

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 12-1073**

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### **Being a by-law to amend bylaw 09-887, being a bylaw to establish Human Resources Policies and Procedures for the Municipality of Temagami**

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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 on the 10<sup>th</sup> day of December, 2009;

AND WHEREAS the Municipal Council of the Corporation of the Municipality of Temagami passed resolution 12-281 at the regular Council meeting on the 28th day of June 2012 to adopt the recommendations of the General Government and Finance Advisory Committee for changes to the Employment Policy and Procedure Manual;

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

1. That the Employment Policy and Procedure Manual adopted by Bylaw 09-887 be amended as follows:
  - a. In Section 2.3 – Scope, the phrase “including the Family Health Team/Medical Centre” shall be deleted;
  - b. In Section 4.19 – Employment Recognition - Length of Service Awards, the phrase “with ten (10) or more years of service” shall be deleted and replaced with the phrase “with ten (10) or more years of continuous service”.
  - c. In Section 7.2 – Vacation Schedule, the following paragraph shall be added:  
“Employees shall submit requests for 2 to 5 days vacation time at least one week in advance and for more than 5 days vacation time at least 2 weeks in advance. Based on operational needs, the full amount of notice required for up to 5 days vacation may be waived at the discretion of the Department Manager, or for more than 5 days vacation at the discretion of the CAO.”
  - d. In Section 7.4 – Change of Vacation Schedule, the sentence: “An employee may request and receive consideration for a change in previously schedule vacation only if the request is made in writing ten (10) days prior to the commencement of the scheduled vacation.” shall be deleted and replaced with: “An employee

may request and receive consideration for a change in previously scheduled vacation only if the request is made in writing prior to the commencement of the scheduled vacation and in accordance with the procedure for scheduling vacation as set out in Section 7.2.”

- e. In Section 9.6 – Banking of Overtime, the sentence: “Requests for time off are to be submitted on the appropriate forms at least seven (7) calendar days in advance.” shall be deleted and replaced with: “Requests to take banked time off are to be submitted on the appropriate forms at least one day in advance for one day or less; at least one week in advance for periods of two (2) to five (5) days off; and at least two (2) weeks in advance for periods of more than five (5) days off. Based on operational needs, the full amount of notice required to take up to 5 days of banked time may be waived at the discretion of the Department Manager, or for more than 5 days of banked time at the discretion of the CAO.”
  - f. In Section 7.6 – Paid Holidays, the following sentence shall be added: “Remembrance Day only qualifies as a Public / Municipal Holiday when it falls on a week day as the intention is to allow attendance at Remembrance Day ceremonies. When Remembrance Day falls on a weekend, no other day will be given in lieu.”
  - g. In Section 9.8 – Sick Leave, the sentence: “Full time permanent employees shall receive six (6) days in each calendar year for personal or family illness.” shall be deleted and replaced with: “Permanent full time employees shall receive up to six (6) days of paid sick leave in each calendar year for personal or family illness. Sick leave is not cumulative from year to year. The sick leave entitlement shall be prorated in the first year of employment.
  - h. In Section 9.8 – Sick Leave, the sentence: “Sick leave may be used for out-of-town medical appointments with prior approval from the Employee’s Supervisor.” shall be deleted and replaced with: “Sick leave may be used for medical appointments with prior approval from the Employee’s Supervisor.”
  - i. In Section 11.1 - Pension Plan (O.M.E.R.S.), the sentence: “Every full-time employee shall join the Ontario Municipal Employees Retirement System (O.M.E.R.S).” shall be deleted and replaced with: “Every permanent full time employee shall join the Ontario Municipal Employees Retirement System (O.M.E.R.S).”
  - j. In Section 18.1 - Safety Footwear Allowance, the sentence: “The Employer will provide a Safety Footwear Allowance up to a maximum of \$100.00 for employees who require them in the course of their duties.” shall be deleted and replaced with: “The Employer will provide a Safety Footwear Allowance up to a maximum of \$150.00 for employees who require safety footwear in the course of their duties. To be eligible for reimbursement the footwear must meet the department specifications.
2. That the Clerk of the Municipality of Temagami is hereby authorized to update, without an amendment to this by-law, Appendix A (Municipal Contact Information) as changes occur in personnel, and to update Appendix B (Organizational Chart) and Appendix K (Positions Not To Be Scheduled Off for Vacation at the Same Time) as Council authorizes changes to positions in the organization.

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.

BE TAKEN AS READ A FIRST time on this 19<sup>th</sup> day of July, 2012.

READ A SECOND AND THIRD time and finally passed on this 19<sup>th</sup> day of July, 2012.

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Mayor

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Clerk