

**CORPORATION OF
THE TOWNSHIP OF WHITEWATER REGION**

BY-LAW # 16-01-845

**EMPLOYMENT BY-LAW # 25 FOR TOWNSHIP OFFICERS AND
STAFF**

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 vehicles authorized by the employee's supervisor, employees will receive \$0.50 per kilometre.

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" – Organization Chart

ARTICLE 7 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2017 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 16-01-845 are hereby repealed.

Passed this 20th day of January, 2016.


MAYOR Hal Johnson


CAO/ CLERK Christine FitzSimons

**TOWNSHIP OF WHITEWATER REGION
 COMPENSATION GRID
 January 1, 2016**

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	Senior Deputy Clerk
5	Deputy Treasurer/Deputy Clerk
4	Deputy Clerk
3	Accounting Technician
2	Administrative Assistant, Landfill Site Operator, Public Works Assistant
1	

**TABLE #2: SIX STEP WAGE GRID SYSTEM + 1.0% COST OF LIVING ALLOWANCE FOR 2016
 (Based on Oct. 2014 – Oct.. 2015 Ontario Consumer Price Index)**

GROUP	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
10	Chief Administrative Officer/Clerk	\$97,505	\$100,430	\$103,441	\$106,546	\$109,743	\$113,034
9	Deputy Chief Administrative Officer/Treasurer	\$78,562	\$80,918	\$83,345	\$85,848	\$88,421	\$91,075
8	Public Works Manager, Environmental Services Manager	\$74,028	\$76,249	\$78,536	\$80,892	\$83,319	\$85,818
7	Chief Building Official/Bylaw Enforcement Officer	\$68,109	\$70,152	\$72,256	\$74,425	\$76,660	\$78,960
6	Senior Deputy Clerk	\$61,667	\$63,516	\$65,422	\$67,387	\$69,408	\$71,489
5	Deputy Treasurer/Deputy Clerk	\$56,529	\$58,224	\$59,973	\$61,770	\$63,625	\$65,532
4	Deputy Clerk	\$51,390	\$52,929	\$54,518	\$56,154	\$57,838	\$59,574
3	Accounting Technician	\$46,251	\$47,637	\$49,067	\$50,538	\$52,054	\$53,618
2	Administrative Assistant Landfill Site Operator Public Works Assistant	\$38,912	\$40,079	\$41,284	\$42,520	\$43,796	\$45,112
1		\$33,351	\$34,352	\$35,382	\$36,444	\$37,537	\$38,663

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	\$14,108	\$15,516	\$16,929	\$17,353	\$17,784	\$18,228
Deputy Fire Chief	\$8,467	\$9,875	\$11,287	\$11,568	\$11,858	\$12,155

**MUNICIPALITY OF WHITEWATER REGION
ORGANIZATION CHART
UPDATED NOV., 2015**

*SCHEDULE B TO
16-01-845*

