



## REQUEST FOR DECISION

RFD#

Date:

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

**SUBMITTED BY:** Krista Crossman, Dir. HR and Customer Services

**DATE:** April 5, 2023

**SUBJECT:** Hourly Rate Increases – Student Wage Budget

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**ORIGIN:** 2023/24 Operating Budget

**LEGISLATIVE AUTHORITY:** Section 65 of the Municipal Government Act requires that council shall adopt an operating budget and a capital budget for each fiscal year.

**RECOMMENDATION:** That Council include an additional \$9,800 in the 2023/24 operating budget to increase the hourly rate of pay for returning students to minimum wage +\$1.00/hr, and to increase the hourly rate of pay for students enrolled in professional post-secondary programs for which the Town is requiring specialized education requirements as a condition of employment to minimum wage +\$3.00/hr.

**BACKGROUND:** A review of the Town's compensation structure for students has been completed.

**DISCUSSION:** Students hired by the Town are paid provincial minimum wage, in accordance with the Salary Administration Policy, Appendix "B", Hourly Rate Grid. We have been fortunate to re-employ a number of students who return each year during the summer break and we recognize the experience and loyalty that returning students bring to the Town's annual summer beautification and programming initiatives.

In addition, the Town also recruits professional students who are enrolled in professional post-secondary programs for which we are requiring specialized educational requirements, such as Engineering, Planning, Accounting, etc., and we recognize the need to compensate these students for the educational requirement accordingly.

Therefore, amendments to the pay structure for the student hourly rate of pay, as per Appendix "B" of the hourly rate grid on the Salary Administration Policy are recommended as follows:

<b>New Student</b>	Provincial Minimum Wage
<b>Returning Student</b>	Provincial Minimum Wage + \$1.00/hour
<b>Professional Student*</b>	Provincial Minimum Wage + \$3.00/hour

\* Applies to student employees enrolled in a professional post-secondary program for which the Town is requiring specialized educational requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

**FINANCIAL IMPLICATIONS:** The proposed pay structure will result in the addition of approximately \$9,800 in the 2023/24 operating budget.

**COMMUNITY ENGAGEMENT:** A review of current provincial employment standard legislation and student wages in similar municipal units was completed as part of this recommendation.

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications associated with this decision.

**SOCIAL JUSTICE IMPLICATIONS:** The Town is pleased to offer meaningful employment opportunities for youth in our community and are committed to providing students with fair compensation and valuable experiences.

**ALTERNATIVES:** Do not approve the increase in funding for student wages in the proposed 2023/24 operating budget.

**ATTACHMENTS:**  
04530-01 Salary Administration Policy

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