

Staff Report

Report To: City Council
Report From: Janet Ashfield, Manager of Human Resources
Meeting Date: March 10, 2025
Report Code: CR-25-011
Subject: 2025 Non-Union and Council COLA Increase

Recommendations:

THAT in consideration of Staff Report CR-25-011 respecting 2025 Non-Union and Council Cost of Living Adjustment (COLA) increase, City Council directs staff to implement a 3% cost of living increase effective January 1, 2025, and January 1, 2026.

Highlights:

- The proposed increase is included in the 2025 operating budget.
- The proposed increase for 2026 will be included in the 2026 budget.
- The proposed increase minimizes compression between union roles and non-union roles.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

None.

Background:

The City employs approximately 100 non-union employees directly and 30 through the Library Board. The Library Board approves wage increases for their staff; however, they typically mirror the decision of Council for the non-union employee group. The majority of the 100 non-union workers employed directly by the City are Management staff, Administration staff, Recreation Facility staff, and Art Gallery employees. Historically, non-union wage increases have followed the increases negotiated by the CUPE 1189-00 (inside workers); which for 2025 was 3.5% and for 2026 was 3%. We are continuing to negotiate with CUPE Local 1189-01 (outside workers) at this time.

Analysis:

The City conducted a market review for non-union employees in 2024 and established a pay policy of paying non-union staff at the 55th percentile. In addition, staff need to ensure that we minimize compression between union roles and their supervisors and managers.

Financial Implications:

The total impact of a 3% increase in 2025 is \$113,500, excluding library staff. This amount is approved in the 2025 operating budget. The total impact of a 3% increase in 2026 is \$117,000, excluding library staff. This amount will be included in the 2026 proposed budget.

Communication Strategy:

The wage increase will be communicated to all employee groups and processed retroactively to January 1, 2025, at a future pay date to be determined within 4 pay periods. The 2026 increase shall be processed on the first pay in January 2026.

Consultation:

Kate Allan, Director of Corporate Services

Attachments:

None

Recommended by:

Janet Ashfield, Manager of Human Resources

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Janet Ashfield, Manager of Human Resources at jashfield@owensound.ca or 519-376-4440 ext. 1214.