



TOWN OF MINTO

MEETING DATE: April 8, 2025
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: Report CL 2025-006 Update to Pay Administration Policy

RECOMMENDATIONS:

THAT the Council of the Town of Minto hereby receives report CL 2025-006 Update to Pay Administration Policy, prepared by the Deputy Clerk/Manager, People and Culture, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the policy as written.

BACKGROUND

One of the goals identified for the Strategic Plan is the review of our compensation system, which includes our Pay Administration Policy.

The Town of Minto's Pay Administration Policy was last updated in 2021, in conjunction with a previous compensation review. We aim to review and update the policy with each compensation review that is completed, to ensure that the provisions within it are in line with the various Acts associated with it, as well as industry standards.

COMMENTS:

Major changes within the policy include:

- increased guidelines for determining starting salaries for new hires;
- increase guidelines for determining salaries in the case of promotions, lateral transfers, voluntary and involuntary transfers;
- new provisions for status conversions (contract to full time);
- updated guidelines for acting appointments and temporary reassignments;
- introduction of guidelines around red circling, inversion situations, and the under-filling of positions;
- introduction of provisions for 'critical cases – critical attraction, critical retentions, and critical promotions;
- inclusion of new guidelines around the administration of part-time wages;
- introduction of new definitions;
- removal of specific percentage targets for compensation reviews to allow increased flexibility;
- removal of specific provisions in regard to economic adjustments to allow flexibility based on the local and national economic conditions.

These changes have brought the policy in line with industry standards and form a solid basis for salary administration moving forward. It will ensure that internal, external, and statutory pay equity is maintained during all future recruitments, restructuring, and reorganizations.

FINANCIAL CONSIDERATION:

There are no financial considerations associated with these changes.

STRATEGIC PLAN

5.4 Strengthening and recognizing excellence among town employees.
iii. Review wage compensation (and benefits) including percentile percentage and comparators.

Attachments: 2025 Draft Pay Administration Policy

PREPARED BY: Quinn Gorecki, Deputy Clerk/Manager, People and Culture

RECOMMENDED BY: Gregory Furtney, Chief Administrative Officer (CAO)