

# THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 17-1346

---

**Being a by-law to amend Appendix “G” of Bylaw 09-887, a bylaw to establish Human Resources Policies and Procedures for the Municipality of Temagami**

---

WHEREAS under Section 8.1 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS the Municipal Act, 2001, S.O., 2001, c.25, part VI, Section 270, as amended, states that a municipality shall adopt policies with respect to the hiring of employees;

AND WHEREAS Council passed Bylaw 09-887, a bylaw to establish Human Resources Policies and Procedures, on the 10<sup>th</sup> day of December, 2009, and has subsequently amended schedule G as required, the most recent amendment by By-law 16-1298; and passed Bylaw 13-1157 on the 12<sup>th</sup> day of December 2013 to adopt the Performance Management Policy which requires that Cost of Living Allowance (COLA) increases result in changes to Schedule G of the Employment Policy;

AND WHEREAS Council passed Resolution 17-011 on the 12<sup>th</sup> day of January 2017 to authorize a COLA increase of 1.7% (one point seven per cent) for 2017, to be applied after the annual budget is passed; and passed Bylaw 17-1339 on the 27<sup>th</sup> day of April, 2017 to adopt the estimates of all sums required during the year 2017, which included a 1.7% COLA increase for staff salaries and wages;

**NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:**

1. That the SALARY SCHEDULE – APPENDIX G of the Human Resources Policy adopted by Bylaw 09-887 and amended by By-law 16-1298, be replaced by the SALARY SCHEDULE – APPENDIX G of the Human Resources Policy attached hereto as “Schedule A” and forming part of this by-law.
2. That this bylaw shall come into force and take effect upon final passing thereof.
3. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ A FIRST time on this 18<sup>th</sup> day of May, 2017.

READ A SECOND AND THIRD time and finally passed on this 18<sup>th</sup> day of May, 2017.

---

Mayor

---

Clerk

**26. SALARY SCHEDULE – APPENDIX G**

**Salary Scale – Non Management Positions**

<b>Position Title</b>	<b>Note</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Public Works Foreman		\$ 21.63	\$ 22.67	\$ 23.85	\$ 25.01
Equipment Operator with Level 1 Water & Sewer	1	\$ 21.13	\$ 22.11	\$ 23.17	\$ 24.33
Equipment Operator		\$ 20.13	\$ 21.11	\$ 22.17	\$ 23.33
Special Projects Coordinator		\$ 20.30	\$ 1.33	\$ 22.35	\$ 23.39
Planning Technician		\$ 20.30	\$ 21.33	\$ 22.35	\$ 23.39
Planning Clerk ( <i>Assistant with Tech duties</i> )		\$ 19.45	\$ 20.30	\$ 21.33	\$ 22.35
Planning Assistant		\$ 18.59	\$ 19.00	-	-
Accounting Clerk		\$ 17.73	\$ 18.59	\$ 19.45	\$ 20.30
Administrative Assistant - Reception		\$ 17.73	\$ 18.59	\$ 19.45	\$ 20.30
Public Works Clerk		\$ 17.73	\$ 18.59	\$ 19.45	\$ 20.30
Cleaner		\$ 15.77	\$ 17.16	\$ 18.02	\$ 18.87
Casual Worker	2	\$ 13.07	\$ 13.87	\$ 14.68	\$ 15.47
Summer Student ( <i>18 years and older</i> )	2, 3	minimum wage	min wage + \$0.50	min wage + \$1.00	min wage + \$1.50
Summer Student ( <i>under 18 years of age</i> )	2, 3	minimum wage	min wage + \$0.50	min wage + \$1.00	min wage + \$1.50

**Notes:**

- Public Works Employees can earn \$ 0.25 per hour (in addition to regular rate) for successful completion of Grinder Pump, Operator in Training (OIT) and Level 1 Water & Sewer courses.*
- Casual worker and summer student steps are based on consecutive years of service with the municipality and merit. In other words, a casual worker in his second year of service would receive the wage indicated in Step 2 of the applicable Salary Scale if his performance warrants.*
- Ontario Ministry of Labour (MOL) minimum wage (as published on the MOL website) is:  
As of October 1, 2015: General (18 and older) \$11.25; Student (under 18) \$10.55  
As of October 1, 2016: General (18 and older) \$11.40; Student (under 18) \$10.70*

**Salary Scale – Management Positions**

<b>Position Title</b>	<b>Minimum</b>	<b>Maximum</b>
Chief Administrative Officer	\$72,461	\$92,385
Public Works Superintendent	\$54,344	\$69,284
Municipal Clerk	\$46,420	\$62,360
Treasurer	\$46,420	\$62,360
Municipal Law Enforcement Officer and Chief Building Official	\$45,287	\$57,741
Facility Manager / Recreation Coordinator	\$43,023	\$57,741

Initials:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk