

The Corporation of the Township of Whitewater Region

By-law Number 19-01-1135

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**Employment By-Law for Township Officers and Staff of the Corporation of the Township of Whitewater Region**

**Whereas**, the Council of the Township of Whitewater Region deems it expedient and necessary to employ municipal officers and staff; and

**Whereas**, the *Municipal Act, 2001 S.O. 2001 c.25* as amended empowers Council to pass by-laws regulating the appointment, duties and remuneration of such officers and staff;

**Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:**

**PART A – FULL-TIME EMPLOYEES (NON-UNION)**

**ARTICLE 1 – Insurance and Health Benefits**

**1. Life Insurance**

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

**2. Extended Health Care**

The Employer shall pay 100% of the premiums for an Extended Health Care Plan.

**3. Semi-Private Hospital**

The Employer shall pay 100% of the premiums for Semi-Private Hospital Coverage.

**4. Dental Insurance**

The Employer shall pay 100% of the premiums for a standard Dental Plan (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.

**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 eligible employees consistent with the terms and condition of the pension program and legislation.

**7. Long-Term Disability**

The Employer shall pay 100% of the premiums for Long-Term Disability.

**8. Vision**

The maximum coverage in any 24-month period shall be four hundred dollars (\$400). Coverage is for full-time employees and/or their dependents (\$400 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.

### **PART B – ALL STAFF**

#### **ARTICLE 2 – Paid Holidays**

Thirteen paid holidays shall be provided. Specific days are outlined in the specific corporate policy approved by Council and updated from time to time.

#### **ARTICLE 3 – Other Allowances**

##### **1. Mileage Allowance**

For the occasional use of a personal vehicle authorized by the employee's supervisor, municipal officers and staff shall receive the amount consistent with the Canada Revenue Agency (CRA) rates for travel.

##### **2. Meals Gratuities and Incidentals Expenses**

When on municipal business authorized by the Chief Administrative Officer 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:  
\$12 – Breakfast, \$13 – Lunch, \$20 – Supper  
  
\$75 per day when outside the County of Renfrew:  
\$14 – Breakfast, \$21 – Lunch, \$40 – 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.

##### **3. 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 - \$250.00 per annum
- Part-Time - \$125.00 per annum
- Student - \$50 per annum

#### **ARTICLE 4 – Rates of Pay**

Schedule "A"      Non-Union Salary Grid and Classifications (effective January 1, 2019).

#### **ARTICLE 5 – Structure**

Schedule "B"      Organizational Chart

**Fire Department & CUPE Local 4353**

found in Part B of this by-law apply to volunteer firefighters  
exception of Article 2 and Article 3.3. Please consult the fire  
department's standard operating procedures for matters pertaining to  
Water Region Fire Department.

consult the collective agreement in force and effect for matters  
relating to CUPE Local 4353.

**GENERAL**

There shall be annual review of this by-law by the non-union employees  
council representative who may meet for the purpose of reviewing  
current employment by-law and recommending changes.

Proposals for the following year may be submitted in writing to the  
Administrative Officer provided such proposals are submitted prior  
to October 31.


This by-law shall not be interpreted to contradict or violate any statute  
or regulation of the Province of Ontario.

By-laws 17-12-1015 and 18-06-1080 are hereby repealed.

This by-law shall come into force and take effect on January 1,

**first, second and third time and finally passed this 2nd day of  
2019.**

  
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**Michael Moore, Mayor**

  
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**Robert H.A. Tremblay, Clerk**

**TOWNSHIP OF WHITEWATER REGION - 2019 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>STEP 6 JOB RATE</b>
11 2000+	Chief Administrative Officer	\$103,970 \$57.13 \$49.99	\$107,089 \$58.84 \$51.49	\$110,300 \$60.60 \$53.03	\$113,611 \$62.42 \$54.62	\$117,020 \$64.30 \$56.26	\$120,529 \$66.22 \$57.95
10 1400 - 1499	Treasurer Director of Public Works	\$83,771 \$46.03 \$40.27	\$86,284 \$47.41 \$41.48	\$88,871 \$48.83 \$42.73	\$91,540 \$50.30 \$44.01	\$94,285 \$51.80 \$45.33	\$97,114 \$53.36 \$46.69
9 1100 - 1199	Fire Chief/CEMC Manager of Recreation & Tourism Chief Building Official Planner/EDO	\$78,937 \$43.37 \$37.95	\$81,304 \$44.67 \$39.09	\$83,743 \$46.01 \$40.26	\$86,256 \$47.39 \$41.47	\$88,844 \$48.82 \$42.71	\$91,509 \$50.28 \$43.99
8 1000 - 1099	Environmental Services Superintendent Roads Superintendent	\$72,625 \$39.90 \$34.92	\$74,804 \$41.10 \$35.96	\$77,048 \$42.33 \$37.04	\$79,360 \$43.60 \$38.15	\$81,743 \$44.91 \$39.30	\$84,196 \$46.26 \$40.48
7 900 - 999	Clerk Payroll/AP Clerk Deputy Fire Chief, Senior Fire Officer Library CEO	\$65,756 \$36.13 \$31.61	\$67,728 \$37.21 \$32.56	\$69,761 \$38.33 \$33.54	\$71,855 \$39.48 \$34.55	\$74,010 \$40.66 \$35.58	\$76,230 \$41.88 \$36.65
6 800 - 899	Fire Captain	\$60,278 \$33.12 \$28.98	\$62,085 \$34.11 \$29.85	\$63,950 \$35.14 \$30.75	\$65,866 \$36.19 \$31.67	\$67,844 \$37.28 \$32.62	\$69,877 \$38.39 \$33.59
5 700 - 799		\$56,561 \$31.08 \$27.19	\$58,310 \$32.04 \$28.03	\$60,114 \$33.03 \$28.90	\$61,974 \$34.05 \$29.80	\$63,890 \$35.10 \$30.72	\$65,866 \$36.19 \$31.67
4 600 - 699	Revenue Coordinator Recreation Coordinator Executive Assistant Fire Lieutenant	\$54,798 \$30.11 \$26.35	\$56,439 \$31.01 \$27.13	\$58,134 \$31.94 \$27.95	\$59,878 \$32.90 \$28.79	\$61,673 \$33.89 \$29.65	\$63,524 \$34.90 \$30.54
3 500 - 599	Landfill Operator, Landfill/Facility Operator Arena/Park Operator III Firefighter Branch Librarian	\$49,318 \$27.10 \$23.71	\$50,796 \$27.91 \$24.42	\$52,320 \$28.75 \$25.15	\$53,889 \$29.61 \$25.91	\$55,506 \$30.50 \$26.69	\$57,174 \$31.41 \$27.49
2 400 - 499	Arena Operator II	\$41,492 \$22.80 \$19.95	\$42,736 \$23.48 \$20.55	\$44,022 \$24.19 \$21.16	\$45,340 \$24.91 \$21.80	\$46,700 \$25.66 \$22.45	\$48,103 \$26.43 \$23.13
1 300 - 399	Crossing Guard Arena Operator I	\$35,563 \$19.54 \$17.10	\$36,631 \$20.13 \$17.61	\$37,728 \$20.73 \$18.14	\$38,860 \$21.35 \$18.68	\$40,026 \$21.99 \$19.24	\$41,227 \$22.65 \$19.82



