



**Personnel Committee**

**Tuesday, September 23, 2025 at 4:00 p.m.**

**Council Chambers**

**2<sup>nd</sup> Floor, 72 Main Street South, Seaforth**

- 1. Call to Order**
- 2. Adopt Agenda**
- 3. Declaration of Pecuniary Interest**
- 4. Delegations**
- 5. Minutes of the Previous Meeting**

5.1 [Minutes from October 1, 2024](#)

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- 6. Reports and Recommendations of Municipal Officers**

6.1 [CAO-25-23](#), 2026 Cost of Living Adjustment (COLA)

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- 7. Other Business**
- 8. Adjournment**



**Municipality of Huron East  
Personnel Committee Meeting  
Tuesday, October 1, 2024  
Council Chambers  
2<sup>nd</sup> Floor, 72 Main Street South, Seaforth**

**Members Present:**

Mayor Bernie MacLellan; Councillors: Raymond Chartrand, Dianne Diehl, Bob Fisher and Councillor Justin Morrison

**Staff Present:**

CAO Brad McRoberts; and Clerk Jessica Rudy

**1. Call to Order**

Councillor Chartrand called the meeting to order at 5:30 p.m.

**2. Adopt Agenda**

Moved by Councillor Morrison and Seconded by Councillor Diehl:

That the agenda dated October 1, 2024, be adopted as circulated.

Carried

**3. Declaration of Pecuniary Interests**

None declared.

**4. Delegations**

**5. Adoption of Meeting Minutes**

Moved by Mayor MacLellan and Seconded by Councillor Fisher:

That the meeting minutes from November 1, 2023 be approved, as circulated.

Carried

**6. Business Arising from the Minutes**

**7. Reports and Recommendations of Municipal Officers**

**7.1. CAO-24-30, 2025 Cost of Living Adjustment (COLA)**

CAO Brad McRoberts provided an overview of the report and recommended cost of living increase of 2.1%.

In response to the Committee, B. McRoberts reiterated the importance of maintaining the COLA increase across all grade levels to maintain pay equity and clarified that once an individual is at the last step in their job grade, they only receive the COLA increases;

movement beyond the job grade would involve major changes in job descriptions and/or accepting another position within the municipality.

The Committee discussed the Council Conference Policy and requested that staff review the policy to ensure the amount received for the term is still suitable.

B. McRoberts provided an overview of the various conferences attended by staff and noted that attendance is based off professional development which is identified during performance evaluations and is monitored by senior staff.

Moved by Mayor MacLellan and Seconded by Councillor Diehl:

That the Personnel Committee recommend to the Council of the Municipality of Huron East a cost of living adjustment of 2.1% to be applied to all staff wages.

Carried

## **8. Correspondence**

## **9. Other Business**

## **10. Closed Session**

## **11. Adjournment**

Moved by Councillor Diehl and Seconded by Councillor Fisher:

That the meeting adjourn at 5:44 p.m.

Carried

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Raymond Chartrand, Chair

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Jessica Rudy, Clerk

## Huron East Administration

**To:** Chair Chartrand and Members of the Personnel Committee  
**From:** Jessica Rudy, CAO  
**Date:** September 23, 2025  
**Subject:** 2026 Cost of Living Adjustment (COLA)

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**Recommendation:**

That the Personnel Committee recommend to Council a cost-of-living adjustment of 1.9% to be applied to staff wages for 2026.

**Background:**

Council follows the compensation policy (attachment 1) when determining the cost-of-living increase for staff wages.

The following table provides a summary of the Ontario and Canada Consumer Price Index:

Period	Ontario CPI (%)	Canada CPI (%)
August 2024-2025	1.9	1.9

As stressed during the pay equity review it is important to provide annual cost of living adjustment (COLA) to ensure that our overall compensation remains competitive. The COLA must be applied equally across the compensation grid to ensure that pay equity is maintained. This will include staff, Council, and fire fighters, unless determined otherwise.

**Communication:**

The rate will be recommended to Council and incorporated into the 2026 budget planning.

**Others Consulted:**

Director of Finance/Treasurer

**Financial Implications:**

A 1.9% COLA will result in an increase from the 2025 budgeted salaries and wages of approximately \$97,622. While COLA adjustments are applied across the salary grid, the overall budgetary impacts for 2026 will be less than the \$97,622 due to:

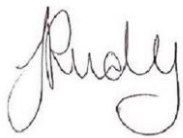
- New directors/staff in 2025 in a lower salary step than the previous employee.
- Some of these wages are funded or partially funded from other sources – i.e., OMAFRA (drainage superintendent), CWELCC (childcare), rate pay (water/wastewater), etc.

Note – COLA adjustments are applied to salaries and wages, increases to benefits are over and above this.

**Attachments:**

[Attachment 1: Compensation Policy](#)

**Signatures:**

A handwritten signature in cursive script, appearing to read "Rudy", is positioned above a horizontal line.

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Jessica Rudy, AMP, CAO



<b>Policy Name: Compensation Policy</b>	
<b>Policy No. HR-001</b>	
Approved by: Council	Date: December 5, 2023
Last Review by:	Date:

**Statement:**

The Municipality of Huron East will strive to ensure that its compensation is equitable and competitive to encourage employee retention and recruitment.

**Purpose:**

To ensure equitable and competitive compensation for all employees.

**Policy:**

Huron East will ensure that compensation is equitable and competitive by undertaking the following:

1. Annual job description reviews and, if necessary evaluations;
2. Job description evaluations of all new or modified positions;
3. Market compensation surveys every four (4) years; and
4. Application of annual cost of living increase adjustment (COLA) to wages.

Cost of living increases will be applied as follows:

1. Cost of living increase will be based upon the August to August Ontario Consumer Price Index subject to a limit of 4.0%;

Full time Employees will advance through their job classification Pay Band Steps to a maximum of Job Rate, based upon satisfactory annual performance evaluations. Part-time employees will remain in the same Pay Band Step until completion of the equivalent full-time hours for a year's service and will be eligible to advance a Step in the Pay Band to a maximum of Job Rate, conditional on a satisfactory performance evaluation and recommendation by their Supervisor.

**Responsibility:**

The Personnel Committee will make recommendations to Council on the annual cost of living increase.

The CAO will ensure that annual job descriptions reviews are completed by Department Heads and/or Supervisors.

The CAO will ensure that job evaluations are undertaken upon modification of existing job descriptions or creation of new job descriptions by an independent third party professional.

Supervisors will be required to complete annual job description reviews and annual performance evaluations on an annual basis on or before the employee work anniversary date.

**Background:**

Work anniversary will be defined as either the date of starting employment with Huron East or the start of a new position whichever is more recent.

**Related Policies:**

Annual Performance Evaluation Policy