
ATTENDING

Mayor Don Clarke
Deputy Mayor Mike Trinacty
Councillor Ty Walsh, Chair
Councillor Derrick Jamieson
Councillor Adam Lutz
Councillor Chris Goddard
Councillor Rod Reeves
Jen Boyd, Chief Administrative Officer
Lisa Buchan, Director of Finance
Tim Harding, Director of Public Works
Katie Verrette, Manager Community Development
Chantal Franey, Executive Coordinator

1. CALL TO ORDER

The meeting was called to order at 8:26pm

2. APPROVAL OF THE AGENDA

IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

3. NEW BUSINESS

a. RFD015-2023 Provincial Capital Assistant Program

IT WAS REGULARLY MOVED AND SECONDED THAT Council approve the Town's application to the Provincial Capital Assistance Program for the Wastewater Treatment Plant Upgrades Detailed Design.

MOTION CARRIED

IT WAS REGULARLY MOVED AND SECONDED THAT Council approve funding in the amount of \$68,500 from the Sustainable Services Growth Fund.

MOTION CARRIED

b. RFD016-2023 Community Works Program

IT WAS REGULARLY MOVED AND SECONDED THAT Council approve the Town's application to the Community Works Program for a 12-month term Communications and Special Projects Coordinator.

MOTION CARRIED

4. IN CAMERA SESSION – PERSONNEL

IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING BE ADJOURNED TO IN-CAMERA AT 8:50PM.

MOTION CARRIED

IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA BE ADJOURNED TO THE REGULAR MEETING AT 10:17PM WITH THE FOLLOWING MOTION:

IT WAS REGULARLY MOVED AND SECONDED THAT Council approve the following salary ranges effective April 1, 2023:

	MIN		MID		MAX
GRADE	Step 1	Step 2	Step 3	Step 4	Step 5
5	111,215	119,556	127,897	137,490	147,082
4	93,346	100,347	107,348	115,399	123,451
3	80,899	86,967	93,034	100,012	106,989
2	48,852	52,516	56,180	60,394	64,607
1	43,299	46,547	49,795	53,529	57,263

Further, that Council approve grade and step for each employee, retroactive to April 1, 2023:

Position	Grade	Step
CAO	5	2
Director of Public Works (vacant)	4	2
Director of Finance	4	2
Manager of Community Development	3	1
Executive Coordinator	2	4
Financial Clerk – Advanced	2	2
Active Living Coordinator	2	1
Finance Clerk – Intermediate	1	2
Finance Admin Coordinator	1	3
Bylaw/Planning Coordinator	1	3
Communications and Special Projects Coordinator	1	2
Community Recreation Coordinator	1	1

Further, that Council agree to move the CAO, Director of Finance, and Director of Public Works to Step 3 of their respective grade,

pending a successful performance review, effective April 1, 2024 and move the Executive Coordinator to Step 5 of their respective grade, pending a successful performance review, effective April 1, 2024.

MOTION CARRIED

Action: CAO Boyd to amend the Employee Compensation and Review Policy

7. ADJOURNMENT

IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING BE ADJOURNED AT 10:29PM.

Approved by Town Council **June 13, 2023**

As recorded by Chantal Franey, Executive Coordinator.