



Town of Amherst
Special Council Meeting
Agenda

Date: October 5, 2021
Time: 12:00 pm
Location: Zoom Virtual Meeting

	Pages
1. CALL TO ORDER	
2. REQUEST FOR DECISION	
2.1. Salary Administration Policy Amendments	1 - 12
2.2. Appointment of Directors	13 - 13
2.3. Inclusion, Diversity & Equity Committee Election of Chair	14 - 14
3. ADJOURNMENT	

SYNOPSIS

Amendments to Salary Administration Policy

Upon the appointment of a new Chief Administrative Officer this year, it has resulted in a required realignment of duties in several key areas within the organization. The realignment is based on the current skill sets of the existing employees; optimization of the existing human resources; and building for long term success and succession. As a result, five new director positions are being created; namely

Director of Fire Services
Director of Operations
Director of Planning and Strategic Initiatives
Director of Corporate Communications and Community Well Being (includes responsibilities as Municipal Clerk)
Director of Solid Waste and Bylaw Enforcement

Also, as a result of the sale of Cumberland Joint Services Management Authority (Landfill) we have established position of Solid Waste Education and Coordination Officer.

The realignment of duties will also see the creation of a new Land Use Planner position that will allow Andrew Fisher more time to focus on the strategic priorities of Council and has the potential to generate some income through possible sale of service to other units.

The final proposed change is to move the Deputy Clerk to a Supervisor Level as this position will be taking on more responsibility related to meetings, council agendas etc.

The above realignment will result in approximately \$35,000 in annual savings to the town.

MOTION:

That the following amendments to the Salary Administration Policy #4530-01 be approved, namely to add the positions of Director of Communications and Community Well Being, Director of Operations, Director of Planning and Strategic Initiatives, Director of Fire Services, Director of Solid Waste and Bylaw Enforcement, Land Use Planner, and Solid Waste Education and Coordination Officer. And further to remove the position of Deputy CAO, Municipal Clerk, and the position of Town Engineer (effective in November upon the retirement of the incumbent).

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Jason MacDonald, CAO

DATE: October 4, 2021

SUBJECT: **Amendments to Salary Administration Policy**

ORIGIN: Internal staff reorganization

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 the following amendments to the Salary Administration Policy #4530-01 be approved, namely to add the positions of Director of Communications and Community Well Being, Director of Operations, Director of Planning and Strategic Initiatives, Director of Fire Services, Director of Solid Waste and Bylaw Enforcement, Land Use Planner, and Solid Waste Education and Coordination Officer. And further to remove the position of Deputy CAO, Municipal Clerk, and the position of Town Engineer (effective in November upon the retirement of the incumbent).

BACKGROUND: Upon the appointment of a new Chief Administrative Officer this year, it has resulted in a required realignment of duties in several key areas within the organization. Four existing staff members are being recommended/reassigned to Director positions; namely

Greg Jones – Director of Fire Services

Aaron Bourgeois – Director of Operations

Andrew Fisher – Director of Planning and Strategic Initiatives

Kimberlee Jones – Director of Corporate Communications and Community Well Being (includes responsibilities as Municipal Clerk)

Also, as a result of the sale of Cumberland Joint Services Management (Landfill) we have established positions for Solid Waste Education and Enforcement and a Director of Solid Waste and Bylaw Enforcement.

The realignment of duties will also see the creation of a new Land Use Planner position that will allow Andrew Fisher more time to focus on the strategic priorities of Council and has the potential to generate some income through possible sale of service to other units.

The final proposed change is to move the Deputy Clerk to a Supervisor Level as this position will be taking on more responsibility related to meetings, council agendas etc.

FINANCIAL IMPLICATIONS: The proposed restructuring will result in approximately \$35,000 annual net savings.

COMMUNITY ENGAGEMENT: There was no community engagement required.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to this restructuring.

SOCIAL JUSTICE IMPLICATIONS: This reorganization is heavily based upon the reassignment and increased responsibility of existing staff. This not only shows faith in existing staff but shows junior staff members that the Town is an organization that supports growth within the organization.

ALTERNATIVES:

- 1) accept recommendation
- 2) do not amend policy
- 3) direct staff to develop alternative recommendation

ATTACHMENTS: Salary Administration Policy

DEPARTMENT: ALL DEPARTMENTS

TITLE: **SALARY ADMINISTRATION POLICY**

Minutes	December 12, 2000	November 2, 2004 (See April 26, 2004 Minutes)	November 27, 2006
reference	December 18, 2006	February 26, 2007	March 31, 2008
date	September 29, 2008	March 30, 2009	September 28, 2009
	April 26, 2010	March 28, 2011	August 2, 2011
	May 23, 2012	November 26, 2012	December 17, 2012
	September 23, 2013	October 28, 2013	December 16, 2013
	May 21, 2015	March 29, 2016	May 25, 2016
	May 23, 2017	June 26, 2017	September 25, 2017
	February 26, 2018	March 14, 2018	February 28, 2019
	June 7, 2021		September 28, 2020

PURPOSE:

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

POLICY STATEMENT:

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of their position within the Town.

OBJECTIVES:

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

DEFINITION OF TERMS:

Salary Grid shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, C-1. The salary grid – Appendix C-1 – has eight steps.

Step Adjustment – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

Salary Range is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

Overall Market Review – A review of the appropriateness of the Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). The review shall include a survey of the market value of similar positions.

Performance Evaluation – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

SALARY GRID:

An appropriate salary grid for all non-union positions shall be determined by the council:

New Positions: Recommendations for placement on the Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

Salary ratings for temporary and casual positions shall be determined by the Chief Administrative Officer, in consultation with the departmental Director. Student wage rates shall be set by the CAO in consultation with the Director, with reference to the minimum wage in effect and the individual requirements of the job.

Step adjustments shall be made only when:

- 1) The adjustment can be accommodated within the Salary Account of the appropriate department; and
- 2) A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO

An employee in Step 8 in a year in which there is no overall market review shall receive a bonus equal to salary times CPI for the immediately preceding calendar year. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

TRAVEL VEHICLE ALLOWANCES:

The Treasurer and Directors of departments shall receive a monthly vehicle allowance of \$150. Mayor and Council shall receive the same monthly vehicle allowance of \$150 effective November 1, 2008.

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

The lunch break period shall be for a one hour period.

PERFORMANCE EVALUATION:

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate. The next overall market review shall be completed by January 31, 2019.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.

The Director shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

APPENDIX A

Town of Amherst Salary Grid

January 1, 2019

Job Level	Salary Amount	
Mayor	Stipend	
		\$ 41,178
Deputy Mayor	Stipend	
		\$ 27,723
Councillor	Stipend	
		\$ 25,050

APPENDIX A-1

April 1, 2017

Salary Grid Other Non-Union Positions

Salary Amounts

Job Level	
Chief of Police	\$ 120,549
Deputy Chief of Police	\$ 113,118

**Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1st of each year as being 141% and 129% respectively of the first class constable rates.

Job Level	
Incumbent Town Engineer (to be eliminated in Nov 2021 upon the retirement of the incumbent)	\$ 90,098

**Town of Amherst
Hourly Rate Grid - Casual**

APPENDIX B

April 1, 2017

Job Title	Hourly Rate				
	Step 1	Step 2	Step 3	Step 4	Step 5
Casual Firefighter	16.93	17.21	17.51	17.81	18.10
Jail Guards	16.93	17.21	17.51	17.81	18.10
Canine Control Officer	13.21	13.65	14.10	14.55	15.07
School Crossing Guards	13.21	13.65	14.10	14.55	15.07
Ice Marshall	13.16	13.57	14.03	14.47	14.99
Other (including students)	Provincial Minimum Wage				

APPENDIX C JOB CATEGORIES

Category	Position
Senior Officer	Deputy CAO
	Chief Financial Officer
Director	Vacant
	Director of Corporate Communications and Community Well Being
	Director of Operations
	Director of Planning and Strategic Initiatives
	Director of Fire Services
	Director of Solid Waste and Bylaw Enforcement
Manager	Fire Chief
	Operations Manager
	Manager of Land Use Planning and Strategic Initiatives
Officer	Business Development Officer
	Solid Waste Education and Coordination Officer
	Community Well-Being Manager
	Building Official
	IT Manager
	Land Use Planner
	Municipal Clerk
	Senior Accountant
	Exec Asst/Dispatch Coordinator
	Transportation Foreman
Supervisor	Facility Manager
	Capital Asset Coordinator/Property Manager
	Horticulturist
	Financial Services Supervisor & Human Resources
	Deputy Clerk
	Deputy Clerk
Admin/Cust Serv 4	Fire Inspector
	Deputy Clerk
	Dangerous and Unsightly Premises Administrator
Admin/Cust Serv 3	GIS Coordinator
	Payroll & Administrative Assistant (Public Works)
	Corporate Communications Officer (CCO)
	Crime Prevention Coordinator (2 year term)
	Fire Fighter
	Procurement Coordinator
	Revenue Officer
	Customer Service/Accounts Payable Clerk
	Water/Sewer Billing & Accounting Clerk
	IT Coordinator

**TOWN OF AMHERST
SALARY ADMINISTRATION POLICY**

NUMBER 04530-01

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Admin/Cust Serv 2	
	Active Living Coordinator
	Culture, Community Events & Marketing Coordinator
	Administrative Assistant – Community Well Being & Clerk’s Office

**TOWN OF AMHERST
SALARY ADMINISTRATION POLICY**

NUMBER 04530-01

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Admin/Cust Serv 1	Bylaw Enforcement Officer
	Criminal Records Checks
	Dispatcher

**APPENDIX C-1
April 1, 2017**

CATEGORY	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Senior Officer	104,169	105,396	106,623	107,850	109,076	110,303	111,530	112,757
Director	86,092	87,900	89,708	91,516	93,323	95,131	96,939	98,747
Manager	71,162	72,208	73,254	74,300	75,347	76,393	77,439	78,485
Officer	59,295	61,092	62,890	64,687	66,484	68,281	70,079	71,876
Supervisor	52,569	53,998	55,426	56,855	58,283	59,712	61,140	62,569
Admin/Cust Serv 4	51,017	52,311	53,604	54,898	56,191	57,485	58,778	60,072
Admin/Cust Serv 3	42,895	44,626	46,358	48,089	49,820	51,551	53,283	55,014
Admin/Cust Serv 2	39,458	40,443	41,427	42,412	43,396	44,381	45,365	46,350
Admin/Cust Serv 1	36,829	37,698	38,568	39,437	40,306	41,175	42,045	42,914

SYNOPSIS

Appointment of Directors

Upon the appointment of a new Chief Administrative Officer this year, it has resulted in a required realignment of duties in several key areas within the organization. Four existing staff members are being recommended/reassigned to Director positions;

MOTION:

That Council formally approve the appointments of:

Kimberlee Jones –	Director of Corporate Communications and Community Well Being
Aaron Bourgeois -	Director of Operations
Andrew Fisher -	Director of Planning and Strategic Initiatives
Gregory Jones -	Director of Fire Services

MEMO

TO: Mayor Kogon and Members of Council
FROM: Kimberlee Jones, Municipal Clerk
DATE: October 4, 2021
RE: **Election of Chairperson Inclusion, Diversity and Equity Committee**

The Terms of Reference for this committee state the process for election of Chair and Vice Chair rests with Council.

Sec 4.

Members of the Committee will be selected as follows:

- i. Council will select their own representatives;
- ii. The Chair and Vice Chair shall be appointed by Council

At the September 27, 2021 meeting of Council the following 2 Councillors were appointed to the committee:

Deputy Mayor Davidson
Councillor Emery

I would ask that Council make these appointments now in order to facilitate the work of this committee.