

# SYNOPSIS

## Amendments to the Salary Administration Policy

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The Province of Nova Scotia is increasing the provincial minimum wage to \$14.50 per hour, effective April 1, 2023. Revisions to Appendix “B” of the Town’s Salary Administration Policy are required as a result of the pending provincial increase in minimum wage. 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.

In addition to this, 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.

The vacant GIS Coordinator position in Category 5 has also been repurposed based on current operational need and has been replaced with a newly created Engineering Technician position in Category 6.

### **MOTION:**

**That Council approve the amended Salary Administration Policy.**