



TO: Administration & Finance Executive Committee
FROM: Aaron Petrin, Human Resources Manager
DATE: November 3, 2016
SUBJECT: Policy Update – Management/Non-Union Salary Administration

On October 11, 2016, Council passed a resolution directing the Town's Administration to update its salary grid for Management/Non-Union staff. This resolution authorized a 1.5% inflationary wage increase effective January 1st of each calendar year from 2016 – 2018.

Further to this direction, attached is a draft revision of the Town's Management/Non-Union Salary Administration Policy. The proposed changes include the above-mentioned wage increase, and all other revisions have been reviewed and approved by management, and tracked for your review.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "A. Petrin".

Aaron Petrin
Human Resources Manager