



## **THE CORPORATION OF THE TOWN OF GODERICH**

### **BY-LAW NO. 43 OF 2024**

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**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF TERMS OF EMPLOYMENT  
BETWEEN THE CORPORATION OF THE TOWN OF GODERICH AND THE  
FULL- TIME EMPLOYEES OF THE TOWN OF GODERICH  
AND TO REPEAL BY-LAW 46 OF 2023**

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**WHEREAS** the Corporation of the Town of Goderich deems it advisable and necessary to enter into an agreement for Terms of Employment for the Full-Time Employees of the Town of Goderich.

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF GODERICH ENACTS AS FOLLOWS:**

1. That the Mayor and the Clerk be authorized, and they are hereby instructed to execute on behalf of the Corporation of the Town of Goderich Terms of Employment with the Full-Time Employees of the Town of Goderich, copy of which is hereto attached.
2. That By-law No. 46 of 2023 and all by-laws or parts of by-laws or motions heretofore passed inconsistent with the provisions hereof, are hereby repealed.
3. That this By-Law comes into force and effect January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8TH OF APRIL 2024.**

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**MAYOR, Trevor Bazinet**

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**CLERK, Andrea Fisher**

## **TERMS OF EMPLOYMENT**

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF GODERICH**  
(Hereinafter referred to as the "CORPORATION")

- and -

**FULL-TIME EMPLOYEES**  
(Hereinafter referred to as the "EMPLOYEES")

### **1.0 VACATION WITH PAY**

All employees covered by the terms of this agreement shall be granted vacations as follows:

- 1.01 New employees shall receive one-half day a month vacation in the first year of employment for a total of six (6) days to be taken only after completion of six months service.
- 1.02 A vacation with pay of two (2) weeks upon the completion of twelve months of employment.
- 1.03 After the completion of four (4) years of employment, three (3) weeks vacation with pay.
- 1.04 After the completion of nine (9) years of employment, four (4) weeks vacation with pay.
- 1.05 After the completion of fifteen (15) years of employment, five (5) weeks vacation with pay.
- 1.06 After the completion of twenty-five (25) years of employment, six (6) weeks vacation with pay.
- 1.07 Employees shall be allowed to carry a maximum of five (5) vacation days, non-accumulative, past their anniversary date.
- 1.08 Where a public holiday as agreed in Section 2.01 occurs, during an employee's vacation period, such employees shall be entitled to one (1) extra days' vacation, in lieu thereof.

## 2.0

### **PUBLIC HOLIDAYS**

- 2.01 All employees shall be paid at the same rate of pay for the classification of work they were performing immediately preceding and immediately following, for the following holidays and any other day proclaimed to be a Public Holiday by the Provincial or Federal Government.

|                |   |                                     |
|----------------|---|-------------------------------------|
| New Year's Day | Canada Day  | Remembrance Day*                    |
| Family Day     | Civic Holiday   | December 24 <sup>th</sup> (1/2 day) |
| Good Friday    | Labour Day  | Christmas Day                       |
| Easter Monday  | Thanksgiving Day  | Boxing Day                          |
| Victoria Day   | National Day for<br>Truth and<br>Reconciliation<br>(September 30) | December 31 <sup>st</sup> (1/2 day) |

\* Remembrance Day - if it is an employee's scheduled day of work

- 2.02 When a public holiday listed above (except Remembrance Day) falls on a Saturday or Sunday (a non-workday), the next working day following shall be a paid public holiday.
- 2.03 If an employee is scheduled to work on a public holiday shall receive two (2) times their regular pay for all hours worked, in additional to public holiday pay.

## 3.0

### **SICK LEAVE AND WORKPLACE SAFETY INSURANCE BOARD (WSIB)**

- 3.01 Short-Term Disability-All permanent full-time employees of the Corporation covered by this agreement shall be entitled to Weekly Indemnity benefits (see Sun Life Financial Contract Number 100433 for further Plan details).

Step 1: The Weekly Indemnity benefits policy of the Town of Goderich shall be a calculation of 75% of the employee's weekly basic earnings up to a maximum of \$2,000. The basic earnings will be increased by the amount of bonus, commission, overtime or incentive pay earned on a regular basis, required to calculate the amount of benefit payable under the Employment Insurance Act.

- 3.02 To entitle the employee to sick leave, the employee shall notify their immediate Supervisor or designate (on the day the immediate Supervisor is absent due to vacation or training), before regular starting time on the day of the employee's absence. The Department Manager and/or Supervisor shall be responsible for notifying the Payroll /Customer Support Specialist of such absence. The Payroll/Customer Support Specialist will then add the absence to the Outlook Staff Schedule.

All employees shall be granted up to a maximum of eight (8) paid days of sick leave per calendar year, non-accumulative. In the event an employee does not use all of allotted sick leave in a calendar year, one-half (1/2) of the unused sick leave shall be added to an employee's annual vacation entitlement on January 1 of the following year. Alternatively, an employee may elect to receive payment in lieu of such additional vacation entitlement. New employees shall receive a pro-rated amount of sick leave consistent with their start date in the first year of employment.

- 3.03 Long Term Disability-Employer will pay 100% of the premium for the Long Term Disability benefits plan (see Sun Life Financial Contract Number 100433 for further Plan details).

Long-Term Disability coverage provides benefit to the employee if the employee is totally disabled. The employee qualifies for this benefit if they provide proof of claim acceptable to Sun Life that:

- The employee became totally disabled while covered, and
- The employee has been following appropriate treatment for the disability since its onset.

For the employees Long-Term Disability coverage,

- During the elimination period and the following 24 months (this period is known as the own occupation period), the employee will be considered totally disabled while they are continuously unable due to an illness to do the essential duties of the employee's own occupation, and
- Afterwards, the employee will be considered totally disabled if they are continuously unable due to an illness to do any occupation for which they are or may become reasonably qualified by education, training or experience.

Benefits are paid at the end of each month and are based on the employee's coverage on the date the employee became totally disabled.

If the employee is totally disabled for part of any month, Sun Life will pay 1/30 of the monthly benefit for each day the employee is totally disabled.

The Long-Term Disability payments begin after the employee has been totally disabled for an uninterrupted period of 119 days or after the last day benefits are payable under any short-term disability, loss of income or other salary continuation plan, whichever is later.

This period, which must be completed before disability benefits become payable, is the elimination period.

All references to income in this disability provision are to the gross amounts before any deductions.

- 3.05 Employees, while on WSIB benefits, shall receive WSIB cheques with all payroll costs stopped.
- 3.06 Any Other-Than-Continuous Full-time employee has been contracted to carry out the work of a continuous Full-time employee's position during their pregnancy, parental, or sick leave, the employee will be provided and may take up to a maximum of eight (8) paid days of sick leave per calendar year. These are non-accumulative and cannot be converted to vacation time.

#### 4.0 **SPECIAL LEAVE**

- 4.01 An employee will be allowed up to three (3) consecutive days leave of absence with pay in the event of the death employee's spouse, child, mother, father, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, grandparent, brother-in-law, sister-in-law, grandparent-in-law. This includes step relations to the aforementioned family members.
- 4.02 An employee shall be allowed a maximum of one (1) day off with pay when called upon to act as pallbearer or to attend the funeral of a member of the employee's family or spouse's family. The employee shall be allowed a maximum of one-half day off with pay to attend a funeral or celebration of life of a close friend, providing such absence has been approved by Supervisor.
- 4.03 An employees shall be provided a paid leave of absence when call to serve as jurors or subpoenaed as witnesses in civil and criminal cases. Eligible employees shall receive pay at the employee's regular or scheduled hours of work and compensation received from the Court for jury duty or witness service is required to be submitted back to the Town.
- 4.04 Employees shall be subject to the provisions contained within the Employment Standards Act and amendments thereto for pregnancy and parental leaves.

#### 5.0 **BENEFITS**

- 5.01 The employer shall provide pension coverage for employees under the OMERS Pension Plan.
- 5.02 The employer shall continue to provide for the employee: Group Life Insurance in accordance with the terms of the Insurance Plans now in force.
- 5.03 The employer agrees to pay one hundred percent (100%) of the cost of the following benefits for the employees:

- a) Group Life Insurance is 2 times the annual basic earnings, rounded to the next higher \$1,000 to a maximum of \$325,000.
- b) Accidental Death and Dismemberment coverage is equal to the amount of Life coverage with the amount payable being a percentage of the coverage based on the loss suffered.
- c) Prescription drug plan (generic equivalent where available) with no deductible.
- d) Vision care expense benefit covering every 24 months as follows: (once every 12 months for dependants under 18)

May 1, 2018 \$500.00

- e) A Basic Dental Plan, with no deductible, at the level stated in the current Ontario Dental Association Guide for General Practitioners, and "orthodontic procedures for employees and dependents at 50% co-insurance with a lifetime maximum of \$1,500.00".
- f) Current employees who qualify for reduced or unreduced early retirement under the OMERS rules currently in effect at the time the employee chooses to retire shall be allowed early retirement. In addition, the employee may be eligible to have benefits provided to age 65 for the cost of extended health care coverage (including semi-private hospital and prescription drugs and out of Province/Country), and \$5,000.00 of group life insurance. To be eligible for the benefits, employees must have a minimum of 25 years of continuous full-time service with the Town of Goderich, including pregnancy/parental leave. Extended Health Care Benefits are subject to a lifetime maximum of \$100,000.00 (excluding items available with the drug card).
- g) Extended Health Services including no deductible, 100% co-insurance and private duty nursing to a maximum of \$25,000 per calendar year.
- h) Out of Province/Country benefits covering certain emergency medical services required while out of the Province/Country.
- i) Work Boot Allowance: shall be applicable to employees as required.

May 1, 2023, \$300.00

6.0 **SALARIES**

- 6.01 As per the attached schedules (Schedule “A” and Schedule “B”) as amended from time to time by Council and hereto attached to which forms part of this agreement.

7.0 **CHILDCARE EMPLOYEE LAY-OFFS PROVISION**

- 7.01 Any lay-offs of Childcare employees shall be on the basis of service with the Town of Goderich and qualifications and ability to do the job, with student employees being considered for lay-off prior to part-time employees, and with part-time employees being considered for lay-off prior to full-time employees.

8.0 **HOURS OF WORK**

**Senior Leadership Team**

- a) For the following positions, a work week shall be thirty-five (35) hours per week, consisting of seven (7) hours per day, Monday to Friday, workday to begin at 8 AM, January to December
- i. Chief Administrative Officer (CAO)
  - ii. Director of Corporate Services/Treasurer
  - iii. Director of Community Services, Infrastructure & Operations
  - iv. Director of Legislative Services/Clerk
  - v. Building Services Manager/Chief Building Official
  - vi. Fire Services Manager/Fire Chief
  - vii. Finance and Human Resources Manager
  - viii. Finance and Taxation Manager
  - ix. Asset Management/Environmental Services Manager
  - x. CEMC, Accessibility and Health and Safety Manager
  - xi. Municipal Law Enforcement Manager
  - xii. Tourism & Community Development Manager
- b) For the following positions, a work week shall be forty (40) hours per week, consisting of eight (8) hours per day, Monday to Friday, work day to begin at an hour set by the Director of Community Services, Infrastructure & Operations:
- i. Community Services and Operations Manager
  - ii. Facilities Services Manager

**Administrative Employees**

- a) For the following positions, a work week shall be thirty-five (35) hours per week, consisting of seven (7) hours per day, Monday to Friday, workday to begin at 8 AM, January to December:

- i. Administrative Assistant to the CAO and Director of Legislative Services/Clerk
- ii. Municipal Executive Coordinator (Assistant to CAO/Director of Community Services, Infrastructure and Operations) (currently vacant)
- iii. Legislative Services Deputy/Records Management Clerk (currently vacant)
- iv. Payroll/Customer Support Specialist
- v. Tourism Events and Marketing Coordinator
- vi. Accounting Assistant/Customer Support Specialist
- vii. Accounts Payable/Customer Support Specialist
- viii. Building and Municipal Enforcement Administrative Assistant

### **Childcare Employees**

- a) For the following positions, a work week shall normally be thirty-five (35) hours per week, except as noted in the following clause (b), consisting of seven (7) hours per day Monday to Friday, workday to begin at an hour set by the Childcare Services Manager:

- i. Childcare Services Manager
- ii. Childcare Supervisor
- iii. Childcare Registered ECE Teacher
- iv. EarlyON Registered ECE Teacher
- v. Childcare Cook

### **Facilities Operators**

- a) A work week shall normally be forty (40) hours per week consisting of eight (8) hours per day, Monday to Friday, workday to begin at an hour set by the Facilities Services Manager.

### **Municipal Law Enforcement Officer**

- a) For this position, a work week shall normally be thirty-five (35) hours per week, workday to begin at an hour set by the Municipal Law Enforcement Manager.

### **Recreation Facilities Employees**

- a) For the following positions, a work week shall normally be forty (40) hours per week consisting of eight (8) hours per day, workday to begin at an hour set by the Recreation Facilities Supervisor.
  - i. Recreation Facilities Supervisor
  - ii. Recreation Facilities Operator



On January 30, 2023, Council approved a Flexible Work Arrangements Policy. Council supports employees balancing their work and personal lives, to improve employee engagement, whether working scheduled hours in the workplace, remotely or flexibly.

The Flexible Work Model arrangement includes:

- Compressed Work Schedule – 4 Day Work Model Arrangement
- Compressed Work Schedule – 9 Day Work Model Arrangement
- Flex Time Work Model Arrangement
- Hybrid Work Mode Arrangement

The employee is responsible for maintaining effective and timely communication and workflow management with client, co-workers, and their supervisors. Employees must make appropriate dependent care arrangements and must manage their personal responsibilities in a way that allows them to successfully meet their job responsibilities.

This agreement when signed by the Mayor and Clerk of the Town of Goderich shall become operative and remain in effect until revised.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> DAY OF APRIL 2024.**

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**MAYOR, Trevor Bazinet**

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**CLERK, Andrea Fisher**

**SCHEDULE A**  
**EFFECTIVE JANUARY 1, 2024 TO MARCH 31, 2024**

| <b>Band #</b> | <b>Job Title</b>   | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> |
|---------------|--|---------------|---------------|---------------|---------------|---------------|
| 14            | Chief Administrative Officer   | \$87.59       | \$91.77       | \$95.90       | \$100.10      | \$104.26      |
| 13            |  | \$76.74       | \$80.38       | \$84.05       | \$87.70       | \$91.34       |
| 12            | Director of Corporate Services/Treasurer                                   | \$65.89       | \$69.04       | \$72.16       | \$75.30       | \$78.43       |
|               | Director of Community Services, Infrastructure & Operations                | \$65.89       | \$69.04       | \$72.16       | \$75.30       | \$78.43       |
| 11            |  | \$56.33       | \$59.03       | \$61.69       | \$64.38       | \$67.07       |
| 10            | Director of Legislative Services/Clerk                                     | \$49.93       | \$52.32       | \$54.68       | \$57.05       | \$59.42       |
|               | Building Services Manager/Chief Building Official                          | \$49.93       | \$52.32       | \$54.68       | \$57.05       | \$59.42       |
|               | Fire Services Manager/Fire Chief   | \$49.93       | \$52.32       | \$54.68       | \$57.05       | \$59.42       |
| 8             | Community Services and Operations Manager                                  | \$39.41       | \$41.29       | \$43.18       | \$45.03       | \$46.94       |
|               | Finance and Human Resources Manager  | \$39.41       | \$41.29       | \$43.18       | \$45.03       | \$46.94       |
|               | Finance and Taxation Manager   | \$39.41       | \$41.29       | \$43.18       | \$45.03       | \$46.94       |
| 7             | CEMC, Accessibility and Health and Safety Manager                          | \$36.63       | \$38.36       | \$40.10       | \$41.85       | \$43.59       |
|               | Tourism and Community Development Manager                                  | \$36.63       | \$38.36       | \$40.10       | \$41.85       | \$43.59       |
| 6             | Childcare Services Manager   | \$34.07       | \$35.70       | \$37.33       | \$38.93       | \$40.55       |
|               | Asset Management & Environmental Services Manager                          | \$34.07       | \$35.70       | \$37.33       | \$38.93       | \$40.55       |
|               | Municipal Law Enforcement Manager  | \$34.07       | \$35.70       | \$37.33       | \$38.93       | \$40.55       |
| 5             | Childcare Supervisor   | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Administrative Assistant to CAO and Director of Legislative Services/Clerk | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Facilities Services Manager  | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Payroll/Customer Support Services  | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Tourism Events and Marketing Coordinator                                   | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Municipal Law Enforcement Officer  | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Recreation Facilities Supervisor   | \$31.80       | \$32.29       | \$34.81       | \$36.32       | \$37.84       |
| 4             | Accounts Payable/Customer Support Specialist                               | \$26.56       | \$27.82       | \$29.08       | \$30.33       | \$31.59       |
|               | Accounting Assistant/Customer Support Specialist                           | \$26.56       | \$27.82       | \$29.08       | \$30.33       | \$31.59       |
|               | Building and Municipal Enforcement Services                                |               |               |               |               |               |
|               | Administrative Assistant   | \$26.56       | \$27.82       | \$29.08       | \$30.33       | \$31.59       |
| 3             | Childcare Registered ECE Teacher   | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
|               | EarlyON Registered ECE Teacher   | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
|               | Facilities Operator (Custodial)  | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
|               | Facilities Operator (Building Maintainer)                                  | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
|               | Recreation Facilities Operator   | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
| 2             | Childcare Cook   | \$20.52       | \$21.50       | \$22.48       | \$23.44       | \$24.43       |

**SCHEDULE B**  
**EFFECTIVE APRIL 1, 2024**

| <b>Band #</b> | <b>Job Title</b>  | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> |
|---------------|---|---------------|---------------|---------------|---------------|---------------|
| O             | Chief Administrative Officer                                  | \$87.59       | \$91.77       | \$95.90       | \$100.10      | \$104.26      |
| N             |   | \$76.74       | \$80.38       | \$84.05       | \$87.70       | \$91.34       |
| M             | Director of Corporate Services/Treasurer                      | \$65.89       | \$69.04       | \$72.16       | \$75.30       | \$78.43       |
|               | Director of Community Services, Infrastructure & Operations   | \$65.89       | \$69.04       | \$72.16       | \$75.30       | \$78.43       |
| L             | Director of Legislative Services/Clerk                        | \$55.44       | \$58.08       | \$60.72       | \$63.37       | \$66.00       |
|               | Building Services Manager/Chief Building Official             | \$55.44       | \$58.08       | \$60.72       | \$63.37       | \$66.00       |
|               | Fire Services Manager/Fire Chief                              | \$55.44       | \$58.08       | \$60.72       | \$63.37       | \$66.00       |
| K             | Community Services and Operations Manager                     | \$50.58       | \$52.98       | \$55.39       | \$57.80       | \$60.21       |
| J             | Childcare Services Manager                                    | \$46.53       | \$48.74       | \$50.95       | \$53.17       | \$55.38       |
|               | Finance and Human Resources Manager                           | \$46.53       | \$48.74       | \$50.95       | \$53.17       | \$55.38       |
|               | Finance and Taxation Manager                                  | \$46.53       | \$48.74       | \$50.95       | \$53.17       | \$55.38       |
| I             | Asset Management/Environment Services Manager                 | \$39.88       | \$41.78       | \$43.68       | \$45.58       | \$47.47       |
|               | CEMC, Accessibility and Health and Safety Manager             | \$39.88       | \$41.78       | \$43.68       | \$45.58       | \$47.47       |
| I             | Facilities Services Manager                                   | \$39.88       | \$41.78       | \$43.68       | \$45.58       | \$47.47       |
|               | Municipal Law Enforcement Manager                             | \$39.88       | \$41.78       | \$43.68       | \$45.58       | \$47.47       |
|               | Tourism and Community Development Manager                     | \$39.88       | \$41.78       | \$43.68       | \$45.58       | \$47.47       |
| H             | Building/Plumbing Inspector (vacant)                          | \$37.85       | \$39.66       | \$41.46       | \$43.26       | \$45.06       |
|               | Legislative Services Deputy/Records Management Clerk (vacant) | \$37.85       | \$39.66       | \$41.46       | \$43.26       | \$45.06       |
|               | Recreation Facilities Supervisor                              | \$37.85       | \$39.66       | \$41.46       | \$43.26       | \$45.06       |
| G             | Childcare Supervisor  | \$34.90       | \$36.55       | \$38.21       | \$39.88       | \$41.54       |
|               | Municipal Law Enforcement Officer                             | \$34.90       | \$36.55       | \$38.21       | \$39.88       | \$41.54       |
|               | Administrative Assistant to CAO/Director of Legislative       |               |               |               |               |               |
| F             | Services/Clerk  | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Municipal Executive Coordinator (vacant)                      | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Payroll/Customer Support Specialist                           | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
|               | Tourism Events and Marketing Coordinator                      | \$31.80       | \$33.29       | \$34.81       | \$36.32       | \$37.84       |
| E             | Accounting Assistant/Customer Support Specialist              | \$29.45       | \$30.86       | \$32.26       | \$33.66       | \$35.06       |
|               | Accounts Payable/Customer Support Specialist                  | \$29.45       | \$30.86       | \$32.26       | \$33.66       | \$35.06       |
|               | Building and Municipal Enforcement Administrative Assistant   | \$29.45       | \$30.86       | \$32.26       | \$33.66       | \$35.06       |
| D             | Childcare Registered ECE Teacher                              | \$26.17       | \$27.42       | \$28.66       | \$29.91       | \$31.16       |
|               | EarlyON Registered ECE Teacher                                | \$26.17       | \$27.42       | \$28.66       | \$29.91       | \$31.16       |
| C             | Childcare Cook  | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
|               | Facilities Operator (Custodial Operator)                      | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |
|               | Facilities Operator (Building Maintainer)                     | \$23.89       | \$25.02       | \$26.15       | \$27.30       | \$28.45       |