

COUNTY OF ELGIN

By-Law No. 25-11

"BEING A BY-LAW TO ESTABLISH REMUNERATION RATES FOR EMPLOYEES COVERED BY THE JOB EVALUATION SCALE"

WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the said Municipal Act, 2001 or any other Act;

AND WHEREAS pursuant to Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, broad authority is conferred on a municipality to enable governance of its affairs as considered appropriate;

AND WHEREAS By-Law No. 24-03 has most recently established remuneration rates for positions not covered by a collective agreement or otherwise;

AND WHEREAS it is necessary to establish or to make changes to the remuneration rates set out in By-Law No. 24-03.

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. That the attached Schedule "A" is hereby adopted to establish the salary level for the positions referenced therein;
2. That the attached Schedule "B" is hereby adopted to establish the salary grid for the positions referenced in Schedule "A" and the remuneration rates for the persons holding the positions referenced therein;
3. That, notwithstanding the effective date of the enactment of this By-Law, the remuneration rates provided in Schedules to this By-Law shall become effective on and for the first pay period of and for the calendar year 2025.
4. That By-Law No. 24-03 is hereby repealed.
5. That this By-Law becomes effective upon the date of its enactment after third reading thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF MARCH, 2025.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.

Schedule "A"

By-Law No. 25-11

POSITION LISTING

1) ADMINISTRATIVE SERVICES

Chief Administrative Officer/Clerk	Level 18
Director of Legal Services/Deputy Clerk	Level 16
Solicitor	Level 12
Prosecutor	Level 10
Prosecutor/Solicitor (Part Time)	Contract (<i>Out of Schedule</i>)
Manager of Administrative Services/Deputy Clerk	Level 9
Corporate Communications & Engagement Coordinator	Level 6
Legislative Services Coordinator	Level 5
Legal Assistant	Level 5

2) COMMUNITY & CULTURAL SERVICES

Director of Community & Cultural Services	Level 14
Manager of Library Services	Level 9
Curator	Level 6
Library Branch Supervisor	Level 6
Digital Services Librarian	Level 6
Archivist	Level 6
Assistant Archivist	Level 5
Museum Assistant	Level 3
Administrative Assistant	Level 3

3) EMERGENCY MEASURES

Manager of Emergency Management & Elgin-Middlesex Regional Fire School	Level 12
Emergency Management Program Coordinator	Level 6
Fire Training Coordinator	Level 6
Administrative Assistant	Level 3

4) FINANCIAL SERVICES

Director of Financial Services/Treasurer	Level 14
Manager of Financial Services/Deputy Treasurer	Level 10
Senior Financial Analyst	Level 8
Manager of Procurement & Risk	Level 9
Procurement Officer	Level 5
Payroll & Accounts Payable Coordinator	Level 5

6) HUMAN RESOURCES

Director of Human Resources	Level 14
Manager of Human Resources	Level 10
Human Resources Generalist	Level 6

7) HOMES & SENIORS SERVICES

Director of Homes & Seniors Services	Level 15
Administrator	Level 14
Manager of Resident Care	Level 12
Nurse Practitioner	Contract (<i>Out of Schedule</i>)
Program Manager of Infection, Prevention and Control (IPAC)	Level 10
Manager of Program & Therapy Services	Level 8
Manager of Support Services	Level 8
Quality Improvement Coordinator	Level 7
Education Coordinator	Level 7
Resident Care Coordinator	Level 7
Administrative Assistant	Level 3

8) ENGINEERING SERVICES

Director of Engineering Services	Level 14
Manager of Roads and Asset Management	Level 12
Manager of Corporate Facilities	Level 10
Road Operations Coordinator	Level 8
Building Sciences Technologist	Level 6
GIS & Asset Management Coordinator	Level 6
Administrative Assistant – Engineering, Planning	Level 3

8) PLANNING AND DEVELOPMENT SERVICES

Director of Planning	Level 14
Senior Planner	Level 9
Junior Planner	Level 6
Administrative Assistant - Planning	Level 3

8) ECONOMIC DEVELOPMENT AND TOURISM

Manager of Economic Development and Strategic Initiatives	Level 12
Business Enterprise Facilitator	Level 7
Tourism Officer	Level 6
Administrative Assistant – Reception, Economic Development & Tourism	Level 3

9) PROVINCIAL OFFENCES ADMINISTRATION

Manager of Court Services	Level 8
Provincial Offences Administration Clerk	Level 5
Administrative Assistant	Level 3

Schedule "B"

By-Law No. 25-11

2025 Non-Union Salary Grid

Salary Level	Annual Salary at Base Rate	(Base) Step 1	Step 2	Step 3	Step 4	Step 5	Annual Salary at Job Rate
18	\$196,822.39	\$108.15	\$112.48	\$116.98	\$121.65	\$126.51	\$230,257.12
17	\$178,614.59	\$98.15	\$102.07	\$106.14	\$110.39	\$114.80	\$208,942.92
16	\$160,367.20	\$88.12	\$91.64	\$95.30	\$99.12	\$103.09	\$187,628.71
15	\$153,301.56	\$84.23	\$87.60	\$91.10	\$94.75	\$98.54	\$179,342.98
14	\$137,528.29	\$75.57	\$78.59	\$81.73	\$85.00	\$88.40	\$160,896.92
13	\$125,831.74	\$69.14	\$71.89	\$74.77	\$77.77	\$80.88	\$147,193.59
12	\$114,075.84	\$62.68	\$65.19	\$67.80	\$70.50	\$73.33	\$133,452.77
11	\$104,932.35	\$57.66	\$59.97	\$62.36	\$64.85	\$67.45	\$122,767.55
10	\$96,818.01	\$53.19	\$55.32	\$57.55	\$59.85	\$62.24	\$113,282.08
9	\$88,941.16	\$48.86	\$50.83	\$52.86	\$54.96	\$57.17	\$104,040.30
8	\$82,271.57	\$45.21	\$47.01	\$48.88	\$50.85	\$52.89	\$96,260.71
7	\$78,511.26	\$43.14	\$44.87	\$46.66	\$48.53	\$50.47	\$91,855.40
6	\$71,663.54	\$39.38	\$40.95	\$42.59	\$44.30	\$46.07	\$83,850.86
5	\$65,172.07	\$35.80	\$37.24	\$38.74	\$40.28	\$41.88	\$76,221.24
4	\$60,046.17	\$32.99	\$34.31	\$35.68	\$37.10	\$38.58	\$70,222.52
3	\$57,235.83	\$31.45	\$32.70	\$34.01	\$35.37	\$36.79	\$66,960.71