



REPORT FIR-2014-002

TO: Mayor and Members of Council

FROM: Fire Chief Steven Goode

DATE: April 16, 2014

SUBJECT: Response to Oak Drive Resident Letter of Concern

RECOMMENDATIONS

That Report FIR-2014-002 regarding the response to the Oak Drive resident letter of concern be received; and

That the Fire Chief request the Cambridge Fire Department to:

- flag on their dispatch computers “use extreme caution” and “narrow laneway” for all properties on Oak Drive and Pioneer Grove
- amend vehicle map books and mapping system on its dispatch computers to clearly denote there is no connection between Clergy Lane and Oak Drive

That the Fire Chief advise the property owner(s) of the need to:

- ensure there is year round access via Oak Drive and Pioneer Grove Road to the properties in the area; and
- establish and maintain fire department vehicle turnaround points as outlined in Report FIR-2014-002

That the Fire Chief advise Kevin Axt of the action being taken to address the concerns raised.

DISCUSSION

Background

The Township received a letter of concern from an Oak Drive resident on February 18, 2014. The letter is attached as Schedule “A” to this Report. The author of the letter had

several concerns with the fire departments response to a medical assist on Oak Drive, specifically emergency vehicles accessing Oak Drive properties.

The Fire Chief investigated the concerns regarding the events occurring on January 15, 2014 and outlined below is a summary of the findings:

Emergency Vehicle Access Issues:

- Pioneer Grove Road and Oak Drive was ice covered.
- Snow piled in traditional fire department vehicle turnaround points.
- Tree limbs blocking sections of the private laneway. Potential damage to emergency vehicles.

Pioneer Grove Road and Oak Drive



Staff recommends the following action be taken to address the concerns raised:

- Request the Cambridge Fire Department to:
 - flag on its dispatch computers “use extreme caution” and “narrow laneway” for all properties on Oak Drive
 - amend vehicle map books and mapping system on its dispatch computers to clearly denote there is no connection between Clergy Lane and Oak Drive.

- Request the private property owner(s) to:
 - ensure there is year round access via Oak Drive and Pioneer Grove Road to the properties in the area; and
 - establish and maintain fire department vehicle turnaround points as outlined in Report FIR-2014-002



Arrows show proposed fire department vehicle turnaround points.

Financial Implications

There is no financial impact on the 2014 operating budget.

Applicable Legislation and Requirements

Not applicable

RECEIVED

FEB 18 2014

Township of Puslinch

TOWNSHIP OF PUSLINCH

7404 Wellington Rd. 34,

R.R. 3

Guelph, Ontario

My name is Kevin Axt & I live at 6 Oak Drive RR2 Puslinch, Ontario and wish to make the following submission concerning a serious situation that has happened on January 15th 2014, my neighbour Mr. Robert Cook at 12 Oak drive slipped on his icy driveway at approximately 5:40pm striking his head resulting in the need to call 911 to have Mr. Cook attended to & for transport to Hospital. The EMS ambulance arrived & it was determined Mr. Cook needed to go to hospital however before the ambulance could leave, Cambridge Fire department showed up in a very large truck completely unsuitable for Oak drive's narrow lane & then became unable to back out due in part to the icy laneway thus blocking the ambulance from being able to leave. Due to this foolish adventure by Cambridge Fire Dept. to bring such a large truck to an area where they would find themselves unable to navigate & caring no salt or sand to help themselves if they encountered ice. After some discussion a 2nd ambulance was requested & once it arrived Mr. Cook was able to be taken to hospital although this delayed Mr. Cook receiving critical medical attention by over an hour. Although Mr. Cook is currently at home & is recovering, had this been a heart or stroke attack a delay of over an hour in transporting him to hospital could have resulted in a much different outcome.

I ask council, what can be done to ensure this will not happen in the future.

1 – The ambulance & Fire truck 1st went to Clergy Lane before being given instructions as to where Oak Drive was & how to get there.

2 – As this was not a response to a fire, why this very big fire truck?

3 – Oak drive cannot accommodate a truck of a size as was sent, who ensures responders know where & what road access & road conditions will be encountered at a required address?

Thank you for looking into what can be done to improve this situation of 1st responders.

Kevin Axt

6 Oak Drive

Terry & Kevin Axt

Lorraine Campbell

8 Oak Drive

Lorraine Campbell

Robert & Donnalee Cook

12 Oak Drive

Robert & Donnalee Cook

PS: Oak Drive residents did provide the Fire men the necessary salt, sand & instruction's as to how to turn their fire truck around, thus allowing it to return to the Cambridge fire station & the 1st ambulance to leave.



REPORT FIN-2014-015

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

SUBJECT: Website Redesign and Enhancement Project Committee – Council Appointment

RECOMMENDATIONS

That Report FIN-2014-015 Website Redesign and Enhancement Project – Council Appointment, be received; and

That Council appoint one Council representative to the Website Redesign and Enhancement Project Committee.

DISCUSSION

Purpose

The purpose of this report is to appoint a member of Council to the Website Redesign and Enhancement Project Committee.

Background

In 2013, Council approved a Website Redesign and Enhancement Project for the Township of Puslinch. This project has commenced in 2014 after a Request for Proposal Process. The successful proponent for the project is eSolutions Group.

Time Commitment Required

- May 13, 2014 – Analysis and Consultation with Website Redesign and Enhancement Project Committee - 1 hour
- May 20, 2014 – Kick-off Meeting with eSolutions - 2 hours
- First week of June 2014 – Sitemap Workshop - 3 hours
- Third week of June 2014 – Presentation of 2 Homepage Concepts – 1 hour

FINANCIAL IMPLICATIONS

Not applicable.

APPLICABLE LEGISLATION AND REQUIREMENTS

Appointments to committees such as the Website Redesign and Enhancement Project Committee can be completed by resolution.

ATTACHMENTS

None



REPORT FIN-2014-018

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

DATE: May 7, 2014

SUBJECT: Personnel Policy Manual

RECOMMENDATIONS

That Report FIN-2014-018 regarding the Personnel Policy Manual be received; and

That Staff be directed to develop a Personnel Policy Manual which outlines and consolidates the personnel policies, personnel practices, and remuneration payable.

DISCUSSION

Purpose

The purpose of this report is to provide Council with information on the benefits of creating a consolidated Personnel Policy Manual which outlines the personnel policies and remuneration payable for the Township including all employees (full-time, part-time, contract, on-call, casual), Members of Council, Members of Committees, and other Appointees.

For the purpose of this report, employees include full-time, part-time, contract, on-call, casual, Members of Council, Members of Committees, and other Appointees.

Background

Currently, the Township has personnel policies and practices. The Township also passes a remuneration By-law on an annual basis for all individuals that are compensated by the Township.

Benefits of Developing a Personnel Policy Manual

The benefits of developing a Personnel Policy Manual include the following:

- developing clearly written policies that are documented, updated, and followed provides structure to an organization and assists in the day-to-day decision-making processes;
- a consolidated Personnel Policy Manual allows for ease of reference for employees as all necessary information is compiled in one document;
- a compilation of policies affecting employees in all capacities ensures ease in developing, documenting, updating, communicating, and harmonization among policies;

- allows for consistent application of policies;
- provides employees with the knowledge of employment conditions and benefits; and
- establishes the basis for a mutual understanding of employment conditions and benefits.

It is recommended that the manual be compiled for the purpose of consolidating, harmonizing, and facilitating consistency in the administration of personnel policies and practices throughout the Township.

Policies under Review

Policies currently under review for the Township include overtime and time in-lieu, performance appraisal, and the standardization of the schedule of pay.

Two committees have been formed to review the overtime and time-in lieu policy and the performance appraisal policy for the Township. These committees comprise of employees of the Township. These policies would form part of the Personnel Policy Manual.

Review of Personnel Policy Manual

It will be common practise for the Personnel Policy Manual to be reviewed annually, however, there may be years in which a more comprehensive review will be conducted in consideration of key Township initiatives affecting the information and policies within the manual.

FINANCIAL IMPLICATIONS

Not Applicable

APPLICABLE LEGISLATION AND REQUIREMENTS

Not Applicable

ATTACHMENTS

None



REPORT FIN-2014-017

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

SUBJECT: Establishment of Remuneration Payable to Staff

RECOMMENDATIONS

That Report FIN-2014-017 regarding the Establishment of Remuneration Payable to Staff be received; and

That Council adopt the amendments to the Pay Equity Plan prepared by McDowall Associates attached as Schedule "A" to Report FIN-2014-017; and

That Council enact a By-law to establish the remuneration payable to Staff.

DISCUSSION

Purpose

The Municipal Act empowers Council to pass a By-law regulating the appointment, duties and remuneration of Staff.

Background

A thorough Compensation Review was conducted by McDowall Associates Human Resource Consultants to ensure that salary levels for the Township positions remain competitive with the external market, that internal equity has been maintained, and that pay equity maintenance obligations as per the Pay Equity Act are met. Council directed staff to proceed with the preparation of the Remuneration By-law at the closed meeting held on April 16, 2014.

2014 Pay Equity and Remuneration By-law Changes

Pay Equity

The amendments to the Pay Equity Plan prepared by McDowall Associates are attached as Schedule "A" to Report FIN-2014-017.

Salary Grid

The Draft Remuneration By-law for Staff includes the revised Salary Grid and is attached as Schedule "C" to this Report. The Salary Grid includes a 1% cost of living adjustment.

A cost of living adjustment of 1% was considered through the 2014 Operating Budget and based on the cost of living adjustments of the comparator municipalities of the Pay Equity and

Compensation Review. As presented in Report FIN-2014-008, the average cost of living increase in the County of Wellington is approximately 1.43%.

The Cost of Living Adjustment approved in the previous two years is as follows:

- 2012: 2.00%
- 2013: 1.75%

By-law

Two By-laws have been developed as follows:

1. The remuneration and benefits payable to employees of the Township; and
2. The remuneration and benefits payable to members of Council, Committee members, and other appointments.

The previous Remuneration By-law No. 29/13 has been attached as Schedule "B" to Report FIN-2014-017 for reference.

The following are the changes from By-law No. 29/13:

1. **Item number 4. Conference** in By-law No. 29/13 indicated that Staff and Members of Council shall be compensated for expenses incurred for attendance at a conference in accordance with the "Policy for Payment of Expenses".
 - This item has been removed from the updated Remuneration By-law as it is covered in the Policy for Payment of Expenses, By-law No. 16/12.
2. **Item number 6. Fees for the Volunteer Fire Department** in By-law No. 29/13 indicated the hourly rates for Fire Department.
 - These hourly wages have been included as part of Schedule A: 2014 Salary Grid and Schedule B: Other On-Call/Casual/Seasonal Staff in the updated By-law.
3. **Item number 9. Community Centre, Recreation Centre and Community Park Remuneration** in By-law No. 29/13 indicated the hourly rates for these employees.
 - These hourly wages have been included as part of Schedule A: 2014 Salary Grid and Schedule B: Other On-Call/Casual/Seasonal Staff in the updated By-law.
4. **Schedule "A", Item # 3(7) Employer Health Tax** in By-law No. 29/13 has been removed from the updated By-law as this is an amount that the Township is legislated to provide as a benefit to employees as per the Employer Health Tax Act.
5. **Schedule "A", Item # 6 Paid Leave of Absence** in By-law No. 29/13 has been defined in the updated By-law as points number 11 to 14 as follows:
 - 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.

- 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.
- 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.
- 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.

6. **Schedule "A", Item # 7 Unpaid Leave of Absence** in By-law No. 29/13 indicated that an unpaid leave of absence would be approved at the discretion of Council and the Department Head.

- This item has been revised as point number 15 in the updated By-law to state that any unpaid leave of absence for staff will require approval from the C.A.O. and the Department Head. Any unpaid leave of absence for a Department Head will require approval from the C.A.O. and Council.

7. **Schedule "A", Item # 10 Road Department Operators** in By-law No. 29/13 indicated that overtime hours worked on a statutory holiday are paid at triple time to Road Department Operators.

- This item has been revised as point number 18(3) in the updated By-law to state that this rate is equal to double the regular rate for all hours worked on the designated holiday plus one day's wages to cover the holiday the employee did not take.
- Note: This wording does not change the benefit paid out for overtime worked on a statutory holiday. This wording establishes improved consistency with the phrasing contained in the legislation.

8. **Schedule "A", Item # 13** in By-law No. 29/13 indicated that registration costs, accommodations, meals and out-of-pocket expenses allowed upon presentation of receipt for all employees.

- This item has been removed from the updated Remuneration By-law as it is covered in the Policy for Payment of Expenses, By-law No. 16/12.

9. **Schedule "A", Item # 15 Continuation of Other Benefits While on Pregnancy/Parental Leave** in By-law No. 29/13 indicated the specific details of the number of weeks the Township will continue to pay premiums for benefit coverage for pregnancy and parental leave.

- This item has been updated in point number 21 of the updated By-law to state that 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. These are legislated requirements that are detailed in this Regulation.

10. Schedule “A”, Item # 16 Benefits for Early Retirees in By-law No. 29/13 indicated the details on the benefit coverage for early retirees.

- This item has been re-worded in the updated By-law as point number 22 as follows:
- 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.

FINANCIAL IMPLICATIONS

The total salary and benefits impact of the Pay Equity Study and 2014 Cost of Living Adjustment has been budgeted as part of the approved 2014 Operating Budget at an amount of \$53,000.00. This budgeted amount includes the increase for all employees that are compensated for their services to the Township excluding members of Council, Committee members and other appointments which are discussed in Report FIN-2014-016.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001, S.O. 2001, c. 25, as amended

ATTACHMENTS

Schedule A: Amendment to the Pay Equity Plan

Schedule B: 2013 Remuneration By-law No. 29/13

Schedule C: Remuneration Payable to Staff By-law

Appendix B

Amendment to the Pay Equity Plan

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

PAY EQUITY PLAN, AS AMENDED

Whereas the Employer posted a Pay Equity Plan for all full-time job classes within the establishment, as required by the *Pay Equity Act*; hereinafter referred to as the *Act*;

And whereas a revised Pay Equity Plan for the full-time job classes within the establishment was posted in 2006.

And whereas there have been changes to the revised Pay Equity Plan resulting from restructuring and the inclusion of seasonal and contract job classes;

The Employer has prepared the following amendments to the revised Pay Equity Plan, specifically;

1. Added job classes are as follows:

Full-time job classes:

- Building & By-law Services Coordinator
- Custodian-Office
- Customer Service Representative
- Director, Finance/Treasurer
- Facility Operator
- Heavy Equipment Operator
- Public Works and Parks Foreman

Part-time job classes:

- Administrative Assistant to Fire Chief
- Custodian
- Deputy Fire Chief
- Facility Operator
- Fire Prevention Officer
- Legislative Assistant

Seasonal job classes:

- Intermediate Groundskeeper
- Senior Groundskeeper

Contract job classes:

- Development Coordinator
- Bartender

2. Modified job classes are as follows:

- CAO / Clerk (previously CAO / Clerk – Treasurer)
- Director, Public Works and Parks (previously Director of Public Works)
- Building & Enforcement Inspector Officer (previously Building Inspector)
- Taxation and Office Administrator (previously Deputy Tax Collector)
- Development Coordinator (previously Planning & Building Assistant)

3. Modified methods of comparison are as follows:

- The male job class comparator for Similar Value Group 7 is replaced by the Deputy Fire Chief
- The Proportional Value method is replaced with the Job-to-Job comparison method for Similar Value Group 6; the male job class comparator is the Public Works and Parks Foreman
- The male job class comparator for Similar Value Group 5 is replaced by the Fire Prevention Officer (PT)
- The Proportional Value method is replaced with the Job-to-Job comparison method for Similar Value Group 4; the male job class comparator is the Equipment Operator
- The male job class comparator for Similar Value Group 3 is replaced by the Senior Groundskeeper

4. Schedule II of the revised Pay Equity Plan is replaced with revised Schedule II-A, attached hereto.

There are no pay equity impacts resulting from the aforementioned amendments.

In all other respects, the revised Pay Equity Plan remains as posted.

On Behalf of the Corporation of the Township of Puslinch

Chief Administrative Officer

Date

**The Corporation of the Township of Puslinch
Ladder Chart**

**Pay Equity Plan
Schedule II-A**

Similar Value Group	Band Width			Job Title (listed in alphabetical order within Similar Value Group)	Job Class
	From	To	Spread		
13	913	986	74	CAO / Clerk	F
12	840	912	73		
11	768	839	72	Director, Finance/Treasurer	F
				Director, Public Works and Parks	M
10	697	767	71		
9	627	696	70	Chief Building Official	M
8	558	626	69	Deputy Clerk	F
				Fire Chief (PT)	M
7	490	557	68	Deputy Fire Chief	M
				Deputy Treasurer	F
				Development Coordinator (Contract)	N
6	423	489	67	Building & Enforcement Inspector Officer	M
				Public Works and Parks Foreman	M
				Taxation and Office Administrator	F
5	357	422	66	Building & By-law Services Coordinator	F
				Fire Prevention Officer (PT)	M
				Heavy Equipment Operator	M
				Legislative Assistant	F
4	292	356	65	Customer Service Representative	F
				Equipment Operator	M
				Facility Operator	M
3	228	291	64	Administrative Assistant to Fire Chief (PT)	F
				Custodian (PT)	F
				Custodian-Office	F
				Senior Groundskeeper (Seasonal)	M
2	165	227	63	Bartender (Contract)	N
				Facility Operator (PT)	N
				Intermediate Groundskeeper (Seasonal)	M
1	103	164	62		

The male job class comparator within the Similar Value Group is shown in **bold**.

Prepared by McDowall Associates

Schedule B to Report FIN-2014-017

BY-LAW NUMBER 29/13

Being a by-law to fix the remuneration payable to the Officials of the Township of Puslinch for the year 2013.

WHEREAS it is necessary and expedient to pass a by-law to fix and determine the amounts to be paid for the remuneration of the members of Council and the Township Officials for the municipality of the Township of Puslinch for the year 2013.

THEREFORE the Corporation of the Township of Puslinch by the council thereof, pursuant to Section 283 of the *Municipal Act, 2001*, c.25 enacts as follows:

1. COUNCIL REMUNERATION

1. THAT the Mayor shall be paid the sum of \$22,000 per annum.
2. THAT each Member of Council (Councillor) shall be paid the sum of \$15,000.00 per annum.
3. That the one-third of the remuneration paid to members of Council continue to be considered as expenses 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 each Member of Council shall receive the cost of living increase approved for staff each year.

2. COUNCIL BENEFITS

1. That each Member of Council receive Dental and Extended Health Benefit Coverage excluding Sick leave, Group Life and AD+D. 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.

3. COUNCIL MILEAGE

1. That each Member of Council 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 a direct payable and is not included in total remuneration.

4. CONFERENCE

1. That Staff and Members of Council shall be compensated for expenses incurred for attendance at a conference in accordance with the "Policy for Payment of Expenses".

5. MILEAGE

1. That Mileage be paid at a rate of \$0.50 cents/km.

6. THAT the fees for the VOLUNTEER FIRE DEPARTMENT be as follows:

- (a) Fire Chief - \$33.87 per hour, paid monthly.
- (b) Deputy Fire Chief - \$32.65 per hour, paid monthly.
- (c) Chief Fire Prevention Officer - \$30.92 per hour, paid monthly.
- (d) Fire Prevention Officer/Part Time - \$27.22 per hour, paid monthly.
- (e) Captain, Training Officer's - \$26.00 per hour, paid monthly.
- (f) Lieutenant, Acting Captain - \$24.69 per hour, paid monthly.
- (g) Fire Prevention Officer (Not Certified) – at current Firefighter Class 1, 2, 3 or 4, paid monthly.
- (h) Fire Fighter Class 1 (Passed 3 Components) - \$23.96 per hour, paid monthly.
- (i) Fire Fighter Class 2 (Passed 2 Components) - \$22.07 per hour, paid monthly.
- (j) Fire Fighter Class 3 (Passed 1 Component) - \$20.37 per hour, paid monthly.
- (k) Fire Fighter Class 4 (No Components Passed) - \$18.82 per hour, paid monthly.

- (l) Fire Fighter In Training - \$12.21 per hour, paid monthly.
 - (m) Mileage at a rate as established by this By-law.
7. THAT the **ROAD DEPARTMENT OPERATORS** (part-time) be paid as follows:
- (a) Part-time experienced help shall be paid at the rate set out in the 2013 Salary Grid Job Classification as attached hereto as Schedule "B" with no fringe benefits or at the discretion of the Public Works Supervisor.
 - (b) Casual help shall be paid at a rate according to the Ontario Ministry of Labour guidelines.
8. THAT the **ADMINISTRATION DEPARTMENT** (part-time) be paid as follows:
- (a) Part-time help shall be paid at the rate set out in the 2013 Salary Grid Job Classification as attached hereto as Schedule "B" with no fringe benefits or at the discretion of the CAO/Clerk.
9. THAT the **COMMUNITY CENTRE, RECREATION CENTRE AND COMMUNITY PARK EMPLOYEES** be paid at:
- (a) Custodian - \$19.11 per hour
 - (b) Bartenders - \$104.09 (14.87/hr) for first 7 hours, \$16.93 per hour thereafter
 - (c) Groundskeeper, Senior - \$18.85 per hour
 - (d) Groundskeeper, Intermediate - \$14.25 per hour
 - (e) Groundskeeper, Junior - \$11.45 per hour
 - (f) Groundskeeper, Students - \$10.43 per hour
10. THAT the remuneration of the **POUNDKEEPER, FENCEVIEWERS, LIVESTOCK VALUERS and DOG CONTROL OFFICER** for the year 2013 be as follows:
- (a) Poundkeeper - \$93.50 per call, mileage at a rate established by this by-law for expenses/trucking expenses.
 - (b) Fenceviewer - \$93.50 per call, mileage at a rate established by this by-law for expenses.
 - (c) Livestock Valuer-\$93.50 per call, mileage at a rate established by this by-law for expenses.
 - (d) Dog Control Officer-\$93.50 per call, mileage at a rate established by this by-law for expenses.
11. (1) THAT the remuneration of the **PLANNING ADVISORY COMMITTEE, RECREATION COMMITTEE, COMMITTEE OF ADJUSTMENT, AUDIT COMMITTEE, ELECTION COMPLIANCE AUDIT COMMITTEE , PUBLIC WORKS COMMITTEE, WELL PROTECTION COMMITTEE and HERITAGE COMMITTEE** for the year 2013 be as follows:
- (a) Chair - \$96.50 per meeting
 - (b) Members - \$84.50 per meeting
- (2) **Out of Township Meetings:**
- (a) Chair - \$96.50 per diem, mileage at a rate established by this by-law.
 - (b) Members - \$84.50 per diem, mileage at a rate established by this by-law. Plus out-of-pocket expenses upon receipt.
- (3) The remuneration payable for the position of Chair is only applicable where a Member of Council is not the Chair.
12. THAT the CAO/Clerk, Administrative Office Employees, Chief Building Official, Building Services Co-ordinator, Public Works Superintendent, Road Department Operators, and Custodian, be paid at the rates as set out in the 2013 Fringe Benefits and Salary Grid attached hereto as Schedules "A" and "B".
13. For Revenue Canada purposes the following criteria shall be used:
- 1. Meeting fee equivalent to 2 hours.
 - 2. Per call equivalent to 2 hours.
 - 3. Per diem equivalent to 8 hours.

14. That Schedule "A" and "B" hereby attached form part of this By-law.

THIS BY-LAW SHALL TAKE EFFECT **JANUARY 1ST, 2013.**

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF APRIL, 2013.



Dennis Lever, Mayor

Karen Landry, CAO/Clerk

SCHEDULE "A"
TOWNSHIP OF PUSLINCH
FRINGE BENEFITS TO DATE
(for PERMANENT FULL-TIME EMPLOYEES ONLY)

1. PAID ANNUAL VACATION

OR
 (whichever is less)
 (applicable to #'s 2-6 only)

1. Two weeks or 4% after one year of service.
2. Three weeks or 6% after two years of service.
3. Three weeks or 6% after one year of service for Department Heads ONLY.
4. Four weeks or 8% after eight years of service.
5. Five weeks or 10% after fifteen years of service.
6. Six weeks or 12% after twenty-seven years of service.

- (Holiday year starts January 1st - December 31st)
- (Vacation must be taken in the year earned OR at the discretion of Council and/or Department Head.)

2. STATUTORY / FIXED HOLIDAYS

- Twelve days: (New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.)

3. HEALTH PLAN

- 100% Paid by Employer.
1. Sick Leave - 1. Weekly Indemnity
 2. Long Term Disability
 2. Group Life Insurance
 3. Accidental Death & Dismemberment
 4. Extended Health Care
 5. Hospital Semi-Private
 6. Dental, Drug, Vision Care, Out of Province Coverage
 7. Employer Health Tax (EHT)
 8. Council Members included in #'s 4, 5, 6, 7 ONLY

4. PENSION

- OMERS - Employer and Employee paying 50-50 at applicable percentage on contributory earnings.

5. SICK LEAVE

- Sick Leave Credit per employee of 6 days per year.

THIS IS NOT CUMULATIVE.

6. PAID LEAVE OF ABSENCE

OR (at discretion of Department Head)

(a)	Attendance at Funerals	Immediate Family	5 days
		Close Family	3 days
		Other Family	1 day
		Pallbearer	1 day
(b)	Jury Duty		
(c)	As Council may direct.		

7. UNPAID LEAVE OF ABSENCE

- At discretion of Council and Department Head.

8. **CHIEF BUILDING OFFICIAL and BUILDING INSPECTOR**

- One pair of safety work boots each year. (Maximum value set by Council each year). The allowance for 2013 is \$150.00.

9. **PUBLIC WORKS SUPERINTENDENT**

- Safety work shoe and clothing allowance per year (maximum value set by Council each year). The allowance for 2013 is \$350.00.

10. **ROAD DEPARTMENT OPERATORS**

- (i) 40 hours per week must be worked before overtime is granted. Employees are to be paid 4 hours minimum straight time for an emergency call so determined at the discretion of the Public Works Superintendent. Overtime hours to be paid at the rate of time and one-half for overtime hours worked Monday through Saturday inclusive (excluding holidays). Overtime hours to be paid at double time for Sunday and triple time for statutory holiday overtime hours worked.

(Part-time experienced help included in this category only)

- (ii) Safety work shoe and clothing allowance per employee per year. (Maximum value set by Council each year). The allowance for 2013 is \$350.00.

12. For employees (excluding Road Department Operators) 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 discretion of the CAO/Clerk and Department Head.

13. Registration costs, accommodations, meals and out-of-pocket expenses allowed upon presentation of receipt for all employees.

14. **CONTINUATION OF OTHER BENEFITS WHILE ON DISABILITY**

The cost sharing arrangements (100%) for E.H.T., Extended Health Care, Semi-Private Hospital, Dental, Drug, Vision, Out of Province Coverage, Sick Leave, Group Life Insurance and Accidental Death & Dismemberment will be continued for employees on Short and Long Term Disability Benefits 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 still on L.T.D. at the end of this period are no longer considered to be municipality employees, they will not be eligible to participate in any benefit plans unless premiums have been waived as part of such a plan.

15. **CONTINUATION OF OTHER BENEFITS WHILE ON PREGNANCY/PARENTAL LEAVE**

The cost sharing arrangements (100%) for E.H.T., Extended Health Care, Semi-Private Hospital, Dental, Drug, Vision, Out of Province Coverage, Sick Leave, Group Life Insurance and Accidental Death & Dismemberment will be continued for employees on Pregnancy/Parental Leave for a period of up to seventeen (17) weeks of unpaid, job-protected pregnancy leave for the birth mother and/or thirty-five (35) weeks of job-protected parental leave for the birth mother and/or thirty-seven (37) weeks of parental leave for the other new parent.

16. **BENEFITS FOR EARLY RETIREES**

The cost sharing arrangements (employee pays 50%) of the premium cost for Group Life Insurance, Extended Health Care, Semi-Private Hospital, Dental Benefits, Drug Benefits, Vision Care and Out of Province Coverage will be continued for an employee voluntarily electing retirement until the retired employee's 65th birthday or death, subject to the following conditions:

- (a) Must be within ten (10) years of their normal OMERS retirement age.
- (b) Must have a minimum of ten (10) years continuous employment with the Township.
- (c) Is available to retirees who do not have access to current coverage elsewhere eg. spouse. A Declaration will have to be signed.
- (d) Life benefit in the amount of 1x the annual basic wage at the time of retirement rounded to the nearest \$1,000.00 continues regardless of coverage elsewhere.

SCHEDULE "B"
TOWNSHIP OF PUSLINCH
2013 SALARY GRID SUMMARY

POSITION	RECOMMENDED SALARY RANGES (3% DIFFERENCE)				
	Step 1 (Start)	Step 2 (1 yr)	Step 3 (2 yrs)	Step 4 (3yrs)	Step 5 (Job Rate)
C.A.O./Clerk	\$56.99	\$58.70	\$60.46	\$62.28	\$64.14
Director of Public Works	\$40.79	\$42.02	\$43.27	\$44.59	\$45.91
Chief Building Official	\$34.25	\$35.29	\$36.34	\$37.43	\$38.56
Deputy Treasurer	\$30.70	\$31.62	\$32.58	\$33.54	\$34.56
Deputy Clerk	\$30.70	\$31.62	\$32.58	\$33.54	\$34.56
Planning & Building Assistant (PT) Administration (Part-time)	\$26.42	\$27.23	\$28.02	\$28.87	\$29.73
Deputy Tax Collector	\$26.49	\$27.23	\$28.04	\$28.89	\$29.75
Roads Foreman	\$26.65	\$27.45	\$28.28	\$29.12	\$29.99
Equip Oper #1	\$23.29	\$23.98	\$24.76	\$25.45	\$26.21
Equip Oper #2	\$23.29	\$23.98	\$24.76	\$25.45	\$26.21
Equip Oper #3	\$23.29	\$23.98	\$24.76	\$25.45	\$26.21
Equip Oper (Seasonal)					
Building Services Coordinator	\$23.32	\$24.01	\$34.93	\$25.48	\$26.25
Facilities Custodian (PT)	\$16.98	\$17.49	\$18.01	\$18.54	\$19.11
*Does not include new positions to be reviewed in 2013					

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2014-XX

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

[illegible]

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



REPORT FIN-2014-016

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

SUBJECT: Establishment of Remuneration Payable to Members of Council, Committees, and other Appointments

RECOMMENDATIONS

That Report FIN-2014-016 regarding the Establishment of Remuneration Payable to Members of Council, Committees, and other Appointments be received; and

That Council enact a By-law to establish the remuneration payable to members of Council, Committees, and other Appointments.

DISCUSSION

Purpose

Section 283(1) of the Municipal Act, 2001, allows for a municipality to pay any part of the remuneration and expenses of the Members of Council, Committees and other Appointments.

2014 By-law Changes

The cost of living adjustment of 1% for staff also applies to Council in accordance with By-law No. 29/13. The Cost of Living Adjustment approved in the previous two years is as follows:

- 2012: 2.00%
- 2013: 1.75%

The Draft Remuneration By-law for Members of Council, Committees and other Appointments is attached as Schedule "A" to Report FIN-2014-016.

Two By-laws have been developed as follows:

1. The remuneration and benefits payable to employees of the Township; and
2. The remuneration and benefits payable to members of Council, Committee members, and other appointments.

The previous Remuneration By-law No. 29/13 has been attached as Schedule "B" to Report FIN-2014-016 for reference.

The following is a change from By-law No. 29/13:

1. **Item number 4. Conference** in By-law No. 29/13 indicated that Staff and Members of Council shall be compensated for expenses incurred for attendance at a conference in accordance with the "Policy for Payment of Expenses".

- This item has been removed from the updated Remuneration By-law as it is covered in the Policy for Payment of Expenses, By-law No. 16/12.

FINANCIAL IMPLICATIONS

The total salary and benefits impact of the 2014 Cost of Living Adjustment has been budgeted as part of the approved 2014 Operating Budget at an amount of \$2,000.00 for members of Council, Committees and other Appointments.

This is an Election year and the current term of Council ends on November 30, 2014. The current members of Council will be paid for 11 months in 2014.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001, S.O. 2001, c. 25, as amended

ATTACHMENTS

Schedule A: Remuneration Payable to Council, Committees and other Appointments By-law

Schedule B: 2013 Remuneration By-law No. 29/13

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2014-XX

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

BY-LAW NUMBER 29/13

Being a by-law to fix the remuneration payable to the Officials of the Township of Puslinch for the year 2013.

WHEREAS it is necessary and expedient to pass a by-law to fix and determine the amounts to be paid for the remuneration of the members of Council and the Township Officials for the municipality of the Township of Puslinch for the year 2013.

THEREFORE the Corporation of the Township of Puslinch by the council thereof, pursuant to Section 283 of the *Municipal Act, 2001*, c.25 enacts as follows:

1. COUNCIL REMUNERATION

1. THAT the Mayor shall be paid the sum of \$22,000 per annum.
2. THAT each Member of Council (Councillor) shall be paid the sum of \$15,000.00 per annum.
3. That the one-third of the remuneration paid to members of Council continue to be considered as expenses 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 each Member of Council shall receive the cost of living increase approved for staff each year.

2. COUNCIL BENEFITS

1. That each Member of Council receive Dental and Extended Health Benefit Coverage excluding Sick leave, Group Life and AD+D. 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.

3. COUNCIL MILEAGE

1. That each Member of Council 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 a direct payable and is not included in total remuneration.

4. CONFERENCE

1. That Staff and Members of Council shall be compensated for expenses incurred for attendance at a conference in accordance with the "Policy for Payment of Expenses".

5. MILEAGE

1. That Mileage be paid at a rate of \$0.50 cents/km.

6. THAT the fees for the VOLUNTEER FIRE DEPARTMENT be as follows:

- (a) Fire Chief - \$33.87 per hour, paid monthly.
- (b) Deputy Fire Chief - \$32.65 per hour, paid monthly.
- (c) Chief Fire Prevention Officer - \$30.92 per hour, paid monthly.
- (d) Fire Prevention Officer/Part Time - \$27.22 per hour, paid monthly.
- (e) Captain, Training Officer's - \$26.00 per hour, paid monthly.
- (f) Lieutenant, Acting Captain - \$24.69 per hour, paid monthly.
- (g) Fire Prevention Officer (Not Certified) – at current Firefighter Class 1, 2, 3 or 4, paid monthly.
- (h) Fire Fighter Class 1 (Passed 3 Components) - \$23.96 per hour, paid monthly.
- (i) Fire Fighter Class 2 (Passed 2 Components) - \$22.07 per hour, paid monthly.
- (j) Fire Fighter Class 3 (Passed 1 Component) - \$20.37 per hour, paid monthly.
- (k) Fire Fighter Class 4 (No Components Passed) - \$18.82 per hour, paid monthly.

- (l) Fire Fighter In Training - \$12.21 per hour, paid monthly.
 - (m) Mileage at a rate as established by this By-law.
7. THAT the **ROAD DEPARTMENT OPERATORS** (part-time) be paid as follows:
- (a) Part-time experienced help shall be paid at the rate set out in the 2013 Salary Grid Job Classification as attached hereto as Schedule "B" with no fringe benefits or at the discretion of the Public Works Supervisor.
 - (b) Casual help shall be paid at a rate according to the Ontario Ministry of Labour guidelines.
8. THAT the **ADMINISTRATION DEPARTMENT** (part-time) be paid as follows:
- (a) Part-time help shall be paid at the rate set out in the 2013 Salary Grid Job Classification as attached hereto as Schedule "B" with no fringe benefits or at the discretion of the CAO/Clerk.
9. THAT the **COMMUNITY CENTRE, RECREATION CENTRE AND COMMUNITY PARK EMPLOYEES** be paid at:
- (a) Custodian - \$19.11 per hour
 - (b) Bartenders - \$104.09 (14.87/hr) for first 7 hours, \$16.93 per hour thereafter
 - (c) Groundskeeper, Senior - \$18.85 per hour
 - (d) Groundskeeper, Intermediate - \$14.25 per hour
 - (e) Groundskeeper, Junior - \$11.45 per hour
 - (f) Groundskeeper, Students - \$10.43 per hour
10. THAT the remuneration of the **POUNDKEEPER, FENCEVIEWERS, LIVESTOCK VALUERS and DOG CONTROL OFFICER** for the year 2013 be as follows:
- (a) Poundkeeper - \$93.50 per call, mileage at a rate established by this by-law for expenses/trucking expenses.
 - (b) Fenceviewer - \$93.50 per call, mileage at a rate established by this by-law for expenses.
 - (c) Livestock Valuer-\$93.50 per call, mileage at a rate established by this by-law for expenses.
 - (d) Dog Control Officer-\$93.50 per call, mileage at a rate established by this by-law for expenses.
11. (1) THAT the remuneration of the **PLANNING ADVISORY COMMITTEE, RECREATION COMMITTEE, COMMITTEE OF ADJUSTMENT, AUDIT COMMITTEE, ELECTION COMPLIANCE AUDIT COMMITTEE , PUBLIC WORKS COMMITTEE, WELL PROTECTION COMMITTEE and HERITAGE COMMITTEE** for the year 2013 be as follows:
- (a) Chair - \$96.50 per meeting
 - (b) Members - \$84.50 per meeting
- (2) **Out of Township Meetings:**
- (a) Chair - \$96.50 per diem, mileage at a rate established by this by-law.
 - (b) Members - \$84.50 per diem, mileage at a rate established by this by-law. Plus out-of-pocket expenses upon receipt.
- (3) The remuneration payable for the position of Chair is only applicable where a Member of Council is not the Chair.
12. THAT the CAO/Clerk, Administrative Office Employees, Chief Building Official, Building Services Co-ordinator, Public Works Superintendent, Road Department Operators, and Custodian, be paid at the rates as set out in the 2013 Fringe Benefits and Salary Grid attached hereto as Schedules "A" and "B".
13. For Revenue Canada purposes the following criteria shall be used:
- 1. Meeting fee equivalent to 2 hours.
 - 2. Per call equivalent to 2 hours.
 - 3. Per diem equivalent to 8 hours.

14. That Schedule "A" and "B" hereby attached form part of this By-law.

THIS BY-LAW SHALL TAKE EFFECT **JANUARY 1ST, 2013.**

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF APRIL, 2013.



Dennis Lever, Mayor

Karen Landry, CAO/Clerk

SCHEDULE "A"
TOWNSHIP OF PUSLINCH
FRINGE BENEFITS TO DATE
(for PERMANENT FULL-TIME EMPLOYEES ONLY)

1. **PAID ANNUAL VACATION**
OR
(whichever is less)
(applicable to #'s 2-6 only)

1. Two weeks or 4% after one year of service.
2. Three weeks or 6% after two years of service.
3. Three weeks or 6% after one year of service for Department Heads ONLY.
4. Four weeks or 8% after eight years of service.
5. Five weeks or 10% after fifteen years of service.
6. Six weeks or 12% after twenty-seven years of service.

- (Holiday year starts January 1st - December 31st)
- (Vacation must be taken in the year earned OR at the discretion of Council and/or Department Head.)

2. **STATUTORY / FIXED HOLIDAYS**

- Twelve days: (New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.)

3. **HEALTH PLAN**

- 100% Paid by Employer.
1. Sick Leave -
 1. Weekly Indemnity
 2. Long Term Disability
 2. Group Life Insurance
 3. Accidental Death & Dismemberment
 4. Extended Health Care
 5. Hospital Semi-Private
 6. Dental, Drug, Vision Care, Out of Province Coverage
 7. Employer Health Tax (EHT)
 8. Council Members included in #'s 4, 5, 6, 7 ONLY

4. **PENSION**

- OMERS - Employer and Employee paying 50-50 at applicable percentage on contributory earnings.

5. **SICK LEAVE**

- Sick Leave Credit per employee of 6 days per year.

THIS IS NOT CUMULATIVE.

6. **PAID LEAVE OF ABSENCE**

OR (at discretion of Department Head)

(a)	Attendance at Funerals	Immediate Family	5 days
		Close Family	3 days
		Other Family	1 day
		Pallbearer	1 day
(b)	Jury Duty		
(c)	As Council may direct.		

7. **UNPAID LEAVE OF ABSENCE**

- At discretion of Council and Department Head.

8. **CHIEF BUILDING OFFICIAL and BUILDING INSPECTOR**

- One pair of safety work boots each year. (Maximum value set by Council each year). The allowance for 2013 is \$150.00.

9. **PUBLIC WORKS SUPERINTENDENT**

- Safety work shoe and clothing allowance per year (maximum value set by Council each year). The allowance for 2013 is \$350.00.

10. **ROAD DEPARTMENT OPERATORS**

- (i) 40 hours per week must be worked before overtime is granted. Employees are to be paid 4 hours minimum straight time for an emergency call so determined at the discretion of the Public Works Superintendent. Overtime hours to be paid at the rate of time and one-half for overtime hours worked Monday through Saturday inclusive (excluding holidays). Overtime hours to be paid at double time for Sunday and triple time for statutory holiday overtime hours worked.

(Part-time experienced help included in this category only)

- (ii) Safety work shoe and clothing allowance per employee per year. (Maximum value set by Council each year). The allowance for 2013 is \$350.00.

12. For employees (excluding Road Department Operators) 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 discretion of the CAO/Clerk and Department Head.

13. Registration costs, accommodations, meals and out-of-pocket expenses allowed upon presentation of receipt for all employees.

14. **CONTINUATION OF OTHER BENEFITS WHILE ON DISABILITY**

The cost sharing arrangements (100%) for E.H.T., Extended Health Care, Semi-Private Hospital, Dental, Drug, Vision, Out of Province Coverage, Sick Leave, Group Life Insurance and Accidental Death & Dismemberment will be continued for employees on Short and Long Term Disability Benefits 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 still on L.T.D. at the end of this period are no longer considered to be municipality employees, they will not be eligible to participate in any benefit plans unless premiums have been waived as part of such a plan.

15. **CONTINUATION OF OTHER BENEFITS WHILE ON PREGNANCY/PARENTAL LEAVE**

The cost sharing arrangements (100%) for E.H.T., Extended Health Care, Semi-Private Hospital, Dental, Drug, Vision, Out of Province Coverage, Sick Leave, Group Life Insurance and Accidental Death & Dismemberment will be continued for employees on Pregnancy/Parental Leave for a period of up to seventeen (17) weeks of unpaid, job-protected pregnancy leave for the birth mother and/or thirty-five (35) weeks of job-protected parental leave for the birth mother and/or thirty-seven (37) weeks of parental leave for the other new parent.

16. **BENEFITS FOR EARLY RETIREES**

The cost sharing arrangements (employee pays 50%) of the premium cost for Group Life Insurance, Extended Health Care, Semi-Private Hospital, Dental Benefits, Drug Benefits, Vision Care and Out of Province Coverage will be continued for an employee voluntarily electing retirement until the retired employee's 65th birthday or death, subject to the following conditions:

- (a) Must be within ten (10) years of their normal OMERS retirement age.
- (b) Must have a minimum of ten (10) years continuous employment with the Township.
- (c) Is available to retirees who do not have access to current coverage elsewhere eg. spouse. A Declaration will have to be signed.
- (d) Life benefit in the amount of 1x the annual basic wage at the time of retirement rounded to the nearest \$1,000.00 continues regardless of coverage elsewhere.

SCHEDULE "B"
TOWNSHIP OF PUSLINCH
2013 SALARY GRID SUMMARY

POSITION	RECOMMENDED SALARY RANGES (3% DIFFERENCE)				
	Step 1 (Start)	Step 2 (1 yr)	Step 3 (2 yrs)	Step 4 (3yrs)	Step 5 (Job Rate)
C.A.O./Clerk	\$56.99	\$58.70	\$60.46	\$62.28	\$64.14
Director of Public Works	\$40.79	\$42.02	\$43.27	\$44.59	\$45.91
Chief Building Official	\$34.25	\$35.29	\$36.34	\$37.43	\$38.56
Deputy Treasurer	\$30.70	\$31.62	\$32.58	\$33.54	\$34.56
Deputy Clerk	\$30.70	\$31.62	\$32.58	\$33.54	\$34.56
Planning & Building Assistant (PT) Administration (Part-time)	\$26.42	\$27.23	\$28.02	\$28.87	\$29.73
Deputy Tax Collector	\$26.49	\$27.23	\$28.04	\$28.89	\$29.75
Roads Foreman	\$26.65	\$27.45	\$28.28	\$29.12	\$29.99
Equip Oper #1	\$23.29	\$23.98	\$24.76	\$25.45	\$26.21
Equip Oper #2	\$23.29	\$23.98	\$24.76	\$25.45	\$26.21
Equip Oper #3	\$23.29	\$23.98	\$24.76	\$25.45	\$26.21
Equip Oper (Seasonal)					
Building Services Coordinator	\$23.32	\$24.01	\$34.93	\$25.48	\$26.25
Facilities Custodian (PT)	\$16.98	\$17.49	\$18.01	\$18.54	\$19.11
*Does not include new positions to be reviewed in 2013					