

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/14

A by-law to authorize the use of optical scanning vote tabulators.

WHEREAS Section 42 of the *Municipal Elections Act, 1996*, as amended, provides that, the Council of a municipality may, by by-law, authorize the use of optical scanning vote tabulators for the purpose of counting votes at municipal elections; and

WHEREAS the Council of The Corporation of the Township of Puslinch considers it desirable to pass such a by-law;

NOW THEREFORE the Council of The Corporation of the Township of Puslinch HEREBY ENACTS AS FOLLOWS:

- 1. That Council for the Township of Puslinch hereby authorizes the use of optical scanning vote tabulators for the purpose of counting votes for the 2014 Municipal Election.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this 7th day of May, 2014.

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/14

A by-law to establish the rates of remuneration for Staff of the Corporation of the Township of Puslinch ("Township") and to repeal By-law No. 29/13.

WHEREAS the Council of the Township deems it appropriate to pass a by-law to establish the rates of remuneration for Staff of the Township.

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, as amended empowers Council to pass such a By-law regulating the appointment, duties and remuneration of Staff.

NOW THEREFORE the Corporation of the Township of Puslinch hereby enacts as follows:

1. The 2014 Salary Grid shall be as set out in Schedule "A" attached to this By-law.
2. The rate of pay for other On-Call, Casual, Seasonal Staff shall be as set out in Schedule "B" attached to this By-law.
3. The following is the paid annual vacation for permanent full-time employees of the Township based on the number of years of service:
 - (1) Two weeks after one year of service.
 - (2) Three weeks after one year of service (for Department Heads only).
 - (3) Three weeks after two years of service.
 - (4) Four weeks after eight years of service.
 - (5) Five weeks after fifteen years of service.
 - (6) Six weeks after twenty-seven years of service.
4. The vacation year begins January 1st to December 31st.
5. Vacation must be taken in the year earned or at the discretion of Council and/or Department Head.
6. Designated Holidays are:
 - (1) New Year's Day
 - (2) Family Day
 - (3) Good Friday
 - (4) Easter Monday
 - (5) Victoria Day
 - (6) Canada Day
 - (7) Civic Holiday
 - (8) Labour Day
 - (9) Thanksgiving Day
 - (10) Remembrance Day
 - (11) Christmas Day
 - (12) Boxing Day
7. The Township will pay 100% of the premiums costs to provide healthcare benefits for permanent full-time employees of the Township.
8. The Healthcare benefits provided to permanent full-time employees of the Township include the following:
 - (1) Short Term Disability
 - (2) Long Term Disability

- (3) Group Life Insurance
- (4) Accidental Death & Dismemberment
- (5) Extended Health Care
- (6) Hospital Semi-Private
- (7) Dental, Drug, Vision Care, Out of Province Coverage

9. Permanent full-time employees shall join the Ontario Municipal Employees Retirement System Basic Pension Plan upon hire date. The Township will contribute to OMERS an amount equal to the required employee contribution.
10. Permanent full-time employees are entitled to six (6) working days of sick leave for each calendar year only. The allowance of up to six (6) working days on an annual basis is not cumulative.
11. Bereavement leave arising from the death of a spouse/companion or child will be granted with pay up to a maximum of five (5) normally scheduled working days. Bereavement leave arising from the death in the immediate family, other than a spouse/companion or child, will be granted with pay up to maximum of three (3) normally scheduled working days.

Immediate family other than a spouse/companion or child shall include a parent-in-law, parent, sibling, sibling-in-law, grandparent, and grandchild.
12. Bereavement leave arising from the death of other family will be granted with pay up to a maximum of one (1) normally scheduled working day.
13. Bereavement leave as a result of performing the services of a pallbearer will be granted with pay up to a maximum of one (1) normally scheduled working day.
14. An employee who is required to serve as a juror where a subpoena is issued will be granted a paid leave of absence. The employee shall be paid one-day's pay for the loss of each day of service provided that they report for work when not actually required for jury duty. Upon returning to work the employee will provide proof of such service.
15. Any unpaid leave of absence will require approval from the C.A.O. and the Department Head. In the case of a Department Head, any unpaid leave of absence will require approval from the C.A.O. and Council.
16. The Township will provide a safety work shoe and clothing allowance of up to \$350.00 annually towards the cost of purchasing CSA certified footwear and other safety clothing for the Director of Public Works and Parks and the full-time permanent staff in the Public Works department.
17. The Township will provide a safety work shoe allowance of up to \$150.00 annually towards the cost of purchasing CSA certified footwear for the Chief Building Official and Building & Enforcement Inspection Officer.
18. The Road Department Equipment Operators and Heavy Equipment Operators are required to work 40 hours before overtime is granted. Employees are to be paid 4 hours minimum straight time for an emergency call at the discretion of the Director of Public Works and Parks. The payment of overtime is as follows:
 - (1) Rate equal to time and one half their regular rate for all overtime hours worked from Monday to Saturday.
 - (2) Rate equal to double their regular rate for all overtime hours worked on a Sunday.
 - (3) Rate equal to double their regular rate for all hours worked on the designated holiday plus one day's wages to cover the holiday the employee did not take.

19. For employees (excluding the Road Department) overtime hours to be paid at the regular rate of pay or time-in lieu for overtime hours worked past the normal weekly hours of work, at the discretion of the Chief Administrative Officer/Clerk and Department Head.
20. The Township will continue to pay premiums for benefit coverage for a period of up to twelve (12) months from the date of disability or at the discretion of Council to a maximum of twenty-four (24) months. Any individuals that are on Long Term Disability at the end of this period are no longer considered to be employees of the Township and will not be eligible to participate in any benefit plans unless premiums have been waived as part of such a plan.
21. The Township will continue to pay premiums for benefit coverage for pregnancy and parental leave as per the Employment Standards Act, Ontario Regulation 286/01.
22. Employees with ten or more continuous years of service with the Township, who retire within ten years of their normal OMERS retirement age, will be able to participate in the health benefits, with the exclusion of Accidental Death and Dismemberment and Long Term Disability, provided under the healthcare benefit package at the time of retirement until the age of 65. This is only available to retirees who do not have access to current coverage elsewhere. A declaration must be signed.

Included as part of the health benefits package, regardless of coverage elsewhere, is a life insurance benefit in the amount of one times the annual basic wage at the time of retirement until the age of 65, rounded to the nearest \$1,000.00.

The employer will pay 50% of the cost of the premium.
23. Employees shall be paid mileage for Township business that does not take place at the Puslinch Municipal Complex at the rate established by this By-law. Mileage is considered as an expense and is directly payable and not included in the total remuneration.
24. Reimbursement for mileage at a rate of \$0.50 cents/km for employees when required to drive a personal vehicle for Township business purposes.
25. That By-law No. 29/13 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF MAY, 2014.

Dennis Lever, Mayor

Karen M. Landry, CAO/Clerk

SCHEDULE A: 2014 Salary Grid

Similar Value Group	Job Title	% Spread Between Bands	Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate)	
			3% differential between steps					
13	CAO/Clerk	23%	\$57.56	\$59.28	\$61.06	\$62.89	\$64.78	
11	Director, Finance/Treasurer	8%	\$43.50	\$44.81	\$46.15	\$47.53	\$48.96	
11	Director, Public Works and Parks							
9	Chief Building Official	9%	\$37.16	\$38.28	\$39.43	\$40.61	\$41.83	
8	Deputy Clerk	10%	\$34.06	\$35.09	\$36.14	\$37.22	\$38.34	
8	Fire Chief (PT)							
7	Deputy Fire Chief (PT)	11%	\$31.01	\$31.94	\$32.90	\$33.89	\$34.91	
7	Deputy Treasurer							
7	Development Coordinator (Contract)							
6	Building & Enforcement Inspector Officer	9%	\$28.00	\$28.84	\$29.70	\$30.59	\$31.51	
6	Public Works and Parks Foreman							
6	Taxation and Office Administrator							
5	Building & By-law Services Coordinator	9%	\$25.78	\$26.55	\$27.35	\$28.17	\$29.01	
5	Fire Prevention Officer (PT)							
5	Heavy Equipment Operator							
5	Legislative Assistant (PT)							
4	Customer Service Representative	37%	\$23.56	\$24.26	\$24.99	\$25.74	\$26.51	
4	Equipment Operator							
4	Facility Operator							
3	Administrative Assistant to Fire Chief (PT)	67%	\$17.15	\$17.66	\$18.19	\$18.74	\$19.30	
3	Custodian (PT)							
3	Custodian-Office (PT)							

SCHEDULE B: Other On-Call/Casual/Seasonal Staff

Position Title	Department	Hourly Wage
Captain, Training Officer's	Fire & Rescue Services	\$26.26
Lieutenant, Acting Captain	Fire & Rescue Services	\$24.94
Fire Fighter Class 1 (Passed 3 Components)	Fire & Rescue Services	\$24.20
Fire Fighter Class 2 (Passed 2 Components)	Fire & Rescue Services	\$22.29
Fire Fighter Class 3 (Passed 1 Component)	Fire & Rescue Services	\$20.57
Fire Fighter Class 4 (No Components Passed)	Fire & Rescue Services	\$19.01
Fire Fighter In Training	Fire & Rescue Services	\$12.33
Equipment Operator	Public Works and Parks	\$24.99
Bartenders	Recreation	\$15.02 (first 7 hours of a given shift) \$17.10 (after 7 hours)
Senior Groundskeeper	Parks	\$19.04
Intermediate Groundskeeper	Parks	\$14.39
Junior Groundskeeper	Parks	\$11.56
Student Groundskeeper	Parks	\$10.53
Facility Operator	Optimist Recreation Centre	\$11.56

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/14

A by-law to establish the remuneration payable to Council, Committees, and other Appointments of the Corporation of the Township of Puslinch ("Township).

WHEREAS the Council of the Township deems it appropriate to pass a by-law to establish the rates of remuneration to members of Council, Committees and other Appointments of the Township.

AND WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended allows for a municipality to pay any part of the remuneration and expenses of the Members of Council, Committees and other Appointments

NOW THEREFORE the Council of The Corporation of the Township of Puslinch (Township) hereby enacts as follows:

1. The Mayor shall receive an annual remuneration of \$22,220 for the calendar year from January 1, 2014 to December 31, 2014. Effective January 1, 2015 and annually thereafter the Mayor shall receive the annual remuneration plus the cost of living increase approved for staff for each year.
2. Each member of Council shall receive an annual remuneration of \$15,150 for the calendar year from January 1, 2014 to December 31, 2014. Effective January 1, 2015 and annually thereafter the members of Council shall receive the annual remuneration plus the cost of living increase approved for staff for each year.
3. That one-third of the remuneration paid to members of Council continues to be considered an expense incidental to the discharge of their duties as a member of Council as per the provisions of subsection 283 (5) of the Municipal Act.
4. That the remuneration of the Planning Advisory Committee, Recreation Committee, Committee of Adjustment, Audit Committee, Election Compliance Audit Committee, Well Protection Committee, and Heritage Committee for the calendar year from January 1, 2014 to December 31, 2014 be as follows:
 - (1) Meetings: Chair - \$97.47 per meeting and Members - \$85.35 per meeting
 - (2) The remuneration payable for the position of Chair is only applicable where a Member of Council is not the Chair.
 - (3) Effective January 1, 2015 and annually thereafter Committee Members shall receive the annual remuneration plus the cost of living increase approved for staff for each year.
5. That the remuneration for other appointments of the Township including Poundkeeper, Fence Viewer, Livestock Valuer, and Dog Control Officer for the calendar year from January 1, 2014 to December 31, 2014 be as follows:
 - (1) \$94.44 per call
 - (2) Effective January 1, 2015 and annually thereafter the other appointments shall receive the annual remuneration plus the cost of living increase approved for staff for each year.
6. Payment of the remuneration for the Mayor and members of Council shall be made on a monthly basis. Payment of the remuneration for members of Committees and other Appointments shall be made on an as needed basis.

7. The Mayor and each member of Council shall be entitled to receive the following benefits which shall be provided, subject to carrier limitations, upon the same terms as the same which are made available to the staff of the Township, including Extended Health Care, Hospital Semi-Private, Dental, Drug, Vision Care, and Out of Province Coverage.
8. Where a member of Council attains the age of 70, the premium that would be paid by the Township for benefit coverage shall be paid directly to the member of Council for the purpose of obtaining coverage and shall be treated as a taxable benefit.
9. Each member of Council and Committee member shall be paid mileage for meetings that do not take place at the Puslinch Municipal Complex at the rate established by this By-law. Mileage is considered as an expense and is directly payable and not included in the total remuneration.
10. Reimbursement for mileage at a rate of \$0.50 cents/km for members of Council, Committee members and other appointments when required to drive a personal vehicle for Township business purposes.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF MAY, 2014.

Dennis Lever, Mayor

Karen M. Landry, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER XXX/14

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held on May 7, 2014.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its meeting held May 7, 2014 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF May, 2014.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk