

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2012-28

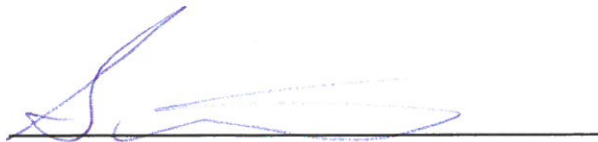
Being a by-law to appoint an Economic
Development Officer. (EDO)

WHEREAS the Council of the Corporation of the Municipality of Magnetawan deems it desirable to appoint an EDO for the Municipality of Magnetawan.

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. That John Santarossa be and is hereby appointed EDO for the Municipality of Magnetawan effective January 2, 2013.
2. That the terms and conditions of employment attached hereto as Appendix 'A', be and are hereby adopted.
3. That this by-law be effective upon adoption.

By-Law read a first, second and third time and adopted this ¹⁷~~12~~th day of December 2012.



Mayor, Sam Dunnett



Clerk-Administrator, Roger Labelle

**APPENDIX 'A' TO
BY-LAW NO. 2012-28**

Corporation of the
Municipality
of
Magnetawan Incorporated 2000 District of Parry Sound

Tel: (705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

November 30, 2012

John Santarossa
North Bay, Ontario

Re: EDO Position - Offer of Employment

Dear Mr. Santarossa:

Based on our interviews, and the information you have supplied with your application, the Municipality is pleased to offer you employment in the position of Economic Development Officer (EDO) for the Municipality of Magnetawan under the terms and conditions set out below.

1. The Initial Term

The initial term of your employment will be for an interim (probationary) period of 6 months. During this period you will have an opportunity to become familiar with our Municipality, and the Municipality will have the opportunity of assessing your interests and capabilities for a permanent position with the Municipality.

At the end of the 6 month period Council will meet with you to discuss your/our mutual interests and make an assessment of your initial term.

If Council agrees that you are the person for the permanent position, you will be advised by letter and the remainder of the contract set out below will become effective.

If Council feels that at the end of 6 months there exists a possibility of incompatibility, either by you with the Municipality, or the Municipality with you, - no personal reflections intended - then the period of employment would be terminated by letter and you would be entitled to two (2) weeks salary, and employee benefits for 2 weeks.

2. Position as EDO (as described in the handout you received)

3. Salary

The annual salary for this position will be \$47,000.00 per annum, payable in bi-weekly installments. The present salary range for this position is \$47,000.00 to \$53,000.00.

For the interim period your salary will be prorated to the rate of \$47,000.00 per annum.

4. Annual Review

Your performance and salary level will be reviewed from time to time.

The first review, after the probationary period, would take place in July 2013.

Any change in salary, or work responsibilities, is determined by the Council of the day.



*Knowing our heritage
we will build our future.*

5. **Benefit Package**

The Municipality has an employee benefit package for full time employees. You will be entitled to participate upon commencement of your employment, subject to any waiting period set out in the terms of the subject plan. The employee benefits available to you are set out in the benefits handbook attached hereto as Exhibit "A" to this letter. It is understood and agreed that such handbook is provided for information purposes only and that the exact terms of such plan are contained in the Group Benefits Contract held by the Municipality and may be amended from time to time.

In the event that your employment is terminated without cause the Municipality will maintain your coverage under the benefits plan in place at the time for such period as the Employment Standards Act 2000, as amended, shall require, provided that such coverage is available from the insurer. **Note that we have STD and LTD coverage but not sick days. As well, no overtime or time-off in-lieu applicable to this position.**

6. **Hours of Work**

The hours of work are 32.5 hours per week. It is also understood and agreed, however, that due to the nature of the position the hours required may sometimes vary and be irregular. The regular office hours are Monday to Friday from 9:00 a.m. to 4:30 p.m. with one hour for lunch.

8:30 JL 4:00 JL

7. **Vacation and Paid Holidays**

You will be entitled to 2 weeks of vacation with pay per calendar year. The Municipality also provides for 12 paid Statutory holidays.

8. **Pension**

The Municipality participates in the OMERS Pension Plan and you will be eligible to participate in this plan immediately upon commencement of your employment, subject to the terms of the OMERS Pension Plan

9. **Termination of Employment**

During the initial probationary period the Municipality may terminate your employment at any time without cause by giving you notice of not less than 2 weeks or such notice as required by the Employment Standards Act 2000, as amended, if any, and whichever is greater.

During your permanent employment the Municipality may terminate your employment at any time without cause by giving 30 days written notice, and payment calculated at 1 month per year of service with the Municipality.

You may terminate your employment with the Municipality by giving notice not less than 30 days in writing to Council. It is to be understood that the Municipality may waive any additional notice in excess of that required by the Employment Standards Act 2000, as amended.

Notwithstanding the forgoing your employment may be terminated by the Municipality at any time without notice or compensation for just and reasonable cause.

10. Confidentiality and Non-Disclosure

During your employment and thereafter, you will be expected to respect the confidentiality of all confidential information acquired during the term of your employment with the Municipality and to not disclose same to any third person except as required by law without the express written consent of the Municipality. This obligation survives your employment with the Municipality.

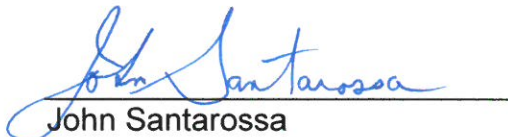
11. In Summary

We ask that you take these terms of employment home and study it. Should this offer of employment be acceptable, please sign a copy of this letter and return one originally signed copy to my attention by December 12, 2012. Please retain a copy of this letter for your records. See you at the office Tuesday, January 2, 2013 at 9:00 a.m..

Yours truly,



Roger Labelle
Clerk-Administrator



John Santarossa

Dec. 04 2012
(date)