

**Overview:**

Schedule "B" to the Compensation By-laws provides a process whereby staff can progress through our salary grid to attain their full job rate. This process is based on a combination of satisfactory performance reviews, educational advancement and service with the municipality.

Throughout this year, we completed performance reviews and the records of training have been updated for the year 2019 to include the training and educational courses- other than the compulsory ones (WHMIS, 1<sup>st</sup> Aid, Accessible Customer Service, etc.)- which staff members may have taken and successfully. This was added to any training and educational time that each staff member has already accumulated since the progression mechanism was put in place (and not already used for progressing through the grid).

All performance reviews were satisfactory.

**Conclusion:**

As a result of the reviews, the following employees have met the qualifications to progress one step up the salary grid:

Martina Chait-Hartwig (in the role of Deputy Clerk)

Brian Fawcett

Crystal McMillan

Mike Mood

Carol Anne Nelson\*

Chuck Pedersen

Peggy Reyner\*

Those staff with an asterisk (\*) beside their name qualify for an increment increase but are at the job rate of the salary grid so no further movement is possible.

**Recommendation:**

That Report to Council, C.A.O.-2020-33 dated November 14, 2019, regarding salary grid progression be received and that the following employees be moved up the salary grid by one level effective January 1, 2020:

Martina Chait-Hartwig (in the role of Deputy Clerk), Brian Fawcett, Crystal McMillan, Mike Mood and Chuck Pedersen.

**Financial Impact:**

Adequate allowances have been made in the 2020 budget to accommodate this change.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration.

**Sustainability Plan Applicability:** N/A