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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Krista Crossman, Director of HR and Customer Services

**DATE:** March 20, 2023

**SUBJECT:** Salary Administration Policy Amendments

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**ORIGIN:**

The Town's Salary Administration Policy commits the CAO, under Scope of Responsibility, to review and recommend changes to policy and procedures as they relate to the employee compensation program.

**LEGISLATIVE AUTHORITY:**

MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law and section 65(r) Council may expend money for expenses of the Council, Officers, and employees of the municipality.

**RECOMMENDATION:**

That Council refer the amended Salary Administration Policy to the March 27, 2023 Council meeting for approval.

**BACKGROUND:**

The Province of Nova Scotia is increasing the provincial minimum wage to \$14.50 per hour, effective April 1, 2023. Additionally, a small reorganization of duties within the Clerk's Office and a repurposing of the vacant GIS Coordinator position has facilitated the need for revisions to the Job Categories listed in Appendix "C" of the policy.

**DISCUSSION:**

1. Revisions to Appendix "B":

Revisions to Appendix "B" of the Town's Salary Administration Policy are required as a result of the pending provincial increase in minimum wage on April 1, 2023. It has been the Town's practice to increase the hourly rates of pay, due to increases in minimum wage, by the percentage that the existing hourly rate is above the existing minimum wage:



Hourly Rate Grid Increases - April 1, 2023 Min. Wage Update					
Canine Control Officers, School Crossing Guards					
STEP	Current Min. Wage (b)	Current Sal. Admin. Hourly Rate (c)	% Above Min. Wage (% c ↑ b) (d)	New Min. Wage (e)	New Salary Admin. Wage (e + d)
STEP 1	13.60	13.72	0.88%	14.50	14.63
STEP 2	13.60	14.18	4.26%	14.50	15.12
STEP 3	13.60	14.65	7.72%	14.50	15.62
STEP 4	13.60	15.12	11.18%	14.50	16.12
STEP 5	13.60	15.66	15.15%	14.50	16.70
Ice Marshall					
STEP	Current Min. Wage (b)	Current Sal. Admin. Hourly Rate (c)	% Above Min. Wage (% c ↑ b) (d)	New Min. Wage (e)	New Salary Admin. Wage (e + d)
STEP 1	13.60	13.67	0.51%	14.50	14.57
STEP 2	13.60	14.10	3.68%	14.50	15.03
STEP 3	13.60	14.58	7.21%	14.50	15.54
STEP 4	13.60	15.04	10.59%	14.50	16.04
STEP 5	13.60	15.58	14.56%	14.50	16.61

## 2. Updates to Appendix “C” Job Categories

A recent small reorganization in duties requires updates to the following job categories in Appendix “C”:

- a. Previous Director, Corporate Communications/Clerk is to be changed to Director, Communications & Information Technology;
- b. Previous Deputy Clerk in Category 5 has been removed and replaced with Municipal Clerk in Category 6;
- c. Previous Administrative Assistant – Community Well Being & Clerk’s Office has been replaced with Administrative Assistant – Clerk’s Office.

In addition, the GIS Coordinator position (vacant) in Category 5 has been repurposed based on current operational need and has been replaced with a newly created Engineering Technician position in Category 6.

**FINANCIAL IMPLICATIONS:** The increasing minimum wage will result in an approximate \$4,500 additional wage expense, which has been accommodated within the proposed operating budget for 2023/24.

**COMMUNITY ENGAGEMENT:** No community engagement is required.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications. The increase to the hourly rate grid is required in order to be in compliance with the provincial minimum wage order legislation.

**ALTERNATIVES:**

1. Accept recommendation
2. Direct staff to develop alternative recommendation.

**ATTACHMENTS:**

Policy No. 04530-01, Salary Administration Policy

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Report prepared by: Krista Crossman, Dir. HR + Customer Services