

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NO. 15-493**

**Being a By-Law to amend By-Law #14-463,  
per diem and travel allowances, Council remuneration .**

**WHEREAS** it is the desire of Council of the Corporation of the Township of South Algonquin to amend By-Law #14-463 in reference to per diems, travel allowances, Council remuneration and employee Personnel Policy.

**NOW THEREFORE** the Municipal Council for the Corporation of the Township of South Algonquin enacts as follows by adopting the following schedules as part of this By-Law #15-493

1. Schedule "A" Honourarium/per diem, Mayor and Councillor Remuneration.
2. Schedule "B" to be adopted as Personnel Policy.
3. Schedule "C" Benefit Summary.
4. Schedule "D" Wage Grid.

**AND FURTHER** that this By-Law, when passed, takes precedence over all previous by-laws/policies or resolutions with respect to the matters contained herein and shall come into force and effect on the day of its passing.

**READ A FIRST AND SECOND TIME this 6<sup>th</sup> day of August 2015**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Sue Klatt, CAO/ Clerk-Treasurer

**READ A THIRD TIME AND PASSED AND ENACTED this 20<sup>th</sup> day of August 2015**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Sue Klatt, CAO/ Clerk-Treasurer

## **SCHEDULE “A”**

### **Honourarium/Per Diem, Mayor Remuneration**

1. Per diem rates are established as follows:

Travel meal allowance \$125.00 per day with receipts for Council or Staff.

2. The current monthly honourarium for Mayor is \$950.00.
3. The current monthly honourarium for Councillor is \$700.00.
4. The current remuneration for Mayor, Councillors, and Fire Department Personnel attendance at Committee or other special meetings \$75.00 per meeting. Remuneration for Committee or other special meetings in excess of 4 hours \$100.00 per meeting.
5. The current travel allowance for use of private vehicles (by Council or staff) remains at \$.57 per km.
6. The current remuneration for Mayor, Councillors, and Fire Department Personnel who absent themselves from their employment to partake in educational activities such as training programs offered from time to time is \$250.00 (based on 10 hours) for a full day or fire related calls for part day.

**SCHEDULE “B”**  
**Personnel Policy**

The following Leave/Benefit Package/Working Conditions are adopted for the municipality’s permanent full time employees:

a) **Hours of Work:**

The CAO/Clerk-Treasurer, Deputy Treasurer, Deputy Clerk and Municipal Operations Clerk will work seven (7) hours per day, 35 hours per week, commencing at 8:30 a.m. until 4:00 p.m. with one half (1/2) hour (unpaid) time off for lunch. Lunch breaks will continue to be staggered.

The Works Superintendent and Public Works employees shall work eight (8) hours per day, 40 hours per week with one half (1/2) hour (unpaid) time off for lunch.

Summer: 7:00 a.m. to 3:30 p.m.

Winter: 6:00 a.m. to 2:30 p.m.

The Work Superintendent or Designate shall be permitted to change or alter the work schedule to accommodate weather conditions or situations that may occur from time to time.

b) **Overtime:**

The CAO/Clerk-Treasurer, and Works Superintendent, as Senior Management employees, shall be paid one hour of pay for each hour worked in excess of their normal work day.

Attendance at Council /Committee meetings, as specified and deemed necessary by Council, for each of the above named employees, shall be paid at the straight time rate for a minimum of three (3) hours or a maximum of four (4) hours.

The CAO/Clerk-Treasurer and Works Superintendent shall have the option to take their excess hours worked off as Compensatory Time Off.

The Deputy Treasurer, Deputy Clerk, Municipal Operations Clerk and Works Department employees shall be paid at the rate of one and one half (1 ½) times their rate of pay of each hour worked, when required to do so, in excess of their normal work day.

This group of employees shall be entitled to take their accumulated overtime hours off as Compensatory Time Off at the rate of one and one half (1 ½) hours off for each hour worked in excess of their normal work day. All accumulated overtime shall be paid or compensatory time taken off in the pay period in which it was earned.

c) **Annual / Vacation Leave:**

**Annual vacation requests must be submitted to Department Heads by March 31<sup>st</sup> of each year for that year.**

**If there are conflicting requests for holidays seniority will be the deciding factor.**

Each permanent full-time employee will earn vacation (annual) leave as follows:

- (i) Ten (10) working days per year within the first year, after six (6) months of full-time employment.
- (ii) Fifteen (15) working days per year upon completion of the first five (5) years of full-time employment.
- (iii) Twenty (20) working days per year upon completion of the first twelve (12) years of full-time employment.
- (iv) Twenty-five (25) working days per year upon completion of twenty (20) years of full-time employment.

Annual leave is designed to allow employees well-earned rest and holiday period. Accordingly, annual leave shall be taken during the year in which it is earned. Only under extraordinary circumstances will annual leave be allowed to be carried over into the following year.

d) **Sick Leave:**

Sick leave is a benefit granted to permanent full-time employees, and is designed to provide income protection during periods of ill health or time off required to visit a medical practitioner or dentist. Sick leave is earned as follows:

Permanent full-time employees shall be credited with .75 days for each full calendar month of full-time employment. Permanent employees hired on or before the 15<sup>th</sup> day of the month shall receive full credit for the month. Credits shall accumulate to a maximum of sixteen (16) days. Any full-time employee absent on sick leave in excess of three (3) days will be required to present the municipality with a medical certificate justifying the duration of the sick leave period. Employees shall not be paid for unused sick leave credits when leaving the employ of the municipality.

e) **Bereavement / Compassionate Leave:**

Permanent full-time employees who would otherwise have been at work shall be allowed up to three (3) days leave with pay in the event of the death of his or her spouse, mother, father, mother-in-law, father-in-law, son, daughter, step-son, step-daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, grandchild, ward, guardian, step-mother, step-father, step-grandparent, step-grandchild or same sex spouse.

Permanent full-time employees who would otherwise have been at work shall be allowed one (1) day leave with pay in the event of the death and to attend the funeral of his or her aunt, uncle, niece or nephew.

f) **Time Sheets:**

All employees shall complete bi-weekly time sheets in the form and manner provided. Bi-weekly time sheets are to be signed either by the Mayor or the Chair of Human Resources/Administration or Department Head and submitted on the Monday morning, following the completed pay period. Time sheets are to be submitted Tuesday morning if the Monday is a holiday.

g) **Vacation Pay:**

The Township of South Algonquin pays 4% vacation pay, as per the Ministry of Labour Standards, to those employees entitled.

h) **Cost of Living Allowance:**

Cost of living allowance will be reviewed on an annual basis.

## **SCHEDULE “C”**

### **Benefit Summary**

Benefits are provided to permanent full time employees as provided by agreement with the provider.

#### **Pension**

Plan is a contributory plan with a payout based on annual salary and retirement age.

#### **Safety Footwear**

Full and Permanent Part Time Employees will be entitled to a \$150.00 annual allowance for CSA approved safety boots.