



## **ADDENDUM #1**

**June 12, 2026**

### **RFP-HR-2026-01 – Non Union Compensation Review**

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**The following questions have been submitted, and the answers are provided below:**

**Question #1:**

Are you wanting completion of job evaluation for the 300 positions or simply a review of the job evaluation process and practices?

**Answer #1:**

We are simply looking for a review of the process and practices, not any specific positions.

**Question #2 – All Budget Related:**

Can you please share the established budget for the project?

Could you please share the value of the budget that has been set aside for this project?

Is there a budget attached to this RFP, and if so, what is it?

**Answer #2:**

No specific budget line has been created for this project.

**Question #3:**

How many job levels or comp ranges do you currently have?

**Answer #3:**

The County of Renfrew currently has 17 levels. Please see attached County of Renfrew Employment By-law #1 for reference. This has also been uploaded to bids&tenders.

# Attachment

## COUNTY OF RENFREW

### BY-LAW NUMBER 50-26

#### EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF

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WHEREAS the Council of the Corporation of the County of Renfrew deems it advisable to employ County Officers and Staff under and subject to the provisions of a By-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a By-law regulating the appointment, duties and remuneration of such Officers and Staff;

NOW THEREFORE the Council of the Corporation of the County of Renfrew enacts as follows:

#### **ARTICLE 1 - INSURANCE AND HEALTH BENEFITS**

##### **PART A - Full-Time Employees**

**1. Pension**

The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.

**2. Life Insurance**

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment. From age 71 to 75, "life coverage" will be at a rate of 50% of the coverage provided in the original plan for non-union employees.

**3. Extended Health Care**

The Employer shall pay 100% of the premiums for the Extended Health Care Plan. There is a drug dispensing fee cap of \$8.50. There is coverage for mental health practitioners of \$1,000 per insured.

**4. Dental Plan**

The employer shall pay 100% of the standard dental plan (prior year ODA schedule).

In additional, major restorative coverage is provided at 50% co-insurance to a maximum of \$2,000 per year per insured. Orthodontic coverage is provided at 50% co-insurance to a lifetime maximum of \$2,000 per insured.

**5. Health Care Spending Account**

In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$1,150.00 annually. This is prorated for new employees.

**6. Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance**

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

**7. Early Retiree Benefit**

The employer shall pay 100% of the premiums for employees who qualify under OMERS for an Early Retirement Plan for full-time employees as follows:

- For all employees who retire after March 1, 2021 there is no lifetime maximum cap for all health and dental claims.

**ARTICLE 2 - PAID HOLIDAYS**

Thirteen paid holidays shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual.

**ARTICLE 3 - OTHER ALLOWANCES**

**1. Mileage Allowance**

For the use of vehicles authorized by the employee's supervisor, the employee shall receive a mileage allowance established at the non-restricted automobile allowance rate approved by the Canada Revenue Agency (CRA).

**2. Cost of Living Allowance**

The County of Renfrew's non-union salary grid is to be adjusted annually based on the June twelve (12) month average of the Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada, and the adjustment is effective for Pay Period #1 each year.

**3. Meals, Gratuities and Incidental Expenses**

While attending conferences, conventions, seminars, workshops or business meetings, employees shall be reimbursed in accordance with Policy F-02 – Travel, Conferences, and Corporate Expense Reimbursement.

**4. Safety Footwear Allowance**

- (a) Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:
- Effective January 1, 2024: Full-time - \$300.00 per annum  
Part-time - \$150.00 per annum
- (b) Employees who are required by nature of their job to wear safety footwear on an occasional basis will be provided with the above allowance once every three years.

**ARTICLE 4 - RATES OF PAY**

Schedule "A" - Non-Union Salary Grid and Classifications

**ARTICLE 5 - ADJUSTMENT DATE**

The next adjustment date shall be Pay Period #1, 2027 or earlier as deemed appropriate by Council.

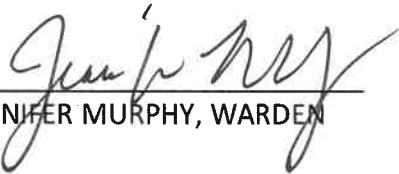
## ARTICLE 6 - ENFORCEMENT AND GENERAL

1. THAT matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. THAT any other amendments to this By-law shall be recommended by the Corporate Services Committee to County Council in the form of a replacement By-law.
3. THAT this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. THAT By-law 14-26 be repealed.
5. THAT This By-law shall come into force and be effective Pay Period # 1, 2026 except where otherwise noted.
  - 5.1 Reclassifications under policy B-04 shall be effective the Pay Period immediately after the date of the adoption of this By-law.

READ a first time this 27th day of May, 2026.

READ a second time this 27th day of May, 2026.

READ a third time and finally passed this 27th day of May, 2026.

  
JENNIFER MURPHY, WARDEN

  
GWEN DOMBROSKI, CLERK

**County of Renfrew Non-Union Staff Salary Grid**  
**Schedule "A"**  
**Effective: Pay Period #1, 2026**

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	25.73	26.52	27.33	28.13	28.99	1404.00
2	27.04	27.87	28.69	29.55	30.44	1634.00
3	32.01	32.97	33.96	34.98	36.04	1873.00
4	33.68	34.69	35.73	36.79	37.90	2093.00
5	36.90	38.02	39.17	40.34	41.57	2338.00
6	40.58	41.79	43.05	44.35	45.68	2570.00
7	44.31	45.62	47.00	48.40	49.87	2808.00
8	49.29	50.78	52.29	53.86	55.48	3040.00
9	56.16	57.83	59.58	61.36	63.20	3332.00
10	58.78	60.54	62.35	64.22	66.17	3626.00
11	62.71	64.58	66.50	68.50	70.56	3919.00
12	66.53	68.54	70.60	72.71	74.90	4213.00
13	71.00	73.12	75.32	77.58	79.91	4498.00
14	75.87	78.15	80.49	82.91	85.39	4791.00
15	80.74	83.16	85.64	88.22	90.86	5088.00
16	84.23	86.75	89.37	92.04	94.80	5320.00
17	87.71	90.35	93.06	95.86	98.72	5559.00

Classification	Permanent Rate
Student (under 18)	16.60
Student (18 and over)	17.60
Lead Hand Premium	2.00
Grader Operator Premium	1.25
Shift Premium	0.85
Weekend	0.50
Commander Shift Premium	0.75

Revised: February 2026

**County of Renfrew Staff Classifications and Salary Ranges**

<b>GROUP</b>	<b>HOURLY (\$)</b>	<b>POSITION</b>	
1	25.73 – 28.99	<ul style="list-style-type: none"> <li>Administration Clerk</li> </ul>	
2	27.04 – 30.44	<ul style="list-style-type: none"> <li>Administrative Assistant I</li> <li>Labourer</li> </ul>	<ul style="list-style-type: none"> <li>Logistics Clerk</li> <li>Maintenance Person</li> </ul>
3	32.01 – 36.04	<ul style="list-style-type: none"> <li>Accounting Clerk</li> <li>Administrative Assistant II</li> <li>Administrative and Business Development Assistant</li> <li>Court Service Specialist</li> </ul>	<ul style="list-style-type: none"> <li>Program Support Representative</li> <li>Scheduling Clerk</li> <li>Sign Shop Fabricator</li> <li>Unit Clerk</li> </ul>
4	33.68 – 37.90	<ul style="list-style-type: none"> <li>Administrative Assistant - Finance</li> <li>Data Analysis Coordinator</li> <li>Economic Development Coordinator</li> <li>Fleet Maintenance Technician</li> <li>Help Desk Support</li> <li>Inclusion Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Licensed Home Visitor</li> <li>Program Coordinator</li> <li>Marketing &amp; Industry Relations Coordinator</li> <li>Truck/Equipment Operator</li> </ul>
5	36.90 – 41.57	<ul style="list-style-type: none"> <li>Administrative Assistant III</li> <li>Eligibility Coordinator</li> <li>Forestry Technician</li> <li>GIS/Planning Technician</li> <li>Human Resources Generalist</li> </ul>	<ul style="list-style-type: none"> <li>Junior Planner/Land Division Secretary-Treasurer</li> <li>Media Relations and Social Media Coordinator</li> <li>Senior Accounting Clerk</li> <li>Tourism Development Officer</li> </ul>
6	40.58 – 45.68	<ul style="list-style-type: none"> <li>Assistant Food Services Supervisor</li> <li>Assistant Environmental Services Supervisor</li> <li>Building Infrastructure Coordinator</li> <li>Civil Designer</li> <li>Community Housing Coordinator</li> <li>Engineering Technician</li> </ul>	<ul style="list-style-type: none"> <li>GIS Coordinator</li> <li>Infrastructure Coordinator</li> <li>IT Technician</li> <li>Junior Planner</li> <li>Mechanic</li> <li>Ontario Works Caseworker</li> <li>Outreach Worker</li> </ul>
7	44.31 – 49.87	<ul style="list-style-type: none"> <li>Capital Projects Coordinator</li> <li>County Planner</li> <li>Financial Analyst</li> <li>Human Resources Business Partner</li> <li>Health &amp; Safety and Wellness Coordinator</li> <li>Infrastructure Technician</li> <li>Operations Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Patrol Supervisor</li> <li>Payroll Administrator</li> <li>Program Analyst</li> <li>Scheduling Coordinator</li> <li>Small Business Advisor</li> <li>Social Worker</li> <li>Systems Analyst</li> <li>Trails Coordinator</li> </ul>

GROUP	HOURLY (\$)	POSITION	
8	49.29 – 55.48	<ul style="list-style-type: none"> <li>Administration Supervisor</li> <li>Business Development Officer</li> <li>Resident/Client Outreach Programs Supervisor</li> <li>Construction Supervisor</li> <li>Community Services Supervisor</li> <li>County Forester</li> <li>Dietitian</li> <li>Data Scientist</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Services Supervisor</li> <li>Food Services Supervisor</li> <li>Network Administrator</li> <li>Project Manager</li> <li>Prosecutor (Bilingual)</li> <li>Senior Financial Analyst</li> <li>Senior Planner</li> <li>Supervisor, Technical Services</li> </ul>
9	56.16 – 63.20	<ul style="list-style-type: none"> <li>Employee Health Coordinator</li> <li>Employee Labour Relations Specialist</li> <li>Manager, Economic Development Services</li> </ul>	<ul style="list-style-type: none"> <li>Manager of Legislative Services / Clerk</li> <li>Physiotherapist</li> </ul>
10	58.78 – 66.17	<ul style="list-style-type: none"> <li>Commander</li> <li>Manager, Children's Services</li> <li>Manager, Community Housing</li> <li>Manager, Community Supports</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Provincial Offences</li> <li>Manager, Real Estate</li> <li>Program Advisor</li> <li>Resident Care Coordinator</li> </ul>
11	62.71 – 70.56	<ul style="list-style-type: none"> <li>HART Hub Site Manager</li> <li>Manager, Capital Works</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Operations</li> <li>Manager, Planning Services</li> </ul>
12	66.53 – 74.90	<ul style="list-style-type: none"> <li>Deputy Chief Clinical Programs</li> <li>Deputy Chief Operations</li> <li>Director of Care</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Implementation Lead</li> <li>Associate Director of Information Technology</li> </ul>
13	71.00 – 79.91	<ul style="list-style-type: none"> <li>Nurse Practitioner</li> </ul>	
14	75.87 – 85.39	<ul style="list-style-type: none"> <li>Associate Director of People &amp; Culture/ Deputy Treasurer</li> </ul>	
15	80.74 – 90.86	<ul style="list-style-type: none"> <li>Administrator, Bonnechere Manor</li> </ul>	<ul style="list-style-type: none"> <li>Associate Director of Finance / Treasurer</li> </ul>
16	84.23 – 94.80		
17	87.71 – 98.72	<ul style="list-style-type: none"> <li>Director, Development &amp; Property</li> <li>Director, Emergency Services /Chief Paramedic Services</li> <li>Director, Long Term Care</li> </ul>	<ul style="list-style-type: none"> <li>Director, Public Works &amp; Engineering</li> <li>Director, Community Services</li> </ul>

Revised: May 2026