



Municipality of the District of Argyle

Item: Salary Administration Policy

Date: April 7, 2025

Vision statement

Argyle is the community of choice to invest, live and play.

Mission statement

Argyle invests time & talent in growth opportunities in fishing, tourism, and renewable energy sectors.

Argyle provides affordable taxation while providing safe and healthy communities and strives to engage and inform our residents on decisions that affect them most.

Argyle provides high class, accessible recreational and cultural facilities and helps celebrate its unique heritage and culture and welcomes new residents to our region.

CAO's Recommendation:

That Council recognizes a 7-day notice on the Salary administration policy, and that it considers for approval at the April 24th executive meeting of council.

Staff desires improved direction and communication with Council and staff on the function of salary for the Municipality, and how compensation is established and who is involved in that process.

Suggested motion:

No motion required, this policy is for 7-day notice

Background:

Traditionally salary grades, scales and ranges were presented to Council by the CAO and eventually approved every three years. There have been many changes experienced provincially post-covid, including but not limited to sharp increases in minimum wage for Nova Scotians, hyper inflationary years, significant retirement of key municipal staff (provincially) increased certification and legislative requirements etc.

We relied on council motions only when updating salary grades and ranges. We require and desire a policy that attempts to further define the process involved in staff grading, staff salary ranges and how compensation is calculated and determined. The Policy is your direction document that will lead us.

Key points:

Salary Grades:

While this is not new to the council, the salary grades have been refreshed and reflect market ranges for staff classifications. Grades include levels such as Directors, Certified staff and Managers and staff support classifications to name a few. Within these grades, a salary range is established. These ranges are different and are influenced by factors like the number of staff directly reporting to that position, education requirements, experience, and complexity of tasks to name a few.

Salary Ranges:

Ranges are regularly compared to local salary ranges for similar positions, as well as compared to the biennial provincial salary review that is tailored for municipalities and led by the Association of Municipal Administrators of NS. Increases are set by inflation annually, but there is a minimum and maximum range set in policy. Prior to this, there was no floor or ceiling in existence.

Other:

The policy explains how compensation is considered on a case-by-case basis, outlines the importance of transparency and open communication between CAO, Directors and staff and highlights the importance of affordability. The inflation range is intended to find a balance between fair compensation and municipal affordability.

MGA considerations:

The issuance of new staff classifications is within the authority of Council. The decision to hire/fire, and compensate staff is the decision of the Chief Administrative Officer. The policy is designed to give council guidance and instruction to staff, present and future.

Financial considerations:

The policy itself does not result in additional financial cost. It is designed to be an improved directive to staff.