

**THE CITY OF DAWSON  
MANAGEMENT EMPLOYMENT BYLAW  
BYLAW #14-10**

**To provide for conditions of employment of non-unionized staff of the City of Dawson.**

WHEREAS section 188 of the *Municipal Act (RSY 2002)*, provides that Council shall by bylaw establish the terms and conditions of employment of the Chief Administrative Officer, designated municipal officers, and other officers and Managers, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal and rules of conflict of interest; and

WHEREAS the staff covered by this bylaw are excluded from bargaining collectively under the Canada Labour Code due to the nature of their positions; and

WHEREAS the Council for the City of Dawson deems it proper and expedient to set out the terms and conditions of employment for this excluded group of employees;

NOW THEREFORE the Council for the City of Dawson duly assembled in public meeting, does hereby ENACT AS FOLLOWS:

**1 SHORT TITLE**

1.1 This Bylaw may be cited as the "Management Employment Bylaw 2014".

**2 APPLICATION**

- 2.1 (a) The terms and conditions of this bylaw shall apply to any individual appointed to the position of Chief Administrative Officer, Superintendent of Public Works, Recreation Manager, Senior Finance Officer, Protective Services Manager or Executive Assistant whether appointed before or after the coming into force of this bylaw.
- (b) This bylaw shall establish the terms and conditions of employment for the Managers described in Article 2.1(a).
- (c) Notwithstanding Article 2.1 (b), Council may enter into an individual contract of employment with the Chief Administrative Officer on terms different than set out in this bylaw provided that:
- (i) the contract only provides for terms that relate to professional development, training and/or housing;
  - (ii) the contract is in writing;
  - (iii) the contract is approved by Council;

(d) The Chief Administrative Officer, as a delegate of Council, may enter into an individual contract of employment with a Manager on different terms than set out in this bylaw provided that:

- (i) the contract only provides for terms that relate to professional development, training and/or housing.
- (ii) the contract is in writing; and
- (iii) the contract is approved by Council.

2.2 Any individual contract of employment referred to in Article 2.1 (c) or (d) shall be signed by the Manager and the Chief Administrative Officer (or the Mayor in the case of the Chief Administrative Officer) provided that it meets the requirements noted above.

### **3 INTERPRETATION**

3.1 In this bylaw wherever the male gender is specified it shall be interpreted as including both male and female as applicable.

3.2 Any reference to permission, requirement, or authorization by the Chief Administrative Officer in this bylaw shall be deemed to be a reference to Council in the case of the Chief Administrative Officer. Where permission or authorization is provided by Council, it shall be in writing and signed by the Mayor.

3.3 ANNIVERSARY DATE means the anniversary of the appointment of the Manager to the Manager's most recent position.

3.4 CHIEF ADMINISTRATIVE OFFICER means the person appointed as Chief Administrative Officer of the municipality pursuant to Section 183 of the Municipal Act;

3.5 CITY means the City of Dawson;

3.6 CONTINUOUS SERVICE means the period of uninterrupted employment with the City since the most recent appointment as an employee of the City;

3.7 COUNCIL means the Council of the City of Dawson;

3.8 DEPENDENT means the Manager's spouse or minor age children of the Manager or the Manager's spouse.

3.9 HOURLY RATE shall be determined by dividing the annual salary by 1820.

3.10 MONTHLY RATE shall be determined by dividing the annual salary by twelve.

3.11 MANAGER means a person employed by the City in a position listed in Article 2.1 (a).

## **4 ATTENDANCE AND HOURS OF WORK**

### **Managers except Executive Assistant**

- 4.1 (a) Managers, other than the Executive Assistant, shall work the hours reasonably necessary to complete the work of their position and, except where entitled to be absent pursuant to this bylaw or with the prior permission of the Chief Administrative Officer, shall be expected to work at a minimum during normal hours of business of the City Monday to Friday.
- (b) Notwithstanding paragraph (a), Managers shall submit on a bi-weekly basis all hours worked on behalf of the City.
- (c) When determined to be an operational necessity, the Chief Administrative Officer may require Managers to work nonstandard days and hours. It is a condition of employment that Managers will be available for reasonable unscheduled work duties.

### **Executive Assistant**

- (d) The hours of work of the Executive Assistant shall be thirty five (35) hours per week worked between 9am and 5pm, unless altered by agreement between the Chief Administrative Officer and the Executive Assistant.
- (e) The Executive Assistant is entitled to two fifteen (15) minute breaks in each half of the day.

### **Overtime**

- (f) Managers, other than the Executive Assistant, appointed after the passing of this bylaw shall not be entitled to overtime pay.
- (i) In lieu of overtime, Managers, except the Executive Assistant, shall be entitled to five (5) days paid leave after completing each twelve (12) months employment as a Manager. A Manager who is paid by the City for less than the entire twelve month period shall be entitled to pro-rated leave.
- (ii) Paid leave under this paragraph must be used during the next following twelve month period.
- (g) Managers, other than the Executive Assistant, appointed prior to the passing of this bylaw shall be permitted to bank overtime hours in excess of 35 in a calendar year. Such hours may be taken as leave on a straight-time basis. Any hours amassed must be taken during the calendar year in which they are earned. With the exception of hours earned in December, any hours remaining at the close of business on December 31<sup>st</sup> shall be forfeited. Any hours earned in Decemeber shall be utilized by the end of the following January or shall be subject to forfeit. In no circumstance shall hours amassed under this provision be paid out.
- (i) In exceptional circumstances the Chief Administrative Officer (or Mayor in the case of the Chief Administrative Officer) may approve the carry-forward of hours amassed under (g) where operational requirements will not permit the Manager a reasonable opportunity to utilize the time prior to an imposed deadline.

- (h) The Executive Assistant shall be paid overtime in accordance with the entitlement of administrative/finance staff set out in the Collective Agreement between the City and the Public Service Alliance of Canada.
- (i) If a Manager is absent from duty without authorization pursuant to this bylaw (for example sick leave) or from the Chief Administrative Officer, the Manager shall forfeit pay for the period of absence.
- (j) The Protective Services Manager shall be eligible for on-call compensation in the same manner offered to unionized staff placed on an “on-call” status. This provision must be ratified by council with any appointment made following the passing of this bylaw.

## **5 SALARIES, CLASSIFICATIONS**

- 5.1 All Managers shall be paid according to the attached wage schedule, which forms part of this bylaw.
- (1) On an annual basis the Chief Administrative Officer and Senior Financial Officer shall modify the wage schedule by applying a factor equal to the change in Consumer Price Index (Nov.-Nov.) calculated by Statistics Canada for Whitehorse.
    - (a) In applying the modification the Chief Administrative Officer and Senior Financial officer shall adhere to the following limitations:
      - (i) annual increase shall not exceed 2.5% in any given year; and
      - (ii) where the Consumer Price Index indicates a negative adjustment, the wage schedule shall not be amended.
  - (2) The modified wage schedule shall be signed by both the Chief Administrative Officer and the Senior Financial Officer and attached to this bylaw. Once attached the wage scale shall form part of this bylaw.
  - (3) The modified schedule shall become effective on January 1<sup>st</sup> of the following calendar year.
- 5.2 Where a manager has been appointed prior to the passing of this bylaw and the manager’s current salary grid’s earning potential is beyond the maximum salary contained in this bylaw, the Manager’s current salary grid shall be continued and shall be eligible for the same annual adjustment described in section 5.1 above. The Chief Administrative Officer and Senior Financial Officer shall produce a schedule detailing annual adjustments to these salaries. This schedule shall be attached to this bylaw for reference purposes.
- 5.3 Except as set out in Paragraph 5.3, no Manager shall receive less than the minimum rate for the Manager’s particular classification.

- 5.4 Notwithstanding 5.2 above, a Manager may be appointed to a position at less than the minimum of the range for the Manager's particular classification on an under fill basis should the Manager lack the full qualifications necessary to the position but is considered to have potential for development in that position. Payment for an under fill position shall be made on the following basis:
- (i) The under fill rate shall be determined according to the qualifications of the Manager as they relate to the new position.
  - (ii) No Manager shall be appointed as an under fill at a pay rate which is more than ten percent (10%) below the minimum of the pay range for the new position.
  - (iii) Where a person is appointed as an under fill, the under fill rate of pay may apply for no longer than one (1) year.
  - (iv) If at the end of one year, the Manager has not achieved the necessary qualifications for the position, the Manager's employment shall be terminated for cause unless the Chief Administrative Officer determines that the Manager has made sufficient progress toward getting the necessary qualifications, in which case the Manager's salary shall move to the bottom of the wage scale for the position and shall not move to a higher step in the scale until the Manager obtains the necessary qualifications for the position.
- 5.5 The Chief Administrative Officer may authorize an initial appointment or a promotion to a position at a rate of pay higher than the minimum rate applicable to that position but not exceeding ninety percent (90%) of the maximum applicable to the position, where recruiting exigencies or the qualifications of a candidate so warrant.
- 5.6 The Chief Administrative Officer may, with the approval of Council, authorize an initial appointment to a position at a rate of pay higher than ninety percent (90%) of the top of the pay range applicable to the position, but not exceeding the maximum of the range, where recruiting exigencies or the qualifications of a candidate so warrant.
- 5.7 Every Manager shall, before being paid any remuneration by the City, take and subscribe the oath or affirmation set out in Appendix "A" to this bylaw.
- 5.8 The City shall pay each Manager all wages earned by the Manager on a bi-weekly basis.
- 5.9 Payment of salaries and wages will be deposited into a bank account of the Manager's choice on or before the designated payday.
- 5.10 The City will provide a separate itemized statement with each pay showing the bi-weekly amount, as well as all deductions.

### **Performance Evaluation and Performance Pay**

- 5.11 The Chief Administrative Officer shall carry out a performance review of a Manager annually prior to a Manager's Anniversary Date, or more often when performance issues justify such. Managers shall be reviewed at or near the end of the Manager's probationary period as a Manager.
- 5.12 When a formal review of a Manager's performance is made, the Manager concerned shall be given the opportunity to discuss the evaluation and to correct any perceived inaccuracies. The Manager shall then sign the finalized review and indicate that its contents have been read and understood by the Manager. The Manager shall receive a copy of the review and shall be given an opportunity to provide written comments to be attached to the Manager's appraisal and may address any perceived factual inaccuracies in the performance appraisal.
- 5.13 A Manager's salary may be raised to the next highest step of the wage schedule one year after the Manager was moved to the existing level, if the Manager has received at least a satisfactory performance review.

### **Acting Pay**

- 5.14 (a) Managers who are requested to assume a role of a higher classification shall be compensated as follows:
- (1) for a period greater than three (3) working days the Manager shall receive compensation calculated by applying remuneration at the rate associated with the higher position at the first step greater than the Manager's regular salary or 10% of the Manager's regular salary, whichever is greater, retroactive to the first day of assuming the "acting" role.
  - (b) The Manager shall be paid the acting rate for any statutory holiday where he has worked in this acting capacity for the last shift prior to and the first shift following the statutory holiday. Notwithstanding the above, any working days during which the Manager is absent and entitled to pay shall be compensated at the Manager's regular rate of pay.

### **Re-grading**

- 5.15 When a Management position is upgraded to a higher management level, each Manager shall remain at the same step of the new pay range as the Manager was in the pre-existing pay range. The Manager shall be eligible to increase by a step, when the Manager would otherwise have been eligible under the pre-existing pay range.

## **6 GENERAL HOLIDAYS**

- 6.1 Managers shall be entitled to the following holidays with pay:

- (i) New Year's Day
- (ii) Heritage Day
- (iii) Good Friday
- (iv) Easter Monday
- (v) Victoria Day
- (vi) Canada Day
- (vii) Discovery Day
- (viii) Labour Day
- (ix) Thanksgiving Day
- (x) Remembrance Day
- (xi) Christmas Day
- (xii) Boxing Day
- (xiii) Any other day that may be proclaimed as a lawful holiday by the Territorial, Civic or Federal Government of Canada.

- (b) Where the Yukon Territorial Government changes the name of a designated paid holiday mentioned in 6.1, the former title shall be deemed to be deleted and the new title of the general holiday substituted.

### **Holiday Falling on a Day of Rest**

- 6.2 If the holiday falls on a Saturday or Sunday, then it will be observed on the immediately preceding Friday or the immediately following Monday as determined by the City.
- 6.3 Where a day that is a designated paid holiday for a Manager falls within a period of leave with pay, the holiday shall not count as a day of the paid leave.

At the request of a Manager, and where operational requirements permit, a Manager shall not be required to work both Christmas Day and New Year's Day.

- 6.4 To qualify for a paid holiday, a Manager must
  - (a) have completed thirty (30) calendar day's employment with the City; and
  - (b) been paid by the City for the Manager's last scheduled shift immediately prior to the holiday and the Manager's first scheduled shift immediately following the holiday.

- 6.5 (a) A Manager, except the Executive Assistant, who is required to come into work on a holiday shall not receive extra pay, but shall receive the greater of one half day ~~and/or~~ 1.5 times the hours worked on the holiday in paid time off at another time mutually agreed between the City and the Manager.
- (b) If the Executive Assistant is required to work on a holiday, the Executive Assistant shall be compensated at the same premium rates as an employee covered by the collective agreement between the City and the Public Service Alliance of Canada.

## 7 ANNUAL VACATION LEAVE

- 7.1 Managers will earn vacation pay and may take vacation leave as set out in this Article.
- 7.2 A Manager who is paid by the City for at least ten (10) working days in a month shall earn paid vacation leave credit for that month as follows:

<b>Completed Years of Continuous Service</b>	<b>Annual Vacation Leave</b>
Less than 2	1.67 days per month up to twenty (20) days for the vacation year
2 but less than 6	2.08 days per month up to twenty five (25) days for the vacation year
6 but less than 12	2.50 days per month up to a maximum of thirty (30) days for the vacation year
12 and more	2.92 days per month up to thirty five (35) days per vacation year

- (a) A Manager whose continuous service date falls prior to the 14<sup>th</sup> day of the month shall receive the next highest annual vacation leave during that month.
- (b) A Manager whose continuous service date falls on or after the 14<sup>th</sup> day of the month shall earn the next higher annual vacation leave in the following month.
- 7.3 A Manager will be eligible to carry vacation leave credits for a maximum of two (2) years. At December 31st of each year the Employer shall pay each Manager all unused accumulated Annual Leave Credits in excess of the number of days that were accumulated during the two (2) year period.
- 7.4 Vacation leave may not be taken until it has been earned, except that a Manager who has completed at least one (1) year of continuous service may be granted up to one (1) week of vacation leave in advance.



- 7.5 The Chief Administrative Officer (or Mayor in the case of the Chief Administrative Officer) shall make a reasonable effort to grant a Manager the period of vacation leave requested.
- 7.6 The number of Managers who may be on vacation at any one time shall be determined by the Chief Administrative Officer as operational requirements permit.
- 7.7 Vacation leave may be taken at any time during the year provided the Manager has applied in advance on a vacation leave application and such leave has been approved.
- 7.8 Upon termination, Managers shall be paid for all unused accumulated paid vacation leave, such payment to be calculated by multiplying the Daily Rate (based on the Manager's current salary) by the number of unused earned vacation leave days or part days.

### **Travel time**

- 7.9 Upon completion of one year of continuous service, a Manager shall be granted three (3) days travel time once per annum contiguous to vacation leave. Where vacation is paid out rather than taken, this shall not be paid out.

## **8 SICK LEAVE**

- 8.1 Upon completion of thirty (30) days continuous service, all Managers shall be entitled to sick leave when the Manager is absent by reason of bona fide non - occupational illness or accident, medical, dental, and optical appointment, or illness of a member of the Manager's immediate family.
- 8.2 The City reserves the right to ask for medical certificates certifying an illness or accident or any absences in excess of three (3) days, and for all absences that exceed an aggregate of seven (7) days in a calendar year.
- 8.3 (a) Where a pattern of absences is developing or where there is reasonable for believing there may be an abuse of sick leave, the City may request that further medical evidence acceptable to the City be furnished or that the Manager undergo an Independent Medical Examination (IME).
- (b) Where the City requests a Manager to undergo an Independent Medical Examination which is not covered by Yukon Health Insurance, the fees charged will be paid by the City.
- 8.4 Any absence for bona fide illness or accident in excess of three (3) consecutive working days may may be governed by the City's weekly indemnity or long term disability plan. Any absence for bona fide illness or accident in excess of ten (10) consecutive working days shall be governed by the City's weekly indemnity or long term disability plan. However, employees may use accumulated paid sick leave to cover salary up to ninety five (95%) per cent of their daily salary.

- 8.5 Paid sick leave shall be accumulated by Managers at a rate of 1.5 days per month to a maximum of thirty (30) days.
- 8.6 Paid Sick leave may be used for medical / dental or optical appointments outside of Dawson City and require the Manager to travel to Whitehorse or some other destination at their own expense.
- 8.7 Upon voluntary termination / retirement a Manager shall be paid one-half (50%) of any unused sick leave accumulated.

## **9 LEAVE OF ABSENCE**

### **Jury Duty**

- 9.1 (a) Where a Manager is summoned for jury duty and is selected for the jury, the City shall provide the Manager with paid leave during the jury selection process and for the first twenty (20) days of jury duty. Thereafter, any leave shall be without pay.
- (b) Where jury duty is with pay, the City may deduct from the regular pay any allowance received by the Manager for serving on the jury duty except an allowance which is reimbursement for expenses.

### **Pregnancy Adoption and Parental Leave**

- 9.2 Managers are entitled to pregnancy, adoption or parental leave in accordance with Part 6 of the Yukon Employment Standards Act.

### **Volunteer Leave**

- 9.3 Managers may be granted up to one (1) days' leave per calendar year to volunteer for community events including accompanying youth teams to sports events.

### **Injury on Duty Leave**

- 9.4 (a) Managers, who are injured on the job and have their claim approved by the Workers Compensation Health and Safety Board, shall be granted Injury on Duty Leave with pay for the period of absence approved by the Board or four (4) weeks whichever is less. Any leave beyond the four weeks shall be without pay from the City.
- (b) In order to receive the Injury on Duty leave with pay, the Manager shall first assign to the City all payments received from the Board concerning the period of paid Injury on Duty leave.
- (c) Managers on unpaid Injury on Duty Leave will not accrue Sick Leave, paid vacation or other benefits but may self-pay for benefit coverage if permitted by the insurance carrier.

## **Special Leave**

- 9.5 (a) All Managers shall be credited with six (6) days special leave credits upon completion of the Manager's first year of service and upon completion of each continuous year of service thereafter. A Manager may accumulate up to fifteen (15) Special Leave days.
- (b) Notwithstanding paragraph 9.5 (a), a Manager will be credited with fewer than six (6) days if crediting the Manager with six days will result in an accumulation of greater than fifteen (15) days accumulation. The credit of Special Leave days will only occur on the Manager's anniversary date and the number of days to be credited will depend on the number of days already accumulated on that date.
- 9.6 Special Leave may be used when extraordinary circumstances, not caused by the employee, or which the employee could not reasonably foresee, prevent the employee from performing their job. For exemplary purposes common uses of special leave are compassionate leave, illness of a dependent, or the need to accompany a dependent or parent to a medical or dental appointment.
- 9.7 A Manager shall provide necessary proof of the need for or the utilization of leave under this section.
- 9.8 A Manager is not eligible for Special Leave with pay for any period during which he/she is on leave of absence without pay or under suspension.

## **10 MEDICAL AND GROUP INSURANCE**

- 10.1 All Managers shall participate in the Health Care Insurance Plan unless otherwise exempted. Managers may not opt out of the mandatory group life insurance, short term and long term disability benefit.
- 10.2 The City shall pay 100% of the premium costs with the exception of the premiums for short term and long term disability where Managers must pay 100%.
- 10.3 On the first of the month following thirty (30) calendar days of continuous employment, Managers shall be eligible for the following benefits provided they meet the insurance policy requirements:
- (a) Short Term Disability
  - (b) Extended Health Care Plan
  - (c) Group Life Insurance - equal to two (2) year's annual basic earnings rounded to the next highest \$1,000 unless already a multiple thereof
  - (d) Accidental Death and Dismemberment Insurance - equal to two (2) year's annual basic salary
  - (e) Dental Health
  - (f) Long Term Disability

- 10.4 Managers who are continuously disabled due to a non-occupational illness or accident for a period of seventeen (17) weeks shall be eligible to receive Long Term Disability benefits in accordance with the provisions of the Long Term Disability Plan. Eligibility shall be in accordance with the terms of the plan.
- 10.5 The responsibility of the City is restricted to making the benefit plans set out in Article 10.3 available.

## **11 REGISTERED RETIREMENT SAVINGS PLAN**

- 11.1 Managers may contribute to a Registered Savings Plan approved by the City on a monthly basis to a maximum of 1/12 of 8% of the Manager's annual salary.
- 11.2 The City will match the Manager's contribution.

## **12 TRAVEL ALLOWANCE**

- 12.1 After a period of three hundred and sixty-five (365) days of continuous employment with the City, a Manager shall be paid a travel allowance and shall be paid further travel allowance in completion of each additional year of continuous service.
- 12.2 The travel allowance will be in the amount of three thousand two hundred dollars (\$3200.00)
- 12.3 A Manager who voluntarily terminates employment with the City after one (1) year of continuous employment shall be entitled to a prorated travel allowance.

## **13 GENERAL PROVISIONS**

- 13.1 If in the opinion of the City a medical examination of a Manager is required, such Manager shall submit to a medical examination without a loss in pay, and the cost of the examination shall be borne by the City.
- 13.2 The Employer shall supply workplace electrical plug-ins and parking spots wherever possible.
- 13.3 Council shall review the wage schedule prior to September 30 of each year.

## **14 SEVERANCE PAY**

- 14.1 (a) The City may terminate the employment of a Manager as follows:
- (i) Where a Manager is terminated for just cause; the Manager shall not be entitled to notice or severance.
  - (ii) A manager who retires or quits shall not be entitled to severance pay.
- (b) A Manager, except the Executive Assistant, who is terminated without cause shall be entitled to notice and/or pay as follows:

- (i) less than one year of continuous service, notice or severance as provided in the *Employment Standards Act* (Yukon);
  - (ii) after the completion of one year of continuous service, eight month's notice or pay plus one additional month for each year over one year of completed years of continuous service, to a maximum of one year notice or severance pay or combination of the two.
- (c) A Manager who quits shall provide not less than thirty (30) days' notice. The City may, in its sole discretion, terminate the employment of the Manager in which case it shall pay the Manager's salary for the remainder of the notice period. A Manager who is terminated for other than cause shall have any relocation expense obligation under 18.01 and 18.02 waived.
- 14.2 In the case of the Executive Assistant , where the employment is terminated without just cause the Executive Assistant shall receive pay or notice of:
- (i) if less than one years' continuous service, the amount of notice or severance required by the *Employment Standards Act* (Yukon); and
  - (ii) after one year of continuous service, payment or notice of eight (8) weeks plus an additional three weeks for each additional completed year of service over one up to a maximum of fifty two weeks' notice or severance pay or combination of the two.

## **15 DISCIPLINE**

- 15.1 (a) The Chief Administrative Officer may discipline a Manager for unacceptable behaviour.
- (b) Should it become necessary to discuss a disciplinary matter with a Manager, such discussion will be conducted in private.
- 15.2 The Employer has the right to discharge or suspend a Manager without pay for just cause. Notice of suspension and/or dismissal shall be in writing and shall set forth the reasons for the suspension or dismissal. Any discipline of a Manager which has been placed on a Manager's personnel file shall be removed two (2) years after the discipline, provided that no further discipline of the Manager has been taken during the two year period. This clause does not apply to performance reviews, if references to discipline addressed in the prior sentence are redacted.
- 15.4 A Manager who is not satisfied with the decision of the Chief Administrative Officer regarding disciplinary matters, may appeal to Council who may, after giving the Manager an opportunity to be heard,
- (a) reinstate the Manager;
  - (b) confirm the warning or suspension;

- (c) reduce or extend the suspension;
- (d) confirm the dismissal.

- 15.5 A Manager who has been suspended or dismissed shall give written notice to the Chief Administrative Officer within five (5) working days of the suspension or dismissal of his intention to appeal the action to Council, and where such notice has not been given, no appeal shall be heard by Council.
- 15.6 A Manager may examine the Manager's personnel file at any time upon 48 hours' notice. The Employer may have an authorized representative present during the examination.
- 15.7 No material may be placed on a manager's personnel file without the Manager's knowledge.

## **16 PROBATION**

- 16.1 A Manager newly hired with the City shall serve probation of one (1) year.
- 16.2 A probationary Manager may be terminated at any time for cause which shall include suitability for continued employment with the City.
- 16.3 An existing employee of the City who is promoted to a position as a Manager or a Manager who is promoted to higher position as a Manager shall serve a probationary period of one year.

If during the first three months of the probationary period the Manager is considered to be unsuitable or if the Manager wishes to move back to the Manager's immediately pre-existing position, the Manager may return to the previous position. After three months, if a probationary Manager is determined to be unsuitable, the Manager may be moved back to the Manager's previous position, if possible, or may be dismissed in which case the Manager shall be entitled to severance pay as set out in this bylaw.

## **17 RELOCATION EXPENSES**

- 17.1 The City of Dawson shall pay a new Manager's travel expenses to Dawson based on actual receipts to a maximum of \$3,000.00. Travel expenses shall be limited to airfare, gas, food and lodging.
- 17.2 If Council approves payment of relocation expenses beyond travel expenses in 18.01 above, such expenses shall be outlined in writing and signed by the Manager and Chief Administrative Officer prior to relocation.

## **18 REPEAL**

- 18.1 Bylaw # 11-20 and all amendments thereto are hereby repealed, with the exception of the wage scale which shall remain in effect only to degree necessary to meet the requirements of this bylaw.

**19 ENACTMENT**

19.1 The provisions of this Bylaw shall come into force and have effect on January 1<sup>st</sup>, 2015.

19.2 In preparing this bylaw for enactment, the Chief Administrative Officer and Senior Financial Officer shall undertake the work required in section 5.1 prior to December 31<sup>st</sup>, 2014.

Read a FIRST time this 10<sup>TH</sup> day of June, 2014.

Read a SECOND time this 28<sup>TH</sup> day of October, 2014.

Read a THIRD and FINAL this 28<sup>TH</sup> day of October, 2014.

Originals signed by:

Wayne Potoroka, Mayor

Jeff Renaud, CAO

**Schedule "A"**

2014 Wage Scale  
 (For Use in calculating 2015 wage scale)

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Mid-Rate</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Chief Administrative Officer	\$114,612	\$118,391	\$122,168	\$125,947	\$129,726	\$133,503	\$137,282
Senior Finance Officer Superintendent of Public Works	\$86,102	\$88,941	\$91,779	\$94,618	\$97,457	\$100,295	\$103,134
Recreation Manager Protective Services Manager	\$76,866	\$79,400	\$81,934	\$84,468	\$87,003	\$89,536	\$92,071
Executive Assistant	\$57,534	\$59,431	\$61,327	\$63,224	\$65,121	\$67,017	\$68,914



## 2016 COUNCIL RESOLUTIONS

Resolution #	Details	Status
<b>C16-02-15</b>	Moved by Mayor Potoroka, Seconded by Councillor Kendrick that Council meeting C16-02 be adjourned at PM with the next regular meeting of Council being February 16, 2016. Carried 4-0	
<b>C16-02-14</b>	Moved by Mayor Potoroka, Seconded by Councillor Kendrick that Committee of the Whole reverts to Council and proceeds with the agenda. Carried 4-0	
<b>C16-02-13</b>	Moved by Mayor Potoroka, Seconded by Councillor Kendrick that Council move to Committee of the Whole for the purpose of Question Period. Carried 4-0	
<b>C16-02-12</b>	Moved by Mayor Potoroka, Seconded by Councillor Kendrick that Council supports the request for letter of support by Dawson City Chamber of Commerce for the Gold Show. Carried 4-0	
<b>C16-02-11</b>	Moved by Mayor Potoroka, Seconded by Councillor Kendrick that Council acknowledges receipt of the following correspondence: Dawson City Chamber of Commerce RE: Request for letter of support Special Committee of Whole Meeting Minutes CW15-16 Committee of Whole Meeting Minutes CW15-17 Special Committee of Whole Meeting Minutes CW15-18 Special Committee of Whole Meeting Minutes CW15-19 Committee of Whole Meeting Minutes CW15-20 Special Committee of Whole Meeting Minutes CW15-21 Letter from Terence Shädda dated January 18, 2016 For informational purposes. Carried 4-0	
<b>C16-02-10</b>	Moved by Councillor Kendrick, Seconded by Councillor Johnson that Bylaw #16-02 being the Zoning Amendment No. 11 bylaw be given first reading. Carried 4-0	
<b>C16-02-09</b>	Moved by Councillor Johnson, Seconded by Councillor Farr that Bylaw #16-01 being the Zoning Amendment No. 10 bylaw be given first reading. Carried 4-0	
<b>C16-02-08</b>	Moved by Councillor Kendrick, Seconded by Mayor Potoroka that Council approves the revisions to "Schedule A" of the Volunteer Fire Department Remuneration Policy #10-03 as presented. Carried 4-0	
<b>C16-02-07</b>	Moved by Mayor Potoroka, Seconded by Councillor Johnson that Council approves the creation of a management term position of Senior Finance Officer pending an Organizational Review and changes to the Management Bylaw to be presented to Council at a future date. The 2016 salary range for this position is: Step 1 - \$60,500, Step 2 - \$62,485, Step 3 - \$64,470, Mid-rate - \$66,460, Step 5 - \$68,445, Step 6 - \$70,430, Step 7 - \$72,420 Carried 4-0	
<b>C16-02-06</b>	Moved by Mayor Potoroka, Seconded by Councillor Johnson that Council approves the change of position from Senior Finance Officer to Chief Financial Officer effective immediately. Such a change will be reflected in the new Management Bylaw to be presented to Council at a future date. Carried 4-0	
<b>C16-02-05</b>	Moved by Mayor Potoroka, Seconded by Councillor Kendrick that Council	

## COLA Wage Adjustment Calculation for 2015

### 2014 Wage Scale - Bylaw #14-10

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	\$114,612	\$118,391	\$122,168	\$125,947	\$129,726	\$133,503	\$137,282
Senior Finance Officer Superintendent of Public Works	\$86,102	\$88,941	\$91,779	\$94,618	\$97,457	\$100,295	\$103,134
Recreation Manager Protective Services Manager	\$76,866	\$79,400	\$81,934	\$84,468	\$87,003	\$89,536	\$92,071
Executive Assistant	\$57,534	\$59,431	\$61,327	\$63,224	\$65,121	\$67,017	\$68,914

### 2014 Wage Scale - Bylaw #11-20

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5
Chief Administrative Officer	\$98,037	\$105,938	\$113,839	\$121,740	\$129,643
Senior Finance Officer Superintendent of Public Works	\$81,125	\$87,173	\$93,221	\$99,269	\$105,315
Recreation Manager Protective Services Manager	\$71,556	\$75,133	\$78,711	\$82,289	\$85,865
Executive Assistant	\$50,932	\$56,610	\$62,288	\$67,966	\$73,644

Consumer Price Index for November 2013 - November 2014                      0.7%  
 Above wage scales multiplied by:                      100.7%

### Bylaw #14-10 Revised wage schedule for 2015

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	\$115,414	\$119,220	\$123,023	\$126,829	\$130,634	\$134,438	\$138,243
Senior Finance Officer Superintendent of Public Works	\$86,705	\$89,564	\$92,421	\$95,280	\$98,139	\$100,997	\$103,856
Recreation Manager Protective Services Manager	\$77,404	\$79,956	\$82,508	\$85,059	\$87,612	\$90,163	\$92,715
Executive Assistant	\$57,937	\$59,847	\$61,756	\$63,667	\$65,577	\$67,486	\$69,396

**Bylaw #11-20 adjusted wage schedule for 2015**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Mid-Rate</b>	<b>Step 5</b>
Chief Administrative Officer	\$98,723	\$106,680	\$114,636	\$122,592	\$130,551
Senior Finance Officer Superintendent of Public Works	\$81,693	\$87,783	\$93,874	\$99,964	\$106,052
Recreation Manager Protective Services Manager	\$72,057	\$75,659	\$79,262	\$82,865	\$86,466
Executive Assistant	\$51,289	\$57,006	\$62,724	\$68,442	\$74,160

Consumer Price Index for November 2014 - November 2015                      0.1%  
 Below wage scales multiplied by:                      100.1%

**Bylaw #14-10 Revised wage schedule for 2016**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Mid-Rate</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
Chief Administrative Officer	\$115,530	\$119,339	\$123,146	\$126,955	\$130,765	\$134,572	\$138,381
Chief Finance Officer Superintendent of Public Works	\$86,791	\$89,653	\$92,514	\$95,376	\$98,237	\$101,098	\$103,960
Recreation Manager Protective Services Manager	\$77,481	\$80,036	\$82,590	\$85,144	\$87,700	\$90,253	\$92,808
Executive Assistant	\$57,995	\$59,907	\$61,818	\$63,730	\$65,642	\$67,554	\$69,466

**Bylaw #11-20 adjusted wage schedule for 2016**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Mid-Rate</b>	<b>Step 5</b>
Chief Administrative Officer	\$98,822	\$106,786	\$114,751	\$122,715	\$130,681
Chief Finance Officer Superintendent of Public Works	\$81,775	\$87,871	\$93,967	\$100,064	\$106,158
Recreation Manager Protective Services Manager	\$72,129	\$75,735	\$79,341	\$82,948	\$86,553
Executive Assistant	\$51,340	\$57,063	\$62,787	\$68,510	\$74,234

Consumer Price Index for November 2015 - November 2016                      1.7%

Below wage scales multiplied by: 101.7%

**Bylaw #14-10 Revised wage schedule for 2017**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	\$117,494	\$121,368	\$125,240	\$129,114	\$132,988	\$136,860	\$140,734
Chief Finance Officer Superintendent of Public Works	\$88,267	\$91,177	\$94,087	\$96,997	\$99,907	\$102,817	\$105,727
Recreation Manager Protective Services Manager	\$78,799	\$81,396	\$83,994	\$86,592	\$89,191	\$91,787	\$94,386
Executive Assistant	\$58,981	\$60,925	\$62,869	\$64,814	\$66,758	\$68,702	\$70,647

**Bylaw #11-20 adjusted wage schedule for 2017**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5
Chief Administrative Officer	\$100,502	\$108,602	\$116,701	\$124,801	\$132,903
Chief Finance Officer Superintendent of Public Works	\$83,165	\$89,365	\$95,565	\$101,765	\$107,963
Recreation Manager Protective Services Manager	\$73,355	\$77,022	\$80,690	\$84,358	\$88,024
Executive Assistant	\$52,213	\$58,033	\$63,854	\$69,675	\$75,496

Consumer Price Index for November 2016 - November 2017 2.3%  
 Below wage scales multiplied by: 102.3%

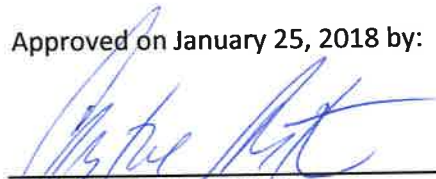
**Bylaw #14-10 Revised wage schedule for 2018**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	\$120,196	\$124,159	\$128,120	\$132,083	\$136,046	\$140,007	\$143,971
Chief Finance Officer Superintendent of Public Works	\$90,297	\$93,274	\$96,251	\$99,228	\$102,205	\$105,182	\$108,159
Recreation Manager Protective Services Manager	\$80,611	\$83,268	\$85,926	\$88,583	\$91,242	\$93,898	\$96,557
Executive Assistant	\$60,337	\$62,327	\$64,315	\$66,304	\$68,294	\$70,282	\$72,272

**Bylaw #11-20 adjusted wage schedule for 2018**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Mid-Rate</b>	<b>Step 5</b>
Chief Administrative Officer	\$102,814	\$111,099	\$119,385	\$127,671	\$135,959
Chief Finance Officer Superintendent of Public Works	\$85,078	\$91,420	\$97,763	\$104,106	\$110,446
Recreation Manager Protective Services Manager	\$75,042	\$78,794	\$82,546	\$86,298	\$90,048
Executive Assistant	\$53,413	\$59,368	\$65,323	\$71,277	\$77,232

Approved on January 25, 2018 by:

  
\_\_\_\_\_  
Christine Smith, A/CAO  
\_\_\_\_\_  
Obrian Kydd, CFO

Consumer Price Index for November 2016 - November 2017 2.3%  
 Below wage scales multiplied by: 102.3%

**Bylaw #14-10 Revised wage schedule for 2018**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	\$120,196	\$124,159	\$128,120	\$132,083	\$136,046	\$140,007	\$143,971
Chief Finance Officer		\$93,274	\$96,251	\$99,228	\$102,205	\$105,182	\$108,159
Superintendent of Public Works	\$90,297						
Recreation Manager		\$83,268	\$85,926	\$88,583	\$91,242	\$93,898	\$96,557
Protective Services Manager	\$80,611						
Executive Assistant	\$60,337	\$62,327	\$64,315	\$66,304	\$68,294	\$70,282	\$72,272
Senior Finance Officer	\$ 62,944	\$ 65,009	\$ 67,074	\$ 69,145	\$ 71,210	\$ 73,274	\$ 75,345

**Bylaw #11-20 adjusted wage schedule for 2018**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5
Chief Administrative Officer	\$102,814	\$111,099	\$119,385	\$127,671	\$135,959
Chief Finance Officer	\$85,078	\$91,420	\$97,763	\$104,106	\$110,446
Superintendent of Public Works					
Recreation Manager	\$75,042	\$78,794	\$82,546	\$86,298	\$90,048
Protective Services Manager					
Executive Assistant	\$53,413	\$59,368	\$65,323	\$71,277	\$77,232

Consumer Price Index for November 2017 - November 2018 1.5%  
 Below wage scales multiplied by: 101.5%

**Bylaw #14-10 Revised wage schedule for 2019**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	\$121,999	\$126,022	\$130,042	\$134,065	\$138,087	\$142,108	\$146,130
Chief Finance Officer		\$94,673	\$97,694	\$100,716	\$103,738	\$106,759	\$109,781
Superintendent of Public Works	\$91,651						
Recreation Manager		\$84,518	\$87,215	\$89,912	\$92,611	\$95,307	\$98,005
Protective Services Manager	\$81,820						
Executive Assistant	\$61,242	\$63,261	\$65,280	\$67,299	\$69,318	\$71,336	\$73,356
Senior Finance Officer	\$ 63,888	\$ 65,984	\$ 68,080	\$ 70,182	\$ 72,278	\$ 74,374	\$ 76,475
Human Resources & Payroll Officer	67753	\$ 69,848	\$ 71,945	\$ 74,046	\$ 76,143	\$ 78,238	\$ 80,340

**Bylaw #11-20 adjusted wage schedule for 2019**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5
Chief Administrative Officer	\$104,356	\$112,766	\$121,176	\$129,586	\$137,999
Chief Finance Officer	\$86,354	\$92,791	\$99,229	\$105,667	\$112,103
Superintendent of Public Works					
Recreation Manager	\$76,168	\$79,975	\$83,784	\$87,593	\$91,399
Protective Services Manager					
Executive Assistant	\$54,215	\$60,259	\$66,303	\$72,347	\$78,391

In November 2017 on a year-over-year basis, the Consumer Price Index (CPI) for Whitehorse increased 2.3% (figures for Yukon are not available); 0.2 percentage points higher than that for Canada (2.1%).

Major contributors to the year-over-year increase were the prices of:

- Purchase and leasing of passenger vehicles;
- Gasoline; and
- Inter-city transportation.

Some of these year-over-year increases were offset by decreases in the prices of:

- Furniture;
- Household appliances; and
- Women's clothing.

In November 2018 on a year-over-year basis, the Consumer Price Index (CPI) for Whitehorse increased 1.5% (figures for Yukon are not available); 0.2 percentage points lower than that for Canada (1.7%).

Major contributors to the year-over-year increase were the prices of:

- Gasoline;
- Fuel oil and other fuels; and
- Inter-city transportation.

Some of these year-over-year increases were offset by decreases in the prices of:

- Footwear;
- Traveller accommodation; and
- Furniture.

*K. Bulmer, CAO.*  
*K. Bulmer, CAO.*

Consumer Price Index for November 2018- November 2019 2.3%  
 Below wage scales multiplied by: 102.3%

**Bylaw #14-10 Revised wage schedule for 2020**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	124,804.98	128,920.06	133,032.97	137,148.05	141,263.13	145,376.04	149,491.12
Chief Finance Officer							
Superintendent of Public Works	93,759.45	96,850.94	99,941.33	103,032.82	106,124.30	109,214.70	112,306.18
Recreation Manager							
Protective Services Manager	83,702.05	86,461.41	89,220.77	91,980.13	94,740.58	97,498.85	100,259.30
Executive Assistant	62,650.77	64,716.47	66,781.09	68,846.80	70,912.51	72,977.13	75,042.84
Senior Finance Officer	65,357.76	67,501.33	69,645.97	71,795.92	73,940.56	76,084.13	78,234.07
Human Resources & Payroll Officer	69,311.32	71,454.89	73,599.53	75,749.47	77,894.11	80,037.68	82,187.63

**Bylaw #11-20 adjusted wage schedule for 2019**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5
Chief Administrative Officer	\$106,756	\$115,360	\$123,963	\$132,567	\$141,173
Chief Finance Officer					
Superintendent of Public Works	\$88,340	\$94,926	\$101,512	\$108,097	\$114,681
Recreation Manager					
Protective Services Manager	\$77,920	\$81,815	\$85,711	\$89,607	\$93,501
Executive Assistant	\$55,462	\$61,645	\$67,828	\$74,011	\$80,194

Consumer Price Index for November 2019- November 2020 0.7%  
 Below wage scales multiplied by: 100.7%

**Bylaw #14-10 Revised wage schedule for 2021**

Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	125,678.61	129,822.50	133,964.20	138,108.09	142,251.98	146,393.67	150,537.56
Chief Finance Officer							
Superintendent of Public Works	94,415.77	97,528.89	100,640.92	103,754.05	106,867.17	109,979.20	113,092.33
Recreation Manager							
Protective Services Manager	84,287.96	87,066.64	89,845.32	92,623.99	95,403.76	98,181.34	100,961.12
Executive Assistant	63,089.32	65,169.49	67,248.56	69,328.73	71,408.90	73,487.97	75,568.14
Senior Finance Officer	65,815.27	67,973.84	70,133.50	72,298.49	74,458.14	76,616.72	78,781.71
Human Resources & Payroll Officer	69,796.50	71,955.07	74,114.72	76,279.72	78,439.37	80,597.95	82,762.94

*Spellmore, CAO*  
*Kira M. Mjo CFO*

In November 2019 on a year-over-year basis, the Consumer Price Index (CPI) for Whitehorse increased 2.3% (figures for Yukon are not available); 0.1 percentage point higher than that for Canada (2.2%).

Major contributors to the year-over-year increase were the prices of:

- Rent;
- Purchase and leasing of passenger vehicles; and
- Homeowners replacement cost.

Some of these year-over-year increases were offset by decreases in the prices of:

- Telephone services;
- Recreational equipment and services (excluding recreational vehicles); and
- Gasoline.

In November 2020 on a year-over-year basis, the Consumer Price Index (CPI) for Whitehorse increased 0.7% (figures for Yukon are not available); 0.3 percentage points lower than that for Canada (1.0%).

Major contributors to the year-over-year increase were the prices of:

- Electricity;
- Rent; and
- Internet access services.

Some of these year-over-year increases were offset by decreases in the prices of:

- Gasoline;
- Fuel oil and other fuels; and
- Telephone services.

*Spellmore, CAO*  
*Kira M. Mjo CFO*

Consumer Price Index for November 2020- November 2021		2.5%					
Below wage scales multiplied by:		102.5%					
<b>Bylaw #14-10 Revised wage schedule for 2022</b>							
Position	Step 1	Step 2	Step 3	Mid-Rate	Step 5	Step 6	Step 7
Chief Administrative Officer	128,820.58	133,068.06	137,313.30	141,560.79	145,808.28	150,053.51	154,301.00
Chief Finance Officer							
Superintendent of Public Works	96,776.16	99,967.11	103,156.94	106,347.90	109,538.85	112,728.68	115,919.64
Recreation Manager							
Protective Services Manager	86,395.16	89,243.31	92,091.45	94,939.59	97,788.86	100,635.88	103,485.14
Executive Assistant	64,666.55	66,798.73	68,929.78	71,061.95	73,194.12	75,325.17	77,457.34
Senior Finance Officer	67,460.65	69,673.19	71,886.83	74,105.95	76,319.60	78,532.13	80,751.25
Human Resources & Payroll Officer	71,541.41	73,753.95	75,967.59	78,186.71	80,400.36	82,612.89	84,832.01

In November 2021 on a year-over-year basis, the Consumer Price Index (CPI) for Whitehorse increased 4.1% (figures for Yukon are not available); for Canada, the CPI increased 4.7%.

Major contributors to the year-over-year increase in Whitehorse CPI were the prices of:

- Gasoline;
- Fuel oil and other fuels; and
- Purchase and leasing of passenger vehicles.

Some of these year-over-year increases were offset by decreases in the prices of:

- Telephone services;
- Mortgage interest cost; and
- Fresh fruit.

*Spelman, CAO*  
*K. M. J. CAO*