

**Policy:** Organizational Structure Policy

**Main Contact:** Chief Administrative Officer

**Last Revision:** December 2019

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## Policy Statement

The Corporation of the Township of Whitewater Region employs officers and staff to efficiently and effectively provide municipal services.

## Purpose

This policy provides guidance on the organizational structure.

## Definitions

“**The Township of Whitewater Region**” or the terms ‘Township’, ‘Whitewater Region’, ‘Whitewater’ or ‘Municipality’ are defined as pertaining to ‘The Corporation of the Township of Whitewater Region’.

“**Officer**” is defined as, and applies to and includes, all employees designated by the following titles: Chief Administrative Officer (CAO), Clerk, Treasurer/Deputy CAO, Fire Chief/CEMC and Chief Building Official. The term ‘officer’ also means Managers, Planner/EDO and Superintendents.

“**Full-Time Employee**” is defined as, and applies to, any employee who has been appointed to a full-time permanent position as provided for in the departmental staff complement.

**“Part-Time Employee”** is defined as, and applies to, any employee employed to work for a short term and/or whose hours of work are consistently less than the standard workweek for the appropriate full-time classification.

**“Contract Employee”** is defined as an employee with whom the Township of Whitewater Region enters into a contract of service for a specified term, and with specific terms of employment or on a project basis and outside of a current classification.

**“Casual Employee”** is defined as an employee who has no preset scheduled hours of work and is called in on a ‘as needed’ basis.

**“Student Employee”** is defined as those attending school on a regular full-time basis and who are generally employed on weekends, evenings, and during school holidays.

## Policy Requirements

### 1.0 Organizational Structure

- 1.1 The approved organizational chart comprising Officers and Full-Time, Part-Time, and Casual and Student Employees, is as set out in Appendix “A”.
- 1.2 The CAO has the authority to approve organizational changes which do not impact the Council-approved mandate of each department and maintain or improve the current service level to the public provided that:
  - (a) the total cost of the changes is available within the total annual compensation budget approved by Council; and
  - (b) the number of full-time positions within the corporation is not increased.

### 2.0 Non-Union Salary Grid

- 2.1 The approved Non-Union Salary Grid with classifications is as set out in Appendix “B” effective January 1, 2020.
- 2.2 The Non-Union Salary Grid will be updated annually by the Treasurer/Deputy CAO based on the annual cost of living increase approved by Council through the budget process.
- 2.2 During the budget process, each department shall forecast their area’s human resource requirements for the upcoming year.
- 2.3 A classification evaluation for a new or altered position must be accompanied by the following written information:

- (a) Revised job description with fact sheet signed by all parties, and
  - (b) Supporting documentation outlining any changes in job duties, responsibilities, and titles.
- 2.4 The submitted documentation must be reviewed and approved by the CAO, Mayor and Reeve prior to evaluation.
- 3.0 Classification Review**
- 3.1 The Township of Whitewater Region utilizes a Job Evaluation System to determine the relative ranking of positions within the organization by means of a systematic and detailed analysis of job content.
- 3.2 Requests for a Job Classification Review may be initiated by an incumbent, supervisor or department head, subject to approval by the CAO.
- 3.3 Job Classification Reviews shall normally be conducted annually. Each position will be subject to a full review at least once every five years.
- 3.4 A classification review request must be accompanied by the following written information:
- (a) Revised job description with fact sheet signed by all parties, and
  - (b) Supporting documentation outlining any changes in job duties and responsibilities
- 3.5 The submitted documentation must be reviewed and approved by the CAO, Mayor and Reeve prior to evaluation.
- 3.6 An employee reclassified to a higher level will normally be placed on the new salary range at a step which gives them a minimum 5% increase provided the new salary does not exceed the maximum salary range.
- 3.7 Any appeals of a Job Classification Review will be heard by the CAO, Mayor and Reeve for final decision.
- 3.8 January 1 shall be the anniversary date for the purposes of Performance Appraisals and Merit Increments.

## Monitoring

The CAO shall be responsible for receiving complaints and/or concerns related to this policy.

## Authority

This policy is established pursuant to Sections 227, 228 and 229 of the *Municipal Act, 2001* which defines the roles of the Administration, officers and employees.

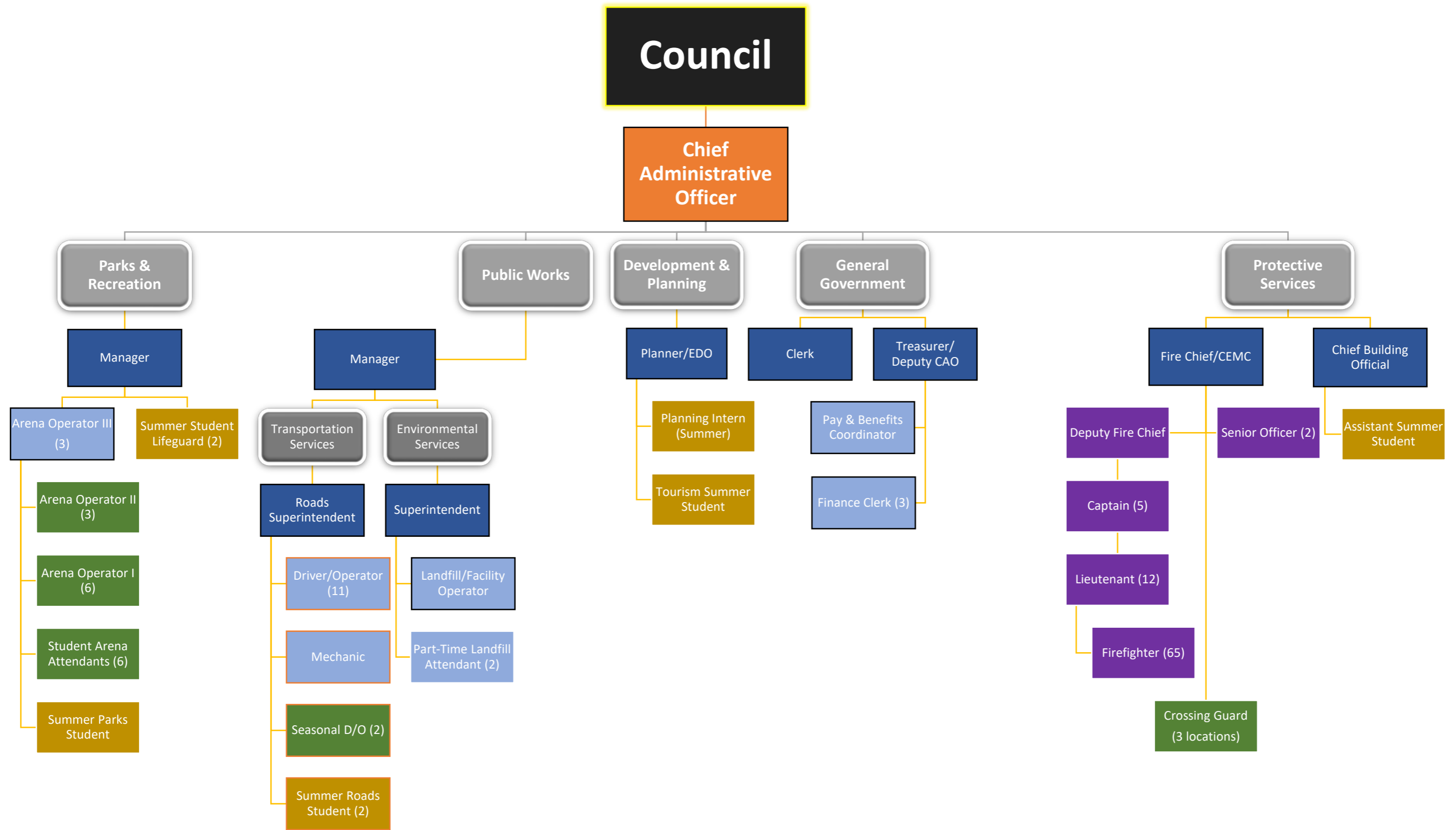
This policy is also in pursuant to Sections 270 (1) of the *Municipal Act, 2001* which requires council to adopt and maintain policies with respect to hiring employees.

## Contact

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## Change History

Policy Name	Effective Date	Significant Changes	By-law No.
<b>Organizational Structure Policy</b>	December 2019	New policy	19-12-1239



Black frame: Full-Time (Non-union)  
Casual/Part-Time/Seasonal: Green

Orange frame: Union (Full-Time with the exception of Seasonal)  
Students: Yellow      Fire Department: Purple

**TOWNSHIP OF WHITEWATER REGION - 2020 Non-Union Grid**

<b>GROUP</b>	<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>JOB RATE</b>
11 2000+	Chief Administrative Officer	\$105,530	\$108,695	\$111,955	\$115,315	\$118,775	\$122,337
		\$57.98	\$59.72	\$61.51	\$63.36	\$65.26	\$67.22
		\$50.74	\$52.26	\$53.82	\$55.44	\$57.10	\$58.82
10 1400 - 1499	Treasurer/Deputy CAO Manager of Public Works	\$85,028	\$87,578	\$90,204	\$92,913	\$95,699	\$98,571
		\$46.72	\$48.12	\$49.56	\$51.05	\$52.58	\$54.16
		\$40.88	\$42.10	\$43.37	\$44.67	\$46.01	\$47.39
9 1100 - 1199	Fire Chief/CEMC Manager of Parks & Recreation Chief Building Official Planner/EDO	\$80,121	\$82,524	\$84,999	\$87,550	\$90,177	\$92,882
		\$44.02	\$45.34	\$46.70	\$48.10	\$49.55	\$51.03
		\$38.52	\$39.68	\$40.86	\$42.09	\$43.35	\$44.65
8 1000 - 1099	Environmental Services Superintendent Roads Superintendent	\$73,714	\$75,926	\$78,204	\$80,550	\$82,969	\$85,459
		\$40.50	\$41.72	\$42.97	\$44.26	\$45.59	\$46.96
		\$35.44	\$36.50	\$37.60	\$38.73	\$39.89	\$41.09
7 900 - 999	Clerk Pay & Benefits Coordinator Deputy Fire Chief, Senior Fire Officer Library CEO	\$66,742	\$68,744	\$70,807	\$72,933	\$75,120	\$77,373
		\$36.67	\$37.77	\$38.90	\$40.07	\$41.27	\$42.51
		\$32.09	\$33.05	\$34.04	\$35.06	\$36.12	\$37.20
6 800 - 899	Fire Captain	\$61,182	\$63,016	\$64,909	\$66,854	\$68,862	\$70,925
		\$33.62	\$34.62	\$35.66	\$36.73	\$37.84	\$38.97
		\$29.41	\$30.30	\$31.21	\$32.14	\$33.11	\$34.10
5 700 - 799		\$57,409	\$59,185	\$61,016	\$62,904	\$64,848	\$66,854
		\$31.54	\$32.52	\$33.53	\$34.56	\$35.63	\$36.73
		\$27.60	\$28.45	\$29.33	\$30.24	\$31.18	\$32.14
4 600 - 699	Finance Clerk Fire Lieutenant	\$55,620	\$57,286	\$59,006	\$60,776	\$62,598	\$64,477
		\$30.56	\$31.48	\$32.42	\$33.39	\$34.39	\$35.43
		\$26.74	\$27.54	\$28.37	\$29.22	\$30.10	\$31.00
3 500 - 599	Landfill/Facility Operator Arena/Park Operator III Firefighter Branch Librarian	\$50,058	\$51,558	\$53,105	\$54,697	\$56,339	\$58,032
		\$27.50	\$28.33	\$29.18	\$30.05	\$30.96	\$31.89
		\$24.07	\$24.79	\$25.53	\$26.30	\$27.09	\$27.90
2 400 - 499	Arena Operator II	\$42,264	\$43,377	\$44,682	\$46,020	\$47,401	\$48,825
		\$23.22	\$23.83	\$24.55	\$25.29	\$26.04	\$26.83
		\$20.32	\$20.85	\$21.48	\$22.13	\$22.79	\$23.47
1 300 - 399	Crossing Guard Arena Operator I Landfill Attendant	\$36,096	\$37,180	\$38,294	\$39,443	\$40,626	\$41,845
		\$19.83	\$20.43	\$21.04	\$21.67	\$22.32	\$22.99
		\$17.35	\$17.88	\$18.41	\$18.96	\$19.53	\$20.12

\*Two hourly rates of pay identified based on 35 hrs or 40 hrs per week.