



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

February 15, 2018

Newmarket Taxpayer's Advocacy Group                      sent via email to: [treasurer@ntag.ca](mailto:treasurer@ntag.ca)  
c/o 777 Queen St.,  
Newmarket, L3Y 2J4

Dear: Ms. Kumpula

**Re:    Request for Information A17-18-07  
      Municipal Freedom of Information and Protection of Privacy Act**

This letter is in response to your request under the Municipal Freedom of Information and Protection of Privacy Act (the Act) for access to:

“[I]nformation on salary increases for all staff positions ranked band 10 and above, all levels, from 2014 to present.

Please show increases per year (for example, increase for 2014, 2015, etc.)

Please also include the additional costs of the employee, above salary, which may include (but is not limited to) benefits, training, pension, bonuses, etc.”

**Decision:**

The salaries of the CAO, all Directors and Commissioners are listed on the Province's Public Sector Salary Disclosure List in accordance with the Public Sector Salary Disclosure Act available at the following link: <https://www.ontario.ca/page/public-sector-salary-disclosure>

Information on actual salary amounts and associated costs for each employee outside of the Public Sector Salary Disclosure List are exempt from disclosure under section 14 (personal privacy) as disclosure would be considered an invasion of privacy under section 14(3). However, the Town is providing the following attachments which detail the salary ranges for all positions Grade 10 and above:

- Wage Scales for both salaried and hourly employees for Grade 10 and above from 2014 through 2018.
- The Non-Union position grades and titles (as of December 8, 2017)

## **Discussion**

In order to assist with answering your questions the following information is being provided to you.

### **Salary Increases**

There are two factors that contribute to salary increases: 1) a market review; and, 2) economic adjustments.

#### Market Review

In accordance with the Town's Salary Administration Policy, a market review was completed in 2014 and in 2018, which resulted in adjustments to the wage scales.

The Town pays at the 66.67 percentile of the marketplace, which is comprised of 10 comparators. This percentile supports attraction and retention efforts in a marketplace that is already being impacted by increasing numbers of retirements, which will continue into the future and result in the loss of highly experienced and talented employees. (Note: 66.67 percentile means we do not lead the market but rather approximately 1/3 of the comparators pay more and 2/3 pay less.)

Please see the Town's Salary Administration Policy on the Town's website here: <http://www.newmarket.ca/TownGovernment/Documents/Salary%20Administration%20Policy.pdf>

#### Economic Adjustments

Annual Economic Adjustments, as provided for in policy can also impact wage scales. Economic Adjustments are generally determined based on the Consumer Price Index (CPI) for the Greater Toronto area as at the end of October each year.

### **“Bonusing”**

There is no “bonus” system in place to provide a lump sum bonus to staff.

As a method of rewarding exceptional performance and as part of our Salary Progression Policy the Town has the ability to grant a salary increase greater than the established level. Accelerated increases can be applied where work performance is judged exceptional. In order to qualify there must be documentation on file reflecting the goals and objectives, identifying the standards to be met, as well as a recent documented performance review. A recommendation for an accelerated increase must be made by the Director in consultation with the Manager of Human Resources and given final approval by the Chief Administrative Officer.

Please see the Town's Salary Progression Policy on the Town's website here: <http://www.newmarket.ca/TownGovernment/Documents/Salary%20Progression%20Policy.pdf>

## Group Benefits – Regular Full Time Employees

Comments in this section will focus primarily on benefits provided to regular full time employees up to normal retirement age.

Group Benefits paid or partially paid by the employer include:

Extended Health	Includes drugs, vision, hospital – semi private, out of country coverage
Dental	Some services covered at 75%, and some at 80% with caps on the maximum amount covered
Supplementary Health Care	Paramedical Services with caps, i.e. chiropractor, psychiatrist, massage therapy, physiotherapy – services that can be preventative or support recovery and early return to work
Long Term Disability	Paid by Employer, taxed upon receipt
Life Insurance	Basic Life covered by employer, anything extra purchased by employee
Health Spending Account	\$750/regular full time employee/year
OMERS	50/50 split on contribution – see OMERS website for more information at <a href="http://www.omers.com/pension/contribution-rates.aspx">www.omers.com/pension/contribution-rates.aspx</a>

Additional benefits can be purchased through the benefit carriers at the employee's cost, i.e. critical illness insurance, additional/partner life insurance.

Relative to the cost of group benefits, the Town has undertaken a number of efforts in past years to contain and reduce costs in an ever-increasing cost market. The Town now operates under an umbrella plan/larger consortium and self-insures under an arrangement whereby the benefit carrier manages the program of benefits and the Town pays exact costs plus an administration fee as opposed to paying annual premiums.

Benefit costs fluctuate from year to year for various reasons, utilization, demographics, new drugs in the marketplace, serious illness of employees, changing drug formularies, etc.

Because of this self-insured approach, the Town does not function under a set premium per employee but bases projections on trending. However, in order to facilitate projecting annual costs one could use the following monthly rates as a reasonable approach.

Family Designation	Health Care Cost	Dental Cost
Single	\$126	\$45
Family	\$329	\$116

The foregoing does not take into account other costs such as Canada Pension Plan, Employment Insurance, Employer Health Tax, which are statutory deductions or benefits that are wage based, such as OMERS.

## **Training**

A corporate training budget is used for the entire organization. Departments will have some money as well to accommodate technical training as appropriate and other dollars to support employee development outside of formal training. This is not allocated by employee but rather is aligned with development plans. The Town of Newmarket also works with 5 other municipalities (the Northern Six or N6) in order to reduce and share the costs associated with professional development and training, where possible.

You may request that the Information and Privacy Commissioner review this decision. The Commissioner can be reached at:

The Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, Ontario, M4W 1A8, Tel: 416-326-3333 or toll free 1-800-387-0073. (Website: [www.ipc.on.ca](http://www.ipc.on.ca))

If you decide to appeal a decision to the Information and Privacy Commissioner, please provide the Commissioner's office with:

1. the request number assigned to the request
2. a copy of this decision letter, and
3. a copy of the original request you sent to this institution.

Appeals to the Commissioner must also be accompanied by the appropriate fee. Fees vary according to the nature of the request being appealed as follows: \$25, if the person appealing has made a request for access to a general records under subsection 17(1); \$10, if the person appealing has made a request for access to personal information under subsection 34(1); \$10, if the person appealing has made a request for correction of personal information under subsection 36(2).

No fee is payable for appealing a decision of a head to the Commissioner if the person appealing is a third party given notice of a request under subsection 21(1) of the Act.

Please note that you have 30 days from the receipt of this letter to request a review.

Please contact me at 905-953-5300, Ext. 2213 if you have any questions. Please use the Request number A17-18-07 assigned to your request in any further correspondence.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Niezen". The signature is fluid and cursive, with the first name "Sarah" being more prominent than the last name "Niezen".

Sarah Niezen  
Records and Projects Coordinator