

2019 - 2024

COLLECTIVE AGREEMENT

BETWEEN

UNITED STEELWORKERS LOCAL 1-1937

AND

**REGIONAL DISTRICT
OF MOUNT WADDINGTON**

**FOR:
THE EMPLOYEES AT 2044 McNeill Street
Port McNeill, BC**

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THIS AGREEMENT entered into this ___ day of _____ 2020 and effective November 1, 2019.

BETWEEN:

REGIONAL DISTRICT OF MOUNT WADDINGTON
(Hereinafter known as the "Employer")
OF THE FIRST PART

AND:

UNITED STEELWORKERS LOCAL 1-1937
(Hereinafter known as the "Union")
OF THE SECOND PART

PREAMBLE:

The purpose of this Agreement is to secure for the Employer, the Union, and the Employees the full benefits of orderly and legal collective bargaining, and to ensure to the utmost extent possible the safety and physical quantity of output, and protection of property. It is recognized by this Agreement to be the duty of the Employer, the Union, and the Employees to co-operate fully, individually and collectively for the advancement of said conditions.

The Employer and the Union agree to abide by the terms set out in this Agreement. The Union further agrees that it will at all times instruct its Members to act in accordance with the terms contained in the Agreement. The Employer agrees, in the exercise of the functions of Employer that the provisions of this Agreement will be carried out.

DEFINITION OF EMPLOYEES:

Permanent Full-Time Employee is an Employee who has completed a probationary period and works a minimum of 35 hours per week, 52 weeks of the year.

Permanent Part-Time Employee is an Employee who has completed a probationary period and works less than a minimum of 7 hours per day or 35 hours per week, 52 weeks of the year.

Casual Employee is an Employee employed on a day-to-day basis.

ARTICLE I - BARGAINING AGENCY

Section 1: Recognition and Exclusions

- (a) The Employer recognizes the Union as the bargaining agent for the Employees in a unit composed of Employees at and within the jurisdiction of United Steelworkers Local 1937, as described in the Certification granted by the Labour Relations Board.

By agreement of the Parties, the following positions are excluded from the bargaining unit:

Administrator,
Treasurer,
Manager of Operations,
Manager of Economic Development,
Manager of Planning

- (b) If a dispute arises as to whether or not a person is an Employee within the bargaining unit, it shall be subject to the grievance procedure as provided in this Agreement starting at the last step of the grievance procedure preceding arbitration; or by reference to the Labour Relations Board.
- (c) The Union agrees to issue a withdrawal card to Employees transferred from the bargaining unit to a job outside the bargaining unit, provided that no dispute arises within the meaning of Clause (b) herein.

Section 2: Meetings

The Employer and the Union will meet at such time and place as may be mutually agreed upon for the purpose of discussing wages and working conditions and adjusting any matters within the confines of this Agreement, which come within the scope of collective bargaining between Employer and Employee.

Section 3: Bargaining Authority

The Employer agrees that the bargaining authority of the Union shall not be impaired during the term of this Collective Agreement. The Employer agrees that the only certification that they will recognize during the term of this Agreement is that of the Union, unless ordered by due process of law to recognize some other bargaining authority.

Section 4: Access to Operation

Official Union representatives shall obtain access to the Employer's operation for the purpose of this Agreement, which will be granted by the Employer, provided reasonable notice has been given and there is no interruption of the operations of the Employer.

ARTICLE II - EMPLOYER'S RIGHTS

Section 1: Management and Direction

The Management and the operation of, and the direction and promotion of the working forces is vested exclusively in the Employer; provided, however, that this will not be used for purposes of discrimination against Employees.

Section 2: Hiring and Discipline

The Employer shall have the right to select its Employees and to discipline or discharge them for proper cause.

- (a) **Progressive Discipline:** A program of progressive discipline will be followed with the following steps taken:
 - STEP 1. **Verbal Warning:** Verification of facts surrounding incident/issue and clarification of organizational expectations, and formal communication about the seriousness of the incident. This conversation is intended to help the Employee understand how their behavior needs to change. The Manager will document the date, time location of conversation, content of discussion and agreed upon behaviour changes. A copy of the written verbal warning will be given to the Employee titled, "Verbal Warning". The Employee will sign a copy acknowledging that they have received the document.
 - STEP 2. **Written Warning:** The Employee will be coached for a second time about the severity of the issue and how the Manager expects their behaviour to change. The written warning will include: a) a description of the problem; b) the Manager's expectation of the Employee's behaviour; c) a description of the consequences if expectations are not met; and d) the time frame for the meeting expectations. A copy of the written warning will be

given to the Employee who will sign a copy acknowledging that they have received the document.

STEP 3. In the case of an Employee suspension, the Employee will be requested to leave the workplace for a specified period. The written suspension will include: a) a description of the problem; b) the Manager's expectation of the Employee's behaviour; c) a description of the consequences if expectations are not met; and d) the time frame for meeting expectations. A copy of the written suspension will be given to the Employee who will sign a copy acknowledging that they have received the document.

STEP 4. Termination.

(b) *Removal of Disciplinary Documents*

Any disciplinary documents will automatically be removed from the Employee's Disciplinary Record after the expiration of twenty-four (24) months from the date it was issued provided there has not been a further infraction.

(c) *Union Representation*

The Company shall ensure that whenever an Employee is disciplined in accordance to Article II, Section 2(a), a member of the Shop Committee will be present. Failure to have a Shop Committee present shall nullify any disciplinary action.

ARTICLE III - UNION SECURITY

Section 1: Co-Operation

The Employer will co-operate with the Union in obtaining and retaining as Members the Employees as defined in this Agreement and to this end will present to new Employees and to all supervisors and foreman the policy herein expressed.

Section 2: Union Shop, Maintenance of Membership

- (a) All Employees shall become Members of the Union within thirty (30) calendar days of the signing of this Agreement. All new Employees shall become Members of the Union within twenty (20) days worked.
- (b) Any Employee who is a Member in good standing, or is reinstated as a Member of the Union shall as a condition of continued employment maintain such membership in good standing throughout the term of this Agreement.

Section 3: Discharge of Non-members

Any Employee who fails to maintain his membership in the Union as prescribed herein by reason of refusal to pay dues and assessments shall be subject to discharge after seven (7) days written notice from the Union to the Employer of the said Employee's refusal to maintain his membership.

Section 4: Union Membership

- (a) No Employee shall be subject to any penalties against their application for membership or reinstatement, except as may be provided for in the USW Canada Constitution, and in accordance with the By-Laws of Local 1937.

- (b) Any Employee who applied to join the Union pursuant to the provisions herein and whose application is rejected by the Union shall not be subject to discharge from employment.

Section 5: Honouring Picket Lines

An Employee covered by this Agreement shall have the right to refuse to cross a picket line or refuse to do the work of striking or locked out Employees, or refuse to handle goods from an Employer where a strike or lockout is in effect. Failure to cross such a picket line or to perform the work of striking or locked out Employees, or to handle goods from an Employer where a strike or lockout is in effect by a Member of the Union, shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action, other than loss of wages for the period involved.

Section 6: Check-off

The Employer shall require all Employees to execute an assignment of wages (check-off) in duplicate, the forms to be supplied by the Union and to be generally similar to the form outlined in the Labour Relations Code. One copy of the signed forms for those employed shall be forwarded to the Union not later than fifteen (15) calendar days following the date of the signing of this Agreement. The forms signed by new Employees shall be sent to the Union not later than fifteen (15) calendar days from the date of hiring.

This assignment in the case of Employees already Members of the Union shall be effective immediately, and for those Employees not previously Members of the Union, it shall become effective thirty (30) calendar days from the date of execution. The Local Union shall notify the Employer by letter of the amount of back dues owed by new Employees and copies of such letter shall be furnished to the Employee and the Shop Committee. The Employer shall remit the dues deducted pursuant to such assignment (until and unless said assignment is revoked by the Employee) to the Local Union named therein not less often than once each month, with a written statement of names of the Employees for whom the deductions were made and the amount of each deduction.

Section 7: Social Insurance Number

The Employer shall furnish the Union with the Social Insurance Number of each Employee on its payroll on the first occasion when dues are forwarded to the Union after the execution of this Agreement or after the Employee enters employment, whichever date last occurs.

Section 8: Bargaining Unit Work

The Employer will not perform any bargaining unit work which directly results in the lay off or the reduction of regular hours of work of a permanent Employee.

Section 9: Contracting Out

The Employer will not contract out any bargaining unit positions which directly results in the lay off or the reduction of regular hours of work of a permanent Employee.

ARTICLE IV - SHOP COMMITTEE

Section 1: Definition

For the purpose of this Agreement when the term "Shop Committee" is used, it shall mean Members of which are designated by the Union. It is agreed that all meetings between the Committee and Employer shall be during the normal work day, and the Employees will not lose pay for attending such meetings. However, if an Employee attends a meeting called by the Employer on a day when not scheduled to work, the Employee will

be paid at straight time for up to the Employee's normal daily hours. The Shop Committee shall serve as the Union representatives on the Liaison Committee, as per Section 53 of the Labour Relations Code.

Section 2: Composition

The Shop Committee shall consist of not less than two (2) Employees and not more than four (4) Employees with completed probationary period of employment who are Members of the Union and, wherever possible, they shall be selected on a representable basis.

Section 3: Notification

The Union will, within sixty (60) days from the date of this Agreement, notify the Employer in writing of the members on the Shop Committee. The Union or Shop Committee will inform the Employer in writing when any Member change takes place on the said committee. No member of the Shop Committee will be recognized by the Employer unless the above procedure is carried out.

ARTICLE V - HOURS OF WORK

Section 1: Hours and Overtime

- (a) The regular hours of work covering full-time Employees shall be seven (7) hours a day and thirty-five (35) hours per week. Overtime for all Employees shall be rate and one-half for any hours worked over seven (7) hours per day or over thirty-five (35) hours per week, and double straight time rates shall be paid for all hours worked in excess of eleven (11) hours per day.
- (b) However, the regular hours of work covering full-time Outside Parks Workers shall be eight (8) hours a day and forty (40) hours per week. Overtime for all Outside Parks Workers shall be rate and one-half for any hours worked over eight (8) hours per day and double straight time rates shall be paid for all hours worked in excess of eleven (11) hours per day.
- (c) The hours of work for the Seven Mile Recycling \ Salvage Crew shall be Seventy (70) hours on a bi-weekly basis, scheduled accordingly to the operational need of the Employer. If this results in an eight (8) hour work day, the extra hour will not be considered as overtime.
- (d) Supply of Meals and Meal Allowance. Should an employee be required to work beyond 10 hours in a work day, time for meals will be provided. If overtime is unscheduled, a meal will be provided up to a value of Thirty dollars (\$30).
- (e) An Employee shall not be required to layoff during regular hours to prevent overtime from being paid.

Section 2: Posted Hours of Work

Shifts shall be posted, with the meal break to be taken at times determined by the Employer, in consultation with the Employees and having reasonable regard to the Employee's convenience. All full-time Employees shall be entitled to two (2) paid fifteen (15) minute rest periods at the worksite during the shift, one (1) before meal break and one (1) after. An Employee working less than a full-time day shall have a ten minute rest period at the worksite during each continuous work period of three regular hours or more.

The scheduling of shifts or hours outside the norm for Employees shall be mutually agreed upon between the Employee and the Employer.

Section 3: Time Off In Lieu of Overtime

An Employee who works overtime may choose to be paid, or when submitting the overtime pay slip may request compensatory time off equivalent to the overtime pay. Such compensatory time off must be taken at a time mutually acceptable to the Employee and the Employer. Any compensatory time off earned in a calendar year not taken by March 31st of the subsequent year, will be paid off on that date.

ARTICLE VI - TECHNOLOGICAL CHANGE

Section 1: Joint Committee

A Joint Labour/Management Committee shall be established consisting of the Shop Committee representing the Union, and three representatives of the Employer.

Section 2: Advance Notification

The Employer shall notify the Shop Committee and the Local Union not less than six (6) months in advance of intent to institute changes in working methods or facilities which would involve the discharge or laying off of permanent or probationary Employees.

Section 3: Committee Purposes

The Joint Committee shall meet at the written call of either Party for a stated purpose within ten (10) days of the call. Minutes will be taken for the proceedings of each meeting, and each Party shall receive a copy of the Minutes.

The Joint Committee shall concern itself with discussing issues relating to the workplace that affect the Parties or any Employee bound by this Agreement, with problems and potential problems involving the Parties, and with ameliorating the effects of the changes described in Section 2 above. The Joint Committee shall not deal with active grievances. The Joint Committee shall have the power only to make recommendations to the Union and the Employer.

The Joint Committee will meet, if necessary, with the Provincial and Federal representatives concerned with retraining of manpower.

Section 4: Retraining

The Employer shall co-operate with the Government of British Columbia in every way possible in training or retraining of Employees described in Section 2 above.

Section 5: Rate Adjustment

An Employee who is set back to a lower paid job because of mechanization, technological change or automation will receive the rate of their regular job at the time of the set-back for a period of three (3) months and for a further period of three (3) months they will be paid an adjusted rate which will be mid-way between the rate of the regular job at the time of the set-back and the rate of their new regular job. At the end of this six (6) month period, the rate of their new regular job will apply. However, such Employee will have the option of terminating their employment and accepting severance pay as outlined in Section 6 below, providing they exercise this option.

Section 6: Severance Pay

Employees discharged or laid-off because of mechanization, technological change or automation shall be entitled to a severance pay of one week's pay for each year of service. The amount calculated under such entitlement shall not exceed a maximum of twenty (25) weeks' pay.

ARTICLE VII - PAY DAYS AND WAGES

Section 1: Pay Days

The Employer shall provide for pay days every fortnight and an itemized statement of earnings and deductions shall be provided to the Employees.

Section 2: Wage Rates

Employees covered by this Agreement shall receive the rate of pay for the appropriate category as set forth in Appendix 1 - Wage Schedule, which forms part of this Agreement.

Section 3: New or Significantly Revised Jobs

The following provisions shall apply to new or significantly revised jobs and/or equipment.

- (a) Advance notice of change to Local Union.
- (b)
 - (i) New jobs shall be posted in accordance with Article XI, Section 5.
 - (ii) Significantly revised jobs shall be posted if requested by the Shop Committee.
- (c) An Employee shall receive the rate of their previously held job until such time as a new rate is negotiated.
- (d)
 - (i) The applicant shall have the right to revert to their original job within thirty (30) working days provided their old job still exists.
 - (ii) Employer shall have the right to postpone the reversion to permit the training of a replacement.
- (e) When a permanent rate is agreed upon the Employee shall receive the difference between that rate and the interim rate from the date they started the new or revised job.
- (f) Rate negotiations to be guided by job analysis based on all factors including skill, knowledge, responsibility and job conditions.
- (g) If The Parties fail to achieve negotiated settlement regarding rate revisions expedited arbitration will be provided.

Section 4: Call Time

(a) *Where No Work Commences*

Any Employee who is called for work and on reporting finds no work available due to reasons beyond his or her control shall be entitled to two (2) hours at the usual rate. This shall not apply if the Employer gives sufficient notice canceling. Any Employee called out on overtime shall receive not less than two (2) hours pay at the applicable overtime rate.

(b) *Where Work Commences*

In the event that an Employee commences work on their shift and the operation closes prior to the completion of four (4) hours work, the Employee shall receive four (4) hours pay, except where the work of the Employee is suspended because of inclement weather or other reasons completely beyond the control of the Employer.

In the case of an extension of a regular shift and including a meal break of up to one (1) hour, overtime provisions shall apply.

Section 5: Professional Fees

The Employer shall pay annual fees on behalf of permanent Employees who have professional designation related to their employment.

Section 6: Sewer Premium Pay

An Employee shall receive an additional one dollar and fifty cents (\$1.50) per hour for a minimum of two (2) hours on days when working with any open sanitary sewer. If Employee is unable to change clothing following unscheduled dirty work, they will then be entitled to the premium for the remaining hours of their shift with prior mutual agreement by the Employer.

ARTICLE VIII - STATUTORY HOLIDAYS

Section 1: Days Listed

All Employees covered by this Agreement shall be paid, if qualified, for New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other Statutory Holiday proclaimed by the Federal or Provincial Government.

Section 2: Qualifying Conditions

- (a) All Employees, to qualify for Statutory Holiday pay, must comply with each of the following three conditions:
 - (i) Have been on the payroll thirty (30) calendar days immediately preceding the holiday.
 - (ii) Have worked their last regularly scheduled work day before and their first regularly scheduled work day after the holiday, unless their absence is due to illness, compensable occupational injury, or is otherwise authorized by the Employer.
 - (iii) Notwithstanding (ii) above, their last regularly scheduled work day before and their first regularly scheduled work day after the holiday, both of which must fall within ninety (90) calendar days.
- (b) In case of injury or illness in (ii) above, the Employer shall have the right to request a medical certificate.
- (c) Employees while on leave of absence under Article XIV, Section 6(a) shall not qualify for paid Statutory Holidays.

Section 3: Weekly Work Schedule

Hours paid as Statutory Holiday pay shall not be included in the weekly work schedule.

Section 4: Holiday Shift

Employees working on a Statutory Holiday shall be paid, in addition to their Statutory Holiday pay, rate and one-half for hours designated as the Holiday Shift.

ARTICLE IX - VACATIONS WITH PAY

Section 1: Vacation Year

The vacation year shall be the calendar year.

Section 2: Vacation Leave Entitlement

Permanent and Probationary Employees

In the **first** calendar year of service, a permanent and probationary Employee shall earn vacation leave with pay at the rate of **two (2) weeks** for that full year of service (and pro-rated for part year of service).

In each of the **second to fourth** calendar years of service, a permanent and probationary Employee shall earn vacation leave with pay at the rate of **three (3) weeks** for that full year of service (and pro-rated for part year of service).

In each of the **fifth to ninth** calendar years of service, a permanent Employee shall earn vacation leave with pay at the rate of **four (4) weeks** for that full year of service (and pro-rated for part year of service).

In each of the **tenth to fifteenth** calendar years of service, a permanent Employee shall earn vacation leave with pay at the rate of **five (5) weeks** for that full year of service (and pro-rated for part year of service).

In each of the **sixteenth** and subsequent calendar years of service, a permanent Employee shall earn vacation leave with pay at the rate of **six (6) weeks** for that full year of service (and pro-rated for part year of service).

Vacation leave with pay is pro-rated for part years of service, based on complete calendar months of service.

Vacation leave with pay shall be taken during the calendar year in which it is being earned, and any as yet unearned days of vacation leave with pay in that calendar year shall be an advance to the Employee and repayable to the Employer. Except as in case of Section 5(d) Accrual of Vacation Time.

A probationary Employee shall not be allowed to take vacation leave.

Section 3: Vacation Pay

(a) *Permanent and Probationary Employees*

While on vacation leave with pay, a permanent Employee will continue to receive pay as if the Employee was at work and the amount will be based on that Employee's normal basic work pattern. Such pay will be paid on the second last working day prior to the start of the vacation leave with pay, provided the Employee so requests in writing at least two weeks prior.

At the end of December in each calendar year, or on the separation of a permanent or probationary Employee, an adjustment will be made to the pay of the Employee so that the pay for vacation leave for that calendar year is two per cent (2%) of gross earnings in that calendar year for each week of entitled paid vacation leave for that year.

(b) *Casual Employees*

A casual Employee shall be paid vacation pay of 4% on each pay cheque.

Section 4: Leave of Absence

The following shall be considered as days actually worked for determining vacations with pay for an Employee in the second and subsequent calendar years of service.

- (a) Absence on Workers' Compensation up to a period of one (1) year provided the Employee returns to their employment.
- (b) Absence due to illness up to a period of one (1) year provided that the Employee returns to their employment. The Employer shall have the right to require a certificate from a qualified medical practitioner.
- (c) Absence due to bereavement leave in accordance with this Collective Agreement.
- (d) Absence due to time served on jury duty, including Coroner's Jury, or time served as a Crown Witness or Coroner's Witness in accordance with this Collective Agreement.
- (e) Any other absence duly approved by the Employer in writing shall be credited towards entitlement for annual vacation; but time spent on such leaves of absence shall not be counted in computing vacation pay.

Section 5: Vacation Time

- (a) Vacations for Employees shall be taken at such time as mutually agreed upon by the Employee and the Employer when the work of the Employer shall not be unduly impaired.
- (b) Vacations longer than five (5) days will require three (3) weeks' notice.
- (c) Any holiday requests not replied to within two weeks from the date of the request will be granted as approved holidays.
- (d) **Accrual of Vacation Time:**
With prior approval from the direct Manager, a regular Employee may accrue a portion of his/her current annual vacation entitlement. All requests for accrual of annual vacation should be submitted to the direct Manager before November 30th of each year, in order that full consideration may be given to such request before year-end. The accrued time must be used before March 31st the following year, at the vacation rate in which it was earned.

ARTICLE X - HEALTH & WELFARE

Section 1: General

All benefit plans coverages, terms, conditions and specific eligibility requirements shall be governed by the actual terms and conditions of the benefits plans as amended from time to time. Any descriptions in this Agreement are provided for the purpose of general information. The Employer's liability is limited to the payment of its share of premiums. Any disputes regarding specific claims or insurability are not arbitrable and must be directed by the Employee to the insurer.

All Permanent Employees who work twenty (20) hours per week or more are eligible for full benefits. Where a Permanent Employee's hours are reduced to be below twenty (20) hours per week, the Employee shall continue on the appropriate benefit plans for the calendar month during which the reduction occurs. The

Employee may also continue in the month following, provided the Employee prepays the Employee's share of the premiums.

The Employer shall arrange for the Health and Welfare Benefit Plans listed in the next Section. The Employer will not make changes to the coverage provided under the insurance plans without the consent of the Union.

Section 2: Benefit Plans, Premiums, Participation

The Employer shall pay 100% of the premiums for the following plans. Participation in the following plans shall commence at the beginning of the month following completion of probation:

- (a) Medical Services Plan of B.C. - Participation is Voluntary.
- (b) Extended Health Benefits Plan - Participation is a condition of employment for eligible Employees (unless covered elsewhere) and a participating Employee must be covered by MSP or registered with Fair Pharmacare. The current benefits include:
 - 80% of eligible expenses after a \$25 deductible per year
 - Pay Direct Drug Program
 - Vision Care: Eyewear \$400 every 24 months, Eye exams \$100 every 24 months
 - Acupuncturist, Podiatrist, Psychologist, Speech Therapist: \$100/year
 - Chiropractor/Naturopath combined, \$200/year
 - Orthotics <19yrs: \$200/year; Orthotics >19yrs: \$400/year
 - Massage practitioner/physiotherapist combined: \$250/year
 - Lifetime maximum \$1,000,000
 - Hospital private room accommodation
 - Ambulance services
 - Hearing Aids: to a maximum of \$500 in a 5 year period
- (c) Dental Plan - Participation is a condition of employment for eligible Employees (unless covered elsewhere).
 - Plan A – 100% of basic services.
 - Plan B – 100% of major services such as crowns, bridges, and dentures.
 - Plan C – 50% of orthodontic services to a maximum of \$2500 per person; Plan C includes adults.
- (d) Group Insurance - Participation is a condition of employment for eligible Employees.
 - Weekly Indemnity: 60% of weekly earnings, maximum of \$700 for up to 26 weeks; the waiting period is - 0 days injury - 3 days sickness.
 - Long Term Disability: 66.67% of monthly earnings to a max of \$ 2,500; elimination period of 182 days.
 - Life Insurance: 1X annual earnings, limit of \$250,000.
 - Living Benefit: 50% of annual earnings, limit of \$25,000.
 - Accidental Death & Dismemberment Insurance: 1X annual earnings for accidental death, limit of \$250,000.

Section 3: Superannuation/Retirement

All Employees will participate in the Pension Plan established pursuant to the Pension (Municipal) Act in accordance with the provisions of the Act.

Section 4: Rebate of E.I. Premiums

The Union agrees that if the Company maintains Weekly Indemnity Plan benefits which meet the standard requirements for full premium reduction for "wage loss replacement plan under the Employment Insurance

Act", the Employees' 5/12th share of the premium reductions are retained as payment in kind in the provisions of the W.I. Plan benefits.

ARTICLE XI – SENIORITY

Section 1: Principle

The Employer recognizes the principle of seniority, competency considered. In the application of seniority, it shall be determined by seniority, competency considered.

Section 2: Effect of Absence Without Leave

Any Employee who is absent without leave for a period of more than five (5) consecutive working days shall forfeit any seniority rights, and shall no longer be an Employee. This shall not interfere with the Employer's right to discharge for proper cause.

Section 3: Seniority List

A seniority list will be supplied to the Union by the Employer in January and July of each calendar year, setting out the name, seniority, and starting day of each permanent Employee. The Employer will advise the Union each month of changes to the said list.

Section 4: Reinstatement to Bargaining Unit

In any case where an Employee has been transferred by the Employer to a supervisory position and at a later date ceases to be a supervisory worker and the Employer desires to retain their services, it is hereby agreed that reinstatement can be made within the bargaining unit provided however that supervisory workers reinstated in the bargaining unit must return to the job held at the time of their promotion to a supervisory position, if their seniority that they had prior to leaving the bargaining unit is sufficient to allow him/her the job.

Section 5: Job Posting

- (a) Vacancies shall be posted internally in advance with the date of the opening and the closing date. All awarded postings will then be posted. All posting and awards will be posted on RDMW letterhead, for a period of not less than five (5) working days. Copies of postings and awards will then be forwarded to the Local Union and Shop Committee Chair.
- (b) This Section shall not apply to temporary appointments of two (2) weeks or less necessitated by illness, injury or other leave of absence, or the need to augment staff; or to temporary replacements of longer duration for Employees on vacation, but in filling these appointments, senior Employees will be given preference, provided they are competent to perform the work of the job.

Section 6: Probationary Period, Trial Period

- (a) Notwithstanding anything to the contrary contained in this Agreement, all Employees are hired on probation, to determine suitability for the job and suitability for employment with the Employer. The probationary period is thirty (30) days worked, during which time they are to be considered temporary workers only, and during this same period no seniority rights shall be recognized. If a probationary Employee is laid off, and rehired within thirty (30) days of the effective date of the layoff, the Employee shall be credited for the probationary days already worked at the time of the layoff, but seniority, when obtained, shall date back to the date of last hire. Upon successful completion of probation, they shall become permanent Employees. The standard for dismissal of a probationary Employee shall be a lower standard than for a permanent Employee.

- (b) An Employee who is appointed to a new category following a posting or a bump will serve a trial period in the new category of thirty (30) days worked to determine suitability for the job. Upon successful completion of the trial period, the Employee will be confirmed in the new category. If the trial period is not successful, as determined by the Employer, or if the Employee during the trial period chooses to return, the Employee will be returned to the previous position, and any other Employee affected shall be returned to their previous situation.

Section 7: Selection of Supervisory Employees

The selection and promotion of supervisory officials will be entirely a matter of Employer decision, but in making such decisions or promotions, length of continuous service shall be given due consideration.

- (a) When an Employee is required by Management to temporarily perform supervisory duties a premium rate of \$2 above their regular pay shall be paid. When so designated, an Employee shall receive this premium rate for a minimum of 2 hours from the commencement of performing supervisory duties.

ARTICLE XII - REDUCTION AND RECALL OF FORCES

Section 1: Reduction of Forces

- (a) In the event of a reduction of forces, the last Employee hired shall be the first released, subject to the competency of the person involved to do the job. Where a reduction of forces is caused by emergency conditions, the application of seniority may be postponed for such period as may be necessary but not exceeding five (5) working days. If the Employer decides to exercise its right under this provision, it shall notify the Shop Committee as soon as possible.
- (b) During a reduction of forces where an Employee's seniority is such that they will not be able to keep their regular job, they may elect to apply their seniority to obtain a job paying a higher rate only if they have previously held the job in the operation on a regular basis.
- (c)
 - (i) During a reduction of forces where an Employee's seniority is such that they will not be able to keep their regular job, they may elect whether or not to apply their seniority to obtain a lower paid job or a job paying the same rate of pay, or accept a lay off until their regular job becomes available as long as they have recall rights.
 - (ii) If during the lay-off period the Employee wishes to return to work and so notifies the Employer, they shall be recalled back to work to fill a vacancy paying the same rate of pay or a lower rate of pay if competent to do the job.

Section 2: Seniority Retention During Lay Off

Seniority during layoffs shall be retained on the following basis:

- (a) Employees with less than one (1) years' service shall retain their seniority for a period of six (6) months.
- (b) Employees with one (1) or more years' service, up to an additional six (6) months.
- (c) An offer by the Employer of temporary work to an Employee on layoff with recall rights does not affect the recall rights of the Employee, whether the offer is accepted or not.

Section 3: Recall of Forces

- (a) When recalling forces after a period of lay off following a reduction of forces, the Employee with the most seniority shall be the first recalled, subject to the competency of the person involved to do the job.
- (b) An Employee who does not report for work within ten (10) days of notice of recall shall immediately lose all seniority, recall rights, and shall no longer be an Employee.

ARTICLE XIII - EMPLOYEE TRAINING

- (a) If an Employee attends educational or upgrading courses related to employment at the request of the Employer, the Employer shall cover fees and costs incurred, and the Employee will be paid full wages for time lost including weekends, when applicable.
- (b) If an Employee attends educational or upgrading courses at the request of the Employee and with the advance approval of the Employer, the Employee may be reimbursed by the Employer for some or all fees and expenses, and may be granted leave of absence without pay or without loss of pay.

ARTICLE XIV - LEAVE OF ABSENCE

Section 1: Leave for Injury or Illness, Sick Leave

- (a) *Leave for Illness or Injury*

The Employer will grant leave of absence to Employees who are unable to work as a result of injury or illness for the term of this Agreement.

- (b) *Sick Leave*

Sick leave is a leave of absence, without loss of pay, granted by the Employer to an eligible permanent Employee who is unable to work because of illness or non-compensable accident. All permanent Employees who have successfully completed probation shall thereafter earn sick leave credits.

Full-time Employees shall earn credits at the rate of one and one-half (1½) days for each calendar month of paid service. Part-time Employees shall earn sick leave credits pro-rata based on the number of hours they work. All sick leave credits shall be converted to hours. A month of paid service is a calendar month in which the Employee is paid for more than ten (10) days.

The sick leave credits may be accumulated to a maximum of one hundred (100) days in total at any one time.

When an Employee is granted sick leave, the amount of the leave, in hours, shall be deducted from the accumulated sick leave credits earned by the Employee. Such leave is limited to the sick leave credits available to the Employee at the time.

- (c) *Medical Certificates*

Medical certificates may be required by the Employer to substantiate an Employee's inability to perform the duties of the Employee's position, or to certify that an Employee is fit to return to work after an illness or injury and is fit to perform the duties of their position. In the case that the Employer

requires a Medical Certificate and a cost is incurred, the Employer will reimburse the Employee the full amount of the cost.

(d) *Absence on Weekly Indemnity (WI)*

Should an Employee have no sick leave credits, this clause shall not apply. When an Employee is waiting for approval of a W.I. claim, the Employee shall have sick leave advanced to the extent available, until W.I. decides on the claim. Upon approval of the claim, the sick leave credits shall be repaid in full, using money received by the Employee from the W.I. Otherwise, the sick leave bank shall be repaid to the extent appropriate from funds from the Employee.

(e) *Absence on Workers Compensation Benefits*

Sick leave shall be granted to an Employee who is unable to work as a result of an accident covered by Workers' Compensation. All payments to the Employee from the Workers' Compensation Board shall be turned over to the Employer, and the Employee shall be charged for one-quarter ($\frac{1}{4}$) day from the Employee's sick leave credits for each day. Should an Employee have no sick leave credits, this clause shall not apply. When an Employee is waiting for approval of a W.C.B. claim, the Employee shall have sick leave advanced to the extent available, until W.C.B. decides on the claim. Upon approval of the claim, the sick leave insurance credits shall be repaid in full, using money received by the Employee from the W.C.B. Otherwise; the sick leave bank shall be repaid to the extent appropriate from funds from the Employee.

(f) *Notification of Absence*

An Employee who is absent from work because of illness or injury shall report, or cause to have reported, to the Employer, preferably within one-half ($\frac{1}{2}$) hour prior to the start of the Employee's shift, and no later than one-half ($\frac{1}{2}$) hour after the starting time of the shift. Failure to do so will result in loss of pay.

(g) *Accumulated Sick Leave Credits*

Employees with accumulated sick leave credits can use such amounts as sick leave credits when there is no sick leave or insurance benefits available, or to top up W.I. benefits to full salary. Any use shall be deducted from the accumulated sick leave account. One-third ($\frac{1}{3}$) of any sick leave credits in the account when the Employee retires, shall be paid to the Employee upon retirement, to a maximum of normal pay for thirty-three (33) days.

Section 2: Compassionate Leave

Up to seven (7) days of accumulated sick leave credits may be granted for the purpose of compassionate leave.

Section 3: Maternity Leave and Parental Leave

Pregnancy Leave and Parental Leave shall be granted in accordance with the governing Employment Standards Act of British Columbia.

Section 4: Written Permission

Any Employee desiring leave of absence must obtain permission in writing from the Employer for such leave, except in cases of illness or injury covered by Section 1 above.

Section 5: Bereavement Leave

- (a) When death occurs to a member of a permanent Employee's immediate family, the Employee will be granted an appropriate leave of absence without loss of regular straight time hourly rate of pay for their regular work schedule for a maximum of five (5) days.
- (b) Members of the Employees immediate family are defined as the Employee's spouse, mother, father, brothers, sisters, sons, daughters, mother-in-law, father-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, stepparents, and stepchildren.
- (c) Compensable hours under the terms of this Section will be counted as hours worked for the purpose of qualifying for vacations and for recognized paid holidays, but will not be counted as hours worked for the purpose of computing overtime.

Section 6: Jury Duty

- (a) Any permanent Employee who is required to perform jury duty, including Coroner's jury duty, or who is subpoenaed to appear as a Crown Witness or Coroner's Witness on a day on which they would normally have worked will be granted leave. The Employee will be reimbursed by the Employer for the difference between the pay received for said jury or witness duty and their regular straight time hourly rate of pay for their regularly scheduled hours of work. It is understood that such reimbursement shall not be for hours in excess of eight (8) per day and forty (40) per week, less pay received for the said jury or witness duty. The Employee will be required to furnish proof of jury or witness duty pay received.
- (b) Hours paid for under the provisions of this Section will be counted as hours worked for the purpose of qualifying for vacations and for recognized paid holidays, but will not be counted as hours worked for the purpose of computing overtime.

Section 7: Union Business

- (a) The Employer will grant leave of absence, without pay, to Employees who are appointed or elected to a Union position for a period of up to and including one (1) year. Further leave of absence will be granted if requested by the Local Union. The Employee who obtains this leave of absence shall return to their Employer within thirty (30) calendar days after completion of their term of employment with the Union.
- (b) The Employer will grant leave of absence, to a maximum of two (2) Employees at any one time, to Employees who are elected as representatives to attend Union meetings and Union conventions as Members of USA Canada in order that they may carry out their duties on behalf of the Union.
- (c) Leave for Union Business will be granted, provided the absence of the Employee(s) will not unduly affect the operations of the Employer. Before the Employee receives this leave of absence, as set forth in Clauses (a) and (b) above, the Employer will be given due notice in writing: in the case of (a), 20 calendar days; and in the case of (b), five (5) calendar days.

Section 8: Emergency Volunteers

The Employer will grant a paid leave of absence to employees who are emergency service volunteers and are called for an emergency subject to:

- (a) The employee will contact management prior to leaving the work site and
- (b) Their absence will have no adverse impact on occupational health and safety at the workplace.

Section 9: Family Responsibility Leave

An employee can take up to five (5) days paid sick leave in each calendar year to attend the care, health or education of a child in the employee's care, or to care for the health of any other member of the employee's immediate family. "immediate family" means: Employee's spouse, mother, father, brothers, sisters, sons, daughters, mother-in-law, father-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, stepparents, stepchildren and any person who lives with the employee as a member of the employee's family. Or taken according to the Employment Standards Family Responsibility Leave guidelines, whichever is greater.

Section 10: Other Leave

The Employer will grant a leave of absence up to a maximum of six (6) months without pay to employees, subject to the following:

- (a) That the Employee applies at least one (1) month in advance unless the grounds for such application could not be reasonably foreseen.
- (b) That the Employee shall disclose the grounds for application. Leave will be only granted on the condition that the employee will not accept paid employment elsewhere.
- (c) That the Employer shall grant such leave where a bona fide reason is advanced by the Employee.
- (d) That the Employer shall notify the Shop Committee of its decision in respect of any application for leave under this section.
- (e) An Employee must have completed one (1) year of service in order to become eligible for leave of absence under this section.
- (f) An Employee may only apply for leave of absence under this section once in each year.
- (g) An Employee who is on leave of absence under this section must report to the Employer on expiration of the leave, regardless of any lay off which may be in effect.
- (h) An Employee granted a leave of absence shall be considered as having quit if they do not return to work on the date stated except in an emergency beyond the employee's control. If the employee is unable to return to work on time, due to an emergency beyond their control, they shall notify the Employer as soon as possible and no later than 24 hours after the expiration of the leave.

ARTICLE XV - OCCUPATIONAL HEALTH & SAFETY

Section 1: Common Concern and Responsibility

The Employer and the Union acknowledge their common concern and responsibility for maintaining a safe and healthy working environment to prevent industrial injury and illness. In order to effect a thoroughly understood and accepted Safety and Health Program for Employees at work, it is agreed that Joint and cooperative methods shall be encouraged. To this end, Joint Occupational Health and Safety Committees will be established.

Section 2: Joint Health & Safety Committee

The general duties of the Joint Committee on Health and Safety shall be as directed by the regulations made pursuant to the Workers' Compensation Act. The Joint Occupational Health & Safety Committee (OJHSC) shall

be comprised of at least four (4) members, the Joint Committee must consist of Union worker representatives and Employer representatives who have knowledge of the area they represent, and at least half shall be union worker representatives. There shall be two (2) Co-Chairs, one (1) a Union representative and the other Employer representative. Employee Representatives shall be regular Union Employees in the operation with at least one (1) year experience in the type of operation over which their Inspection duties shall extend. The Employer and Union agree to fully cooperate with the OJHSC and the Employer will provide to the OJHSC copies of all reports and records required by the Committee.

Section 3: Pay for Meetings

- (a) The Employer will pay straight-time rates, not exceeding two (2) hours per week, to Employee members for the actual time spent in attending OHSC meetings outside of working hours.
- (b) The rate to be paid to Employee members shall be the Employee's regular straight time job rate.
- (c) Where OHSC meetings are held during working hours, with the consent of the Employer, the Employees time will not be deducted for attending such meetings or Investigations into accidents.

Section 4: Minutes

The Employer will endeavor to provide and post minutes of all Joint Occupational Health & Safety Committee meetings within five (5) working days following such meetings or as soon as possible thereafter, exclusive of Saturdays, Sundays, and recognized holidays. The minutes will be jointly signed by the Co-Chairs of the OHSC or their designates and if there are any disputes they shall be recorded in the minutes. The Joint OHSC minutes will be submitted to the Employer and Local Union.

Section 5: Injuries & Claims

- (a) Should the Employer request a meeting with an Employee to discuss his/her claim with Work Safe BC, he/she will be entitled to request a Union representative.
- (b) If an Employee requests a copy of the Employer First Aid Report completed by the First Aid Attendant, or any other report concerning the Employee's health that has been requested by the Employee, it shall be provided.

Section 6: Investigations

The Union Co-Chair of the Joint Health & Safety Committee shall be promptly notified of any accident or incident that:

- (a) Resulted in serious injury to or the death of an Employee,
- (b) Involved a major structural failure or collapse of a building, bridge, tower, crane hoist, temporary construction support system or excavation,
- (c) Involved the major release of a hazardous substance,
- (d) Resulted in injury to an Employee requiring medical treatment,
- (e) Did not involve injury to an Employee, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to an Employee, or
- (f) Is an incident required to be investigated pursuant to the Occupational Health and Safety Regulation of the Workers Compensation Act. All such accidents and incidents shall be investigated. An investigation

shall be carried out by persons knowledgeable about the type of work involved and such investigations shall be carried out by a representative of the Employer and a Union representative from the Joint Health and Safety Committee. The incident scene must not be disturbed prior to the investigation except so far as is necessary to:

- (i) Attend to persons injured or killed,
- (ii) Prevent further injuries or death, or
- (iii) Protect property that is endangered as a result of the accident.

Section 7: Fatalities

In addition to Section 6 if a workplace fatality occurs, the Employer shall notify the Local Union President and the Shop Committee Chairperson within sixteen (16) hours of such fatality. Any one or all Employees working in the immediate proximity when a fatal accident has occurred may, without discrimination, refrain from working the balance of the shift.

Section 8: Right to Refuse Unsafe Work

The Employer and the Union agree to cooperate in developing and maintaining a strong sense of safety awareness among Employees and the Employer. It is, therefore, recognized that every Employee has the right to refuse work if he has reasonable cause to believe that to perform the work would create undue hazard to the health or safety of any person.

- (a) An Employee must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that Employee has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
- (b) An Employee who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (a) must immediately report the circumstances of the unsafe condition to his or her supervisor or Employer.
- (c) The on-site supervisor receiving a report made under subsection (b) must immediately investigate the matter; and
 - (i) report to the Employer
 - (ii) ensure that any unsafe condition is remedied without delay, or
 - (iii) if in his or her opinion the report is not valid, must so inform the Employee who made the report.
- (d) If the procedure under subsection (c) does not resolve the matter and the Employee continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or Employer must investigate the matter in the presence of the Employee who made the report and in the presence of
 - (i) an Employee member of the Joint Committee, or
 - (ii) another Employee who is selected by the Union.
- (e) If the investigation under subsection (d) does not resolve the matter and the Employee continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the Employee must immediately notify an officer of Work Safe BC, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

Section 9: Injury at Work

When an Employee is injured at work and the examining physician recommends that the Employee not return to work he shall be paid at his hourly rate of pay for the remainder of the day on which he was injured. The Employer shall provide transportation required for Employees injured at work, to their final destination on the date of injury, whether it be a hospital or home.

Section 10: WHMIS

The Employer will continue with Its Workplace Hazardous Materials Information System (WHMIS) Training Program to ensure that all Employees are kept up-to date with material identification and use.

Section 11: Contractors & Sub-Contractors

The Employer shall inform all contractors and sub-contractors of relevant Safety Rules and Procedures and shall ensure such Regulations and Safety Rules are enforced.

Section 12: Safety Equipment

Employees shall be supplied with all necessary safety equipment, when said safety equipment is required to be used in accordance with the Regulations of the Workers' Compensation Board including hip waders as required. Permanent Employees in the Parks and Solid Waste Departments shall be provided with waterproof rain gear.

Permanent and part-time Employees shall be entitled to be reimbursed for up to Three Hundred dollars (\$300.00) per calendar year with proof of purchase for safety boots, and reimbursed for any additional repairs, with proof of repairs where safety boots are required to be worn in accordance with Regulations of the Workers' Compensation Board.

All articles of safety equipment shall be kept in serviceable condition and used at all times by the Employees.

Section 13: Special Medical Measures

All Employees who are at risk will be reimbursed for their Hepatitis shots regardless of whether they are part-time, casual or full-time Employees.

Section 14: Harassment

Harassment or bullying includes any inappropriate conduct or comment by a person towards an Employee that the person knew or reasonably ought to have known would cause that Employee to be humiliated or intimidated.

Recognizing our mutual responsibility and in keeping with the Workers' Compensation Act, the Employer shall ensure that the workplace is free of harassment and/or bullying and the Employees take reasonable care to protect the health and safety of themselves and other persons.

The Employer shall be responsible to provide instruction, training, information and supervision and to provide a workplace free of harassment and/or bullying.

Section 15: Discrimination/Sexual Harassment

(a) General

There shall be no discrimination by the Employer or by the Union with respect to any Employee as provided in the Human Rights Act of B.C., nor by reason of membership or activity in a Trade Union.

(b) **Sexual Harassment**

The Employer and the Union do not condone sexual harassment. Any complaint or allegation of sexual harassment affecting the workplace not satisfactorily resolved shall be dealt with by the Parties through the grievance procedure.

(c) **Grievances**

A grievance relating to a matter of alleged discrimination or sexual harassment may be launched at the last step of the Grievance Procedure preceding arbitration.

ARTICLE XVI – EDUCATION FUND

The Employer agrees to contribute three and one half cents (3.5¢) for every person-hour worked to USW Canada for the purposes of education.

ARTICLE XVII - ADJUSTMENT OF GRIEVANCES

Section 1: Procedure

The Management and the Union mutually agree that when a grievance arises coming under the terms of this Agreement, it shall be taken up in the manner set out below:

Step One

The individual Employee involved shall first take up the matter with the manager directly in charge of the work within fourteen (14) days of knowledge of the said grievance.

Step Two

If the question is not satisfactorily settled in this way, the same individual with a Shop Committee member (Shop Steward) shall take up the problem with the manager directly in charge.

Step Three

If a satisfactory settlement is not then reached, the Shop Committee shall take up the problem with the manager or such person as designated by the Employer. A statement in writing of the alleged grievance, together with a statement in writing by the manager, shall be exchanged by the parties concerned.

Step Four

If the problem is not then satisfactorily solved, it shall be referred to the Union and the Employer.

Step Five

If a satisfactory settlement is not then reached, it shall be dealt with by arbitration as set forth in Article XVIII.

Section 2: Time Limit

If the grievance has not advanced to the next stage under Step Two, Three, Four or Five within fourteen (14) days after completion of the preceding stage, then the grievance shall be deemed to be abandoned, and all rights of recourse to the grievance procedure shall be at an end. Where the Union is not able to observe this time limit by reason of the absence of the aggrieved Employee or the Shop Committee from the operation, the said time limit shall not apply. The Union shall be bound to proceed in such a case as quickly as may be reasonably possible.

ARTICLE XVIII - ARBITRATION

Section 1: Interpretation Matters - Grievances

- (a) In case of any dispute arising regarding the interpretation of this Agreement or the application of Article I, Section 1 thereof, which the Parties hereto are unable to settle between themselves, the matter shall be determined by arbitration in the following manner: In the case of a dispute arising under this Agreement, which the Parties are unable to settle between themselves as set out in the Article titled Adjustment of Grievances, the matter shall be determined by arbitration in the following manner: Either Party may notify the other Party in writing, by registered mail, of the question or questions to be arbitrated.

After receiving such notice and statement, the Arbitrator and the other Party shall, within three (3) days, acknowledge receipt of the question or questions to be arbitrated.

- (b) The Parties agree to jointly seek an Arbitrator to be agreed upon mutually.
- (c) In the event that the Arbitrator as provided for in (b) herein is not available, or there is no agreement on an Arbitrator, the Parties agree that they will request the Chairman of the Collective Agreements Arbitration Bureau to appoint an Arbitrator.
- (d) The decision of the Arbitrator shall be final and binding upon the Parties of the First and Second Parts.
- (e) The Arbitrator shall be requested to hand down a decision within fourteen (14) days following completion of the hearing.

Section 2: Cost Sharing

The Parties shall bear in equal proportion the expenses and allowances of the Arbitrator, and stenographic, secretarial, and other expenses connected with his duties as Arbitrator.

Section 3: Place of Hearing

Any arbitration to be held hereunder shall be held at such place as may be decided by the Parties.

ARTICLE XIX - STRIKES AND LOCKOUTS

- (a) There shall be no strikes or lockouts by the Parties to this Agreement during the term of this Agreement or with respect to any matter arising out of the Agreement for which arbitration is provided under the terms of the Agreement.
- (b) The Parties to this Agreement expressly agree that there will be no activity within the meaning of above threatened, declared, authorized, counseled, aided or brought about on its part.
- (c) In the event of a strike during the term of this Agreement, the Union will instruct its Members and Officers who may be involved to cease such activity and comply with the terms of this Agreement.

ARTICLE XX – COST OF LIVING ADJUSTMENT

The Regional District of Mount Waddington agrees to increase the Employee's wages for the fifth year at the higher of the following:

2 % or,

The Consumer Price Index (CPI) provided by the government of British Columbia, whichever is greater.

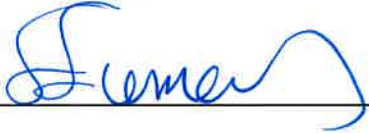
The Parties hereto mutually agree that the fifth year is effective from the 1st day of November 2023 to the expiry on the 31st day of October 2024. The CPI is provided by the Government of British Columbia measuring the changes from November 1, 2023 to October 31, 2024, such rates to be calculated and then paid retroactively back to November 1, 2023, no later than December 31st of 2024.

ARTICLE XXI - DURATION OF AGREEMENT


- (a) The Parties hereto mutually agree that this Agreement shall be effective from and after the 1st day of November 2019 to midnight the 31st day of October 2024 and thereafter from year to year, unless sixty (60) days written notice of contrary intention is given by either Party to the other Party. The notice required hereunder shall be validly and sufficiently served at the Office of the Employer, or at the Local Office upon the Local Union Officers of the Union, at least sixty (60) days prior to the expiry of this Agreement. If no agreement is reached at the expiration of this contract and negotiations are continued, the Agreement shall remain in force up to the time an agreement is reached or until negotiations are discontinued, by either Party.
- (b) The Parties hereto agree that the operation of Sections 50(2) and 50(3) of the Labour Code of British Columbia is excluded from the Agreement herein.

Dated At Port Moody, BC, this 31 day of March 2020.

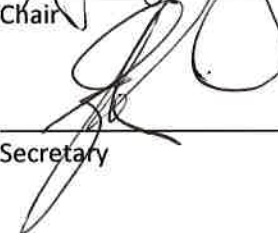
**UNITED STEELWORKERS
LOCAL 1-1937**



**REGIONAL DISTRICT OF
MOUNT WADDINGTON**



Chair



Secretary

//w
usw1-1937

APPENDIX NO. I

Wage Schedule

Signing Bonus \$650 to all eligible USW Employees upon signing

Nov. 1, 2019 - 3% increase

Nov. 1, 2020 - 2% increase

Nov. 1, 2021 - 2% increase

Nov. 1, 2022 - 2% increase

Nov. 1, 2023 - 2% increase - Cost of Living Adjustment in final year

POSITION	<i>Current Rate</i> 01-Nov-18	3% 01-Nov-19	2% 01-Nov-20	2% 01-Nov-21	2% 01-Nov-22	2% 01-Nov-23	As per Art. XX 01-Nov-23 to 31-Oct-24
Receptionist							
Step 1	22.36	23.03	23.49	23.96	24.44	24.93	COLA Clause Adj.
Step 2	24.58	25.32	25.83	26.35	26.88	27.42	COLA Clause Adj.
Admin Assistant							
Step 1	24.58	25.32	25.83	26.35	26.88	27.42	COLA Clause Adj.
Step 2	26.82	27.62	28.17	28.73	29.30	29.89	COLA Clause Adj.
Step 3a	27.26	28.08	28.64	29.21	29.79	30.39	COLA Clause Adj.
Step 3b	27.70	28.53	29.10	29.68	30.27	30.88	COLA Clause Adj.
Step 4	29.05	29.92	30.52	31.13	31.75	32.39	COLA Clause Adj.
Finance Clerk 1							
Step 1	24.58	25.32	25.83	26.35	26.88	27.42	COLA Clause Adj.
Step 2	26.82	27.62	28.17	28.73	29.30	29.89	COLA Clause Adj.
Step 3	29.91	30.81	31.43	32.06	32.70	33.35	COLA Clause Adj.
Finance Clerk 2							
Step 1	24.58	25.32	25.83	26.35	26.88	27.42	COLA Clause Adj.
Step 2	26.82	27.62	28.17	28.73	29.30	29.89	COLA Clause Adj.
Step 3	29.91	30.81	31.43	32.06	32.70	33.35	COLA Clause Adj.
Step 4	31.28	32.22	32.86	33.52	34.19	34.87	COLA Clause Adj.
Step 5	33.52	34.53	35.22	35.92	36.64	37.37	COLA Clause Adj.
Planning Assistance							
Step 1	24.58	25.32	25.83	26.35	26.88	27.42	COLA Clause Adj.
Step 2	26.82	27.62	28.17	28.73	29.30	29.89	COLA Clause Adj.
Step 3	29.91	30.81	31.43	32.06	32.70	33.35	COLA Clause Adj.
Step 4	31.28	32.22	32.86	33.52	34.19	34.87	COLA Clause Adj.
Step 5	33.52	34.53	35.22	35.92	36.64	37.37	COLA Clause Adj.

Wage Schedule (cont'd)

POSITION	<i>Current Rate</i> 01-Nov-18	3% 01-Nov-19	2% 01-Nov-20	2% 01-Nov-21	2% 01-Nov-22	2% 01-Nov-23	As per Art. XX 01-Nov-23 to 31-Oct-24
7 Mile Labourer							
Step 1	22.36	23.03	23.49	23.96	24.44	24.93	COLA Clause Adj.
Step 2	25.22	25.98	26.50	27.03	27.57	28.12	COLA Clause Adj.
7 Mile Supervisor							
Step 1	26.82	27.62	28.17	28.73	29.30	29.89	COLA Clause Adj.
Step 2	29.91	30.81	31.43	32.06	32.70	33.35	COLA Clause Adj.
Scale Office Clerk							
Step 1	22.36	23.03	23.49	23.96	24.44	24.93	COLA Clause Adj.
Step 2	24.08	24.80	25.30	25.81	26.33	26.86	COLA Clause Adj.
Step 3	25.80	26.57	27.10	27.64	28.19	28.75	COLA Clause Adj.
Malcolm Island Recycling Attendant							
Step 1	22.36	23.03	23.49	23.96	24.44	24.93	COLA Clause Adj.
Step 2	24.08	24.80	25.30	25.81	26.33	26.86	COLA Clause Adj.
Step 3	25.80	26.57	27.10	27.64	28.19	28.75	COLA Clause Adj.
Parks Labourer							
Step 1	22.36	23.03	23.49	23.96	24.44	24.93	COLA Clause Adj.
Step 2	25.22	25.98	26.50	27.03	27.57	28.12	COLA Clause Adj.
Parks Supervisor							
Step 1	26.82	27.62	28.17	28.73	29.30	29.89	COLA Clause Adj.
Step 2	29.91	30.81	31.43	32.06	32.70	33.35	COLA Clause Adj.

APPENDIX NO. II

Travel and Accommodation Expenses Related to Medical Referrals

ELIGIBILITY

All permanent regular Employees who normally work twenty (20) hours per week or more become eligible upon successful completion of probation. Employees' dependents may also be covered. Eligible dependents are defined as:

1. The spouse of the Employee, and
2. Any child who is supported by the Employee, and
 - a) Who is not married, and
 - b) Is under the age of 19, or is in full-time attendance at a British Columbia school or university.

ENROLLMENT

Facilitated by completion of the Extended Health Benefits enrollment card.

TERMINATION OF COVERAGE

If employment terminates, plan coverage ceases on the date of termination.

EXPENSES COVERED

If referred by the local doctor or dentist, eligible Employees and/or dependents requiring medical, dental or vision care treatment not available locally, may claim:

Transportation Expenses (for patient and an attendant, if necessary, and requested by the doctor, to and from the nearest major British Columbia centre equipped to provide the required medical treatment) - flat rate of:

- | | |
|-------------------|----------|
| a. Vancouver | \$225.00 |
| b. Victoria | \$200.00 |
| c. Nanaimo | \$160.00 |
| d. Comox Valley | \$150.00 |
| e. Campbell River | \$140.00 |

The Medical Travel Allowance coverage shall include those travel expenses for optometrists and dentists, provided these services are not available locally.

Accommodation Expenses - limited to commercial facilities for the patient and/or attendant if required, immediately before and after medical treatment up to a total of seven (7) days at up to \$130.00 per day (no provision is made under the plan for meals).

Treatment must occur within a reasonable period and in all cases no longer than two (2) months after the doctor's referral.

Medical referral does not include appointments in Port McNeill or Port Hardy, and does not include optometrists or dentists if services are available locally.

CLAIM PROCEDURE

Completed claim forms, accompanied by appropriate receipts and the doctor's referral slip, must be submitted to the office.

APPENDIX NO. III

Current Job Descriptions

Clerk Receptionist

Administrative Assistant

Finance Clerk

Scale Office Clerk

7-Mile Labourer

Malcolm Island Transfer Station/Recycling Depot Attendant (MIRD)

7-Mile On-Site Supervisor

Parks Labourer

Parks Supervisor

Planning Assistant



REGIONAL DISTRICT OF MOUNT WADDINGTON

CLERK / RECEPTIONIST

SUMMARY

Reporting to the Administrator or their delegate, provides reception and switchboard services as well as clerical and secretarial support.

AUTHORITY

No direct authority over any position.

REPORTING RELATIONSHIP

Directly responsible to the Administrator and/or their delegate.

DUTIES

1. Address public inquiries via telephone or at the front counter.
2. Answer switchboard and direct all calls.
3. Collect and process mail, except for any marked confidential.
4. Collect and circulate all incoming faxes.
5. Photocopying and maintain photocopy log as required.
6. According to instructions from the Administrative Assistant, maintain and catalogue records of the Regional District including general files, updates for Consolidated Statutes of BC and any other circular up-dates, address lists, correspondence, bylaws, contracts, and maps.
7. Updating and maintaining the public information display at the front office.
8. Prepare information packages and mail out to all the directors, twice a month or as required.
9. Collect information for the correspondence on the table for the board agenda.
10. Purchase and order office, parks and coffee room supplies.
11. Maintain Board Room bookings on calendar.
12. As requested, make travel arrangements and registrations for conventions and conferences for staff and board members.
13. Assist with word processing when required.
14. All other related duties as assigned.

QUALIFICATIONS

Grade 12 with proven communications skills and knowledge of office procedures, routines and organizational practices, PC applications (Word and Excel), English, and Records Management.

CRITERIA FOR ADVANCEMENT

Two Pay Levels

- 1) Hired with qualifications listed above.
- 2) Eligible after one year upon demonstrating proficiency in all the duties listed above.



REGIONAL DISTRICT OF MOUNT WADDINGTON

ADMINISTRATIVE ASSISTANT

SUMMARY

Reporting to the Administrator, provides secretarial and administrative support to the Board, the Board Chairperson, the Administrator, and other management staff and is responsible for the development, implementation and maintenance of the records management system.

AUTHORITY

May delegate filing and other tasks to the receptionist or junior administrative assistant, if applicable

REPORTING RELATIONSHIP

Directly responsible to the Administrator.

DUTIES:

1. Coordinate meetings, provide material relative to agendas, prepare agendas and distribute for In-Camera, Special, Regional Hospital Board, Regional Board, Solid Waste, Arena and other Committees or Commissions.
2. Recording Secretary for regular board, committees and hospital meetings.
3. Provide secretarial services to the Directors, Board Chair, Administrator and Managers, as required.
4. Prepare a list of action items as a result of the Board, Committee and Commission meetings.
5. Maintain, organize and safely store minutes, bylaws and other records of the Regional District and its committees.
6. Maintain Regional Board Policy Manual and send updates to Board Directors.
7. Post notices as required on the bulletin Board, the RDMW website or elsewhere.
8. Provide information to the public according to the provisions of the Freedom of Information and Protection Act.
9. Ongoing study of changes in legislation relating to RDMW functions.
10. Perform reception duties when required.
11. Assist the Chief Elections Officer, as required. Eligible to be appointed as the Deputy Chief Elections Officer.
12. Make travel arrangements and registrations for conventions and conferences for staff and board members
13. All other related duties by the Administrator i.e. updating website, research for grants as assigned.

QUALIFICATIONS

Grade 12 with at least five (5) years' office experience with a government or related organization (or equivalent training); sound knowledge of legislative framework local and Regional Government in BC; office procedures, routines and organizational practices; PC applications (Word and Excel); English; and Records Management. Strong interpersonal and communication skills; proven ability to work independently and meet deadlines; and minute taking are all key requirements. Requires a Criminal Records Check.

CRITERIA FOR ADVANCEMENT

Three Pay Levels

- 1) Hired with qualifications listed above.
- 2) Eligible after one year upon demonstrating proficiency in all the duties listed above.
- 3) a) Eligible upon successfully completing either Capilano University's PADM 209, PADM 200 or approved equivalent
b) Eligible after meeting requirement 3 a) and upon successfully completing a second approved course (PADM 209, PADM 200 or approved equivalent).
- 4) Eligible upon obtaining a Local Administration Government Certificate as currently offered by Capilano University or equivalent



REGIONAL DISTRICT OF MOUNT WADDINGTON

FINANCE CLERK

SUMMARY

Process day to day financial data into the computerized accounting system.

AUTHORITY

No direct authority over any position.

REPORTING RELATIONSHIP

Directly responsible to the Treasurer.

DUTIES

1. Accounts Receivable – Invoicing, Collections, Reporting, Coding\ Data Entry, Maintain Purchase Requisition System.
2. Accounts Payable - Check and verify all invoices; Coding\ Data Entry \ General ledger; Process cheque runs; Reporting.
3. Payroll - Maintain Payroll Journal; Maintain computer entries; Enroll new Employees; Benefits : Administration & Accounting; Records of Employment; Payments to Receiver General; Annual Receiver General reports; Superannuation; WCB; T-4's; Reporting.
4. Month End - Bank Reconciliation; Clearing of Suspense accounts.
5. Cash Receipting - Bank deposits; Petty Cash control; Maintain cash receipt journal.
6. Assist Treasurer when required.
7. Assist with general office administrative duties when required.
8. Other duties, as assigned.

QUALIFICATIONS

Grade 12 with previous office experience with a government or related organization (or equivalent training). Should have three years accounting and bookkeeping experience using computerized systems. Communication skills, and the ability to work with minimum supervision. Requires a Criminal Records Check.

CRITERIA FOR ADVANCEMENT

Five Pay Levels:

- 1) Hired with qualifications listed above.
- 2) Eligible after two years upon demonstrating proficiency in all the duties listed above.
- 3) Eligible upon—obtaining a diploma recognized by the Board of Examiners as being equivalent to the Intermediate Certificate, or after 2 years from date of increment of step two with an equivalent combination of qualifications and experience on proficiency certified by the Treasurer.
- 4) Eligible upon obtaining final level of certification of relevant professional institution, or after 2 years from date of increment of step 3 with an equivalent combination of qualifications and experience on proficiency certified by the Treasurer.
- 5) Eligibility for membership in relevant professional organization—or after 2 years from date of increment of step 4 with an equivalent combination of qualifications and experience on proficiency certified by the Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON

SCALE OFFICE CLERK

POSITION SUMMARY

The **Scale Office Clerk** is responsible for the day-to-day operations of the 7-Mile Scale Office.

REPORTING RELATIONSHIP

Reports to the Operations Manager and the Landfill Supervisor or their designate.

DUTIES AND RESPONSIBILITIES

1. Open and close the facility to the public according to the hours set by the RDMW.
2. Control and direct all traffic entering and exiting the site.
3. Screen, assess and record all inbound and outbound loads.
4. Collect payments and prepare bank deposits.
5. Provide information about fees, regulations, recycling and product stewardship programs.
6. Enforce all landfill tipping fees, bans and other protocols.
7. Maintain statistical database and prepare reports as requested.
8. Coordinate with, and assist the 7mile On-Site Supervisor in providing information regarding approaching loads, maintaining the public drop-off area and sorting and processing recyclable materials.
9. Coordinate communications from outside of 7 Mile and internal safety.
10. Be fully knowledgeable regarding relevant RDMW Standard Operating Procedures and policies.
11. Act as First Aid Attendant when assigned role.
12. Perform related duties as required or assigned.

REQUIRED QUALIFICATIONS

1. Ability to maintain relationships with the public and staff members.
2. Demonstrated ability with word processing and spreadsheet programs.
3. The ability to format, tabulate and organize data to meet a variety of reporting needs.
4. Ability to compose written reports.
5. Ability to calculate weights and monetary values of materials.
6. Ability to meet specified deadlines and to work under minimal supervision.
7. Recommended, Valid BC Driver's License (minimum Class 5).
8. WCB Level 1 First Aid.
9. Requires a Criminal Records Check.

CRITERIA FOR ADVANCEMENT TO SENIOR LEVELS

Three pay levels

- | | |
|--------------------|---|
| Level One | Qualifications as listed above |
| Level Two | Eligible after one year upon demonstrating proficiency in all the duties listed above |
| Level Three | Eligible after one year at Level 2 upon demonstrating continued proficiency at all of the duties listed above and successful completion of SWANA* Waste Screening Training. |

* SWANA: Solid Waste Association of North America



REGIONAL DISTRICT OF MOUNT WADDINGTON

7-MILE LABOURER

POSITION SUMMARY

Performs all the physical duties associated with operating and maintaining the recycling, salvage and public tipping areas.

REPORTING RELATIONSHIP

Reports to the On-Site Supervisor.

DUTIES AND RESPONSIBILITIES

1. Assist the On-site Supervisor.
2. Maintain public areas in a clean and tidy and safe manner.
3. Sort and process recoverable materials for recycling.
4. Retrieve reusable items from the waste stream.
5. Retrieve hazardous or prohibited materials from the waste stream.
6. Perform landscaping duties as necessary.
7. Operate forklift.
8. Assist the public in the salvage yard and the public tipping area.
9. Be fully knowledgeable regarding relevant RDMW Standard Operating Procedures and policies.
10. Act as First Aid Attendant when assigned role.
11. Perform related duties as required or assigned.

REQUIRED QUALIFICATIONS

1. Ability to maintain cordial relationships with the public and staff members.
2. Valid BC Driver's License (minimum Class 5).
3. Transportation of Dangerous Goods Certification
4. Requires a Criminal Records Check.

RECOMMENDED QUALIFICATIONS

1. WCB Level 1 First Aid.

CRITERIA FOR ADVANCEMENT TO SENIOR LEVEL

- | | |
|------------------|--|
| Level One | Qualifications as listed above |
| Level Two | <ol style="list-style-type: none">1. Eligible after one year upon demonstrating proficiency in all the duties listed above2. Forklift operation certification3. Successful completion of SWANA* Sanitary Landfill Operation Personnel On-Site Training |

* SWANA: Solid Waste Association of North America



REGIONAL DISTRICT OF MOUNT WADDINGTON

MALCOLM ISLAND TRANSFER STATION/RECYCLING DEPOT ATTENDANT (MIRD)

POSITION SUMMARY

Performs all the physical duties associated with operating and maintaining the recycling, salvage and public tipping areas of the Malcolm Island Transfer Station/Recycling Depot.

REPORTING RELATIONSHIP

Reports to the Manager of Operations

DUTIES AND RESPONSIBILITIES

1. Open and close the facility to the public according to the hours set by the RDMW.
2. Control and direct all traffic entering and exiting the site.
3. Assist in pickup, screen, assess and record all inbound and outbound loads.
4. Collect payments, issue receipts and prepare bank deposits.
5. Provide information about fees, regulations, recycling and product stewardship programs.
6. Enforce all landfill tipping fees, bans and other protocols.
7. Maintain public areas in a clean and tidy manner.
8. Sort and process recoverable materials for recycling.
9. Retrieve reusable items from the waste stream.
10. Retrieve hazardous or prohibited materials from the waste stream.
11. Perform landscaping duties as necessary.
12. Operate forklift. (*if applicable*)
13. Assist the public in the salvage yard and the public tipping area and with compost loading.
14. Be available to operate transfer station in emergencies within 1 hour of notification.
15. Provide first aid or safety direction to public visitors
16. Be fully knowledgeable regarding relevant RDMW Standard Operating Procedures and policies.
17. Perform related duties as required or assigned.

REQUIRED QUALIFICATIONS

1. Ability to maintain relationships with the public and staff members.
2. WCB Level 1 First Aid.
3. Transportation of Dangerous Goods Certification
4. Requires a Criminal Records Check.
5. Physically able to carry out duties and responsibilities

RECOMMENDED QUALIFICATIONS

1. Valid BC Driver's License (minimum Class 5)

CRITERIA FOR ADVANCEMENT

- | | |
|------------------|--|
| Level One | Qualifications as listed above |
| Level Two | <ol style="list-style-type: none">1. Eligible after one year upon demonstrating proficiency in all the duties listed above2. <u>Forklift operation certification (<i>if applicable</i>)</u> |

Level Three Eligible after one year at Level 2 upon demonstrating continued proficiency at all of the duties listed above and successful completion of SWANA* Waste Screening Training.

* SWANA: Solid Waste Association of North America



REGIONAL DISTRICT OF MOUNT WADDINGTON

7-MILE ON-SITE SUPERVISOR

POSITION SUMMARY

The **7-Mile On-Site Supervisor** is responsible for the day-to-day operations of the recycling and salvage operation, and other duties associated with the landfill and the public tipping area.

AUTHORITY

Supervises RDMW Staff Regarding Landfill and Material Diversion Activities

REPORTING RELATIONSHIP

Reports to the Operations Manager

DUTIES AND RESPONSIBILITIES

1. Supervise landfill staff and liaise with contracted service providers.
2. Organize and maintain the recycling collection system at the 7-Mile facility.
3. Source markets for recycled materials and arrange for transportation to market.
4. Supervise and maintain Product Care and other product stewardship collection systems.
5. Direct and control vehicle traffic and site visitors, when necessary.
6. Monitor all inbound materials and divert recyclable materials.
7. Monitor inbound materials, divert prohibited materials, report cardboard contamination to scale office.
8. Monitor and maintain all electric fences and report on wildlife activities.
9. Monitor and record leachate discharge levels and precipitation data daily.
10. Keep grounds, fence lines, ditches and signs clean and clear of brush.
11. Maintain the baler, the forklift, the salvage truck and other equipment.
12. Monitor and coordinate with the landfill contractor on behalf of the RDMW, as necessary.
13. Ensure that all work practices adhere to standards set by WCB and other agencies.
14. Be fully knowledgeable regarding relevant RDMW Standard Operating Procedures and policies and ensure compliance of everyone at landfill site.
15. Act as First Aid Attendant when assigned role.
16. Perform related duties as required or assigned.

REQUIRED QUALIFICATIONS

1. Good level of physical fitness, agility and the ability to lift heavy objects safely.
2. Ability to operate power tools in a safe manner.
3. Ability to maintain cordial relationships with the public and staff members, including supervision
4. Ability to meet specified deadlines and to work under minimal supervision.
5. Ability to compose reports and work with computer spreadsheets.
6. WCB Level 1 First Aid.
7. Valid BC Driver's Licence (minimum Class 5).
8. Requires a Criminal Records Check.
9. Forklift operation certification.
10. Transportation of dangerous goods certification.

CRITERIA FOR ADVANCEMENT TO SENIOR LEVEL

- | | |
|------------------|---|
| Level One | Qualifications as listed above |
| Level Two | 1. Eligible after two years upon demonstrating proficiency in all the duties listed above |

2. SWANA Certification as a Landfill Technical Associate or equivalent experience.
3. Completion of Supervisory Training Course.

**SWANA: Solid Waste Association of North America*



REGIONAL DISTRICT OF MOUNT WADDINGTON

PARKS LABOURER

SUMMARY

Responsible for the development and maintenance of Regional District parks, office grounds and buildings.

AUTHORITY

Direct authority over ~~summer students~~, in the absence of the Parks Supervisor.

REPORTING RELATIONSHIP

Reports directly to the Parks Supervisor.

DUTIES AND RESPONSIBILITIES

1. Overall maintenance and implementation of capital projects for the regional parks system;
2. Grounds and routine building maintenance;
3. Coordination of volunteers for the completion of parks projects;
4. Routine building projects when it is cost effective;
5. Be fully knowledgeable regarding relevant RDMW Standard Operating Procedures and policies;
6. Other duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

1. WHMIS
2. First Aid Level 1
3. Possession of a Class 5 Drivers License
4. Basic construction and vehicle maintenance skills
5. Preventive maintenance on tools such as generators, gas weed eaters, power saws, and lawn mowers
6. Ability to use GPS, compass, maps, and charts
7. Ability to operate a chainsaw and other power tools in a safe manner
8. Ability to maintain cordial relationships with the public, contractors and staff members
9. Ability to meet specified deadlines and to work under minimal supervision
10. Ability to complete basic reports or inspection forms proficiently
11. Transportation of dangerous goods certification

CRITERIA FOR ADVANCEMENT TO SENIOR LEVEL

Two Pay Levels

Level One Qualifications as listed above

Level Two Eligible after one year upon demonstration proficiency in all the duties listed above



REGIONAL DISTRICT OF MOUNT WADDINGTON

PARKS SUPERVISOR

SUMMARY

Responsible for the development and maintenance of Regional District parks, office grounds and buildings.

AUTHORITY

Direct authority over parks labourer(s).

REPORTING RELATIONSHIP

Reports directly to the Manager of Economic Development, or their designate.

DUTIES AND RESPONSIBILITIES

1. Overall maintenance and implementation of capital projects for the regional parks system
2. Grounds and routine building maintenance
3. Initiate and implement approved projects
4. Ensure that adequate records are maintained for park standards, project status, & time sheets
5. Supervise Parks staff and liaise with contract service providers
6. Monitor status of all facilities and equipment and advise of budgetary or project requirements
7. Be fully knowledgeable regarding relevant RDMW Standard Operating Procedures and policies and ensure compliance of everyone at work sites
8. Coordination of volunteers for the completion of parks projects
9. Other duties, as assigned

QUALIFICATIONS AND EXPERIENCE

1. WHIMIS
2. First Aid Level 1
3. Danger Tree Assessment Ticket
4. Possession of a Class 5 Drivers License
5. Basic construction & vehicle maintenance skills
6. Preventive maintenance on tools such as generators, gas weed eaters, power saws, and lawn mowers
7. Ability to use GPS, compass, maps, and charts
8. 2 years experience as Parks Labourer or equivalent experience
9. Ability to operate a chainsaw and other power tools in a safe manner
10. Ability to maintain cordial relationships with the public, contractors and staff members
11. Ability to meet specified deadlines and to work under minimal supervision
12. Ability to compose reports and work with computer spreadsheets

CRITERIA FOR ADVANCEMENT TO SENIOR LEVEL

Two Pay Levels

Level One Qualifications as listed above

Level Two Eligible after one year upon demonstration proficiency in all the duties listed above and completion of required Supervisory Training Courses.



REGIONAL DISTRICT OF MOUNT WADDINGTON

PLANNING ASSISTANT

SUMMARY:

Responsible for day to day planning activities.

AUTHORITY:

No direct authority over any other staff.

REPORTING RELATIONSHIP:

Reports directly to the Manager of Planning.

DUTIES:

1. Developing and maintaining planning, parks and building department databases and filing systems.
2. Answers public, departmental and government inquiries related to Development Services, parks, and building functions.
3. Researches and advises the Board and senior staff on planning related issues.
4. Processes planning applications.
5. Responds to government referrals.
6. Attends Advisory Planning Commission meetings and sets up and attends Public Hearings.
7. Prepares minutes and agendas related to meetings of the Development Services Department.
8. Represents the Development Services Department where required on committees dealing with land use planning issues.
9. Drafting land use related bylaws and amendments.
10. Responds to complaints regarding land use bylaw infractions.
11. Processes various development applications for compliance with legislation and the Regional District of Mount Waddington bylaws and policies.
12. Other duties, as assigned.

QUALIFICATIONS:

Grade 12 completion, with a minimum of two years experience in community and regional planning.

CRITERIA FOR ADVANCEMENT:

Five Pay Levels:

- 1) Hired with qualifications listed above
- 2) Eligible after one year upon demonstrating proficiency in all the duties listed above
- 3) Upon successful completion of Certificate of Development Approvals through BCIT or equivalent technical training through a recognized educational facility or program, combined with substantial experience in planning, ie. at least two years in local government planning
- 4) Upon completion of an undergraduate degree in planning or a related field, or a Degree or Diploma in Community/Regional/Rural Planning from a recognized college such as Langara, or a recognized equivalent combination of training and work, subject to managerial review
- 5) Upon eligibility for acceptance to Planning Institute of BC/ Canadian Institute of Planners