

February 25, 2025

Shari Lichterman

Dear Shari:

**RE: OFFER OF PERMANENT EMPLOYMENT
POSITION OF CHIEF ADMINISTRATIVE OFFICER
FOR THE CITY OF GREATER SUDBURY**

I am pleased to offer you employment with the City of Greater Sudbury commencing on March 19, 2025. Your position title will be Chief Administrative Officer.

The duties and responsibilities of the position will be as outlined in the attached job description and as reviewed with you in your interview on January 23. You will report directly to the undersigned supporting the strategic direction and objectives of Greater Sudbury City Council.

Your office will be at Tom Davies Square, 200 Brady Street, but this is subject to change as operational requirements evolve.

COMPENSATION PACKAGE

You will be paid an annual salary of THREE HUNDRED AND SIX THOUSAND AND FIFTY NINE (\$306,059.00) DOLLARS (i.e., ELT Group 1, Step 4) payable bi-weekly in arrears. This salary will not be reviewed under any Job Evaluation/ Compensation Review System that CGS Council has adopted or may choose to adopt for its non-union employees. Rather, your salary will be adjusted annually on January 1st by an equal percentage to the percentage increase in the All Canada Consumer Price Index for the previous year (i.e. in 2026, your salary will be adjusted by the percentage increase in the All Canada Consumer Price Index from December 2024 to December 2025). The amount of this increase in any one (1) year shall not exceed three point five (3.5%) percent. In addition, you are eligible for an additional merit increases on your anniversary of employment in 2026 of four (4%) based on a successful annual review for 2025.

You will be entitled to a Vehicle Allowance equal to EIGHT HUNDRED SIXTY-FIVE (\$865.00) DOLLARS per month (including HST) for use of your personal vehicle at work, and you will be compensated for out of town business travel with your vehicle at the per kilometer rate in place for Non Union Employees. The per kilometer rate may be changed from time to time by CGS Council. Parking in the underground parking lot at Tom Davies Square will be provided by CGS. You will also be paid an internet allowance of FORTY-EIGHT (\$48) per month (including HST).

We will treat your Vehicle Allowance as a taxable benefit and encourage you to track business use of the vehicle so that you claim appropriate deductions under the Income Tax Act. The Vehicle Allowance will be treated as earnings for purposes of pension benefits under the Ontario Municipal Employees Retirement System (OMERS).

This offer includes an allowance of up to \$25,000 (including HST) for relocation expenses. Such expenses must be in accordance with guidelines published by the Canada Revenue Agency. This allowance requires the completion of two years of employment. If you were to voluntarily leave the employment of the City of Greater Sudbury prior to the completion of the two years, repayment would be prorated based on the proportionate period by which your continuous satisfactory service falls short of two completed years of service. The Relocation Policy is annexed hereto as Appendix A and this letter amends the \$10,000 maximum under that policy to a maximum of \$25,000.

In each calendar year your annual vacation entitlement will be six (6) weeks. You will be provided with a prorated vacation entitlement for the remainder of the current calendar year and full entitlement of six (6) weeks on January 1st of next year. A representative from Human Resources will provide you with additional details during your Employee documentation meeting. CGS also offers a Non Union Vacation Purchase Plan, which allows you to purchase additional paid vacation time up to a maximum entitlement of eight (8) weeks at the beginning of each calendar year upon completion of probation. Your enrollment is subject to the terms and conditions outlined in the policy.

In addition, you will be entitled to a comprehensive benefit package which is described in greater detail in Appendix B and C and will be reviewed with you again when you are documented by an employee of the Human Resources and organizational Development Division.

These and other benefits and conditions of employment are as outlined in the City of Greater Sudbury's Employee Handbook, a copy of which can be found on CGS's intranet site, Citylinks. You are to ensure you have read the Handbook within three months time, are advised that you are to follow the policies/rules outlined and are encouraged to utilize all the services to which you are entitled. If you cannot complete the review of the Employee Handbook within three months, or have other questions or concerns, please bring them to my attention.

TERMINATION AND OTHER MATTERS

TERMINATION

The City may terminate your employment for any reason not prohibited by legislation.

Where your employment with the City terminates for any reason, the City will pay you any outstanding wages, including without limitation vacation pay and car allowance, that you have earned and remain owing to you in accordance with the *Employment Standards Act, 2000* (the "ESA"). You will also be reimbursed for any reasonable business expenses owing for the period up to your last day of active employment.

- (a) If your employment is terminated for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the City, you shall have no entitlement to notice of termination, pay in lieu of notice or severance of any kind.
- (b) If your employment is terminated other than as set out in section (a), you will be provided with salary continuation in lieu of notice for a notice period (the "Notice Period") of twelve (12) months. The City will continue your participation in the OMERS pension plan and the City's group health and dental benefits plans, excluding out of country coverage, until the end of the twelve (12) month Notice Period. All other benefit coverage including life insurance and short and long term disability will continue only for the

statutory notice period prescribed by the ESA. However, in no event will this benefit coverage cease prior to the end of the statutory notice period prescribed by the ESA.

- (c) You will also be entitled to one additional month of notice for each completed year of service following your first year of employment, to a maximum Notice Period of twenty-four (24) months. These additional months of notice will be paid to you as a lump sum at the conclusion of the twelve (12) months of salary continuance in section (b).

You agree that the payments and benefits set out in section (b) and (c) above are reasonable and are in full satisfaction of any and all claims or entitlements for termination notice or severance pay that you have upon the termination of your employment, whether contractual, statutory or at common law. As a condition of receipt of the payments and benefits exceeding your entitlements pursuant to the ESA, you agree to sign a Release in a form satisfactory to the City and return it to the City within 7 days following the date on which notice of termination is provided to you.

GENERAL

All amounts above are subject to applicable statutory deductions.

You acknowledge that the City intends and agrees to comply fully with the provisions of the ESA in the administration of your employment. For greater certainty, should any provision of this offer provide entitlements that are less than your entitlements under the ESA, the entitlements under the ESA shall be substituted in place of the applicable provision of this offer.

I require a written response from you accepting this offer of employment by the close of business on Friday, February 28.

If you have any questions or concerns with the above or attached, please feel free to call myself or interim CAO Kevin Fowke.

I look forward to working with you and I am certain you will find the City of Greater Sudbury an interesting and rewarding organization, which will offer you continuous challenges and career growth.

Yours truly,



Paul Lefebvre
Mayor, City of Greater Sudbury

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and I understand and accept the offer on the terms set out above.

ACCEPTED BY: Shari Lichterman Date: February 25, 2025

Signature: 

June 12, 2025

Antti Vilkkö

VIA EMAIL to:

Dear Antti:

RE: OFFER OF PERMANENT EMPLOYMENT FOR THE POSITION OF GENERAL MANAGER OF COMMUNITY INFRASTRUCTURE

I am pleased to offer you employment with the City of Greater Sudbury commencing on July 26, 2025. Your position title will be General Manager, Community Infrastructure.

The duties and responsibilities of the position will be as outlined in the attached job description and as reviewed with you in your interview.

You will be responsible for leading the Community Infrastructure Department, reporting to the undersigned. Your office will be at Tom Davies Square, 200 Brady Street, but this is subject to change as operational requirements evolve.

COMPENSATION PACKAGE

You will be paid an annual salary of \$239,976.45 (i.e., ELT Group 2, Step 3) payable bi-weekly in arrears. This salary will not be reviewed under any Job Evaluation/ Compensation Review System that CGS Council has adopted or may choose to adopt for its non-union employees. Rather, your salary will be adjusted annually on January 1st by an equal percentage to the percentage increase in the All Canada Consumer Price Index for the previous year (i.e. in 2026, your salary will be adjusted by the percentage increase in the All Canada Consumer Price Index from December 2024 to December 31, 2025). The amount of the increase in any one year will not exceed three point five (3.5%) percent.

In addition, you will be eligible for an annual performance-based increase of four (4%) percent to your pay, on the anniversary date of your employment, based on an assessment of your performance in the role as General Manager and in accordance with a performance management process. Through this annual performance review, you can increase your earnings from a starting salary at Step 1, through four 4% merit increases to Step 5, which is the top rate under CGS's Non Union Plan.

You will be entitled to a vehicle allowance equal to seven hundred and forty-five (\$745.00) dollars per month for use of your personal vehicle at work, and you will be compensated for out of town business travel with your vehicle at the per kilometer rate in place for Non Union Employees. The per kilometer

rate may be changed from time to time by CGS Council. Parking at the underground parking lot at Tom Davies Square will be provided by CGS. You will also be paid an internet allowance of forty-eight (\$48) dollars per month (including HST).

We will treat your vehicle allowance as a taxable benefit and encourage you to track business use of the vehicle so that you claim appropriate deductions under the Income Tax Act. The vehicle allowance will be treated as earnings for purposes of pension benefits under the Ontario Municipal Employees Retirement System (OMERS).

This offer includes an allowance of \$15,000 for relocation expenses. Such expenses must be in accordance with guidelines published by the Canada Revenue Agency. This allowance requires a two (2) year employment commitment. If you were to voluntarily leave the employment of the City of Greater Sudbury prior to the completion of the two years, any repayment would be prorated based on the proportionate period by which your continuous satisfactory service falls short of two completed years of service. The Relocation Policy is annexed hereto as Appendix A and this letter amends the \$10,000 maximum under that policy to a maximum of \$15,000.

In each calendar year your annual vacation entitlement will be seven (7) weeks. You will be provided with a prorated vacation entitlement for the remainder of the current calendar year and full entitlement of seven (7) weeks on January 1 of next year. A representative from Human Resources will provide you with additional details during your employee documentation meeting. CGS also offers a Non-Union Vacation Purchase Plan, which allows you to purchase additional paid vacation time up to a maximum entitlement of eight (8) weeks at the beginning of each calendar year upon completion of probation. Your enrollment is subject to the terms and conditions outlined in the policy.

In addition, you will be entitled to a comprehensive benefit package which is described in greater detail in Appendix B and will be reviewed with you again when you are documented by an employee of the Human Resources and Organizational Development Division.

These and other benefits and conditions of employment are as outlined in the City of Greater Sudbury's Employee Handbook, a copy of which can be found on CGS's intranet site, Citylinks. You are to ensure you have read the Handbook within three months time, are advised that you are to follow the policies/rules outlined and are encouraged to utilize all the services to which you are entitled. If you cannot complete the review of the Employee Handbook within three months, or have other questions or concerns, please bring them to my attention.

TERMINATION AND OTHER MATTERS

The City may terminate your employment for any reason not prohibited by legislation.

Where your employment with the City terminates for any reason, the City will pay you any outstanding wages, including without limitation vacation pay and car allowance, that you have earned and remain owing to you in accordance with the Employment Standards Act, 2000 (the "ESA"). You will also be



reimbursed for any reasonable business expenses owing for the period up to your last day of active employment.

- a) If your employment is terminated for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the City, you shall have no entitlement to notice of termination, pay in lieu of notice or severance of any kind.
- b) If your employment is terminated other than as set out in section (a), you will be provided with salary continuation in lieu of notice for a notice period (the "Notice Period") of six (6) months. The City will continue your participation in the OMERS pension plan and the City's group health and dental benefits plans, excluding weekly indemnity days, short-term disability, long-term disability, and out of country coverage, until the end of the six (6) month notice period. All other benefit coverage including life insurance and short and long term disability will continue only for the statutory notice period prescribed by the ESA.
- c) You will also be entitled to one additional month of notice for each completed year of service following your first year of employment, to a maximum notice period of twelve (12) months. These additional months of notice will be paid to you as a lump sum at the conclusion of the six (6) months of salary continuance in section (b).

You agree that the payments and benefits set out in section (b) and (c) above are reasonable and are in full satisfaction of any and all claims or entitlements for termination notice or severance pay that you have upon the termination of your employment, whether contractual, statutory or at common law. As a condition of receipt of the payments and benefits exceeding your entitlements pursuant to the ESA, you agree to sign a release in a form satisfactory to the City and return it to the City within 7 days following the date on which notice of termination is provided to you.

GENERAL

All amounts above are subject to applicable statutory deductions.

You acknowledge that the City intends and agrees to comply fully with the provisions of the ESA in the administration of your employment. For greater certainty, should any provision of this offer provide entitlements that are less than your entitlements under the ESA, the entitlements under the ESA shall be substituted in place of the applicable provision of this offer.

I require a written response from you accepting this offer of employment by the close of business on Friday, June 13.

If you have any questions or concerns with the above or attached, please feel free to call myself or Maryann Horan, Director of Human Resources and Organizational Development.





I look forward to working with you and I am certain you will find the City of Greater Sudbury an interesting and rewarding organization, which will offer you continuous challenges and career growth.

Yours truly,

Shari Lichterman
Chief Administrative Officer

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and I understand and accept the offer on the terms set out above.

ACCEPTED BY: _____

Date: _____

JUNE 13, 2025

June 11, 2025

Kris Longston

VIA EMAIL to:

Dear Kris:

RE: OFFER OF PERMANENT EMPLOYMENT FOR THE POSITION OF GENERAL MANAGER OF PLANNING AND GROWTH

I am pleased to offer you employment with the City of Greater Sudbury commencing on July 5, 2025, or a mutually agreeable date. Your position title will be General Manager, Planning and Growth.

The duties and responsibilities of the position will be as outlined in the attached job description and as reviewed with you in your interview.

You will be responsible for leading the Planning and Growth Department, reporting to the undersigned. Your office will be at Tom Davies Square, 200 Brady Street, but this is subject to change as operational requirements evolve.

COMPENSATION PACKAGE

You will be paid an annual salary of \$221,852.61 (i.e., ELT Group 2, Step 1) payable bi-weekly in arrears. This salary will not be reviewed under any Job Evaluation/ Compensation Review System that CGS Council has adopted or may choose to adopt for its non-union employees. Rather, your salary will be adjusted annually on January 1st by an equal percentage to the percentage increase in the All Canada Consumer Price Index for the previous year (i.e. in 2026, your salary will be adjusted by the percentage increase in the All Canada Consumer Price Index from December 2024 to December 31, 2025). The amount of the increase in any one (1) year will not exceed three point five (3.5%) percent.

In addition, you will be eligible for an annual performance-based increase of four (4%) percent to your pay, on the anniversary date of your employment, based on an assessment of your performance in the role as General Manager and in accordance with a performance management process. Through this annual performance review, you can increase your earnings from a starting salary at Step 1, through four 4% merit increases to Step 5, which is the top rate under CGS's Non Union Plan.

You will be entitled to a vehicle allowance equal to seven hundred and forty-five (\$745.00) dollars per month for use of your personal vehicle at work, and you will be compensated for out of town business travel with your vehicle at the per kilometer rate in place for Non Union Employees. The per kilometer rate may be

changed from time to time by CGS Council. Parking at the underground parking lot at Tom Davies Square will be provided by CGS. You will also be paid an internet allowance of forty-eight (\$48) dollars per month (including HST).

We will treat your vehicle allowance as a taxable benefit and encourage you to track business use of the vehicle so that you claim appropriate deductions under the Income Tax Act. The vehicle allowance will be treated as earnings for purposes of pension benefits under the Ontario Municipal Employees Retirement System (OMERS).

Your vacation entitlement and the provisions of your benefit package will remain the same.

TERMINATION AND OTHER MATTERS

The City may terminate your employment for any reason not prohibited by legislation.

Where your employment with the City terminates for any reason, the City will pay you any outstanding wages, including without limitation vacation pay and car allowance, that you have earned and remain owing to you in accordance with the Employment Standards Act, 2000 (the "ESA"). You will also be reimbursed for any reasonable business expenses owing for the period up to your last day of active employment.

- a) If your employment is terminated for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the City, you shall have no entitlement to notice of termination, pay in lieu of notice or severance of any kind.
- b) If your employment is terminated other than as set out in section (a), you will be provided with salary continuation in lieu of notice for a notice period (the "Notice Period") of six (6) months. The City will continue your participation in the OMERS pension plan and the City's group health and dental benefits plans, excluding weekly indemnity days, short-term disability, long-term disability, and out of country coverage, until the end of the six (6) month notice period. All other benefit coverage including life insurance and short and long term disability will continue only for the statutory notice period prescribed by the ESA.
- c) You will also be entitled to one additional month of notice for each completed year of service, to a maximum notice period of twelve (12) months. These additional months of notice will be paid to you as a lump sum at the conclusion of the six (6) months of salary continuance in section (b).

You agree that the payments and benefits set out in section (b) and (c) above are reasonable and are in full satisfaction of any and all claims or entitlements for termination notice or severance pay that you have upon the termination of your employment, whether contractual, statutory or at common law. As a condition of receipt of the payments and benefits exceeding your entitlements pursuant to the ESA, you agree to sign a release in a form satisfactory to the City and return it to the City within 7 days following the date on which notice of termination is provided to you.

GENERAL

All amounts above are subject to applicable statutory deductions.

You acknowledge that the City intends and agrees to comply fully with the provisions of the ESA in the administration of your employment. For greater certainty, should any provision of this offer provide entitlements that are less than your entitlements under the ESA, the entitlements under the ESA shall be substituted in place of the applicable provision of this offer.

I require a written response from you accepting this offer of employment by the close of business on Friday, June 13.

If you have any questions or concerns with the above or attached, please feel free to call myself or Maryann Horan, Director of Human Resources and Organizational Development.

I look forward to working with you and I am certain you will find this role interesting and rewarding, offering you continuous challenges and career growth.

Yours truly,



Shari Lichterman
Chief Administrative Officer

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and I understand and accept the offer on the terms set out above.

ACCEPTED BY: 

Date: Jun/12/2025

June 12, 2025

Tyler Campbell

VIA EMAIL to: tyler.campbell@cityofsudbury.ca

Dear Tyler:

RE: OFFER OF PERMANENT EMPLOYMENT FOR THE POSITION OF GENERAL MANAGER OF COMMUNITY WELLBEING

I am pleased to offer you employment with the City of Greater Sudbury commencing on July 5, 2025, or a mutually agreeable date. Your position title will be General Manager, Community Wellbeing.

The duties and responsibilities of the position will be as outlined in the attached job description and as reviewed with you in your interview.

You will be responsible for leading the Community Wellbeing Department, reporting to the undersigned. Your office will be at Tom Davies Square, 200 Brady Street, but this is subject to change as operational requirements evolve.

COMPENSATION PACKAGE

You will be paid an annual salary of \$230,731.83 (i.e., ELT Group 2, Step 2) payable bi-weekly in arrears. This salary will not be reviewed under any Job Evaluation/ Compensation Review System that CGS Council has adopted or may choose to adopt for its non-union employees. Rather, your salary will be adjusted annually on January 1st by an equal percentage to the percentage increase in the All Canada Consumer Price Index for the previous year (i.e. in 2026, your salary will be adjusted by the percentage increase in the All Canada Consumer Price Index from December 2024 to December 31, 2025). The amount of the increase in any one (1) year will not exceed three point five (3.5%) percent.

In addition, you will be eligible for an annual performance-based increase of four (4%) percent to your pay, on the anniversary date of your employment, based on an assessment of your performance in the role as General Manager and in accordance with a performance management process. Through this annual performance review, you can increase your earnings from a starting salary at Step 1, through four 4% merit increases to Step 5, which is the top rate under CGS's Non Union Plan.

You will be entitled to a vehicle allowance equal to seven hundred and forty-five (\$745.00) dollars per month for use of your personal vehicle at work, and you will be compensated for out of town business travel with your vehicle at the per kilometer rate in place for Non Union Employees. The per kilometer rate may be

changed from time to time by CGS Council. Parking at the underground parking lot at Tom Davies Square will be provided by CGS. You will also be paid an internet allowance of forty-eight (\$48) dollars per month (including HST).

We will treat your vehicle allowance as a taxable benefit and encourage you to track business use of the vehicle so that you claim appropriate deductions under the Income Tax Act. The vehicle allowance will be treated as earnings for purposes of pension benefits under the Ontario Municipal Employees Retirement System (OMERS).

Your vacation entitlement will be increased to seven (7) weeks, increasing to eight (8) weeks per the non-union policy that is available on CityLinks. The provisions of your benefit package will remain the same.

TERMINATION AND OTHER MATTERS

The City may terminate your employment for any reason not prohibited by legislation.

Where your employment with the City terminates for any reason, the City will pay you any outstanding wages, including without limitation vacation pay and car allowance, that you have earned and remain owing to you in accordance with the Employment Standards Act, 2000 (the "ESA"). You will also be reimbursed for any reasonable business expenses owing for the period up to your last day of active employment.

- a) If your employment is terminated for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the City, you shall have no entitlement to notice of termination, pay in lieu of notice or severance of any kind.
- b) If your employment is terminated other than as set out in section (a), you will be provided with salary continuation in lieu of notice for a notice period (the "Notice Period") of twelve (12) months. The City will continue your participation in the OMERS pension plan and the City's group health and dental benefits plans, excluding weekly indemnity days, short-term disability, long-term disability, and out of country coverage, until the end of the twelve (12) month notice period. All other benefit coverage including life insurance and short and long term disability will continue only for the statutory notice period prescribed by the ESA.
- c) You will also be entitled to one additional month of notice for each completed year of service, to a maximum notice period of twelve (12) months. These additional months of notice will be paid to you as a lump sum at the conclusion of the twelve (12) months of salary continuance in section (b).

You agree that the payments and benefits set out in section (b) and (c) above are reasonable and are in full satisfaction of any and all claims or entitlements for termination notice or severance pay that you have upon the termination of your employment, whether contractual, statutory or at common law. As a condition of receipt of the payments and benefits exceeding your entitlements pursuant to the ESA, you agree to sign a release in a form satisfactory to the City and return it to the City within 7 days following the date on which notice of termination is provided to you.

GENERAL

All amounts above are subject to applicable statutory deductions.

You acknowledge that the City intends and agrees to comply fully with the provisions of the ESA in the administration of your employment. For greater certainty, should any provision of this offer provide entitlements that are less than your entitlements under the ESA, the entitlements under the ESA shall be substituted in place of the applicable provision of this offer.

I require a written response from you accepting this offer of employment by the close of business on Friday, June 13.

If you have any questions or concerns with the above or attached, please feel free to call myself or Maryann Horan, Director of Human Resources and Organizational Development.

I look forward to working with you and I am certain you will find this role interesting and rewarding, offering you continuous challenges and career growth.

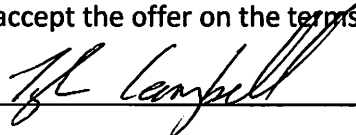
Yours truly,



Shari Lichterman
Chief Administrative Officer

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and I understand and accept the offer on the terms set out above.

ACCEPTED BY:



Date:

June 13/25

July 3, 2025

VIA EMAIL to:

Dear Margaret:

RE: OFFER OF PERMANENT EMPLOYMENT FOR THE POSITION OF EXECUTIVE DIRECTOR OF FINANCE / CHIEF FINANCIAL OFFICER

I am pleased to offer you employment with the City of Greater Sudbury commencing on September 2, 2025. Your position title will be Executive Director of Finance / Chief Financial Officer (CFO).

The duties and responsibilities of the position will be as outlined in the attached job description and as reviewed with you in your interview.

You will be responsible for leading the Finance Division, reporting to the undersigned. Your office will be at Tom Davies Square, 200 Brady Street, but this is subject to change as operational requirements evolve.

COMPENSATION PACKAGE

You will be paid an annual salary of \$209,272.80 (i.e. ELT Group 3, Step 3) payable bi-weekly in arrears. This salary is based on the ELT Group 3 pay scale, with a positive market adjustment of 5%. With market adjustments applied, the ELT Group 3 pay scale will result in the following:

	Current rate +5%
Step 1:	\$193,484.78
Step 2:	\$201,273.28
Step 3:	\$209,272.80
Step 4:	\$217,694.36
Step 5:	\$226,365.30

This salary will not be reviewed under any job evaluation/ compensation review system that CGS Council has adopted or may choose to adopt for its non-union employees. Rather, your salary will be adjusted annually on January 1st by an equal percentage to the percentage increase in the All Canada Consumer Price Index for the previous year (i.e. in 2026, your salary will be adjusted by the percentage increase in the All Canada Consumer Price Index from December 2024 to December 31, 2025). The amount of the increase in any one year will not exceed three point five (3.5%) percent.

In addition, you will be eligible for an annual performance-based increase of four (4%) percent to your pay, on the anniversary date of your employment, based on an assessment of your performance in the role as Executive Director of Finance / CFO and in accordance with a performance management process. Through this annual performance review, you can increase your earnings from a starting salary at Step 4, through four 4% merit increases to Step 5, which is the top rate under CGS's Non-Union Plan.

You will be entitled to a vehicle allowance equal to seven hundred and forty-five (\$745.00) dollars per month for use of your personal vehicle at work, and you will be compensated for out of town business travel with your vehicle at the per kilometer rate in place for Non Union Employees. The per kilometer rate may be changed from time to time by CGS Council. Parking at the underground parking lot at Tom Davies Square will be provided by CGS. You will also be paid an internet allowance of forty-eight (\$48) dollars per month (including HST).

We will treat your vehicle allowance as a taxable benefit and encourage you to track business use of the vehicle so that you claim appropriate deductions under the Income Tax Act. The vehicle allowance will be treated as earnings for purposes of pension benefits under the Ontario Municipal Employees Retirement System (OMERS).

This offer includes an allowance of \$10,000 for relocation expenses. Such expenses must be in accordance with guidelines published by the Canada Revenue Agency. This allowance requires a two (2) year employment commitment. If you were to voluntarily leave the employment of the City of Greater Sudbury prior to the completion of the two years, any repayment would be prorated based on the proportionate period by which your continuous satisfactory service falls short of two completed years of service. The Relocation Policy is annexed hereto as Appendix A and can be applied for up to two years following your start date.

As your position requires a professional accounting designation, CGS will reimburse the cost of your license annually, or as required.

In each calendar year your annual vacation entitlement will be six (6) weeks. You will be provided with a prorated vacation entitlement for the remainder of the current calendar year and full entitlement of six (6) weeks on January 1 of next year. A representative from Human Resources will provide you with additional details during your employee documentation meeting. CGS also offers a Non-Union Vacation Purchase Plan, which allows you to purchase additional paid vacation time up to a maximum entitlement of eight (8) weeks at the beginning of each calendar year. Your enrollment is subject to the terms and conditions outlined in the policy.

In addition, you will be entitled to a comprehensive benefit package which is described in greater detail in Appendix B and will be reviewed with you again when you are documented by an employee of the Human Resources and Organizational Development Division.

These and other benefits and conditions of employment are as outlined in the City of Greater Sudbury's Employee Handbook, a copy of which can be found on CGS's intranet site, CityLinks. You are to ensure you have read the Handbook within three months time, are advised that you are to follow the policies/rules outlined and are encouraged to utilize all the services to which you are entitled. If you cannot complete the review of the Employee Handbook within three months, or have other questions or concerns, please bring them to my attention.

TERMINATION AND OTHER MATTERS

The City may terminate your employment for any reason not prohibited by legislation.

Where your employment with the City terminates for any reason, the City will pay you any outstanding wages, including without limitation vacation pay and car allowance, that you have earned and remain owing to you in accordance with the Employment Standards Act, 2000 (the "ESA"). You will also be reimbursed for any reasonable business expenses owing for the period up to your last day of active employment.

- a) If your employment is terminated for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the City, you shall have no entitlement to notice of termination, pay in lieu of notice or severance of any kind.
- b) If your employment is terminated other than as set out in section (a), you will be provided with salary continuation in lieu of notice for a notice period (the "Notice Period") of twelve (12) months. The City will continue your participation in the OMERS pension plan and the City's group health and dental benefits plans, excluding weekly indemnity days, short-term disability, long-term disability, and out of country coverage, until the end of the twelve (12) month notice period. All other benefit coverage including life insurance and short and long term disability will continue only for the statutory notice period prescribed by the ESA.
- c) You will also be entitled to one additional month of notice for each completed year of service following your first year of employment, to a maximum notice period of twenty-four (24) months. These additional months of notice will be paid to you as a lump sum at the conclusion of the twelve (12) months of salary continuance in section (b).

You agree that the payments and benefits set out in section (b) and (c) above are reasonable and are in full satisfaction of any and all claims or entitlements for termination notice or severance pay that you have upon the termination of your employment, whether contractual, statutory or at common law. As a condition of receipt of the payments and benefits exceeding your entitlements pursuant to the ESA, you agree to sign a release in a form satisfactory to the City and return it to the City within 7 days following the date on which notice of termination is provided to you.

GENERAL

All amounts above are subject to applicable statutory deductions.

You acknowledge that the City intends and agrees to comply fully with the provisions of the ESA in the administration of your employment. For greater certainty, should any provision of this offer provide entitlements that are less than your entitlements under the ESA, the entitlements under the ESA shall be substituted in place of the applicable provision of this offer.

I require a written response from you accepting this offer of employment by the close of business on Monday, July 7, 2025.

If you have any questions or concerns with the above or attached, please feel free to call myself or Maryann Horan, Director of Human Resources and Organizational Development.

I look forward to working with you and I am certain you will find the City of Greater Sudbury an interesting and rewarding organization, which will offer you continuous challenges and career growth.

Yours truly,



Shari Lichterman
Chief Administrative Officer

I acknowledge that I have had the opportunity to obtain independent advice with respect to this offer and I understand and accept the offer on the terms set out above.

ACCEPTED BY: W. Karpenko Date: July 16, 2025.