

**CORPORATION OF  
THE TOWNSHIP OF WHITEWATER REGION**

**BY-LAW # 13-04-605**

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**EMPLOYMENT BY-LAW #21 FOR TOWNSHIP OFFICERS AND STAFF**

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**WHEREAS** the Council of the Township of Whitewater Region deems it advisable to employ Municipal Officers and Staff under and subject to the provisions of a by-law;

**AND WHERE AS** the Ontario Municipal Act empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such Officers and Staff;

**NOW THEREFORE** the Council of the Corporation of the Township of Whitewater Region enacts as follows:

**ARTICLE 1 - INSURANCE AND HEALTH BENEFITS**

**PART A - Full-Time Employees**

**1. Life Insurance**

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage of 2 times the employees annual salary, plus an additional 2 times annual salary in Accidental Death or Dismemberment benefits.

**2. Extended Health Care**

An Extended Health Care Plan will be provided. The premiums shall be shared 20% by the employee and 80% by the employer.

**3. Semi-Private Hospital**

The premiums shall be shared 20% by the employee and 80% by the employer for Semi-Private Hospital Coverage.

**4. Dental Insurance**

A standard Dental Plan will be provided (O.D.A. Fee Schedule in effect on the treatment date).

Major Restorative/Dentures also included – 50/50 co-insurance to a maximum of two thousand dollars (\$2,000) annually per insured.

The Dental premiums shall be shared 20% by the employee and 80% by the employer.

**5. Optional Life Insurance**

Employees may participate in an Optional Life Insurance Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

**6. Pension**

The Employer will provide OMERS to all full time employees consistent to the terms and condition of pension program.

**7. Long-Term Disability**

Long-Term Disability premium shall be shared 20% by the employee and 80% by the employer.

**8. Vision**

The maximum coverage in any 24 month period shall be two hundred dollars (\$200). Coverage is for full-time employees and/or their dependents

(\$200 total – not per person).

9. **Early Retirement**

The Employer shall contribute 75% of premiums for an Early Retirement Benefit Plan (EHC and Dental only) up to age 65 if they qualify in accordance with OMERS Guidelines. The Plan includes a \$25,000 cap for Claims.

**ARTICLE 2 - PAID HOLIDAYS**

Thirteen paid holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

**ARTICLE 3 - OTHER ALLOWANCES**

1. **Mileage Allowance**

For the occasional use of cars authorized by the employee's supervisor, employees will receive \$0.50 per kilometre. This section of By law shall effective upon passing thereof.

2. **Car Allowance**

That a car allowance of \$75.00 per month be paid to the Chief Administrative Officer for the use of their personal vehicle when travelling within the County of Renfrew.

3. **Meals Gratuities and Incidentals Expenses**

When on municipal business authorized by Council outside of the Township of Whitewater Region, municipal officers and staff shall be entitled to receive the following expense allowances:

i) Costs actually incurred for accommodation and parking (receipts required)

ii) Costs for meals to a maximum of:

\$45.00 per day when within the County of Renfrew:  
\$8 – Breakfast, \$12 – Lunch, \$25 – Supper;

\$65 per day when outside the County of Renfrew  
\$12 – Breakfast, \$18 – Lunch, \$35 – Supper.

No receipts will be required. When the meals are provided by the event, the reimbursement for that specific meal is not eligible.

iii) Registration Fees (where applicable);

iv) Use of Public Transportation for municipal business;

4. **Safety Footwear Allowance**

Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:

Full-Time - \$200.00 per annum,

Part-Time -\$100.00 per annum

**ARTICLE 4 - EMPLOYEE RELATIONS COMMITTEES**

There shall be annual review of this bylaw by the employees and council representatives who may meet for the purpose of reviewing the current Employment By-Laws and recommending changes.

Proposals for the following year may be submitted in writing to the Chief Administrative Officer provided such proposals are submitted within sixty

(60) days prior to the next adjustment date as established by Council, at which time the proposals shall be placed before the appropriate Committee for consideration. The Committee may meet with the Employee Relations Committee to discuss the proposals.

The recommendations of the Committee to amend this by-law require the approval of Council.

#### **ARTICLE 5 - RATES OF PAY**

Schedule "A": - Non-Union Salary Grid and Classifications.

#### **ARTICLE 6 – ADMINISTRATIVE DUTIES**

Schedule "B". – Administrative Team Structure

Schedule "C". – Command Structure

#### **ARTICLE 7 - ADJUSTMENT DATE**

The next adjustment date shall be January 1, 2013 or earlier as deemed appropriate by Council.

#### **ARTICLE 8 - ENFORCEMENT AND GENERAL**

1. Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. Any other amendments to this by-law shall be in the form of a replacement by-law.
3. In conjunction with the provisions of the Chief Administrative Officer's By-Law, the Chief Administrative Officer shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
4. This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

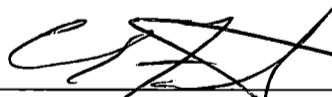
All By-Laws or parts of By-Laws previously passed that are inconsistent with the provisions of By-Law 13-05-605 are hereby repealed.

*CSA*

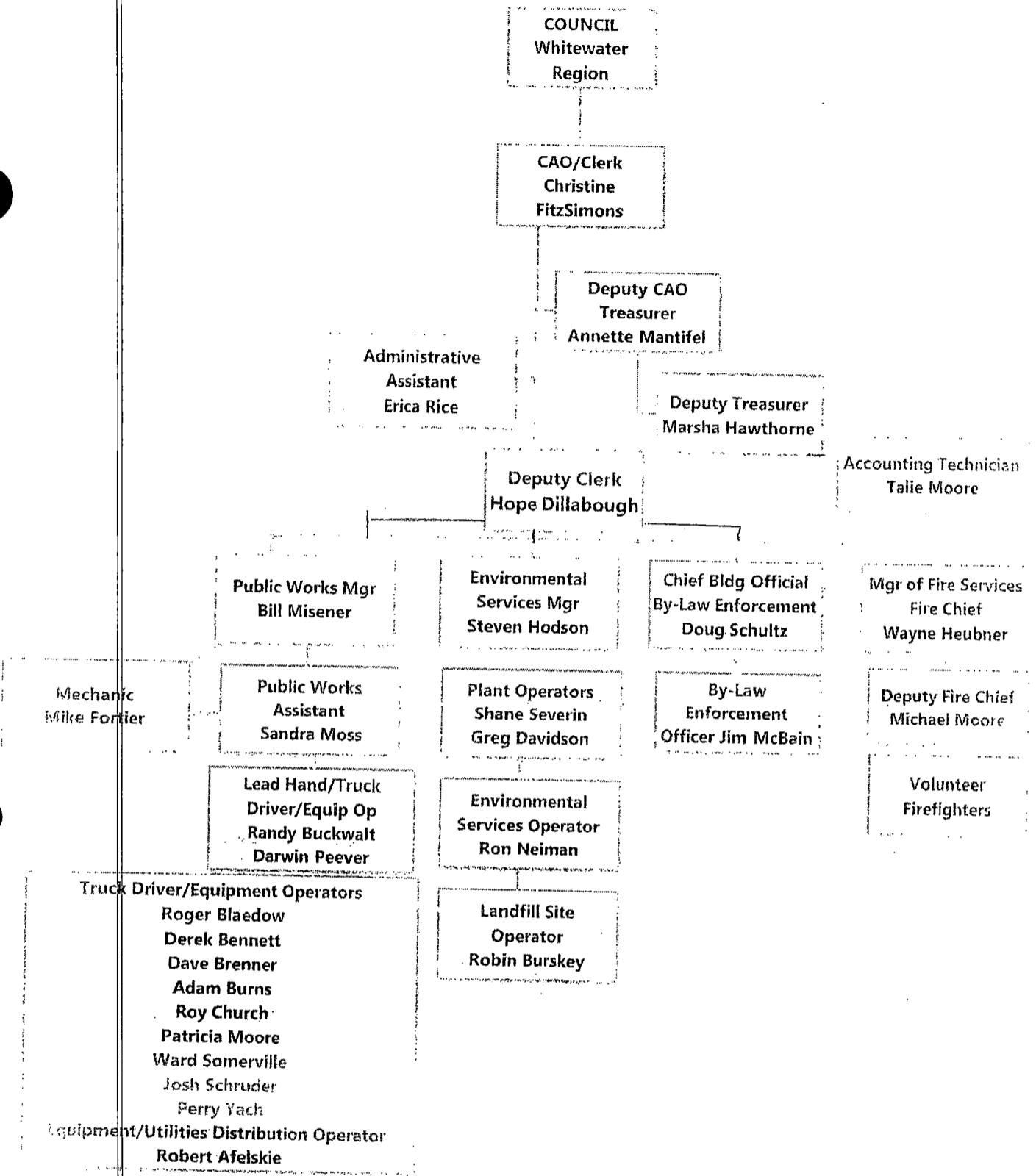
Passed this 3<sup>rd</sup> day of April, 2013.



MAYOR Jim Labow



CAO/ CLERK Christine FitzSimons



**TOWNSHIP OF WHITEWATER REGION  
 COMPENSATION GRID  
 January 1, 2012**

**TABLE #1:**

GROUP	POSITION
10	Chief Administrative Officer/Clerk
9	Deputy Chief Administrative Officer/Treasurer
8	Public Works Manager, Environmental Services Manager
7	Chief Building Official/Bylaw Enforcement Officer
6	Deputy Treasurer
5	Plant Operator
4	Deputy Clerk
3	Accounting Technician, Accounts Receivable Clerk, Environmental Services Operator
2	Administrative Assistant, Landfill Site Operator, Public Works Assistant
1	

**TABLE #2: SIX STEP WAGE GRID SYSTEM**

GROUP	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
10	Chief Administrative Officer/Clerk	\$89,736	\$92,428	\$95,200	\$98,057	\$100,998	\$104,028
9	Deputy Chief Administrative Officer/Treasurer	\$72,303	\$74,471	\$76,705	\$79,008	\$81,377	\$83,818
8	Public Works Manager, Environmental Services Manager	\$68,130	\$70,174	\$72,279	\$74,447	\$76,681	\$78,981
7	Chief Building Official/Bylaw Enforcement Officer	\$62,683	\$64,562	\$66,499	\$68,495	\$70,552	\$72,669
6	Deputy Treasurer	\$56,753	\$58,455	\$60,210	\$62,017	\$63,878	\$65,793
5	Plant Operator	\$52,024	\$53,585	\$55,194	\$56,849	\$58,556	\$60,311
4	Deputy Clerk	\$47,295	\$48,713	\$50,174	\$51,680	\$53,229	\$54,828
3	Accounting Technician Accounts Receivable Clerk Environmental Services Operator	\$42,566	\$43,842	\$45,157	\$46,512	\$47,907	\$49,346
2	Secretary/Receptionist Landfill Site Operator Public Works Assistant	\$35,812	\$36,885	\$37,994	\$39,134	\$40,307	\$41,517
1		\$30,694	\$31,616	\$32,563	\$33,540	\$34,546	\$35,583

**TABLE #3: SIX STEP PART TIME WAGE GRID SYSTEM**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Manager of Fire Services	\$12,984	\$14,280	\$15,580	\$15,970	\$16,367	\$16,776
Deputy Fire Chief	\$7,792	\$9,088	\$10,387	\$10,647	\$10,914	\$11,187

New Administration Team Structure 2013 Township of Whitewater Region

13-04-605  
SCHEDULE "B"

Christine CAO/Clerk  <i>Reports to Council</i>	Annette Deputy CAO/Treasurer:  <i>Reports to CAO &amp; to Council</i>	Marsha Deputy Treasurer <i>Reports to Deputy CAO/Treasurer &amp; CAO</i>	Hope Deputy Clerk  <i>Reports to CAO</i>	Talie Accounting Technician  <i>Reports to Deputy Treasurer &amp; CAO</i>	Erica Administrative Assistant  <i>Reports to CAO</i>	Sandra Public Works Assistant <i>Reports to PW Manager &amp; CAO</i>
Exercises general control and management of the affairs of the municipality: -Overall Staff & Office Administration & Management -Economic Development Initiatives -Human Resources -Clerk to Council, prepare Council packs -CEMC	Handles the financial affairs of the municipality on behalf of Council: month end payable reports: -livestock program -Month end receivable reports -Municipal Insurance -Tile Drain program -Tech support -manage water accounts -general admin -budget -taxation & tax sales -long term debt -grant reporting -PSAB -asset monitoring	Provides accounting assistance to Council, CAO/Clerk and Treasurer: -Payroll & T4s -Manulife -OMERS -WSIB -Health & Safety secretary -Accounts Payable -VFIS -month end tax reports  <b>TRAINING</b> with Annette  -Month end tax balancing -month end payable reports -learn complete	Provides administrative support and assistance to Management Team: Landfill receivables -Admin Support for Doug, Steve & Bill (Coordinate with Sandra for Public Works needs) -Livestock claims -dog tags -Election Support -Electors list -Support Tourism Booth MTO Claims -septic searches -septic re-inspection records -front desk support <b>TRAINING</b> with Doug, Steve, Bill/Sandra – admin support	Provides accounting support to Deputy Treasurer and Treasurer: -Process Taxes -tax related changes MPAC -Process Utility Payments -Fire Insurance -Data entry for payables when time -front counter cash & inquiries -month end tax balancing  <b>TRAINING</b> with Hope: Process Utility payments  <b>TRAINING</b> with Marsha: Data entry for payables	Provides reception and Administrative Assistance to the Municipal Office: -CAO admin support -front line reception -phones -mail -minutes for Council & Committees -bank deposits -Secretary, Property Standards Committee -Death Notices & Registrar General -filing -research -website	Provides reception and administrative support to Public Works Dept. (PW) and front line reception at the Municipal Office -front line reception -phones -Purchasing & inventory tracking for PW -scheduling, work order, admin duties for PW -database duties for PW -assist with PW tender preparation -assist with PW and Municipal Office communications
	-assist CAO re labour/mgmt -back up Clerk <b>TRAINING</b> with Chris O duties,	taxation system including GL account adjustments -learn budgeting process	<b>TRAINING</b> with Chris: Back up Clerk for Council meetings		maintenance  <b>TRAINING</b> to become Alternate CEMC	