

Township of McMurrich/Monteith
Regular Council Meeting - Agenda
Tuesday, February 20, 2024 – 7:00pm

Meeting to be held inside Municipal Office Building – 31 William Street, Sprucedale

1. Call to Order:
2. Declaration of pecuniary interest:
3. Unfinished Business Carried Forward:
 - 3.1 Municipal Office Expansion – plans
 - 3.2 Building Activity Report - 2023
 - 3.3 draft Hiring Policy
 - 3.4 Sprucedale Community Centre – Outdoor Building Sign quotes, if received
 - 3.5 Group Benefit Plan renewal
 - 3.6 Council Remuneration Survey
4. Closed Session: Section 239 (2)
 - (c) A proposed or pending acquisition or disposition of land by the municipality or local board (pt lot 18, con 8, McMurrich);
 - (b) Personal matters about an identifiable individual, including municipal or local board employees (HR Matters)
5. Dates to Remember:
 - Sprucedale Winter Carnival – Sunday, February 18th
 - Municipal Office and Landfill Site CLOSED – Monday, February 19th
 - Regular Council Meeting – Tuesday, February 20th – 7pm
 - Strategic Plan Committee – Monday, February 26th – 7pm
 - Special Council Meeting – Budget – Friday, March 1st – 1pm
 - Regular Council Meeting – March 5th – 7pm
 - Regular Council Meeting – March 19th – 7pm
 - Recreation Committee Meeting – Thursday, March 21st – 7pm
 - Good Friday, March 29th + Easter Monday, April 1st – Municipal Office + Landfill Closed
6. Adjournment:



Feb 20
2024
3.1

Lakeside Architecture Inc.
255-2255B Queen Street East
Toronto, Ontario
M4E 1G3

Cheryl Marshall, Clerk/ Treasurer

Township of McMurrich/Monteith Twp
1 William Street, P.O. Box 70
Sprucedale, Ontario P0A 1Y0
T: 705-685-7901, F: 705-685-7609
E: clerk@mcmurrichmonteith.com

Hi Cheryl,

Here is the cost comparison of renovating versus building new for the Township offices:

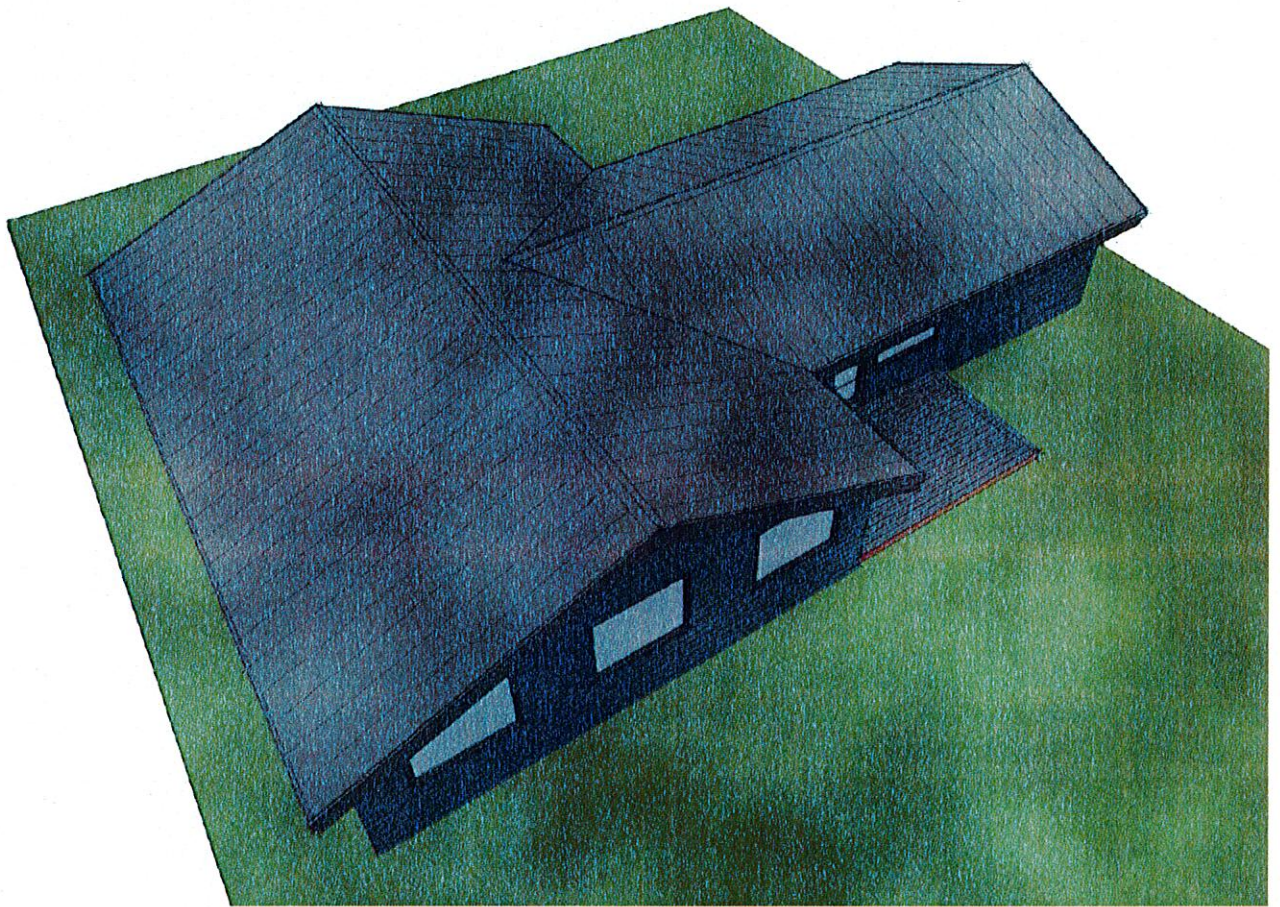
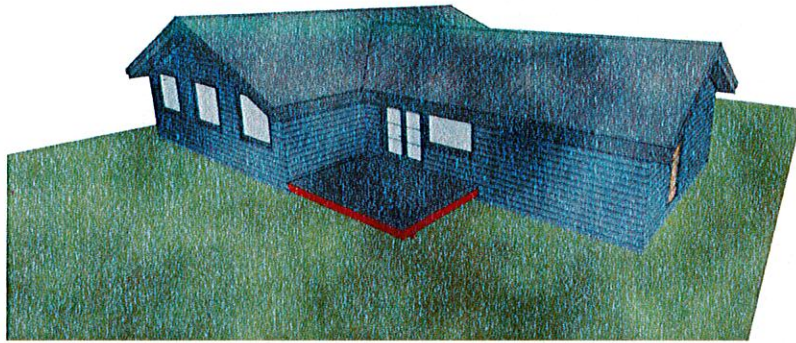
OPTION A- CONSTRUCT NEW BLDG (stand-alone building)

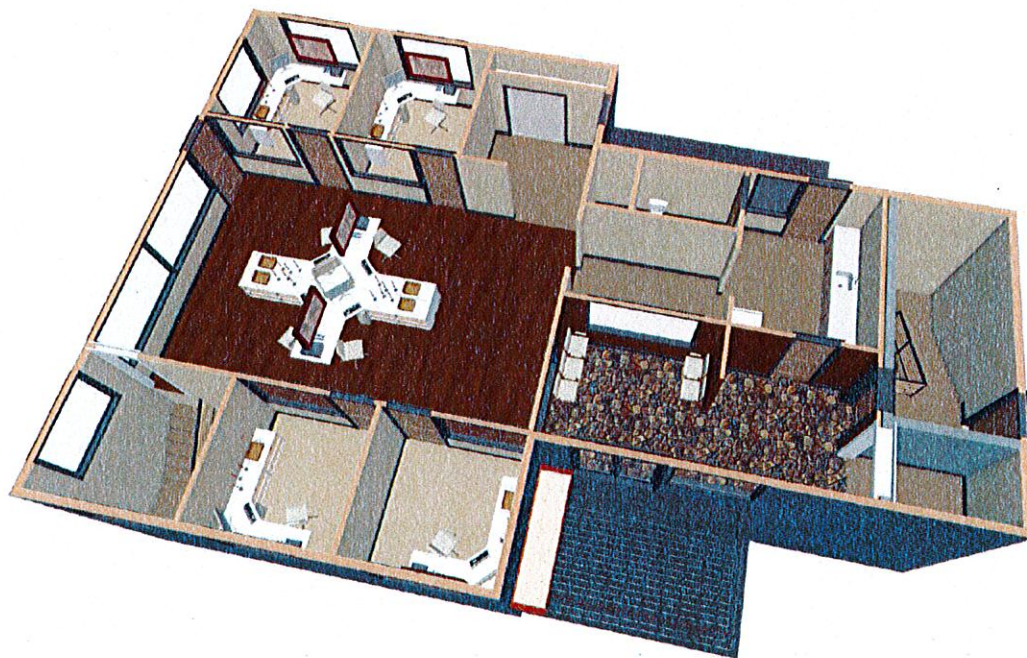
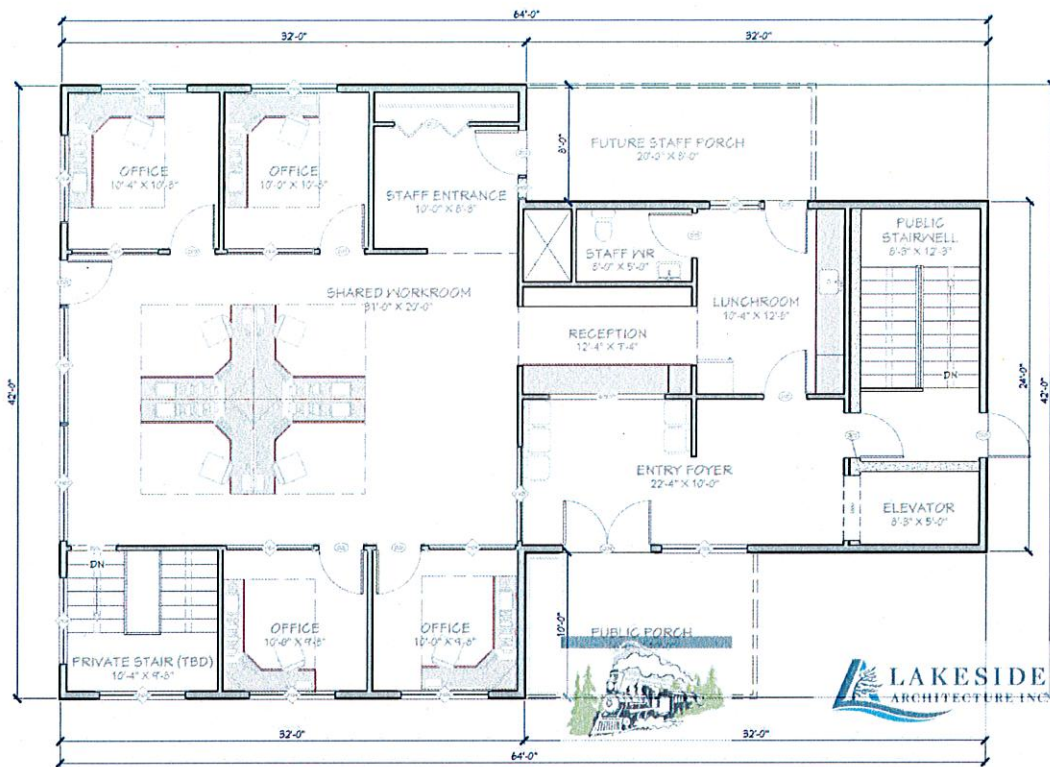
2212 square feet at \$425 per square foot

\$992,479.29 plus HST

(see attached 1. COST ESTIMATE_Comparison of Option A and B_McMurrich Monteith Townhall_Feb 2, 2024)

The main advantage of Option A is reduced cost due to smaller required footprint to accommodate functional program that complies with Building Code requirements. Also all of the rooms have access to light and the ceiling can be vaulted so that the interior daylighting and ventilation is excellent.







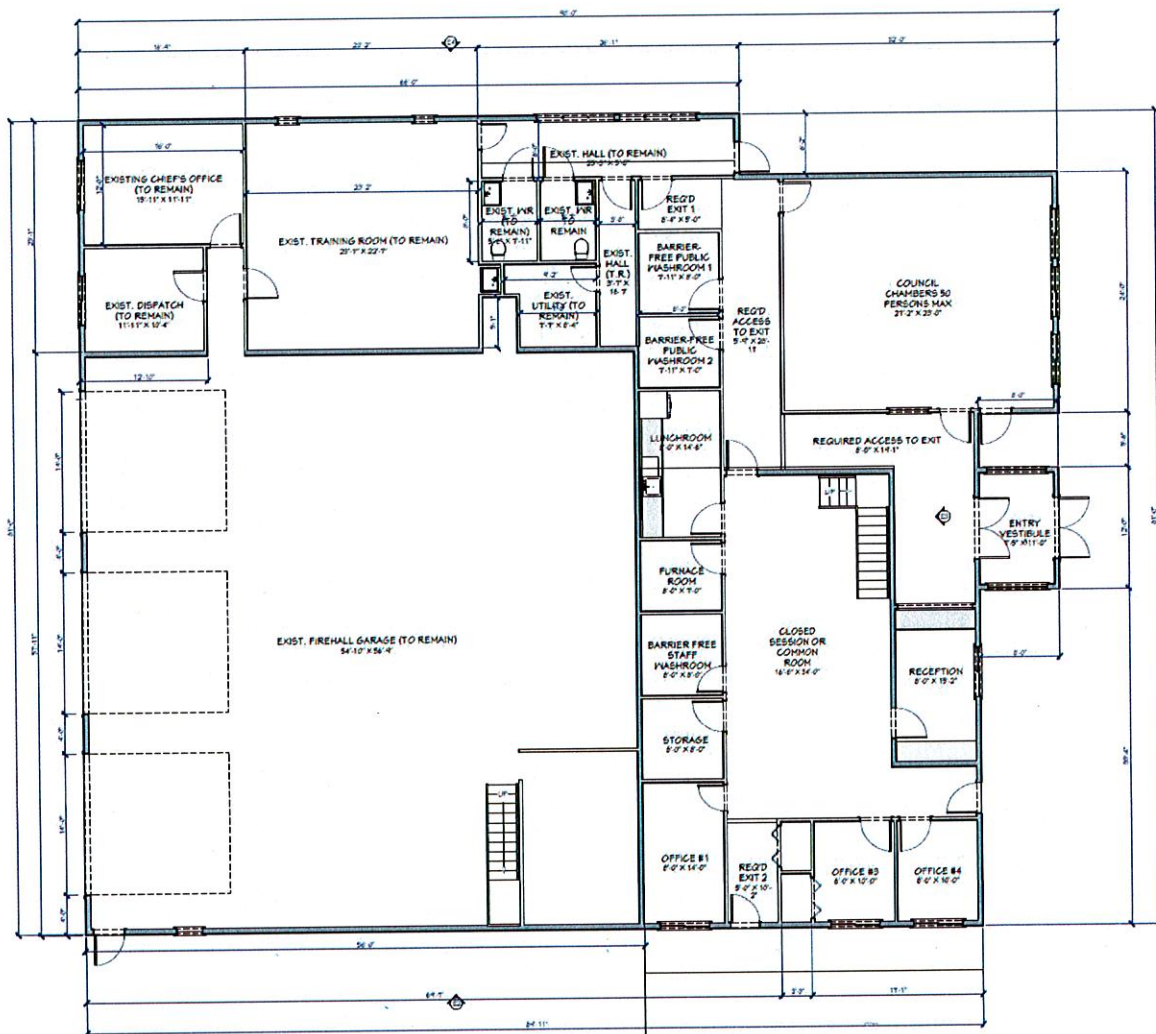
OPTION B- EXTEND EXISTING FIREHALL

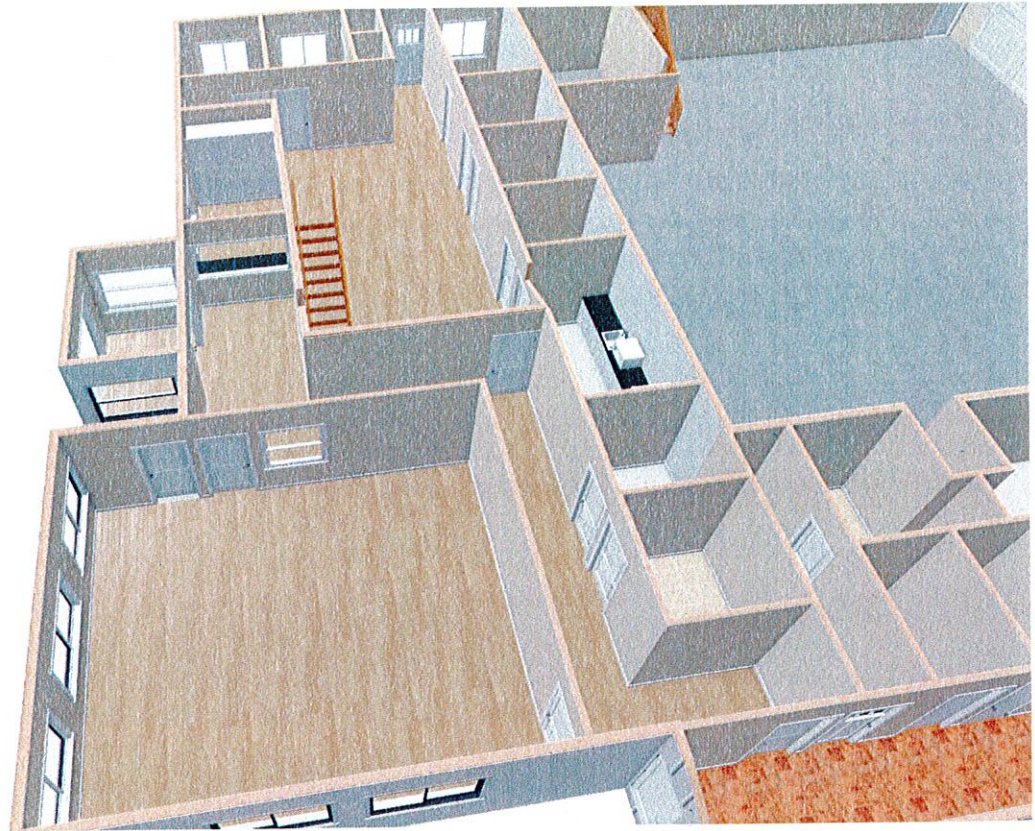
3042 square feet at \$425 per square foot

\$1,345,834.77 plus HST

(see attached 1. COST ESTIMATE_Comparison of Option A and B_McMurrich Monteith Townhall_Feb 2, 2024)

The main factor increasing the cost of Option B is adding required exit corridors which increases the square footage immensely. Also there is a huge area of fire separation that needs to be built between the firehall and the offices to comply to the Building Code. Most of the rooms do not have daylighting which is problematic. Also because there would be future second floor the first floor is limited in ceiling height. Additionally, the issue arises as to how the Township offices will function during construction. There are legal and insurance implications to the use of the building as such.





Regards, James

J. C. Pitropov

James Pitropov, Architect, OAA

647 226 9860

www.lakesidearchitecture.ca

Construct New Townhall
Township of McMurrich Montleith
Project No.

This Cost Estimate supersedes any previous estimates. Actual cost will be determined by Actual bids at time of tendering. Any savings remain in budget.
Values may be transferred to remaining budget. Costs based on latest January 2024 published data on public projects.
ALUS, TREB and R.S. Means data adjusted to updated Lakeside Architecture built project records in the Muskegon Pary Sound region.



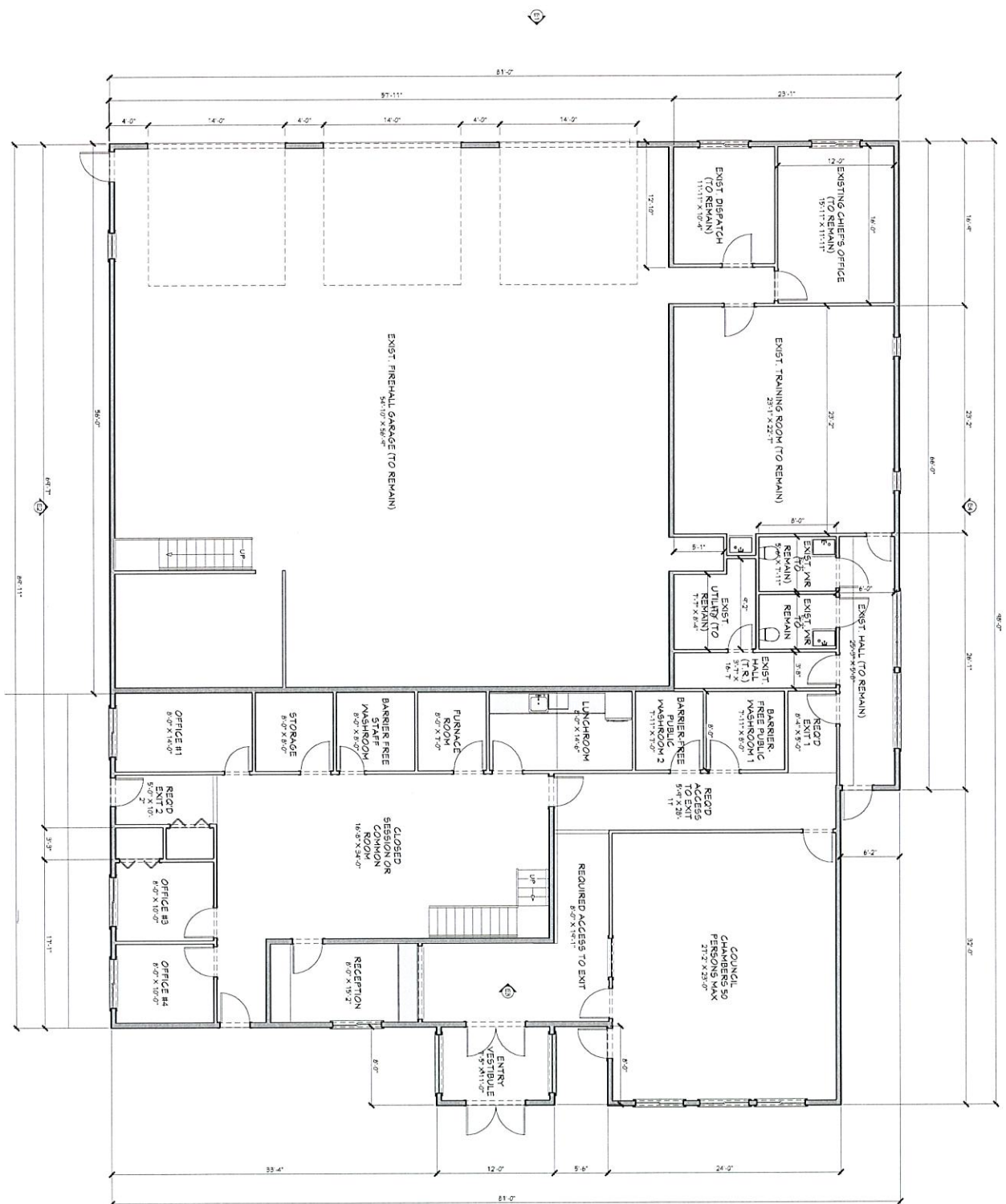
1. PROBABLE CONSTRUCTION COST February 2, 2024

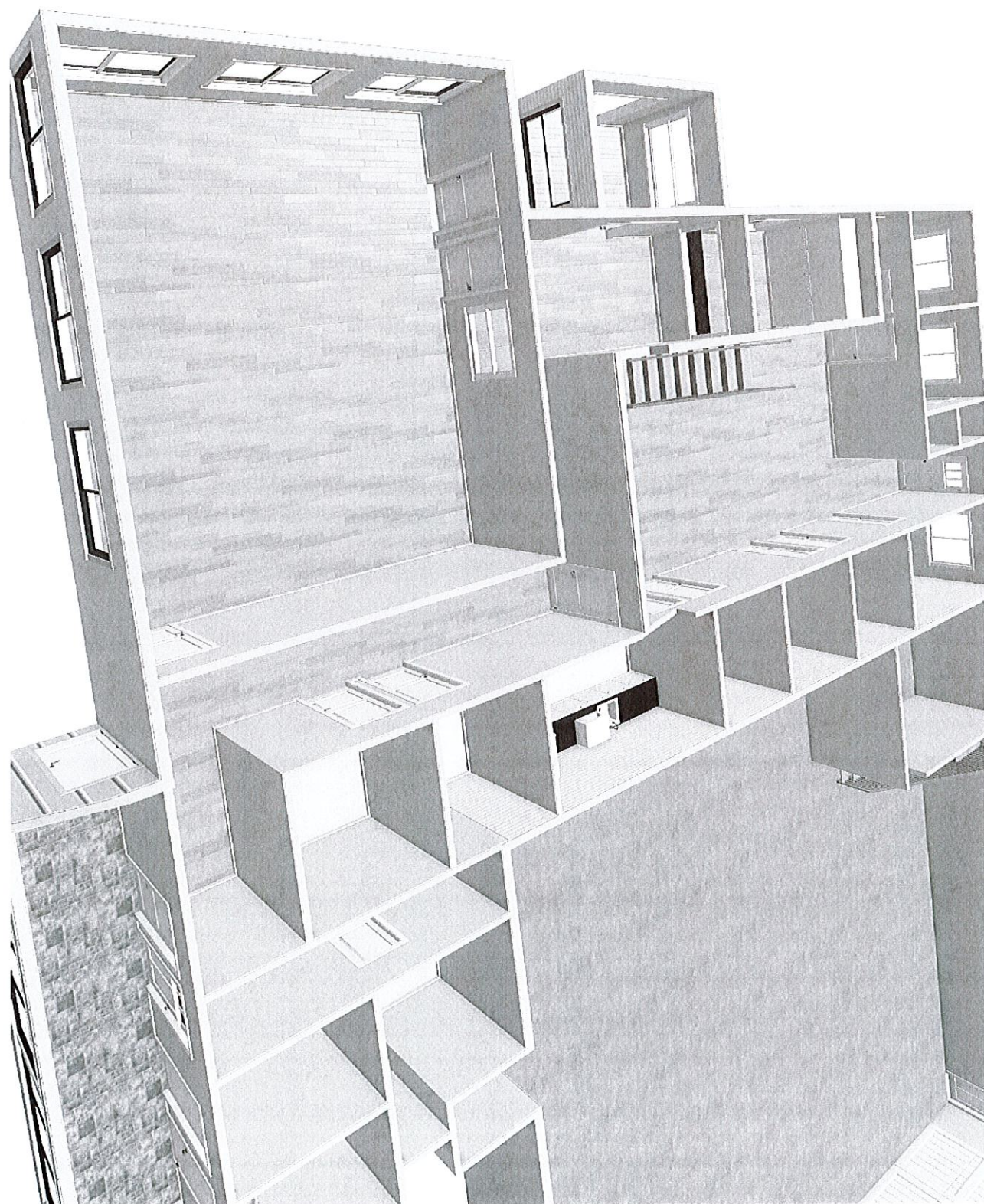
OPTION A- CONSTRUCT NEW BLDG
OPTION B- EXTEND EXISTING FIREHALL

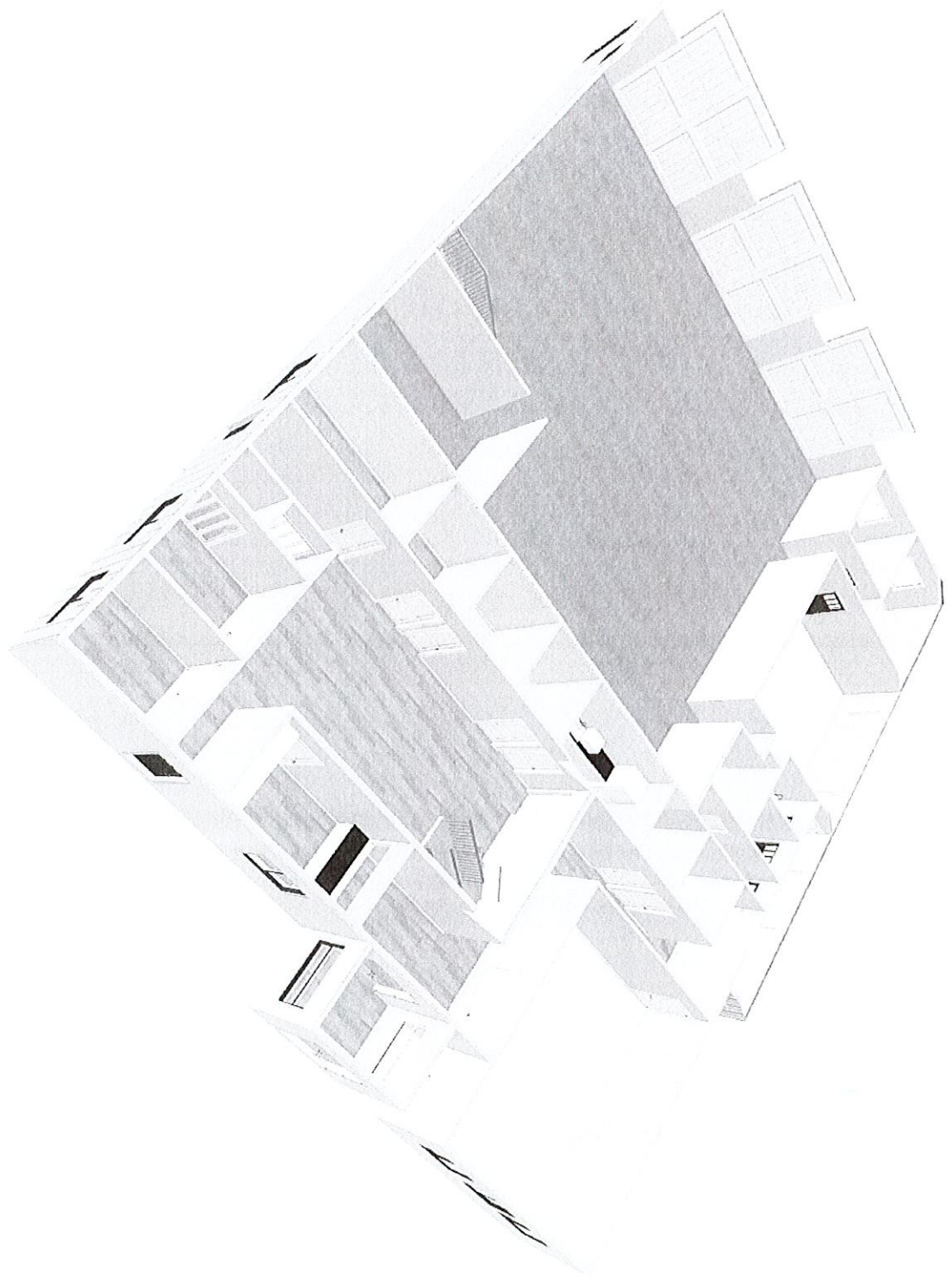
Base Cost	Footprint	Base
Per Square Foot	Square feet	Subtotal
\$ 425.00	2212	\$ 940,100.00
\$ 425.00	3042	\$ 1,292,850.00
		plus HST

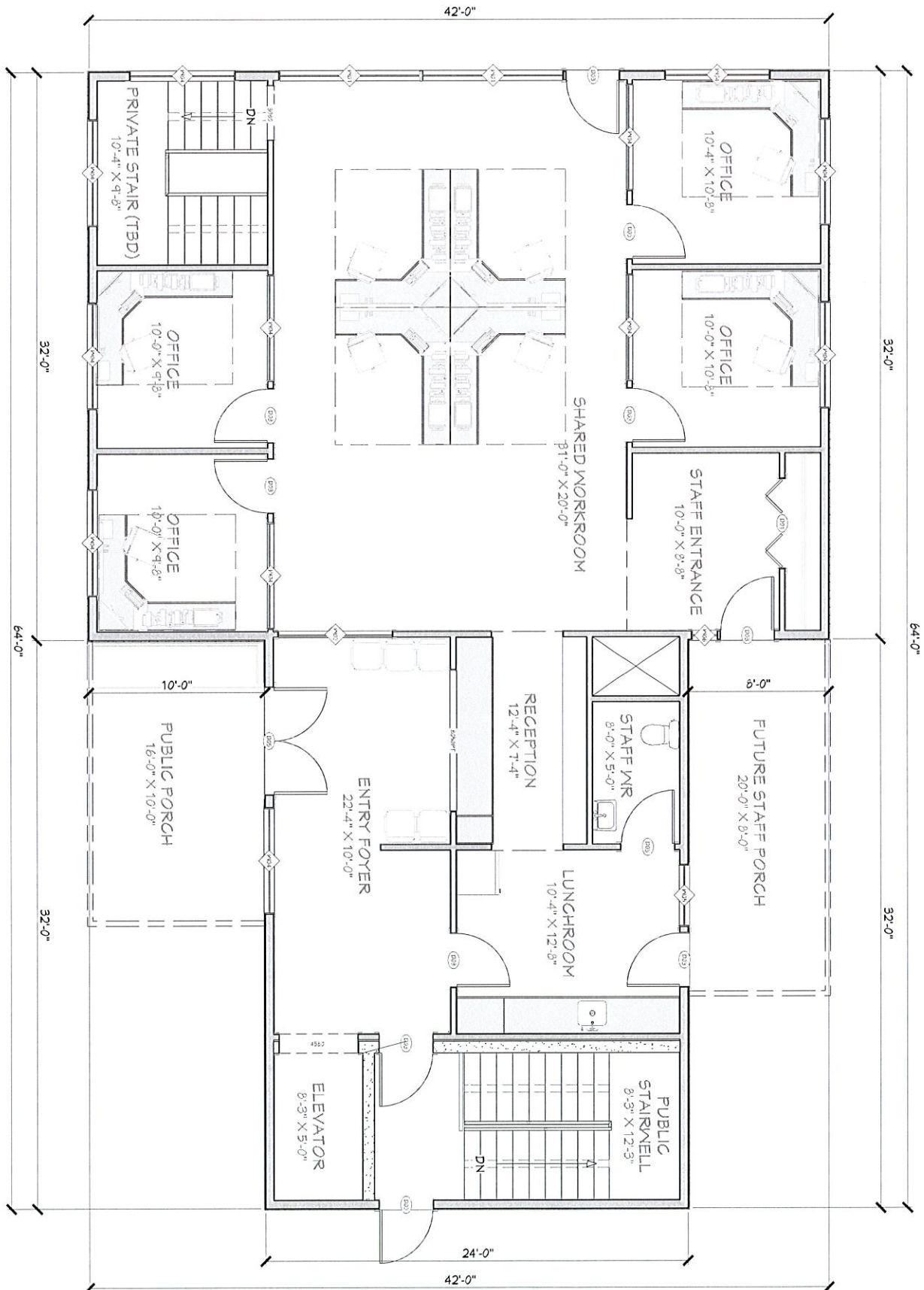
PROBABLE COST OPTION A- CONSTRUCT NEW BLDG
PROBABLE COST OPTION B- EXTEND EXISTING FIREHALL

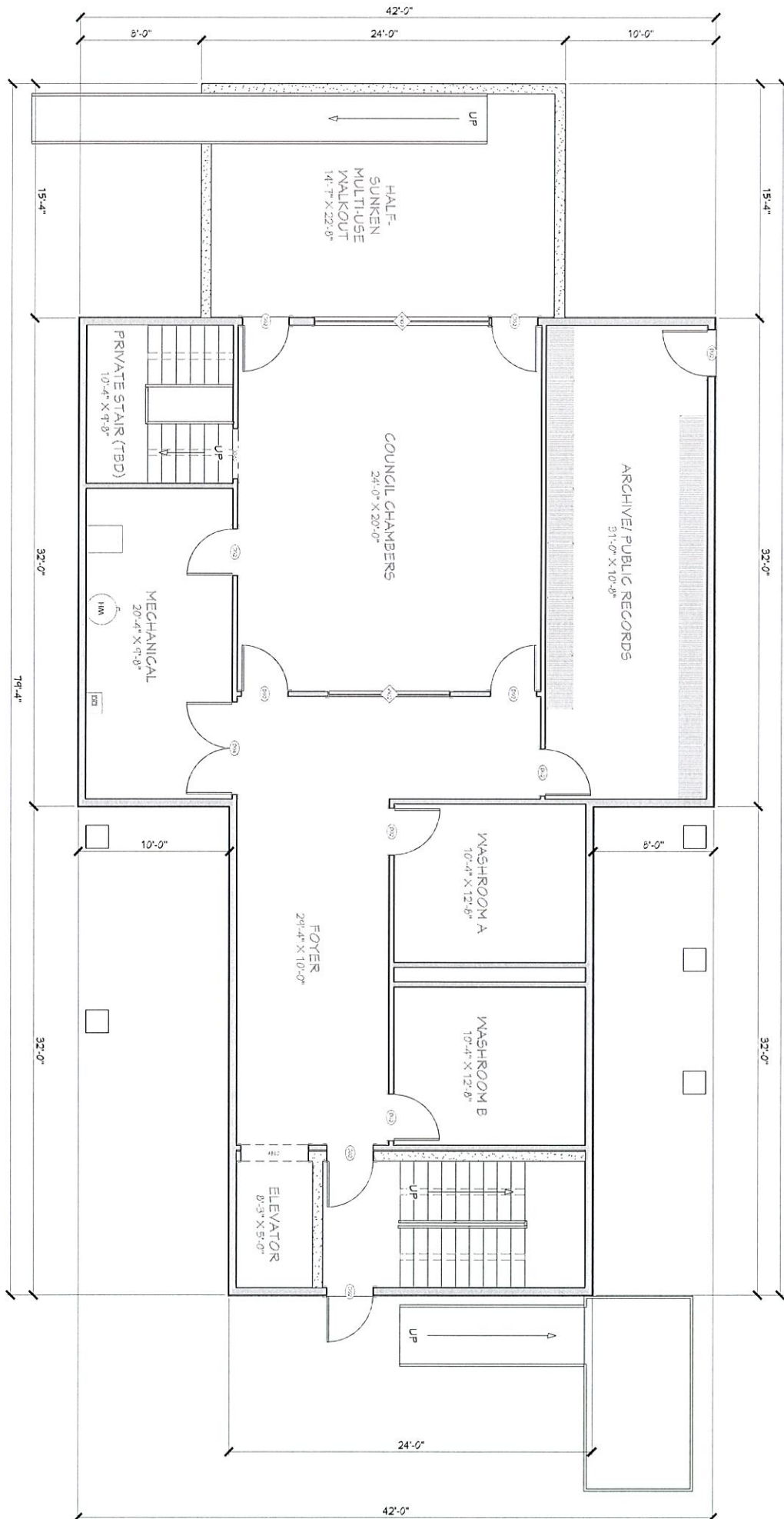
	OPTION A- CONSTRUCT NEW BLDG	OPTION B- EXTEND EXISTING FIREHALL	COMMENTS:
A SHELL			
A1 SUBSTRUCTURE			
A11 Foundations	Excavation and ICF Foundation or Slab on Grade		
A12 Basement Excavation			
A13 Special Conditions			
A2 STRUCTURE			
A21 Lower Floor Construction	Framing, Roof Trusses, Fire Compartments		
A22 Upper Floor Construction			
A23 Roof Construction			
A3 EXTERIOR ENCLOSURE			
A31 Walls Below Grade	Weather Enclosure, Cladding, Windows, Roofing		
A33 Windows and Entrances			
A34 Roofing			
B INTERIORS			
B1 PARTITIONS AND DOORS			
B11 Partitions			
B21 Doors	Floor, Ceiling, Wall and Fire Separations		
B2 FINISHES			
B21 Floor Finishes			
B22 Ceiling Finishes			
B23 Wall Finishes			
B3 FITTINGS AND EQUIPMENT			
B21 Fittings and Equipment	Fittings and Equipment		
B32 Equipment			
B33 Elevator			
C SERVICES			
C1 MECHANICAL			
C11 Plumbing and Drainage			
C12 Fire Protection			
C13 HVAC			
C14 Control			
C2 ELECTRICAL			
C21 Services and Distribution			
C22 Lighting, Devices and Heating			
C23 Systems and Ancillaries			
NET BUILDING COST - does not include 10% allowance	\$ 902,253.90	\$ 1,223,486.15	
Z CONSTRUCTION MANAGEMENT FEE			
Z11 Construction Management	10% Construction Management Fee		
	\$ 90,225.39	\$ 122,348.62	
TOTAL PROBABLE CONSTRUCTION COST-EXCLUDING ALLOWANCES	\$ 992,479.29 plus HST	\$ 1,345,834.77 plus HST	













TOWNSHIP OF McMURRICH/MONTEITH

District of Parry Sound
P.O. Box 70 31 William Street
Sprucedale, Ont. P0A 1Y0
Phone 705-685-7901 Fax 705-685-7393

www.mcmurrichmonteith.com

E-Mail: clerk@mcmurrichmonteith.com

Mayor: Glynn Robinson

Clerk/Treasurer: Cheryl Marshall

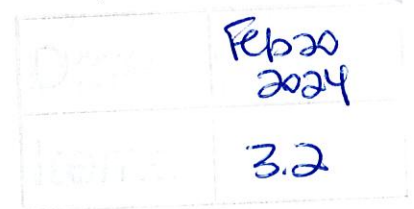
Building Permit Report

DATE: 07 February 2024

TO: Council, Staff

FROM: Mardi Boshold

RE: 2023 Building Permits



To date: 28 permits were applied for
24 permits were issued
0 permits were cancelled
4 demolition permits were applied for

Permit #	Permit Fee \$	Project	RSM Plans Examiner Fee \$	Construction Value \$
2023-01	\$1,008.00	Garage	\$476.00	\$84,000.00
2023-02	\$1,728.00	SFD	\$707.57	\$144,000.00
2023-03	\$1,872.00	SFD	\$711.99	\$156,000.00
2023-04	\$2,488.00	SFD	\$729.67	\$204,000.00
2023-05	\$200.00	Deck	\$476.00	\$12,000.00
2023-06	\$2,350.80	SFD	\$726.70	\$195,900.00
2023-07	\$2,721.60	SFD	\$716.36	\$226,800.00
2023-08	aka 2023-25			
2023-09	\$3,468.80	SFD	\$831.44	\$450,000.00
2023-10	\$944.59	Garage	\$713.91	\$78,716.00
2023-11	\$1,791.00	SFD	\$892.77	\$199,200.00
2023-12	\$2,527.00	SFD	\$833.64	\$210,600.00
2023-13	\$1,152.00	Garage	\$462.00	\$96,000.00
2023-14	aka 2023-24			
2023-15	aka 2023-26			
2023-16	aka 2023-27			
2023-17	\$599.00	Foundation to 11	\$766.33	
2023-18	\$2,304.00	SFD	\$746.59	\$192,000.00
2023-19	aka 2023-18			
2023-20	\$2,187.00	SFD	\$742.89	\$182,250.00

2023-21	\$200.00	Repair/Alter	\$773.35	\$30,000.00
2023-22	aka 2023-11			
2023-23	aka 2023-12			
2023-24	\$3,132.00	SFD	\$835.68	\$261,000.00
2023-25	\$3,666.00	SFD	\$869.65	\$305,550.00
2023-26	\$691.00	Garage	\$570.00	\$57,600.00
2023-27	not issued yet			
2023-28	\$864.00	Garage	\$570.00	\$72,000.00
2023-29	\$5,760.00	Garage	\$490.00	\$480,000.00
2023-30	\$300.00	Repair/Alter	\$490.00	\$56,000.00
2023-31	not issued yet			
2023-32	not issued yet			
2023-33	not issued yet			
2023-34	\$3,000.00	Carport	\$490.00	\$32,000.00
2023-35	\$225.00	Demo	\$390.37	
2023-36	\$7,352.16	SFD	\$855.84	\$612,675.00
2023-D1	\$150.00	Demo	\$414.26	
2023-D2	\$150.00	Demo	\$476.00	
2023-D3	\$150.00	Demo	\$476.00	
	\$52,981.95		\$18,235.01	\$4,338,291.00

Month	# of Inspection Hours	# of Kms - \$ Paid
January	23	639 kms - \$415.35
February	23	642 kms - \$417.30
March	23	654 kms - \$425.10
April	25.5	638 kms - \$414.70
May	30	838 kms - \$544.70
June	26	664 kms - \$430.95
July	19	455 kms - \$295.75
August	42.5	1,036 kms - \$673.40
September	40.5	939 kms - \$610.35
October	38	941 kms - \$611.65
November	37	898 kms - \$583.70
December	16.5	425 kms - 276.25

Schedule "A"
to By-Law 16 -2015

Revision through Resolution #2019-36

Hiring Policy

Revised: October 7, 2019 through Resolution #2019-274

Revised: December 20, 2021 through Resolution #2021-432

Current
policy
Feb 20
2024
3.3

1) Policy

The Township of McMurrich/Monteith is an equal opportunity employer, whose goal is to evaluate and consider the skills, qualifications, and overall ability of any individual applying for a position within the municipality, without discrimination.

The Township of McMurrich/Monteith is a non-unionized employer.

2) Purpose

The purpose of the hiring policy is to provide a concise, systematic and equitable method of identifying and placing individuals for employment within the Township of McMurrich/Monteith, while remaining compliant with current legislation.

3) Scope

All departments, managers, supervisors, local board members and elected officials are expected to observe the requirements of the policy and adhere to the guidelines contained herein.

4) Definitions

"Council" means The Council of the Township of McMurrich/Monteith and associated local boards.

"Employer" means The Corporation of the Township of McMurrich/Monteith, its employees, elected officials, and local board members whose responsibility it is to hire staff.

"Interview Panel" means the Clerk/Treasurer, Deputy Clerk/Treasurer, Two Council Representatives (Reeve and Deputy Reeve), and Department Supervisor as required. In the case of Department Supervisor positions, such as Clerk/Treasurer, Public Works Working Supervisor, Fire Chief and Deputy Clerk/Treasurer, the Interview Panel will consist of all members of Council, as required.

"Offer Letter" is a dated and signed document by the successful candidate that sets out the terms of an offer of employment.

"Relative" means any person who is a spouse, child, sibling, niece, nephew, parent or grandparent of an employee, councillor or local board member or is related by marriage, including in-laws, individuals who were previously married and are

presently divorced, or whose relationship with the employee, councillor or local board member is similar to that of persons who are family members or are related by marriage.

“Township” means The Municipal Corporation of the Township of McMurrich/Monteith.

5) General Provisions

- a) The hiring policy applies to all departments, boards and committees within the Township, for which the Township has jurisdiction. This includes the hiring of full-time, part-time and temporary/casual employees.
- b) It is the intention of the Township of McMurrich/Monteith that the most suitable candidate for each position be placed.
- c) The Corporation of the Township of McMurrich/Monteith supports the merits of promoting from within the organization.
- d) The Corporation of the Township of McMurrich/Monteith will not discriminate against any person in the course of hiring, on the basis of race, religion, national origin, citizenship, sex, sexual orientation, age, marital status, disability, physical handicap or any other basis.
- e) If a selected applicant requests an accommodation for a disability, the Township of McMurrich/Monteith shall consult with the applicant and provide or arrange for provisions of suitable accommodation that takes into account the applicant's disability.
- f) Every position advertised for hiring, shall have a complete and current job description available for the applicant to review. The job description shall outline the qualifications required to fill the position as well as expectations for the position, and any other pertinent information.
- g) The Township of McMurrich/Monteith will require that a police background check be undertaken and reviewed by the employer prior to any commitment of employment. The Township of McMurrich/Monteith may disqualify an applicant in the event that a background check has been received in which a pardon has not been granted or, if granted, has been revoked. An assessment into the details of a conviction may be undertaken before any determination has been made to the suitability of a prospective employee. The cost of the background check shall be the responsibility of the candidate being considered.
- h) If hired, and once probationary period has lapsed, the employee will be reimbursed for the full cost of the background check, upon presentation of the receipt.
- i) When a position where driving is an essential duty of the job, the Township of McMurrich/Monteith will require that the successful candidate provide a three (3) year driver's abstract as well as a recent Commercial Vehicle Operator's Registration paid for at his/her own expense prior to their start date.

- j) An applicant supplying false or misleading information may be subject to immediate termination from the hiring process.
- k) The Township of McMurrich/Monteith is currently involved in a contributory benefit plan. Employee information packages detailing benefits and disclosure of any related cost will be distributed upon successful completion of the required probationary period if applicable.
- l) The Township of McMurrich/Monteith is an OMERS contributory employer, upon hire, successful qualifying candidates will be provided the appropriate OMERS pension plan enrolment requirement information.

2) Hiring Process

The following guidelines will be followed for the hiring of both full-time and part-time employees for the township.

- a) Authority: The appropriate department supervisor or local board in conjunction with the Council of the Corporation of the Township of McMurrich/Monteith shall determine if and when a position is to be filled, for all non-supervisor positions within the municipality. The final decision shall rest with the Department Supervisor in conjunction with the Interview Panel and Council will be notified as to whom the successful candidate is and at what rate they shall start. This authority shall be the policy for all departments within the municipality. If the Department Supervisor position needs to be filled, all of Council will be notified at the next available Council meeting, staff will be directed to advertise for that position. Staff may contact an outside expert to partake in the rating and interviewing of candidates. Council (and the expert) will be given all applications and will rate each one. Council (and the expert) will then interview the candidates chosen in closed session and will rate the interviews. Council (and the expert) will decide who the successful candidate will be and which step on the pay scale the successful candidate will start at. Staff will be directed to contact the successful candidate with an Offer of Employment.
- b) Internal Postings: Vacant and newly created positions must first be posted internally for a period of seven (7) calendar days in order that current employees have an opportunity to apply. If a suitable applicant cannot be found through the internal process, recruitment can then take place externally, i.e. newspaper ads and other media forms.
- c) Advertising: The advertising and/or posting of the position to be filled will vary, depending on the nature of the position to be filled. Advertising may be placed in a local paper, or appropriate municipal publication, at the discretion of the Department Supervisor or Clerk/Treasurer or Council, as required. Such advertisement shall contain the job title, primary responsibilities, qualifications, deadline for submission, method of application, and a contact name. A statement indicating that *"Only those applicants selected for an interview will be contacted"* along with the following statement *"The Township of McMurrich/Monteith is an Equal Opportunity Employer. In addition, accommodations will be provided upon request in accordance with the*

Accessibility for Ontarians with Disabilities Act (AODA)” will be included in the advertisement.

3) Interview / Selection Process

- a) The Interview Panel shall review and rate all applicants based on education, experience, relative skills, and applicable considerations as required by the position being applied for, and create a subsequent short list of candidates.
- b) The Interview Panel shall schedule interviews within a reasonable period of time following posting of a position. Interview questions shall be prepared and be relevant to the requirements of the position to determine suitability of the candidates.
- c) All interview candidates shall provide a minimum of two references and provide either verbal or written authorization for the appropriate Township staff to contact the references.
- d) The Interview Panel shall rate the interviewees to determine the most appropriate candidate. All notes made by the Interview Panel should be utilized in the selection process. These notes shall also be retained and placed in that employee file upon hire.
- e) If necessary, a second interview may be required for further assessment of a candidate.
- f) Final candidates may also be required to complete employment skills tests to determine suitability and/or ability to perform the job. In addition, verification of educational background, relevant training certificates or other documentation may be required.
- g) The Interview Panel in conjunction with the Department Supervisor will make a decision as to whom the successful candidate is and the appropriate step on the pay scale. The Department Supervisor has final decision on the successful candidate. The Department Supervisor will notify Council of the successful candidate and what step on the pay scale they have started at. An alternate candidate will be chosen in the event that the successful candidate does not accept the position.
- h) If no suitable candidate has been determined, the process may be aborted.
- i) Letters of non-acceptance shall be forwarded to unsuccessful applicants who received an interview, once the successful candidate has accepted.

4) Temporary/Casual Employees

- a) Where applicable and deemed appropriate by the Clerk and/or respective Department Supervisor temporary/casual employees may be hired to

temporarily assist regular employees in meeting peak work load needs, when a regular employee is not able to be at work and perform their duties, or to temporarily fill a vacancy until a regular employee is hired.

The following will only apply in an Emergency Situation:

- i) Temporary/casual employees may be hired without following the hiring process as described in this policy, (for periods not to exceed one month).
- ii) Department Supervisors, with the assistance of the Clerk's Department will be responsible for recruiting and hiring temporary/casual employees.

5) Seasonal Employees:

These positions may be filled by the person previously employed, if recommended by the Department Head and approved by Council. Otherwise, the Hiring Policy is to be followed.

6) Hiring Relatives

- a) The Township will not favour the employment of relatives over others. All candidates for employment will be given equal opportunity for employment with the Township based on ability, merit, qualifications and competence.
- b) If an Interview Panel member is related to a candidate who has applied for a position, that Panel member **must** resign from the Interview Panel for the duration of the hiring process. (See definitions for *Relative*). The onus is on the member to disclose conflict before commencing hiring initiatives.
- c) A new employee may not be employed where there is any direct reporting relationship with an existing employee who is a relative.
- d) The above criteria will apply to employees who marry, become members of the same family unit, or become otherwise related after becoming employees of the Township of McMurrich/Monteith. If one of these situations occurs, the Township of McMurrich/Monteith will attempt to find a suitable position for one of the affected employees.
- e) The employment of relatives (nepotism) policies contained in this document apply equally to the employment of a potential incoming employee who has a relative on Council or a relative that is part of the administration structure.

7) Review of Hiring Policy

- a) This hiring policy will be reviewed on an ongoing basis to monitor its effectiveness and integrity.

DEPARTMENT:	HUMAN RESOURCES	BY-LAW NO.	
SECTION:	EMPLOYMENT	EFFECTIVE DATE:	
SUBJECT:	EMPLOYMENT POLICY	PAGE:	Page

6.0 HIRING POLICY

Hiring Policy – Purpose

- 6.1 The purpose of the hiring policy is to provide a concise, systematic and equitable method of identifying and placing individuals for employment within the Township of McMurrich/Monteith, while remaining compliant with current legislation.

Hiring Policy – General Provisions

- 6.2 The hiring policy applies to all departments, boards and committees within the Township, for which the Township has jurisdiction. This includes the hiring of full-time, part-time and temporary/casual employees.
- 6.3 It is the intention of the Township of McMurrich/Monteith to recruit and retain the best candidates for employment with the Township.
- 6.4 The Municipal Corporation of the Township of McMurrich/Monteith supports the merits of promoting from within the organization.
- 6.5 The Municipal Corporation of the Township of McMurrich/Monteith will not discriminate against any person in the course of hiring, on the basis of race, religion, national origin, citizenship, sex, sexual orientation, age, marital status, disability, physical handicap or any other basis.
- 6.6 If a selected applicant requests an accommodation for a disability, the Township of McMurrich/Monteith shall consult with the applicant and provide or arrange for provisions of suitable accommodation that takes into account the applicant's disability.
- 6.7 Every position advertised for hiring, shall have a complete and current job description available for the applicant to review. The job description shall outline the qualifications required to fill the position as well as expectations for the position, and any other pertinent information.
- 6.8 The Township of McMurrich/Monteith will require that a police background check be undertaken and reviewed by the employer prior to any commitment of employment. The Township of McMurrich/Monteith may disqualify an applicant in the event that a background check has been received in which a pardon has not been granted or, if granted, has been revoked. An assessment into the details of a conviction may be

undertaken before any determination has been made to the suitability of a prospective employee. The cost of the background check shall be the responsibility of the candidate being considered.

- 6.9 If hired, and once probationary period has lapsed, the employee will be reimbursed for the full cost of the background check, upon presentation of the receipt.
- 6.10 When a position where driving is an essential duty of the job, the Township of McMurrich/Monteith will require that the successful candidate provide a three (3) year driver's abstract as well as a recent Commercial Vehicle Operator's Registration paid for at his/her own expense.
- 6.11 An applicant supplying false or misleading information may be subject to immediate termination from the hiring process.
- 6.12 The Township of McMurrich/Monteith is currently involved in a non-contributory benefit plan. Employee information packages detailing benefits and disclosure of any related cost will be distributed upon successful completion of the required probationary period.
- 6.13 The Township of McMurrich/Monteith is an OMERS contributory employer, upon hire, successful candidates will be provided the appropriate OMERS pension plan enrolment requirement information.

Hiring Policy – Health & Safety

- 6.14 All employees hired shall be immediately provided with an orientation meeting and appropriate instructions for the health and safety of the employee.
- 6.15 The employee responsible for providing the orientation meeting and instructions for meeting the health and safety criteria of the Township of McMurrich/Monteith shall record, in writing, the instructions provided to the employee(s) and shall give a copy to Clerk/Treasurer for filing in the employee's personnel file.
- 6.16 The Department Head or, where appropriate, Clerk/Treasurer, shall be responsible for ensuring, on a regular and on-going basis, that all health and safety precautions are followed by all employees of the department.
- 6.17 All infractions of any of the health and safety policies of the Township shall be provided to the employee, in writing, with the third (3rd) infraction of any health and safety rule resulting in the possible dismissal of an employee.

Hiring Policy – Process

- 6.18 The following guidelines will be followed for the hiring of both full-time and part-time employees for the township:
 - a) Authority: The appropriate department supervisor or local board in conjunction

with the Council of The Municipal Corporation of the Township of McMurrich/Monteith shall determine if and when a position is to be filled, for all positions within the municipality. The final decision shall rest with the members of Council and be approved by resolution. This authority shall be the policy for all departments within the municipality.

- b) Internal Postings: Vacant and newly created positions must first be posted internally for a period of seven (7) calendar days in order that current employees have an opportunity to apply. If a suitable applicant cannot be found through the internal process, recruitment can then take place externally, i.e. newspaper ads and other media forms.
- c) Advertising: The advertising and/or posting of the position to be filled will vary, depending on the nature of the position to be filled. Advertising may be placed in a local paper, or appropriate municipal publication, at the discretion of the Department Head, Clerk/Treasurer or Council, as required. Such advertisement shall contain the job title, primary responsibilities, qualifications, deadline for submission, method of application, and a contact name. A statement indicating that *"Only those applicants selected for an interview will be contacted"* along with the following statement *"The Township of McMurrich/Monteith is an Equal Opportunity Employer. In addition, accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA)"* will be included in the advertisement.

Hiring Policy – Interview / Selection Process

- 6.19 The hiring committee shall review and rate all applicants based on education, experience, relative skills, and applicable considerations as required by the position being applied for, and create a subsequent short list of candidates.
- 6.20 The hiring committee shall schedule interviews within a reasonable period of time following posting of a position. Interview questions shall be prepared and be relevant to the requirements of the position to determine suitability of the candidates.
- 6.21 All interview candidates shall provide a minimum of two references and provide either verbal or written authorization for the Township to contact the references.
- 6.22 The hiring committee shall rate the interviewees to determine the most appropriate candidate, and shall conduct reference checks. All notes made by the hiring committee should be utilized in the selection process. These notes shall also be retained and placed in that employee file upon hire.
- 6.23 If necessary, a second interview may be required for further assessment of a candidate.
- 6.24 Final candidates may also be required to complete employment skills tests to

determine suitability and/or ability to perform the job. In addition, verification of educational background, relevant training certificates or other documentation may be required.

- 6.25 The hiring committee, upon making a final selection, shall notify the successful applicant verbally followed by a written offer letter.
- 6.26 Letters of non-acceptance shall be forwarded to unsuccessful applicants who received an interview.
- 6.27 In the event that no qualified applicants are available for a position(s) or that no applications have been received, the Department Head may, with the approval of Clerk/Treasurer, solicit directly any qualified person(s) for potential employment.

Hiring Policy – Temporary/Casual Employees

- 6.28 Where applicable and deemed appropriate by Clerk/Treasurer and/or respective Department Head, temporary/casual employees may be hired to temporarily assist regular employees in meeting peak work load needs, when a regular employee is not able to be at work and perform their duties, or to temporarily fill a vacancy until a regular employee is hired.
- 6.29 The following will only apply in an Emergency Situation:
 - i) Temporary/casual employees may be hired without following the hiring process as described in this policy.
 - ii) Department Heads, with the assistance of the Human Resources department will be responsible for recruiting and hiring temporary/casual employees.

Hiring Policy – Relatives

- 6.30 The Township will not favour the employment of relatives over others. All candidates for employment will be given equal opportunity for employment with the Township based on ability, merit, qualifications and competence.
- 6.31 If a hiring committee member is related to a candidate who has applied for a position, that committee member **must** resign from the hiring committee for the duration of the hiring process. (See definitions for *Relative*). The onus is on the hiring member to disclose conflict before commencing hiring initiatives.
- 6.32 A new employee may not be employed where there is any direct reporting relationship with an existing employee who is a relative.

- 6.33 The above criteria will apply to employees who marry, become members of the same family unit, or become otherwise related after becoming employees of the Township of McMurrich/Monteith. If one of these situations occurs, the Township of McMurrich/Monteith will attempt to find a suitable position for one of the affected employees.
- 6.34 The employment of relatives (nepotism) policies contained in this document apply equally to the employment of a potential incoming employee who has a relative on Council or a relative that is part of the administration structure.

Feb 20
2024
3.5

Benefits Renewal Report

Township of McMurrich and Monteith



Date: March 1, 2024

Prepared By: Michael Horne B.Sc. (Honours) CEBS CHS
Jonathan Keown CFP GBA CHS
Cecilia Collins



MELDRUM
HORNE

WE PLAN.
YOU BENEFIT.

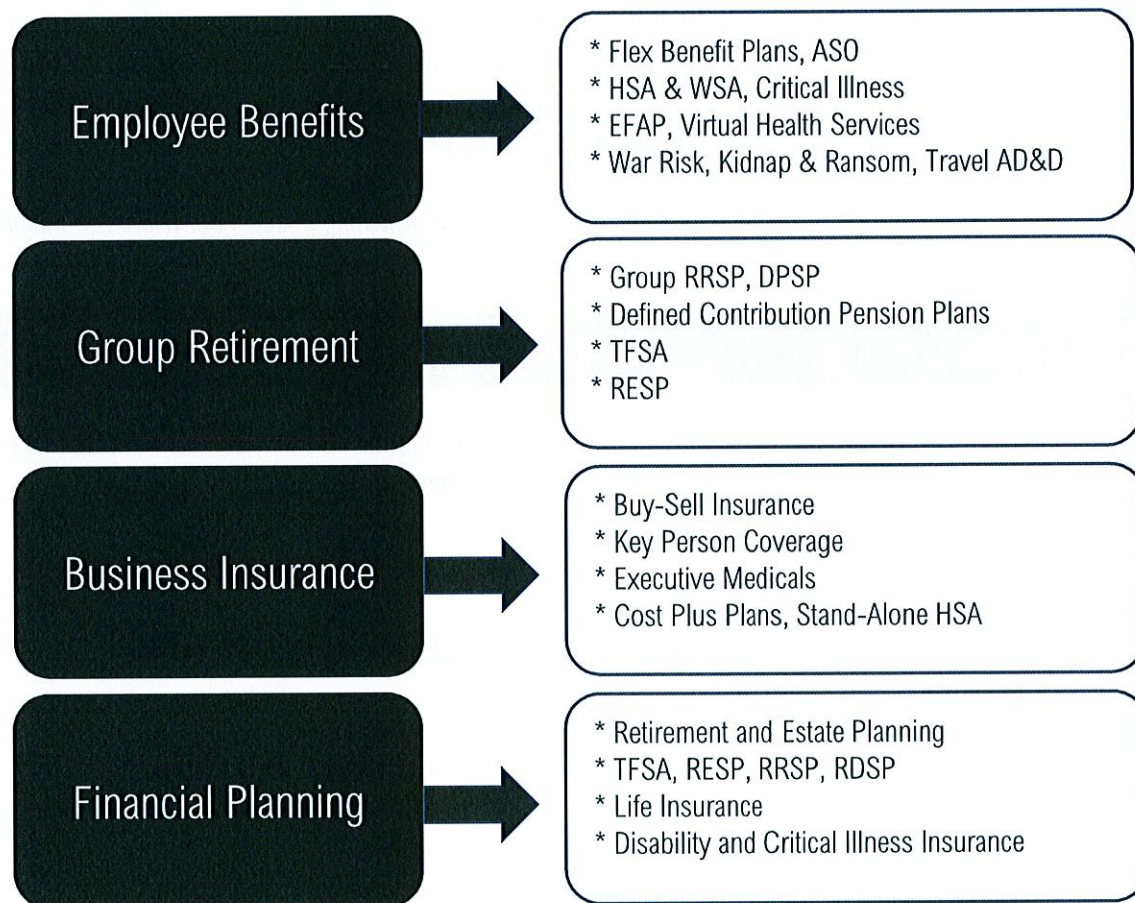
About Meldrum Horne

At Meldrum Horne, we plan with the future in mind. We do this with care and foresight, recognizing that every business is unique, and that life often presents us with challenges when we least expect it. We are passionate about identifying and solving problems – so you don't have to.

Locally-owned since 1997 and based in Ottawa, Ontario, we service the needs of local, national and international companies with teams ranging from two people to well over 5000. Known for their big-picture thinking and innovative approaches, our co-founders Jamie Meldrum and Michael Horne bring a combined 40+ years of industry experience to the organizations and people they serve.

Meldrum Horne is inspired to do more than just find the right product at the best price. Together with our clients we strive to learn, to plan, to change and to create. Every relationship is a welcome opportunity to challenge conventional wisdom, provoke thought and provide perspective.

Our professional services include:



Renewal Services

Meldrum Horne is committed to providing an annual review of your company's employee benefits plan. We will complete an independent assessment of the rate action proposed by the insurer using our internal rate model for both pooled benefits and experience-rated benefits. Meldrum Horne will negotiate with the carrier on your behalf until we reach the best possible outcome. Our review will include:

- The reserves established by the insurer
- The insurer's expense charges and pooling levels
- The insurer's inflation and trend factors
- The stop loss pooling charges

Working with you, we will review alternatives and pricing to ensure that the benefits are aligned with your corporate goals and philosophy and remain industry competitive. Discussion may include the following:

- Level of satisfaction with the current carrier's service
- Drug score card
- Cost containment features, preferred providers/networks
- Health and Wellness Spending Accounts
- Cost Plus/medical reimbursement plans
- Employee surveys

Benefit Summary Continued

Benefit Information		Class A All Employees
Health Care		
Deductible		None
Reimbursement		
	Drugs	80%
	Hospital	100%
	Vision Care	100%
	Paramedical Services	80%
	Services & Supplies	80%
	Out Of Country Emergency	100%
Drugs		
	Pay Direct Drug Card	Included
	Generic Substitution	Yes
	Annual Maximum	Unlimited
	Smoking Cessation	Not included
	Fertility Drugs	Not included
	Vaccines	Included
Hospital		
	Room Type	Semi-private
Private Duty Nursing		\$10 000 per year
Vision Care		
	Maximum	\$150 every 2 calendar years
	Eye Exam	1 every 2 calendar years
Paramedical Practitioners		
	Annual Maximum	\$300 per practitioner
	Chiropractor	Physiotherapist
	Massage Therapist	Podiatrist/Chiropodist
	Naturopath	Psychologist
	Osteopath	Speech Therapist
Out of Country Emergency		
	Lifetime Maximum	\$5 000 000
	Trip Duration	60 days
Survivor Benefit		24 months premium free
Termination		At the earlier of retirement or age 75

Additional Programs and Services

Benefit Information

Employee Family Assistance Program | Manulife Workplace Advisor

Cost Plus

As Needed

Claims Experience

Health Care Pooled Claims

Experience Period	Pooled Claims
Nov 1/22 - Oct 31/23	\$0
Nov 1/21 - Oct 31/22	\$0
Nov 1/20 - Oct 31/21	\$0

Health Care

Experience Period	Billed Premium	Incurred Claims	Incurred Loss Ratio
Nov 1/22 - Oct 31/23	\$12,244	\$6,321	51.63%
Nov 1/21 - Oct 31/22	\$13,809	\$6,146	44.51%
Nov 1/20 - Oct 31/21	\$11,782	\$5,600	47.53%
Total	\$37,835	\$18,067	47.75%

Dental Care

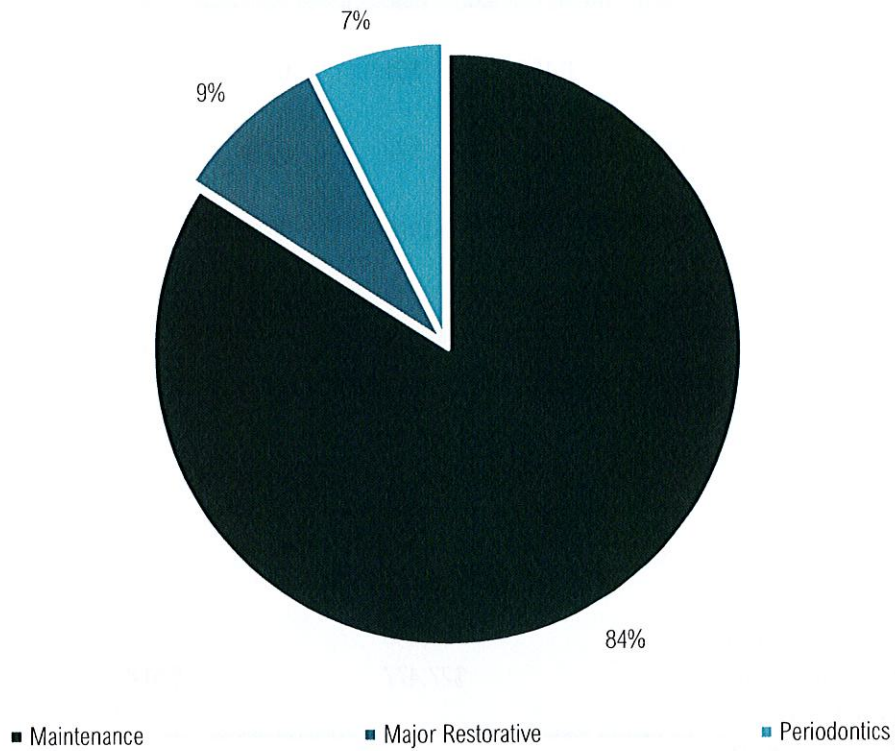
Experience Period	Billed Premium	Incurred Claims	Incurred Loss Ratio
Nov 1/22 - Oct 31/23	\$6,219	\$4,822	77.54%
Nov 1/21 - Oct 31/22	\$6,529	\$3,563	54.57%
Nov 1/20 - Oct 31/21	\$5,352	\$2,536	47.38%
Total	\$18,100	\$10,921	60.34%

Financial Illustration

Target Loss Ratio	67.8%
Stop-Loss Pooling Limit - In Canada	\$10 000
Stop-Loss Pooling Limit - Out-of-Country	From 1st dollar
Trend & Utilization	
Medical	12.5%
Dental	14.5%

Paid Dental Claims

November 1, 2022 - October 31, 2023



Type of Claims	Amount	%
Maintenance	\$4,055	84.1%
Major Restorative	\$415	8.6%
Periodontics	\$352	7.3%
TOTAL	\$4,822	100%

Option Pricing

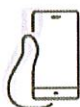
Benefit	Volume	Manulife		Meldrum Horne		Option	
		Current	Premium	Negotiated	Premium	Rate	Premium
Life Insurance	366,000	0.168	\$61	0.186	\$68	0.186	\$68
AD & D	366,000	0.060	\$22	0.064	\$23	0.064	\$23
Dep. Life	6	Not Included		Not Included		2.930	\$18
LTD	16,810	2.344	\$394	2.576	\$433	2.576	\$533
Telus	8	Not Included		Not Included		3.950	\$32
Health Care							
Single	2	138.92	\$278	139.94	\$280	160.09	\$320
Family	6	169.66	\$1,018	169.91	\$1,019	194.38	\$1,166
Dental Care							
Single	2	31.99	\$64	35.81	\$72	39.39	\$79
Family	6	75.42	\$453	84.43	\$507	92.87	\$557
Total Monthly Premium			\$2,290	\$2,402		\$2,796	
Total Annual Premium			\$27,477	\$28,825		\$33,554	
Percentage Change				4.9%		22.1%	

Plus sales tax if applicable

Option Pricing	Adjustment
Include Dependent Life 10,000 Spouse / 5,000 Child	+\$2.93 pepm
Increase LTD NEM to 3,800. New volume 20,692	No rate change
Include Telus Virtual Healthcare	+\$3.95 pepm
Increase annual Paramedical maximum to \$500 per practitioner	+10%
Increase Visioncare maximum to \$250 every 24 months	+4%
Amend Dental fee guide to "Current" & recall frequency to 2/12 months	+10%

Online Registration

Download the App



Access your Digital Benefits Card
Submit claims



My Drug Plan/Pharmacy Search



Claims Centre: 1.800.268.6195

Keep your Information Current – The Rule of 31

It is important to keep your information up to date so that your coverage is not affected. Let your Plan Administrator know about any life event changes within **31** days, such as:
Change in Marital Status | New Dependent | Child in University | Spouse Loses/Gains Coverage



Employee Assistance Program
Short-term counselling for a wide variety of issues



Digital wellness program,
motivating employees to
make healthy lifestyle choices



Connecting you and your
dependents to world
renowned medical specialists

Health eLinks®

Resources to help you and
your family maintain overall
good health



Workplace Solutions for
Mental Health offering mental
health tools and resources



Virtual therapeutic platform
to understand and improve
musculoskeletal health

Meldrum Horne has partnered with Rexall, one of Canada's largest and trusted pharmacy organizations, to offer you these great benefits:



- **Save on prescriptions:** When you fill your prescriptions at a Rexall Pharmacy or online through Rexall Direct. Savings are automatically applied to prescriptions claimed through your group benefits plan.
 - **New to Rexall:** Visit in-store; online at rexall.ca/transfer or use the Be Well™ app to transfer your prescriptions.
 - **Free next day** prescription delivery** when you use **Rexall Direct**. Register today at rexalldirect.ca.
- NEW** • **Exclusive Retail Savings:** Enjoy 20% off regular price Rexall exclusive brands everyday when you link your Be Well™ account with Rexall's exclusive Preferred Perks Program.

**Any request received before 12:00pm local time can be delivered to anywhere in Canada by the next business day. Some exclusions may apply.

* Prescription medications and some other products are not included. Please see in-store for details.

**Get more value from your benefits plan
through Rexall Pharmacy Partners.**

Learn More




An HSA, or Health Spending Account, turns personal medical expenses into a deductible business expense for the employer and is a tax-exempt benefit for the employee (except in Quebec). Eligible expenses are governed by CRA.



A WSA, or Wellness Spending Account, is provided by employers to promote healthier lifestyles and employee satisfaction. Similar to a cash bonus, expenses are taxable, so not limited by CRA, permitting flexibility in what is covered.

10% Administration fee
(to a maximum of \$150 per claim)
Plus applicable taxes





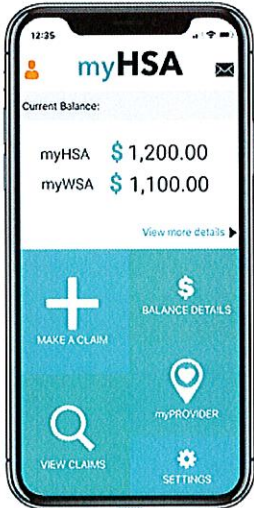
Pay out-of-pocket
for an expense



Submit a claim
through the
app or online



Get reimbursed
within 1 to 3
business days



Employee Experience

Plan Admin Experience

Municipality	
email sent	
information received	
Remuneration according to policy	
Remuneration Type	
Mayor amount	
Councillor amount	
Per Diem Rate Per Committee Meeting/Event	
Per Diem Rate Per Training/Conferences	
Remuneration Occurance	
Annual Cost Mayor	
Annual Cost Council	
McMurrich/Monteith 2023 Council Remuneration	

Feb 20
2024
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Average(not including McMurrich/Monteith)	\$17,044.71	\$12,863.90
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