V9N 0G8
<b>Time Period:</b>	January 1, 2025 - December 31, 2025
<b>NAICS Code:</b>	91 - Public Administration
<b>Number of Employees:</b>	Less than 300 as of January 1, 2025

## Who We Are

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The Comox Valley Regional District (CVRD) stretches from the waters of the Salish Sea, including Denman and Hornby islands, to the peaks of the Beaufort Mountains and Strathcona Park. Three member municipalities and three electoral areas together form the CVRD – a regional district covering over 1,725 square kilometers (666 square miles). Our region's borders extend from Cook Creek in the south to the Oyster River in the north, west to Strathcona Park, and east to include both Denman and Hornby Islands. We serve a population of 72,445 (2021 Census).

The CVRD plays a key role in providing services that can be delivered efficiently and effectively through region-wide or shared service delivery models. The CVRD has over 99 independent functions/services being delivered under eight core services:

- Regional Sustainability
- Sewage Treatment
- Water Supply
- Finance and Administration
- Transportation
- Regional Emergency Services
- Recreation
- Electoral Area Services

These services are guided by five key drivers:

- Fiscal Responsibility

- Climate Crisis and Environmental Stewardship and Protection
- Community and Social Wellbeing
- Indigenous Relations
- Accessibility, Diversity, Equity, and Inclusion

The CVRD works collaboratively with First Nations and other orders of government and has direct relationships with individuals, businesses, organizations, institutions and communities that access regional utilities and services.

### **About the Workforce**

At publication of this report, the CVRD employ's over 300 dedicated staff working across a wide range of facilities, including our Corporate Office in Courtenay, the Comox Valley Sports Centre, the Comox Valley Aquatic Centre, the Comox Valley Exhibition Grounds, the Comox Valley Water Treatment Plant, the Union Bay Water Treatment Plant, the Comox Valley Waste Management Centre in Cumberland, and the Comox Valley Water Pollution Control Centre in Electoral Area B. In addition, the CVRD supports nine local fire service areas, including six volunteer fire departments and several service partnerships with local municipalities. The majority of the workforce is covered by two (2) collective agreements. Exempt management positions are organized into three distinct job families that group similar types of work. Each job family contains multiple job profiles, which are defined by various levels or grades based on the scope and complexity of the roles.

We are committed to fostering a workplace that reflects the diversity of the community we serve. While employees at the CVRD receive equal pay for equal work in our unionized positions through gender-neutral job evaluation processes, we acknowledge that our exempt positions are set to external market benchmarks. We also recognize that women continue to be underrepresented in some higher-paying technical and operational roles. We are actively working to address these gaps by supporting inclusive hiring practices, providing opportunities for training and advancement, and fostering a workplace where everyone can thrive. Our goal is to offer rewarding career opportunities that support both a great lifestyle and meaningful public service.

### **The Comox Valley Regional District's Reporting Context**

The Comox Valley Regional District (CVRD) is committed to fairness and transparency in the workplace. As of January 1, 2025, we employed 299 people, just below the 300-

employee threshold that triggers mandatory reporting under *B.C.'s Pay Transparency Act*. Although we are not required to report until November 2026, we have chosen to take a proactive approach and voluntarily review and analyze our compensation data. This proactive approach reflects our strategic priorities and our ongoing commitment to accessibility, diversity, and inclusion; while also ensuring we can identify and address any potential pay gaps within the organization.

Workforce diversity won't be achieved through a target or quota; it's an outcome of fair and equitable processes and opportunity. We want our workforce at the CVRD to reflect the diversity of our province because it helps us stay innovative, make good decisions, and serve our communities better. We're working toward a more inclusive workforce and that includes greater representation of women, Indigenous Peoples, visible minorities, and people with disabilities.

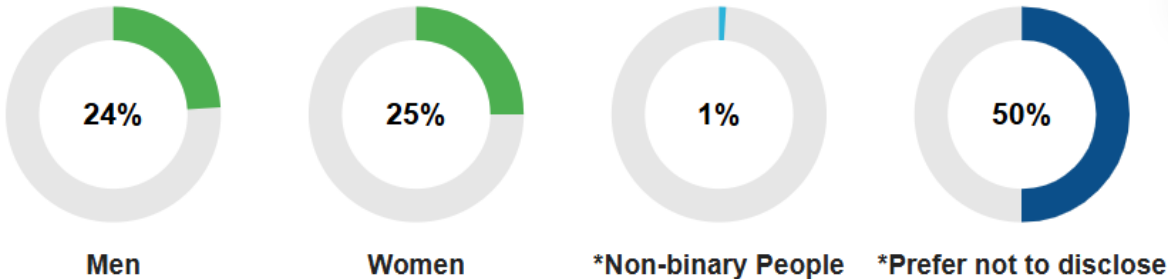
### **Important Information about the Data Used in This Report**

This report has been prepared by the Comox Valley Regional District (CVRD) in accordance with the provisions of B.C.'s Pay Transparency Act. The data covers the reporting period of January 1, 2025, to December 31, 2025.

It's important to note that the gender data used in this report is limited. The CVRD only began collecting gender identity information during the employee on-boarding process in 2024, and this process relies entirely on voluntary self-identification. In 2025, a biennial Voluntary Gender Equity Survey was introduced to expand data collection; however, participation in the survey was low. As a result, a large portion of the workforce: approximately 50%, did not disclose their gender, either by choosing not to participate in the survey or by opting not to provide gender information during on-boarding.

*Due to the high rate of non-disclosure, the figures in this report should be interpreted with caution and are best viewed as a preliminary snapshot rather than a comprehensive representation of the organization's gender composition.*

**Percentage of Employees in Each Gender Category**



**Explanatory notes**

- The data set utilized in this report is not fulsome, of the 299 employees, 150 (approximately 50%) either chose “Prefer not to disclose” or provided no response. Consequently, wage comparisons are based on a smaller subset of the workforce, 148 employees (about 49% of those who responded) who identified as either women or men.

\*In accordance with the Pay Transparency Act and reporting rules designed to protect the anonymity and privacy of respondents, one or more gender categories has been excluded due to insufficient numbers to meet disclosure requirements.

Given that this is a voluntary disclosure and our first year of gender equity data collection, we recognize the limitations of the current dataset. However, we are hopeful that future reporting will provide a more accurate and complete picture of our gender diversity.

The CVRD remains committed to strengthening its data collection and management practices in alignment with provincial data standards and the requirements of the *Pay Transparency Act* and the *Anti-Racism Data Act*.

**1. Hourly Pay**

While the report provides mean and median hourly wage comparisons between men and women, these figures do not offer a complete or fully accurate reflection of gender-based wage differences within the organization. This limitation is largely due to the high proportion of employees—150 out of 299, or 50%—who did not disclose their gender and are classified as “Prefer not to disclose/unknown.” As a result, the wage comparisons are based on a small subset of the workforce—only 148 employees—who self-identified as either men or women. This sample is not representative of the organization as a whole,

especially if there are systematic differences between those who disclosed their gender and those who did not, such as variations in job role, seniority, or wage level. These unknowns introduce potential bias into the analysis, limiting the ability to draw definitive conclusions about gender-based pay equity.

### Mean hourly pay gap<sup>1</sup>

In this organization women's average hourly wages are 5% less than men's. For every dollar men earn in average hourly wages, women earn 95 cents in average hourly wages.\*

#### Mean hourly pay gap<sup>1</sup>



### Median hourly pay gap<sup>2</sup>

In this organization women's median hourly wages are 5% less than men's. For every dollar men earn in median hourly wages, women earn 95 cents in median hourly wages.\*

#### Median hourly pay gap<sup>2</sup>



Given these factors, the reported mean and median wage figures should be interpreted with caution, as they provide only a partial view of gender-related wage dynamics in the organization.

#### Explanatory notes

1. "Mean hourly pay gap" refers to the differences in pay between gender groups calculated by average pay in the available data set. Hourly pay does not include overtime.
2. "Median hourly pay gap" refers to the differences in pay between gender groups calculated by the mid-range of pay for each group in the available data set. Hourly pay does not include overtime.

## 2. Overtime Pay

Overtime eligibility varies by role and is primarily governed by collective agreements, with nearly 100% of overtime worked in bargaining unit roles. Average overtime hours vary by department, but average hours worked are highest in all gender categories where women are underrepresented, which leads to men earning more overtime pay on average.

At CVRD, employees who are eligible for overtime pay also have the option to bank all or part of their overtime worked to be taken as time off. While all employees are more likely to take overtime pay rather than time off, women are somewhat more likely to take time off compared to men.

### Mean overtime paid hours<sup>3</sup> - Difference as Compared to Reference Group (Men)

In this organization the average number of overtime hours worked by women was 6 less than by men.\*

Women	-6
Prefer not to say/Unknown	20

### Median overtime paid hours<sup>4</sup> - Difference as Compared to Reference Group (Men)

In this organization the median number of overtime hours worked by women was 0 less than by men. \*

Women	0
Prefer not to say/Unknown	3

### Percentage of employees in each gender category receiving overtime pay



#### Explanatory notes

- "Mean overtime paid hours" refers to the average number of hours of overtime worked for each group in the available data set.
- "Median overtime paid hours" refers to the middle point of number of overtime hours worked

for each group in the available data set.

- † Overtime pay includes all overtime paid, or previously banked and paid out, in the fiscal year reporting period. Overtime that was banked and taken as time off or not paid out within the fiscal year reporting period is excluded.
- † Calculations only include employees that received overtime pay in the fiscal year reporting period.

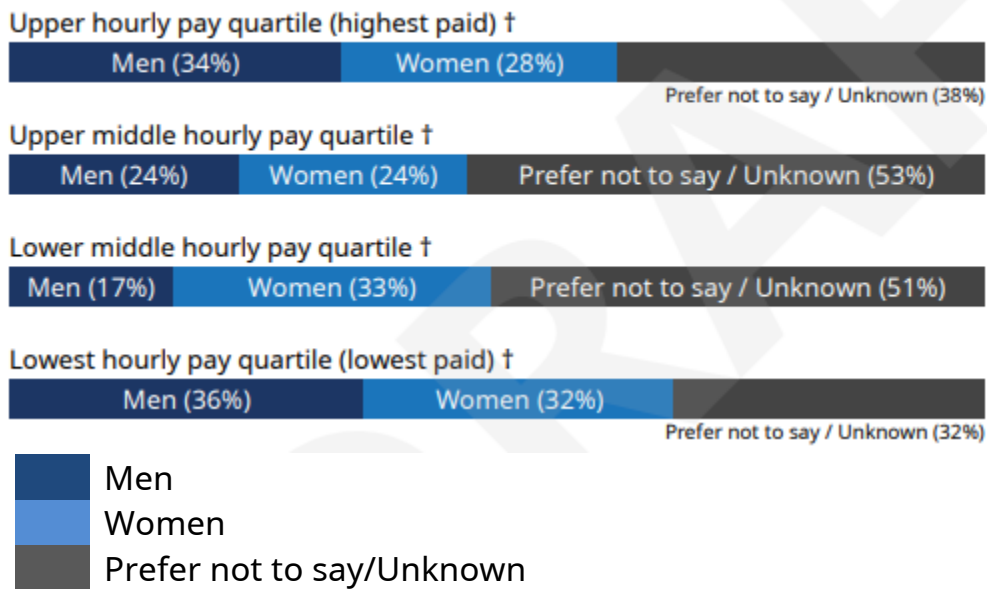
### 3. Bonus Pay

The CVRD does not pay performance bonuses to any level of staff or management.

### 4. Percentage of each gender in each pay quartile<sup>5</sup>

The 2025 data show us that men and women are equally represented in both the lower paid positions and higher paid positions. However, given that just over half of the workforce for this time period identified as “Prefer not to say/Unknown”, this may not give an adequate representation of the gender distribution in these quartiles.

In this organization, women occupy 28% of the highest paid jobs and 32% of the lowest paid jobs.



**Explanatory notes**

5. "Pay quartile" refers to the percentage of each gender within four equal sized groups based on their hourly pay

† This pay quartile was reduced to suppress gender categories consisting of less than ten (10) employees.

\*In accordance with the Pay Transparency Act and reporting rules designed to protect the anonymity and privacy of respondents, one or more gender categories has been excluded due to insufficient numbers to meet disclosure requirements.

**5. Steps CVRD is Taking**

CVRD has taken on various initiatives such as:

- In the last round of collective bargaining, CVRD negotiated hard dollar wage adjustments to close the gap between the lowest and highest paid jobs.
- We conduct our hiring processes with an EDI lens, which supports the recruitment of women into Trades roles.
- Our total rewards program provides competitive and equitable compensation opportunities to employees in the same role regardless of gender, race, or ethnicity.
- All job postings include salary ranges.
- Standardized recruitment with structured interviews, gender-neutral job descriptions, and diverse panels. Provide recruitment training for hiring managers on unconscious bias, discriminatory practices.
- As of 2024, onboarding documents now include a voluntary gender disclosure section, and employees are invited to participate in annual voluntary gender equity survey to encourage self-identification and improve our understanding of workforce representation.