

Recommendation:

That the C.A.O.-2025-03 report, dated March 18, 2025, regarding Salary Step Increases 2025 be received and that Martina Chait-Hartwig, Jake Condon, Don Helleman, Jessyka McArthur, Mike Mood and Vanessa Sweeting be provided a step increase in accordance with the Township of Douro Dummer Compensation Agreement.

Overview:

By-laws 2022-45 - Compensation Agreement for Non-Management Staff and 2022-46 - Compensation Agreement for Management Staff establish the policies related to our annual staff compensation program. Schedule "B" to the Compensation By-laws provides a process whereby staff can progress through our salary grid to attain their full job rate. In accordance with the schedule, a combination of satisfactory performance review, required educational advancement and service with the municipality are required as the basis for the CAO's recommendation to Council.

In the fourth quarter of 2024, all staff completed performance reviews, and it should be noted that all staff achieved at minimum satisfactory performance. The records of training have been updated to include staff training and educational courses that are recognized as supporting staff advancement. Compulsory training (WHMIS, 1st Aid, Accessible Customer Service, etc.) is not included for consideration in supporting staff advancement. To qualify for a step increase staff advancement training hours must reach 80 hours of on-the-job training or 60 hours of training outside of work time. Finally, to be eligible for a step increase you must meet a minimum of 1 full year of service time be a staff member can be considered.

As a result, staff with satisfactory reviews and the requisite number of training hours, the following employees have met the qualifications to progress one step up the salary grid:

Martina Chait-Hartwig

Jake Condon

Don Helleman

Jessyka McArthur

Mike Mood

Vanessa Sweeting

Conclusion:

In accordance with the Township's Compensation Agreement outlined in By-laws 2022-45 and 2022-46 annual salary step increases must follow a prescribed process that includes a satisfactory performance evaluation, completion of staff advancement training and meeting the minimum amount of service time. For 2025, the CAO recommends a one step, step increase for Martina Chait-Hartwig, Jake Condon, Don Helleman, Jessyka McArthur, Mike Mood and Vanessa Sweeting as each of these employees have met the requirements of the agreement and followed the procedures as outlined in that agreement.

Financial Impact:

Adequate allowances have been made in the 2025 budget to accommodate this change.

Service Modernization and Innovation
Modernizing, refining and innovating services for residents is essential to effectively meet the needs of our community, enhance our operational efficiency, and ensure we remain adaptable in a rapidly changing world.

Business Attraction, Expansion, and Retention
Business attraction, expansion, and retention is vital for the economic health and sustainability of our Township, such as job creation, tax revenue, investing in innovation, maintaining our quality of life, and supporting community stability.

Infrastructure Renewal
Infrastructure renewal is a critical investment for our Township as it will ensure our adherence to health and safety, economic development, investment attraction, environmental sustainability, quality of life, public confidence, and regional competitiveness.