

Month-by-Month Guide for 2025 Compliance



Below is a practical, high-level month-by-month guide of typical HR priorities for Canadian HR professionals. Note that exact timelines can vary depending on organizational size, sector, and specific provincial legislation. Use this as a starting framework and adapt it to meet your organization's unique needs.

January

1. New Year Readiness & Workforce Planning

- Review headcount requirements and confirm any newly approved positions or organizational changes.
- Ensure any changes to minimum wage, employment standards, or provincial/federal legislation effective January 1 are understood and implemented.

2. Year-End Wrap-Up

- Close out any outstanding performance reviews from the previous year (if your cycle ended in December).
- Send out T4 preparation and year-end tax reminders to employees (in collaboration with Finance).

3. Employee Well-Being

- Address post-holiday fatigue; share resources around mental health and wellness.
- Schedule Q1 engagement or pulse surveys to gauge employee sentiment.

February

1. Tax Season Preparation

- Finalize and distribute T4s (must be submitted by the end of February).
- Communicate any key dates or processes to employees for RRSP contributions, spousal contributions, etc.

2. Performance & Goal Setting

- Conduct or finalize annual performance reviews (if not completed in January).
- Partner with managers to set new goals and Key Performance Indicators (KPIs) for the year.

3. Employee Engagement

- Introduce or update an employee engagement/feedback survey.
- Review results from any recent pulse surveys and create action plans.

March

1. Compliance & Policy Updates

- Review internal policies (e.g., flexible working, leave management) to ensure they reflect changing employment standards and human rights legislation.
- Update or roll out any new training based on legislative changes (e.g., workplace harassment, violence prevention).

2. Spring Recruitment

- Assess staffing needs for spring/summer; start recruiting for seasonal roles or upcoming graduate hires.
- Leverage campus recruitment programs and career fairs.

3. Budget & Workforce Planning

- Review and revise HR department budget for Q2 if needed (training, professional development, software).
- Confirm upcoming salary increases or bonuses approved at year-end.

April

1. Quarterly Check-Ins

- Encourage managers to hold informal Q1 check-ins with their teams—focus on progress, challenges, and development.
- Share reminders about learning and development opportunities for Q2.

2. Legal and Compliance Audits

- Verify compliance with new provincial or federal regulations (e.g., sick leave expansions, privacy regulations).
- Conduct a formal audit of employee records and data management practices.

3. Diversity, Equity & Inclusion (DEI)

- Plan or launch any DEI initiatives timed for Q2 (e.g., unconscious bias training, creating affinity groups).
- Review equity targets and metrics; prepare recommendations for leadership on DEI strategy.

May

1. Mental Health & Well-Being

- May is often recognized as Mental Health Awareness Month. Provide resources, workshops, or speaker sessions.
- Review your organization's Employee Assistance Program (EAP) utilization to ensure it meets employee needs.

2. Team Building & Engagement

- Organize spring team-building activities to foster collaboration and engagement.
- Review and refresh internal communications strategies, newsletters, and intranet resources.

3. Summer Student and Intern Programs

- Finalize onboarding and orientation plans for summer interns or co-op students.
- Assign mentors/supervisors and ensure compliance with youth employment standards.

June

1. Mid-Year Performance Reviews

- Initiate or prepare for mid-year reviews in July. Provide training to managers on effective feedback.
- Gather data on performance metrics to identify areas needing additional resources.

2. Training & Development

- Plan workshops or skill-building sessions for employees.
- Identify high-potential employees for leadership development opportunities.

3. Vacation Scheduling

- Coordinate summer vacation schedules to maintain coverage.
- Ensure managers are informed about leave management policies and legal entitlements in your province(s).

July

1. Mid-Year Check-Ins

- Conduct formal or informal mid-year performance evaluations.
- Address any performance gaps with coaching or performance improvement plans.

2. Compensation & Benefit Review

- Start reviewing your total rewards strategy in preparation for budget planning in Q3/Q4 (wage increases, incentives, and non-monetary benefits).
- Benchmark compensation against market data to maintain competitiveness.

3. Employee Engagement & Retention

- Monitor summer absenteeism or decreased engagement.
- Introduce fun, morale-boosting summer events or “summer hours” if relevant.

August

1. Policy & Handbook Review

- Update employee handbooks and policies before Q4 budget and strategic planning.
- Incorporate any changes that occurred earlier in the year (e.g., remote/hybrid work policies).

2. Fall Recruitment & Campus Strategy

- Develop or finalize fall recruitment campaigns.
- Schedule campus visits or virtual events for September–November to attract new grads.

3. Health & Safety

- Plan a health and safety audit or review of workplace standards (particularly relevant if your organization sees higher vacation usage in July/August).

September

1. Strategic Planning & Budgeting

- Begin HR budgeting and strategic planning for the next fiscal/year. Identify key HR initiatives, including training, technology, and DEI.
- Gather input from department heads on staffing forecasts and training needs.

2. Performance Management & Development

- Revisit Q3 performance, ensuring employees are on track to meet annual goals.
- Launch or refine career development programs or career path frameworks.

3. Back-to-School & Family Support

- Provide flexible scheduling options or resources for employees with school-age children.
- Promote EAP resources that focus on parental support, tutoring programs, or childcare subsidies if offered.

October

1. Benefits & Open Enrollment

- Coordinate open enrollment for benefits (for those with a benefits cycle that starts January 1).
- Communicate coverage changes, deadlines, and conduct information sessions.

2. Fall Engagement Activities

- Host an employee appreciation event.
- Conduct an annual engagement survey (if not done earlier) to gauge sentiment ahead of year-end.

3. Training & Compliance

- Offer additional compliance training or refresher sessions (e.g., workplace harassment, respectful workplace, privacy, or health and safety).
- Prepare for year-end compliance activities like the Health and Safety Committee review.

November

1. Year-End Performance & Compensation Planning

- Begin finalizing annual performance reviews and compensation adjustments.
- Provide guidelines and training for managers on bonus and salary discussions.

2. Holiday & Winter Logistics

- Outline holiday schedules and office closures. Communicate statutory holiday pay rules and best practices.
- Plan any company holiday events; consider inclusive and respectful approaches to celebrations.

3. Succession Planning & Leadership Development

- Identify key roles for succession planning.

Work with leadership to finalize high-potential employee development plans for the upcoming

December

1. Finalizing Performance & Compensation

- Complete performance reviews, finalize bonuses, and confirm salary adjustments.
- Communicate changes in writing to employees; set timelines for any appeals or clarifications.

2. Year-End Compliance & Administration

- Ensure all payroll, taxes, and benefits adjustments are processed by year-end deadlines.
- Organize record-keeping: validate employee files, terminations, new hires,

and changes for the year.

3. Celebrate & Reflect

- Recognize achievements and milestones of the past year at company-wide or departmental gatherings.
- Gather feedback on HR initiatives and outline improvements for the coming year.
- Encourage employees to take time off over the holidays to rest and recharge.

Tips for Success

- **Stay Current with Legislation:** Changes to Employment Standards, Human Rights Codes, and minimum wage vary by province. Make it a habit to review provincial and federal government websites each quarter.
- **Align HR Calendar with Corporate Strategy:** If your fiscal year doesn't start in January, adjust the timeline accordingly.
- **Foster Continuous Communication:** Regularly update staff on policy and procedural changes. Encourage a feedback culture to address concerns proactively.
- **Leverage Technology:** Use HRIS systems and automated tools to track key dates (like T4 distribution, benefits enrollment deadlines, etc.) and stay organized.

By following this month-by-month guide, you'll stay on top of Canada-specific employment requirements, plan your HR initiatives thoughtfully throughout the year, and foster a healthy and engaging workplace culture. Stay alert and compliant with HRInsider all year round!