

COLLECTIVE AGREEMENT BETWEEN
PEACE RIVER REGIONAL DISTRICT

AND

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 2403

January 1, 2020 - December 31, 2023

INDEX

PREAMBLE	7
ARTICLE 1 - DEFINITIONS	7
1.01 FULL-TIME EMPLOYEE	7
1.02 TEMPORARY/SEASONAL EMPLOYEE.....	7
1.03 CASUAL EMPLOYEE.....	7
1.04 PART-TIME EMPLOYEE	8
ARTICLE 2 – MANAGEMENT RIGHTS	8
2.01 HIRING AND DISCIPLINE	8
2.02 MANAGEMENT AND DISCRETION.....	8
2.03 NO DISCRIMINATION	9
ARTICLE 3 – UNION RECOGNITION	9
3.01 BARGAINING UNIT.....	9
3.02 WORK OF THE BARGAINING UNIT	9
3.03 NO OTHER AGREEMENTS	9
3.04 RIGHT TO FAIR REPRESENTATION	9
3.05 UNION OFFICERS AND COMMITTEE MEMBERS	9
3.06 PRESIDENT’S LEAVE.....	10
ARTICLE 4 – HUMAN RIGHTS	10
4.01 BASIC POLICY.....	10
4.02 PURPOSE.....	10
4.03 DEFINITIONS	10
4.04 COMPLAINT PROCEDURES	11
4.05 INVESTIGATOR.....	12
4.06 INVESTIGATION PROCEDURE	13
4.07 FALSE ALLEGATIONS.....	13
4.08 DISCIPLINE	13
ARTICLE 5 – UNION MEMBERSHIP	14
5.01 ALL NEW EMPLOYEES TO BE MEMBERS.....	14
ARTICLE 6 – CHECK-OFF DUES	14
6.01 DUES	14
6.02 DEDUCTIONS	14
6.03 DUES RECEIPTS	14
ARTICLE 7 – EMPLOYER AND UNION SHALL ACQUAINT MEMBERS.....	14
7.01 ACQUAINTING NEW EMPLOYEES.....	14
7.02 INTERVIEWING OPPORTUNITY	14
ARTICLE 8 – CORRESPONDENCE	15
8.01 CORRESPONDENCE	15
8.02 COPIES OF RESOLUTIONS	15
ARTICLE 9 – LABOUR MANAGEMENT COMMITTEE	15
9.01 ESTABLISHMENT OF THE COMMITTEE.....	15
9.02 FUNCTION OF THE COMMITTEE.....	15
9.03 MEETINGS OF THE COMMITTEE	15
9.04 CHAIRPERSON OF THE MEETING.....	15
9.05 MINUTES OF THE MEETING.....	16
9.06 JURISDICTION OF THE COMMITTEE	16
ARTICLE 10 – COLLECTIVE BARGAINING	16
10.01 REPRESENTATIVES	16
10.02 BARGAINING COMMITTEES	16
10.03 FUNCTION OF BARGAINING COMMITTEE	16
10.04 TIME OFF FOR MEETING.....	16
ARTICLE 11 – GRIEVANCE PROCEDURE	16
11.01 RECOGNITION OF UNIONS, STEWARDS AND GRIEVANCE COMMITTEE.....	16
11.02 NAMES OF STEWARDS	17
11.03 GRIEVANCE COMMITTEE	17

11.04	PERMISSION TO LEAVE WORK	17
11.05	DEFINITION OF GRIEVANCE	17
11.06	SETTLING OF GRIEVANCE	17
11.07	UNION MAY INSTITUTE GRIEVANCE	18
11.08	REPLIES IN WRITING	18
	ARTICLE 12 – ARBITRATION	18
12.01	NOTIFICATION TO ARBITRATE	18
12.02	ARBITRATION PROCEDURE	18
12.03	APPOINTMENT OF AN ARBITRATOR	18
12.04	ARBITRATION HEARINGS	18
12.05	ARBITRATION COSTS	19
12.06	EXPEDITED ARBITRATION	19
12.07	AMENDING TIME LIMITS	19
12.08	WITNESSES	19
	ARTICLE 13 – DISCHARGE, SUSPENSION, AND DISCIPLINE	20
13.01	DISCHARGE AND DISCIPLINE PROCEDURE	20
13.02	RIGHT TO HAVE A SHOP STEWARD PRESENT	20
13.03	MAY OMIT GRIEVANCE STEPS	20
13.04	DESIGNATION OF SUPERVISORS	20
13.05	CROSSING OF PICKET LINES DURING STRIKE	20
13.06	POLITICAL ACTION	20
13.07	PERSONNEL RECORDS	21
	ARTICLE 14 - SENIORITY	21
14.01	SENIORITY DEFINED	21
14.02	SENIORITY LIST	21
14.03	PROBATIONARY PERIOD	21
14.04	LOSS OF SENIORITY	22
14.05	SENIORITY ACCRUAL DURING PERIODS OF ABSENCE	22
	ARTICLE 15 – PROMOTIONS AND STAFF CHANGES	23
15.01	JOB POSTINGS	23
15.02	INFORMATION IN POSTINGS	23
15.03	ROLE OF SENIORITY IN PROMOTIONS, TRANSFERS AND STAFF CHANGES	23
15.04	TRIAL PERIOD	23
15.05	NOTIFICATION TO EMPLOYEE AND UNION	24
	ARTICLE 16 – LAYOFFS AND RECALLS	24
16.01	DEFINITION OF LAYOFF	24
16.02	ROLE OF SENIORITY IN LAYOFF	24
16.03	RECALL PROCEDURE	24
16.04	NO NEW EMPLOYEE	24
16.05	NOTICE OF LAYOFF AND SEVERANCE PAY	24
16.06	GRIEVANCE ON LAYOFFS AND RECALLS	24
16.07	LEAVE TO ATTEND TO PERSONNEL MATTERS	25
16.08	RETENTION OF BENEFITS	25
	ARTICLE 17 – HOURS OF WORK	25
17.01	HOURS OF WORK	25
17.02	ALTERATIONS TO HOURS OF WORK	25
17.03	REST PERIODS	25
17.04	REPORTING PAY GUARANTEE	26
	ARTICLE 18 - OVERTIME	26
18.01	OVERTIME DEFINED	26
18.02	COMPENSATION FOR OVERTIME	26
18.03	CALL-OUT	26
18.04	OVERTIME FOR PART-TIME OR CASUAL EMPLOYEES	27
18.05	NO LAYOFF TO COMPENSATE FOR OVERTIME	27
18.06	DISTRIBUTION OF OVERTIME	27
18.07	APPROVAL OF OVERTIME	27

18.08	TIME OFF IN LIEU OF OVERTIME	27
	ARTICLE 19 – SHIFT WORK	27
19.01	SHIFT PREMIUM.....	27
19.02	REST BETWEEN SHIFTS	28
	ARTICLE 20 – PAID HOLIDAYS	28
20.01	PAID HOLIDAY	28
20.02	PAY FOR REGULARLY SCHEDULED WORK ON A HOLIDAY.....	28
20.03	HOLIDAY ON A WEEKEND	28
	ARTICLE 21 – VACATION	29
21.01	LENGTH OF VACATION	29
21.02	VACATION PAY	29
21.03	VACATION CARRY OVER.....	29
21.04	COMPENSATION FOR HOLIDAYS DURING VACATION	29
21.05	VACATION YEAR	30
21.06	REQUESTS FOR VACATION.....	30
21.07	VACATION PERIOD	30
21.08	BEREAVEMENT LEAVE DURING VACATION	30
	ARTICLE 22 – SICK LEAVE	30
22.01	SICK LEAVE DEFINED.....	30
22.02	SICK LEAVE ENTITLEMENT	31
22.03	SICK LEAVE AND W.I. OR WCB	31
22.04	DEDUCTIONS FROM SICK LEAVE	31
22.05	PROOF OF ILLNESS.....	32
22.06	SICK LEAVE DURING LEAVE OF ABSENCE OR LAYOFF.....	32
22.07	SICK LEAVE RECORDS.....	32
	ARTICLE 23 – LEAVE OF ABSENCE.....	32
23.01	AUTHORIZED LEAVES.....	32
23.02	LEAVE OF ABSENCE FOR UNION BUSINESS.....	33
23.03	LEAVE OF ABSENCE FOR FULL-TIME UNION OR PUBLIC DUTIES	33
23.04	PAID BEREAVEMENT LEAVE.....	33
23.05	MOURNER’S LEAVE.....	34
23.06	PREGNANCY AND/OR PARENTAL LEAVE.....	34
23.07	PAID JURY OR COURT WITNESS DUTY LEAVE.....	34
23.08	GENERAL LEAVE	34
23.09	EDUCATION LEAVE	34
23.10	FAMILY RESPONSIBILITY LEAVE	35
	ARTICLE 24 – PAYMENT OF WAGES AND ALLOWANCES	35
24.01	PAY DAYS	35
24.02	WORKING IN A HIGHER CAPACITY	35
24.03	WORK PERFORMED IN A LOWER RATED JOB	35
24.04	VACATION PAY	36
24.05	VEHICLE ALLOWANCE	36
24.06	MEAL ALLOWANCE.....	36
24.07	SEWAGE CONTACT PREMIUM	36
24.08	PREMIUM PAY FOR EMPLOYER’S USE OF EMPLOYEE TRADE QUALIFICATIONS	36
	ARTICLE 25 – JOB CLASSIFICATION AND RECLASSIFICATION.....	37
25.01	JOB DESCRIPTIONS	37
25.02	NO ELIMINATION OF PRESENT CLASSIFICATION.....	37
25.03	CHANGES IN CLASSIFICATION	37
	ARTICLE 26 – EMPLOYEE BENEFIT PLANS.....	37
26.01	RETIREMENT AND MUNICIPAL PENSION PLAN	37
26.02	HOSPITAL AND MEDICAL INSURANCE	37
26.03	GROUP INSURANCE.....	38
26.04	EMPLOYMENT INSURANCE (EI) REBATE	39
26.05	EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP).....	39
26.06	WCB OR WI/LTD PLANS	39

ARTICLE 27 – HEALTH AND SAFETY	39
27.01 COOPERATION ON SAFETY.....	39
27.02 COMPLIANCE WITH HEALTH AND SAFETY LEGISLATION.....	40
27.03 UNION/EMPLOYER HEALTH AND SAFETY COMMITTEE	40
27.04 PAY FOR MEMBERS OF HEALTH AND SAFETY COMMITTEE	40
27.05 HEALTH SAFETY CLOTHING, TOOLS, EQUIPMENT AND PROTECTION	40
27.06 SAFETY BOOTS.....	40
27.07 RIGHT TO REFUSE OR STOP UNSAFE WORK.....	40
27.08 PROPER TRAINING	41
ARTICLE 28 – TECHNOLOGICAL CHANGE	41
28.01 NOTICE OF CHANGE	41
28.02 SEVERANCE PAY	41
28.03 SETTLEMENT BY ARBITRATION	41
28.04 INTERIM CHANGE	41
ARTICLE 29 – CONTRACTING OUT	41
29.01 CONTRACTING OUT	41
ARTICLE 30 – GENERAL PROVISIONS	41
30.01 INTERPRETATION CLAUSE	41
30.02 CHANGES IN THE AGREEMENT.....	42
30.03 BULLETIN BOARDS.....	42
30.04 CONFLICT OF INTEREST	42
30.05 COPIES OF AGREEMENT.....	42
30.06 PROVISION INVALIDATED	42
30.07 WELLNESS FUND	42
ARTICLE 31 – PROPERTY OF THE EMPLOYER	42
31.01 PROPERTY OF THE EMPLOYER	42
ARTICLE 32 – TERM OF AGREEMENT	43
32.01 TERM AND CONTINUANCE.....	43
ARTICLE 33 - WAGES	43
33.01 WAGE SCHEDULES.....	43
SCHEDULE ‘A’ AND ‘B’ – WAGES	44
SCHEDULE ‘C’ – INTERPRETATION CLAUSE	47
SCHEDULE D – LETTERS OF UNDERSTANDING	48
SCHEDULE ‘E’ – BARGAINING UNIT POSITION DESCRIPTIONS	49
ADMINISTRATIVE CLERK	50
ADMINISTRATIVE CLERK/RECEPTIONIST	52
BUILDING INSPECTOR I	54
BUILDING INSPECTOR II.....	55
BUILDING INSPECTOR III.....	57
BYLAW ENFORCEMENT OFFICER	59
COMMUNICATIONS COORDINATOR.....	61
COMMUNITY SERVICES CLERK.....	63
CORPORATE SERVICES COORDINATOR	65
DEVELOPMENT SERVICES (DS) COORDINATOR.....	67
ENVIRONMENTAL SERVICES COORDINATOR	69
ENVIRONMENTAL SERVICES ENGINEERING ASSISTANT I	71
FIELD SERVICES ASSISTANT	72
FIELD SERVICES LABOURER.....	74
FINANCE CLERK	76
FINANCE COORDINATOR	78
GEOGRAPHIC INFORMATION SYSTEMS (GIS) CO-ORDINATOR	80
GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN	82
GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNOLOGIST	83
GRANTS COORDINATOR	85
INFORMATION TECHNOLOGY COORDINATOR.....	87
INVASIVE PLANT PROGRAM COORDINATOR.....	89

LAND USE PLANNER (SOUTH PEACE AND NORTH PEACE)	91
LEGISLATIVE SERVICES CLERK	93
NORTH PEACE COORDINATOR	94
<i>General Duties</i>	94
<i>North Peace Airport Society Specific Duties</i>	94
<i>North Peace Economic Development Commission Specific Duties</i>	94
PARKS & RURAL RECREATION COORDINATOR	96
PROTECTIVE SERVICES COORDINATOR	98
SECRETARY OF INFORMATION SERVICES	100
SENIOR PLANNER.....	102
SOLID WASTE COORDINATOR	104
STUDENT PLANNER.....	106

PREAMBLE

It is the purpose of both parties to this Agreement to set out the rights of the Employer and the employees pertaining to working conditions and employment.

ARTICLE 1 - DEFINITIONS

1.01 Full-time Employee

Full-time Employee means an employee who is regularly scheduled to work 35 to 40 hours per week as provided in this Agreement, and is entitled to all rights and benefits under this Agreement.

1.02 Temporary/Seasonal Employee

Temporary/Seasonal Employee means an employee who is regularly scheduled to work 35 to 40 hours per week for a specific term, performing substantially all of the duties of a specific classification or a special temporary classification. This employee is entitled to all rights and benefits of this Agreement unless specifically excluded. The term shall not be less than one (1) month, nor shall it exceed twelve (12) months.

Temporary/Seasonal employees shall be entitled to receive a premium of fourteen percent (14%) of gross pay in lieu of the following: Article 20 - Paid Holidays, Article 21 – Vacation, Article 22 – Sick Leave, Article 23 – Leaves of Absence, Article 26 – Employee Benefit Plans.

Effective January 1, 2023, reference to Article 20 – Paid Holidays shall be removed from the preceding paragraph that will have the effect of temporary employees receiving pay for statutory holidays in accordance with Article 20 in addition to the fourteen percent (14%) gross pay in lieu of benefits as outlined above.

If a leave of absence under Article 22 – Sick Leave, Article 23 – Authorized Leaves or Article 26.06 – WCB or WI / LTD Plans of this agreement creates a vacancy greater than nine (9) months, a temporary position may be created for the duration of the leave of absence.

For the purposes of Pregnancy and Parental Leave, the term will be extended for the term of such leave.

1.03 Casual Employee

Casual Employee means an employee who is contacted for work on an as-needed basis (minimum 2 hours) and is paid in accordance with time sheets prepared. Casual employees are not entitled to benefits, but shall be entitled to an additional fourteen percent (14%) of gross pay per day in lieu of the following: Article 20 - Paid Holidays, Article 21 – Vacation, Article 22 – Sick Leave, Article 23 – Leaves of Absence, Article 26 – Employee Benefit Plans.

Effective January 1, 2023, reference to Article 20 – Paid Holidays shall be removed from the preceding paragraph that will have the effect of temporary employees receiving pay for statutory holidays in accordance with Article 20 in addition to the fourteen percent (14%) gross pay in lieu of benefits as outlined above.

1.04 Part-time Employee

Part-time Employee means an employee who is employed on a regular basis, and works less than the full-time hours as set out in Article 17.

Subject to the terms of the policy with the insurers, part-time employees who are entitled to the insured health and welfare benefits under Article 26 have the option of:

- a) sharing the premium cost of such benefits with the Employer on a pro-rated basis based on hours worked, and receive sick leave, vacation, paid holidays; or
- b) They may elect to receive fourteen percent (14%) of gross pay in lieu of the following: Article 20 - Paid Holidays, Article 21 – Vacation, Article 22 – Sick Leave, Article 23 – Leaves of Absence, Article 26 – Employee Benefit Plans.

Part-time employees who are eligible to be covered by subsection (a) above, and who elect to do so, shall enjoy the same benefits under the insured health and welfare benefit plans as full-time employees.

Part-time employees who are not entitled to the insured health and welfare benefits under Article 26 shall receive fourteen percent (14%) of gross pay in lieu of the following: Article 20 - Paid Holidays, Article 21 – Vacation, Article 22 – Sick Leave, Article 23 – Leaves of Absence, Article 26 – Employee Benefit Plans.

Effective January 1, 2023, reference to Article 20 – Paid Holidays shall be removed from the preceding paragraph that will have the effect of temporary employees receiving pay for statutory holidays in accordance with Article 20 in addition to the fourteen percent (14%) gross pay in lieu of benefits as outlined above

ARTICLE 2 – MANAGEMENT RIGHTS

2.01 Hiring and Discipline

Except where specifically provided in this Agreement, Management shall have the right to deploy the work force, hire, classify, transfer, promote, demote, and lay off employees and suspend, discipline and discharge employees for just cause. When the Employer institutes discipline, it will do so within seven (7) working days of the occurrence, unless an extension is agreed upon in writing by both parties. Extension of the time line will not be unreasonably withheld by either party.

2.02 Management and Discretion

Management shall have the right to manage the affairs of the Regional District and without limiting the generality of the foregoing, to determine the number and kinds of functions in which to engage, services to provide, the manner by which the services shall be provided including the right to contract for persons outside the bargaining unit to perform work of any nature required by the Regional District, to plan, direct and control all methods of operation, the nature, number and location of tools and facilities, the organization of work, employment levels and standards of performance and require employees to observe the Regional District's rules and regulations.

2.03 No Discrimination

The Employer shall exercise its rights in a fair and reasonable manner. The Employer's rights shall not be used to direct the working force in a discriminatory manner.

ARTICLE 3 – UNION RECOGNITION

3.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees and its Local 2403 as the sole and exclusive collective bargaining agent for all of its employees in the bargaining unit as certified by the British Columbia Labour Relations Board and hereby agrees to negotiate with the Union, or any of its authorized committees, concerning all matters as they apply to this Agreement.

3.02 Work of the Bargaining Unit

The Employer shall not permit excluded staff or volunteers to work on jobs that are bargaining unit jobs, except where the work is that which has been performed by such persons before the execution of this Agreement. The Union agrees that where bargaining unit personnel are unavailable to perform work, this Article does not apply.

3.03 No Other Agreements

No employee shall be required or permitted to make a written or oral agreement with the Employer or their representative which may conflict with the terms of this Collective Agreement.

3.04 Right to Fair Representation

The Union shall have the right to have the assistance of representatives of the Canadian Union of Public Employees or any other advisors when dealing or negotiating with the Employer. Such representative may attend at the Employer's premises during normal office hours and upon reasonable notice to the Chief Administrative Officer or their designate, in order to deal with any matters arising out of this Agreement. The representative shall not consult with or engage the assistance of any employees during normal office hours without express permission from the Chief Administrative Officer or their designate. Such permission shall not be unreasonably withheld.

3.05 Union Officers and Committee Members

Union officers and committee members shall be entitled to stop performing their duties for the Employer during working hours in order to carry out their functions under this Agreement, including, but not limited to, the investigation and processing of grievances, attendance at meetings with the Employer, participation in negotiations and arbitration. Permission to cease work during working hours for such purposes shall first be obtained from the immediate supervisor. Such permission shall not be unreasonably withheld. All time spent carrying out functions under this Agreement during normal office hours shall be considered time worked.

3.06 President's Leave

In the event that a member of CUPE Sub-Local 2403 – Peace River Regional District is elected Union President, the parties agree that the Union President shall be granted one day per week from their regular duties to attend to Union business.

The day of the week upon which this day falls shall be mutually agreed between the parties. The day shall not fall on a holiday or regularly scheduled day of rest for the President. It is the intent of the parties to schedule regular Union commitments on this day. This will include the meetings of committees the President is a member of, such as the Labour-Management Committee, the Labour Management Harassment Advisory Committee, and Job Evaluation Committee.

If the President is unavailable, this day shall apply to the President's designate.

The Employer shall pay wages for the President for activities conducted in accordance with s. 3.05 of this Collective Agreement. Wages for all other activities conducted by the President while on President's Leave shall be paid by the Union.

ARTICLE 4 – HUMAN RIGHTS

4.01 Basic Policy

The Union and the Employer agree to abide by the British Columbia Human Rights Code, and specifically agree that there shall be no discrimination practised by either party with respect to any person in the matter of their employment by reason of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons by reason of membership in any labour or management organization, unless such discrimination is based upon a bona fide occupational requirement, and unless legislation is more favourable to the employee.

The Union and the Employer agree to follow the policy respecting the management of complaints under this Article.

4.02 Purpose

- a) To prevent behaviour which constitutes harassment or discrimination.
- b) To safeguard against a repeat of any harassing or discriminatory behaviour.
- c) To demonstrate the harm and unacceptable nature of the behaviour to the person responsible.
- d) To resolve any complaint so as to preserve the rights of both the complainant and the person against whom the complaint was made.

4.03 Definitions

- a) Harassment means a series of behaviours which create an intimidating, hostile, or offensive environment which adversely affects the well-being or safety of other employees.

- b) Discrimination means to act on the basis of prejudice toward any person based on any of the factors outlined in Article 4.01.
- c) Sexual harassment means the conduct or comment of a sexual nature, including sexual advances, requests for sexual favours, suggestive comments or gestures or physical contact. It includes such behaviours as groping, propositions of a sexual nature, display of pictures which denote any person in a sexual context or demeaning context, jokes or cartoons of a sexual or demeaning nature, touching, patting, pinching, or hugging.

Sexual harassment in the workplace is cause for investigation and action where any of the following are present:

1. The conduct is engaged in, or the comment is made by a person who knows or ought reasonably to know that the conduct is unwanted or unwelcome;
2. The comment or conduct is accompanied by a reward, or the express or implied promise of a reward, for compliance;
3. The comment or conduct is accompanied by a reprisal, or the express or implied promise of a reprisal, for the refusal to comply;
4. The comment or conduct is accompanied by the actual denial of opportunity or the express or implied threat of the denial of opportunity, for failure to comply;
or
5. The conduct or comment is intended to, or has the effect of, creating an intimidating, hostile or offensive environment.

4.04 Complaint Procedures

At any stage of this procedure the complainant can file a formal complaint with the BC Human Rights Tribunal. Where a complaint is filed with the BC Human Rights Tribunal, the procedure set out below no longer applies.

- Step 1. All persons involved in the handling of a complaint under these procedures shall hold, in the strictest confidence, all information of which they become aware.
- Step 2. Before proceeding to the formal complaint mechanism an employee who believes they have a complaint of harassment, sexual harassment or discrimination may approach their supervisory personnel, Union Steward, or other contact person to discuss potential means of resolving a complaint and to request assistance in resolving the matter. If the matter is resolved to the complainant's satisfaction the matter is deemed to be resolved.
- Step 3. If the matter is not resolved to the employee's satisfaction, then the employee will approach the first excluded level of management not involved in the matter, for assistance in resolving the issue within six (6) months of the alleged occurrence. The manager will investigate the allegation and take steps to

resolve the concern as appropriate within thirty (30) days of the issue being raised by the employee. The employee may have a Union representative present during these discussions. Where the first excluded level of management is the respondent, the employee shall approach the respondent's supervisor.

- Step 4. If the proposed resolution is not acceptable, the employee may refer the matter through the Union in writing to the Chief Administrative Officer or their designate within thirty (30) days of receiving the manager's response or when the response was due.
- Step 5. A written complaint under Step 4 shall specify the details of the allegation(s) including:
- a) Name and title of the respondent;
 - b) a description of the action(s), conduct, events, or circumstances involved in the complaint;
 - c) the specific remedy sought to satisfy the complaint;
 - d) date(s) of incident(s);
 - e) name(s) of any witnesses, if any;
 - f) prior attempts to resolve, if any.
- Step 6. The Chief Administrative Officer or their designate will acknowledge, in writing, receipt of the Union's notice and will have the matter investigated and will take such steps as may be required to resolve the matter. The Union and the employees involved shall be advised in writing of the proposed resolution within thirty (30) days of providing notice to the Chief Administrative Officer or such later date as may be mutually agreed by the Regional District and the Union.
- Step 7. Where the matter is not resolved pursuant to Step 6, the Union may refer the matter to Arbitration within thirty (30) days of receiving the Chief Administrative Officer's response.

4.05 Investigator

The goal of the investigator is to determine the facts of the situation and to recommend a remedy.

Investigators of complaints may be either members of the Employer or Board of the Regional District or persons who are not affiliated with the Employer, depending on the circumstances.

Investigators may conduct any necessary interviews with the complainant and the alleged offender and with anyone who may have witnessed the behaviour which is the subject of the complaint.

4.06 Investigation Procedure

Every effort will be made to maintain all information gathered during an investigation on a confidential basis. Only those members of the Employer's staff who are involved in the processing and investigation of the complaint are to have access to the information. Where required by law, information shall be released to the parties who have a legal right to the information.

Upon receipt of a complaint, the person receiving the complaint may require an investigation. If so, the Chief Administrative Officer may investigate or authorize an investigator to study and report on the complaint. The report should be submitted within 10 working days to the Chief Administrative Officer.

The investigation may consist of personal interviews with the complainant, the person against whom the complaint is filed and others who may have knowledge of the circumstances surrounding the complaint. The investigator may use whatever methods and documents they deem appropriate for the purposes of the investigation.

In all cases, the investigator will gather information as to the behaviour complained of, the relationships between the parties, and the context in which the allegations occurred. These factors will be considered in the determination of whether the complaint is valid, and if found valid, the level of discipline to be imposed.

The complainant and the alleged offender may be required to swear statutory declarations or affidavits as to the facts.

The investigator may also make a determination as to the nature of the complaint whether the complaint is without foundation, or based on vexatious, vindictive or otherwise improper motives.

4.07 False Allegations

The Employer recognizes that not every incident complained of will constitute either discrimination, harassment or sexual harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires determination based on all the facts and surrounding circumstances.

False allegations can have a serious detrimental effect on the innocent parties.

Where investigation reveals that a complaint has been made which is frivolous, vexatious, vindictive or otherwise intended to do harm to another, the employee responsible for the complaint may be subject to discipline which could include dismissal.

4.08 Discipline

Discipline will be in accordance with this Collective Agreement. It may include warning, suspension, or discharge to prevent recurrence. Any discipline meted out with regard to a complaint under this Article may be subject to the grievance procedure.

ARTICLE 5 – UNION MEMBERSHIP

5.01 All New Employees to be Members

Any employee who was employed with the Employer before the date of certification, December 20, 1994, is not required to become a member of the Union. As a condition of employment all new employees shall become members of the Union on or before the expiry of 30 calendar days from their date of hire. All employees shall sign an authorization card furnished to the Employer by the Union authorizing the Regional District to deduct from **their** earnings Union dues or national assessments.

ARTICLE 6 – CHECK-OFF DUES

6.01 Dues

The Employer shall deduct from every employee any dues, initiation fees or national assessments levied by the Union on its members.

6.02 Deductions

Deductions shall be forwarded in one cheque to the Secretary-Treasurer of the Union not later than the 15th day of the following month for which the dues were levied. A cheque shall be accompanied by a list of the names of employees from whose wages the deductions have been made, and the amount deducted from each.

6.03 Dues Receipts

On income tax T-4 slips the Employer shall indicate the amount of Union dues deducted from each Union member in the previous year.

ARTICLE 7 – EMPLOYER AND UNION SHALL ACQUAINT MEMBERS

7.01 Acquainting New Employees

The Employer agrees to acquaint potential employees with the fact that a Union agreement is in effect, and with the conditions of employment set out in the Articles dealing with Union membership requirement and check off of Union dues.

7.02 Interviewing Opportunity

On commencing employment, the employee's immediate supervisor shall introduce the new employee to their Union Steward or Representative. An Officer of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of thirty (30) minutes during the first month of employment for the purpose of acquainting the new employee with their responsibilities and obligations to the Employer and the Union. The interview shall take place at a mutually agreed time with the immediate supervisor.

ARTICLE 8 – CORRESPONDENCE

8.01 Correspondence

- a) All correspondence between the parties arising out of or incidental to Article 6 – Union Dues, Article 10 – Collective Bargaining, Article 11 – Grievance Procedure, Article 12 – Arbitration, and Article 14 – Seniority, shall pass between the Chief Administrative Officer or their designate and the President of the Union or their designate.
- b) All correspondence between the parties arising out of or incidental to the Agreement, excluding the articles cited in Article 8.01(a) above shall pass between the Chief Administrative Officer or their designate and the unit chair or their designate. Nothing in this agreement prevents the unit chair from relaying communications received under this section to the Union Executive or from designating a member of the Union Executive to receive communication on specific matters.

8.02 Copies of Resolutions

The Chief Shop Steward shall be added to the public distribution list for adopted minutes of specified board meetings.

ARTICLE 9 – LABOUR MANAGEMENT COMMITTEE

9.01 Establishment of the Committee

A joint labour-management committee shall be established consisting of not more than 2 representatives of each of management and bargaining unit personnel, which shall meet at least once every two (2) months for a maximum of five (5) hours in total to discuss issues related to the operation and administration of the terms of this Agreement.

9.02 Function of the Committee

The Committee shall have full authority to determine its agenda within the scope of the Collective Agreement, provided that any decision altering the substantive terms of the Collective Agreement will require formal approval by the Employer and the Union.

9.03 Meetings of the Committee

Employees will not receive pay for time spent in meetings outside of regular working hours.

9.04 Chairperson of the Meeting

An Employer and a Union representative shall be designated as joint chair persons and shall alternate in presiding over meetings.

9.05 Minutes of the Meeting

Minutes of each meeting of the committee shall be prepared and signed by the joint chair persons as promptly as possible after the close of the meeting. The Regional District employees elected to represent the Union and management shall each receive the signed copies of the minutes within 5 Working days following the meeting.

9.06 Jurisdiction of the Committee

The committee shall not have jurisdiction over wages or any matter of collective bargaining including the administration of this Collective Agreement. The committee shall not supersede the activities of any other committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The committee may make recommendations to the Union or the Employer with respect to its discussions and conclusions.

ARTICLE 10 – COLLECTIVE BARGAINING

10.01 Representatives

The Employer shall not bargain with or enter into any agreement with an employee or group of employees in the bargaining unit. No employee or group of employees shall undertake to represent the Union during collective bargaining without the proper authorization of the Union. In representing an employee or group of employees, an elected or appointed representative of the Union shall be the Spokesperson.

10.02 Bargaining Committees

The Union Bargaining Committee shall be elected or appointed and consist of not more than two members of the Union. The Union will advise the Employer of the Union members of the Bargaining Committee. Likewise, the Employer shall supply the Union with a list of its management members with whom the Union may be required to transact business.

10.03 Function of Bargaining Committee

All matters pertaining to collective bargaining shall be referred by either Committee to the other for discussion and settlement.

10.04 Time Off for Meeting

In the event either party wishes to call a collective bargaining meeting, the meeting shall be held at a time and place fixed by mutual agreement.

ARTICLE 11 – GRIEVANCE PROCEDURE

11.01 Recognition of Unions, Stewards and Grievance Committee

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the rights and duties of the Union's grievance committee and the Union stewards. The

steward may assist any employee which the steward represents in preparing and presenting their grievance in accordance with the grievance procedure.

11.02 Names of Stewards

The Union shall notify the Employer, in writing, the name of each steward in the department(s) they represent and the name of the Chief Steward, before the Employer shall be required to recognize them.

11.03 Grievance Committee

The Grievance Committee shall be composed of Chief Steward and/or president of the Union plus the Steward directly involved with the grievance.

11.04 Permission to Leave Work

The Employer agrees that Stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties, while investigating disputes and representing adjustments as provided in this Article. The Union recognizes that each steward is employed full time by the Employer and that they will not leave their work during working hours except to perform their duties under this Agreement. Therefore, no steward shall leave their work without obtaining the permission of their supervisor, which permission shall not be unreasonably withheld.

11.05 Definition of Grievance

A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement. If a dispute arises with respect to the implementation, application or interpretation of this Collective Agreement, a grievance shall be determined in accordance with the grievance procedure set out in this Agreement without stoppage of work.

11.06 Settling of Grievance

Notice of any grievance or dispute must be given to the Employer within seven (7) working days of the occurrence. The agreed procedure for adjusting all Grievances or disputes shall be as follows:

- Step 1: By a discussion between the Employee or employees concerned and the immediate supervisor and/or the Works Superintendent, the employee shall have the right to have a Union Shop Steward present if they so requests.
- Step 2: In the event of failure to reach an agreement under the provisions of Step 1, the matter shall be submitted as a written grievance within seven (7) working days to the Head of the Department who shall discuss the dispute with the employee or employees concerned and a Shop Steward and shall respond in writing within seven (7) working days.
- Step 3: Upon failure to reach an agreement under the provisions of Step 2, the grievance shall be submitted in writing to the Regional District Chief Administrative Officer or their designate within seven (7) working days, and

the Chief Administrative Officer or designate shall discuss the dispute with the employee or employees concerned and a Shop Steward or other union representative and shall respond in writing within seven (7) workings days.

Step 4: Upon failure to reach an agreement under Step 3, the dispute or grievance shall be submitted to a neutral Arbitrator, whose decision shall be final and binding on all parties.

11.07 Union May Institute Grievance

The Union has the right to originate policy grievances at Step 2 of the grievance procedure. For purposes of this Agreement, a “Union Policy Grievance” is a grievance as defined in Article 11.05 that applies to the bargaining unit generally or that applies to two (2) or more individual employees.

11.08 Replies in Writing

Replies to grievances stating reasons shall be in writing at all stages.

ARTICLE 12 – ARBITRATION

12.01 Notification to Arbitrate

a) When any difference arises between the parties as to the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether a matter is arbitrable or not, the matter may be referred by either party to arbitration within a period of 30 calendar days of the decision being rendered under Section 11.06 – Step 3.

b) The parties to this Agreement hereby agree to use the services of a single arbitrator as a means of settling grievances and disputes.

12.02 Arbitration Procedure

The party desiring arbitration under this article will notify the other party, in writing. The notice shall set out the questions in the opinion of the party seeking arbitration, to be arbitrated.

12.03 Appointment of an Arbitrator

The parties shall appoint an arbitrator to hear the grievance by consent. Failing agreement between the parties, either party may request that the Minister of Labour appoint an arbitrator to hear the grievance.

12.04 Arbitration Hearings

Upon agreed appointment of an Arbitrator, the Arbitrator shall hear the parties, settle the terms of question to be arbitrated if necessary, and make their award, in writing, to each of the parties and the award shall be final and binding on the parties. The Arbitrator shall have the power to dispose of a grievance by any arrangement deemed just and equitable. The Arbitrator shall not be vested with the power to change, modify or alter any of the terms of this Agreement.

12.05 Arbitration Costs

The parties to this agreement shall jointly bear the cost of the Arbitrator and each of the parties shall bear the cost of its own representatives and witnesses.

12.06 Expedited Arbitration

Expedited arbitration shall refer to a system of rights arbitration incorporating procedures specifically designed to reduce delay and/or cost in the hearing and issuance of an award:

- a) Notwithstanding that either party may elect to take any grievance to full arbitration in accordance with Article 12, all grievances except dismissals or suspensions greater than 10 days shall be considered suitable for resolution by expedited arbitration.
- b) The Arbitrator shall hear the grievance and shall render a decision within two working days of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.
- c) Arbitration awards shall be of not precedential value and shall not, therefore, be referred to by the parties in respect of any other matter.
- d) All settlements of expedited arbitrations shall be “*without prejudice*”.
- e) The parties shall equally share the cost of fees and expenses of the Arbitrator and hearing room.
- f) No later than two weeks prior to the scheduled hearing for each grievance, the Union and the Employer shall prepare a statement of agreed facts for presentation at the hearing. They will identify the names of all witnesses that they intend to call and will advise the other party of the purpose for which that witness is being called. They will also identify any preliminary issues that they intend to raise with the Arbitrator and the remedy being sought.

12.07 Amending Time Limits

The time limits fixed in both the grievance and the arbitration procedure may be altered by mutual consent of the parties, but the same must be in writing.

12.08 Witnesses

At any stage of the grievance or arbitration procedure, the parties shall have the assistance of the employee or employees involved and any necessary witnesses. All reasonable arrangements shall be made to permit the conferring parties or the arbitrator to have access to the Employer's premises to view any working conditions which may be relevant to the settlement of the grievance.

ARTICLE 13 – DISCHARGE, SUSPENSION, AND DISCIPLINE

13.01 Discharge and Discipline Procedure

An employee may be dismissed or disciplined, but only for just cause, and only upon the authority of the Employer. Prior to the imposition of discipline or discharge, an employee shall be given the reason in the presence of their steward or Union representative, unless the circumstances require immediate action. Such employee and the Union shall be notified promptly in writing, by the Employer, providing the details of the reasons for such discipline or discharge.

For the purposes of this section, an oral warning does not constitute discipline.

13.02 Right to Have a Shop Steward Present

Where a supervisor intends to meet with an employee regarding discipline, the supervisor shall notify the employee in advance of the purpose of the interview in order that the employee may contact their Union Steward to be present at the interview.

If there is an immediate or emergent circumstance where the Employer must remove an employee from the worksite, the Employer shall inform the Union Steward. The Employer shall inform the employee, in writing, within forty-eight (48) hours as to the nature of discipline. A meeting will then be convened with the supervisor, the employee, and their Union Steward to discuss the nature of the discipline. This does not preclude the employee from having access to the grievance procedure of this Collective Agreement.

13.03 May Omit Grievance Steps

An employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to commence a grievance at Step 4 of the grievance procedure.

13.04 Designation of Supervisors

Every employee shall be notified of the name of their immediate designated supervisor.

13.05 Crossing of Picket Lines during Strike

An employee covered by this Agreement shall have the right to refuse to cross a legal picket line of striking or locked out employees or refuse to do the work of striking or locked out employees. Failure to cross such a picket line or to perform the work of striking or locked out employees 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.

13.06 Political Action

No employee shall be disciplined for participation in any political action(s) called for by the Canadian Labour Congress, its affiliates or subordinate bodies.

13.07 Personnel Records

An employee shall have the right, during regular office hours, and upon twenty-four (24) hours written notice to the Chief Administrative Officer or designate, to have access to and review their personnel record, and may request and obtain copies of any material contained in it.

No evidence from the employee's record may be introduced as evidence in any hearing of which the employee was not aware at the time of filing.

Twenty-four (24) months following any incident which warranted discipline, and where no other discipline has occurred in that period, all disciplinary documents will be removed from the employee's file and destroyed.

ARTICLE 14 - SENIORITY

14.01 Seniority Defined

Seniority is defined as the length of service in the bargaining unit as a full-time or part-time employee and shall include service with the Employer prior to certification or recognition of the Union.

Seniority for full-time employees shall accrue from date of hire. Seniority for part-time, temporary/seasonal and casual employees shall be calculated as accruing on regular hours worked from the date of hire. As set out in this Agreement, seniority shall be used in determining preference or priority for promotion, transfer, layoff, permanent reduction of the workforce and recall. Seniority shall operate on a departmental basis.

Part-time, temporary/seasonal and casual employees who become full-time employees shall have part-time, temporary/seasonal or casual service calculated to determine a start date which recognizes such service with the Employer.

14.02 Seniority List

The Employer shall maintain a seniority list showing the current classification, the date upon which each employee's service commenced; and the order of seniority. Where two or more employees commence work on the same day, the employees shall be listed in accordance with the date of application. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

14.03 Probationary Period

The Union and the Employer agree that a probation period is necessary to assess an employee's suitability for employment with the Employer. Therefore, a newly hired employee shall be on probation for the first 430 hours worked for Schedule A employees, and 500 hours worked for Schedule B employees. During the probationary period, the employee shall be entitled to all rights of this Agreement if applicable to their position and employee status. After completion of the probationary period, seniority for all hours worked from the original date of hire shall be credited to the employee. During the probationary period, leave of absence with or without pay for any reason, is not considered hours worked toward the completion of the probationary period. The probationary period may be extended by mutual agreement between the parties.

The probationary period does not apply to:

- a) employees who have:
 - i) been hired into a position which they have previously held,
 - ii) successfully completed the probation period, and
 - iii) worked for the Regional District within the eighteen (18) months immediately preceding their appointment to the same position; nor to
 - iv) employees hired into any position for a term of twelve (12) weeks or less.

Employees hired into any position for a term of twelve (12) weeks or less shall be subject to a probation period of two (2) weeks, and their wage rate shall not be subject to the probation rate.

14.04 Loss of Seniority

An employee shall only lose their seniority in the event the Employee:

- a) is discharged for cause and is not reinstated;
- b) fails to return to work within fourteen (14) days after notification of recall, unless the employee is sick or for other just cause. The employee must advise the Employer of any illness or factor affecting their return to work immediately upon becoming aware of it;
- c) is absent from the workplace for three (3) days without notifying the Employer;
- d) is paid severance pay in accordance with this Agreement;
- e) retires;
- f) has been on lay-off for one (1) year.

14.05 Seniority Accrual During Periods of Absence

Full-time employees shall continue to accrue seniority while absent from work for reasons of:

- a) WCB Leave
- b) Sickness (short/long term)
- c) Pregnancy/Parental
- d) Union Leave

- e) Bereavement Leave
- f) Vacation
- g) Jury or Court Duty
- h) General Leave up to 3 Months

ARTICLE 15 – PROMOTIONS AND STAFF CHANGES

15.01 Job Postings

When a new position is created, or when a vacancy for a position expected to last in excess of three (3) months occurs, the Employer shall post the position. A copy of the posting shall be provided to the Union before the advertisement is made public. The posting shall also be posted on all bulletin boards so that all employees will know about the posting. The Employer is under no obligation to replace any employee to fill any position. The Employer retains the right to fill any position vacated by the employee while on a trial period under Article 15.04, on a temporary basis.

15.02 Information in Postings

All postings shall contain the following information:

Nature of the position, qualifications, required knowledge and education's, skills, hours of work, wage or salary rate or range. Such qualifications and requirements shall be those which, in the opinion of management, are those necessary to perform the job functions, but may not be established in an arbitrary or discriminatory manner.

15.03 Role of Seniority in Promotions, Transfers and Staff Changes

(Please refer to Schedule C)

Both parties recognize:

- a) The principle of promotion within the service of the Employer.
- b) That job opportunity should increase in proportion to length of service.

Therefore, in making staff changes, transfers or promotions, seniority shall be an equal factor along with skills, qualifications, and required knowledge. Where the factors are equal, then the position shall be awarded to the senior applicant.

15.04 Trial Period

If an employee is successful in an application for a position under this Article, they shall be given a trial period of two (2) calendar months. If the employee is found by the Employer to be unsatisfactory or unsuitable in the position, or if the employee is unable or unwilling to continue to perform the duties of the new position, the employee shall be returned to their former position, wage, or salary rate without loss of seniority.

15.05 Notification to Employee and Union

Within seven (7) calendar days of the date of appointment to a vacant position, the name of the successful applicant shall be sent to each internal applicant and a copy posted on all bulletin boards. The Union shall be notified of all promotions, demotions, hiring, layoffs, transfer, recall, resignations, and retirements, deaths, or other terminations of employment.

ARTICLE 16 – LAYOFFS AND RECALLS

16.01 Definition of Layoff

A layoff shall be defined as a reduction in the workforce or a reduction in the regular hours of work as defined in this Agreement. This Article does not apply to temporary/seasonal employees or to casual employees, nor to a reduction in the hours of work of a part-time employee due to normal scheduling of work.

16.02 Role of Seniority in Layoff

Both parties recognize that seniority shall be a determining factor in the event of a layoff. Therefore, employees shall be laid off in reverse order of their departmental seniority. An employee about to be laid off may bump any employee with less seniority, providing the employee exercising the right possesses the skill, knowledge, qualifications, and ability to perform the work.

16.03 Recall Procedure

Employees shall be recalled in the order of their departmental seniority provided they possess the qualifications, skills, knowledge and ability to do the work. Employees shall be eligible to recall for one (1) year from the date of commencement of the layoff.

16.04 No New Employee

No new employees will be hired within the department where employees are subject to recall, until those employees have had an opportunity to exercise their recall rights under this Agreement.

16.05 Notice of Layoff and Severance Pay

Unless legislation is more favourable to the employees, the Employer shall provide fifteen (15) days notice to employees who are to be laid off, prior to the effective date of layoff. If the employee has not had the opportunity to work the days as provided in this Clause, they shall be paid for the days for which work was not made available.

Employees may elect to accept severance pay in lieu of any right to notice or recall they may have under this Agreement. Severance pay shall be paid at the rate of one week for every year of employment to a maximum of twenty-six (26) weeks. An employee must make the election to receive severance pay within thirty (30) days of receiving notice of layoff.

16.06 Grievance on Layoffs and Recalls

Grievances concerning layoffs and recalls shall be initiated at Step 3 of the grievance procedure.

16.07 Leave to Attend to Personnel Matters

When a full-time or part-time employee is to be laid off, they shall be allowed two (2) hours off during their last shift in order to attend any personnel or pay related matters not yet settled.

16.08 Retention of Benefits

- a) An employee being laid off and recalled shall retain all previous benefits earned, in connection with vacations and other benefits based on length of service.
- b) An employee being laid off shall have the option of pay out or retention of earned vacation credits.

ARTICLE 17 – HOURS OF WORK

17.01 Hours of Work

The daily hours of work for employees in the bargaining unit are:

- a) For Schedule A employees, a regular work day shall consist of 7 hours of work, between the hours of 8:30am and 4:30pm, including rest periods as noted in Article 17.03. A regular work week shall be 35 hours of work, and shall consist of 5 consecutive regular work days, Monday through Friday;
- b) For Schedule B employees, except Field Service Labourers, a regular work day shall consist of 8 hours of work, between the hours of 8:00am and 5:00pm, including rest periods as noted in Article 17.03. A regular work week shall be 40 hours of work, and shall consist of 5 consecutive regular work days, Monday through Friday;
- c) For Schedule B Field Service Labourers, a regular work day shall consist of 10 hours of work, between the hours of 7:00am and 6:00pm, including rest periods as noted in Article 17.03. A regular work week shall be 40 hours of work, and shall consist of 4 consecutive regular work days, commencing on Monday or Tuesday, as may be determined by the Employer. Notwithstanding the above, the Employer retains the right to assign Field Service Labourers to the regular work day in 17.01(b) to satisfy operational demands, or to address health and safety concerns, provided such assignments are not issued unreasonably or arbitrarily.

17.02 Alterations to Hours of Work

The Employer may alter the regular work hours for any employee upon 48 hours written notice to the employee. Failure to provide 48 hours written notice of an altered work day shall result in overtime paid for all hours worked during the notice time. An altered work day may start earlier than a regular work day, or may end later than a regular work day, but shall not be longer than the number of continuous hours defined as a regular work day, as applicable and described in Article 17.01.

17.03 Rest Periods

Rest periods shall be as set out below except as provided for upon a rescheduling of hours: Schedule A employees are entitled to an unpaid one (1) hour lunch break between 11:00 o'clock and 2:00

o'clock during every normal work day, and a fifteen (15) minute paid rest break in each half-day worked, between 10:00 o'clock and 10:30 a.m. and 2:30 p.m. and 3:00 o'clock p.m., unless otherwise agreed with the Employer.

The employer will provide the employees in Dawson Creek administrative reception area with thirty (30) days' notice of the required coverage for lunch hour. The employees and the manager will work out a mutually agreeable coverage schedule. If a schedule cannot be mutually agreed upon by the affected staff with their manager, conflicts will be resolved by seniority.

The employer may implement changes in the lunch hour in other parts of the organization. The employer will provide thirty (30) days' notice to these employees and work out the coverage schedule as per the above.

Schedule B employees are entitled to a one (1) hour lunch break unpaid during the period of 11:00 o'clock to 2:00 o'clock every normal work day and a fifteen (15) minute paid rest period in each half-day worked between 10:00 o'clock a.m. and 10:30 a.m. and between 2:30 p.m. and 3:00 o'clock p.m. unless otherwise agreed with the Employer.

17.04 Reporting Pay Guarantee

An employee who reports for work shall be paid a minimum of four (4) hours pay. This does not apply to part-time or casual employees who are scheduled to work for one-half of the daily hours of work for Schedule A employees.

ARTICLE 18 - OVERTIME

18.01 Overtime Defined

- a) All time worked in excess of the regular working day, or shift working day, as defined in Article 17.01 and 17.02 shall be considered overtime.
- b) All time worked on a paid holiday identified in Article 20 – Paid Holidays, a scheduled Vacation Day taken under Article 21 - Vacation, or a day outside of the regular working week as defined in Article 17.01, shall be considered overtime. Call out of any employee to work, on a scheduled or approved day off shall be considered overtime.

18.02 Compensation for Overtime

- a) Overtime as defined in Article 18.01(a) above shall be paid at the rate of time and one-half for the first three (3) hours, and double time thereafter.
- b) All other overtime, as defined in Article 18.01(b) above, will be paid at double time.

18.03 Call-Out

- a) In the event of overtime call-out, the Department Head concerned shall ensure that the full-time employee or full-time operator, if available, for the job required, is called first and offered the work. If the employee who normally performs such work is unable or unwilling to take the call-out, the call-out will then be offered to qualified employees in order of seniority. In the event that no employee elects to take

the call-out, the call-out will be assigned in reverse seniority to an employee who normally performs such work. In the event that no employee is available for the call-out, the employer may take necessary measures to insure performance of the required job, which may include assigning a contractor or exempt staff.

- b) An employee called out to work shall receive two (2) hours of pay at the appropriate overtime rate if no work is available, and a minimum of four (4) hours pay at the appropriate overtime rate, if work is commenced.

18.04 Overtime for Part-time or Casual Employees

A part-time or casual employee shall receive overtime pay after working the daily or weekly hours as defined in Article 17.01 and in accordance with Article 18.01.

18.05 No Layoff to Compensate for Overtime

An employee shall not be required to layoff during regular hours to equalize any overtime worked.

18.06 Distribution of Overtime

When the Employer determines that it is operationally practical, overtime and callout time shall be divided equally among employees who are willing and qualified to perform the available work.

18.07 Approval of Overtime

Employees will be paid for overtime hours only if prior approval is received from a supervisor or other management employee.

18.08 Time Off In Lieu of Overtime

Instead of cash payment for overtime, employees may choose to receive time off banked in equivalent hours at the overtime rate, to be taken at a mutually agreed time, except for overtime worked under Emergency Management BC. Employees shall not be entitled to accumulate more than seventy (70) hours for employees who normally work thirty-five (35) hours per week [eighty (80) hours for those who normally work forty (40) hours per week] in their overtime banks in any calendar year (January to December). Banked overtime in excess of thirty-five (35) hours that has not been taken by December 31st of each year shall be paid out (i.e. employees are entitled to carry over up to thirty-five (35) hours; forty (40) hours, as applicable of banked overtime from year to year.)

ARTICLE 19 – SHIFT WORK

19.01 Shift Premium

All employees whose regular working day is shifted to a shift working day as per Article 17.02 shall be paid a shift premium of \$3.00 per hour for all hours worked on a shift working day. This Article does not apply to employees who work overtime contiguous with their regular daily hours of work, in which case Article 18.02 shall prevail.

19.02 Rest between Shifts

Failure to provide at least ten (10) hours rest between shifts which are being changed shall result in payment of overtime at established rates for any hours worked during such rest period.

ARTICLE 20 – PAID HOLIDAYS

20.01 Paid Holiday

Each employee shall be entitled to the following statutory holidays and civic holidays at their regular rate of pay:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. B.C. Day
8. Labour Day
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day
12. Boxing Day
13. Or any other holiday as proclaimed by the Federal or Provincial Government or by the Regional District.

20.02 Pay for Regularly Scheduled Work On a Holiday

An employee who is scheduled to work on a paid holiday shall be paid at the rate of time and one-half, and will receive another day off with pay to be taken at a mutually agreeable time.

20.03 Holiday on a Weekend

If any of the above noted holidays fall on an employee's rest day, the employee shall receive a day off with pay in lieu of the holiday, to be taken at a later date that is mutually agreed upon by the employee and the Employer. Lieu days shall be placed in the employee's time bank on a straight-time basis under Article 18.08.

ARTICLE 21 – VACATION

21.01 Length of Vacation

An employee shall receive an annual vacation with pay in accordance with the employee's years of employment as follows:

Years of Employment	Schedule 'A' Employees	Schedule 'B' Employees
Up to one (1) year	8.75 hours per month	10 hours per month
After completion of one (1) year	105 hours	120 hours
After completion of five (5) years	140 hours	160 hours
After completion of ten (10) years	147 hours	168 hours
After completion of eleven (11) years	154 hours	176 hours
After completion of twelve (12) years	161 hours	184 hours
After completion of thirteen (13) years	168 hours	192 hours
After completion of fourteen (14) years	175 hours	200 hours
After completion of fifteen (15) years	182 hours	208 hours
After completion of sixteen (16) years	189 hours	216 hours
After completion of seventeen (17) years	196 hours	224 hours
After completion of eighteen (18) years	203 hours	232 hours
After completion of nineteen (19) years	210 hours	240 hours
After completion of twenty-five (25) years	224 hours	256 hours
After completion of thirty (30) years	245 hours	280 hours

21.02 Vacation Pay

Employees shall receive their regular rate of pay while on vacation. Upon termination or pay-out of accrued vacation entitlement for any reason, employees shall receive their regular rate of pay.

21.03 Vacation Carry Over

In any given year, full time employees may carry over up to a maximum of 70 hours of vacation for employees who normally work 35 hours per week, and 80 hours of vacation for employees who normally work 40 hours per week, for use in the year following the year in which it was accrued.

21.04 Compensation for Holidays during Vacation

If a paid holiday falls during a persons vacation, that day will not be deducted from the employee's vacation credits.

21.05 Vacation Year

For the purpose of calculating vacation entitlement, the vacation year shall commence at the beginning or end of the month closest to the employee's anniversary date. However, vacations will continue to be administered on a calendar year (January - December) basis as per past practice (i.e. an adjustment being made to each employee's vacation entitlement in those particular years when the employee first becomes eligible on their anniversary date for increased vacation that year. When an employee's employment terminates, irrespective of reason, after they have taken vacation that was advanced as of January 1st but which was not earned prior to such termination, the employee shall have the amount of such vacation overpayment deducted from their final cheque.)

21.06 Requests for Vacation

All requests for vacation time must be made in writing to the Employer. All requests must be received the same number of days in advance of the first date of holiday as is being requested as time off. Where a conflict arises between employees regarding vacation schedules, the senior employee in the department shall be entitled to take vacation at the time requested. The Employer reserves the right to refuse vacation requests for operational needs, provided such a refusal is not done in a manner that is unreasonable or arbitrary.

September 1st of each year the Employer will provide all employees notice that if they have outstanding vacation in their banks that exceeds their carry over entitlement, they have until October 1st to submit vacation requests. Where necessary to ensure people use their allotted vacation, the Employer shall schedule the employee's vacation after this deadline.

21.07 Vacation Period

Employees shall be entitled to take vacation time, one day at a time.

21.08 Bereavement Leave during Vacation

In the event an employee qualifies for bereavement leave during vacation, and upon notification to the Employer, there shall be no deduction from vacation credits.

ARTICLE 22 – SICK LEAVE

22.01 Sick Leave Defined

Sick leave means the period of time a full-time or part-time employee is absent from their regularly scheduled work with full pay by virtue of being sick or disabled, or under direction, examination or treatment of a physician, chiropractor or dentist, or because of an accident involving work responsibilities for which compensation is not payable under the Workers' Compensation Act.

Sick/health leave may include time off for health care of immediate family members, defined as spouse, including common law, children, including adopted and/or foster, mother or father, or, additionally, any other blood relatives of the employee or their spouse residing in an employee's residence as a member of the family and who has done so for at least six months.

Employees may request permission to use their sick leave credits to cover time off to provide for the required educational needs of a dependent child in the employee's care. A required educational need

is defined as an educational matter that is prescribed for the child by an educational institution, educational professional or registered health care professional. Requests for such leave must be made to the Chief Administrative Officer, followed up by a written request when practically possible.

Where an employee needs to attend to an immediate family member requiring critical care for a life-threatening or terminal illness, the employee may use sick leave credits available on the basis of one-half (1/2) day for every day of leave requested. Requests for such leave must be made to the Chief Administrative Officer, followed up by a written request when practically possible.

22.02 Sick Leave Entitlement

- a) Full-time and part-time employees, who have acquired seniority, shall earn sick leave in accordance with this Article 22.
- b) Full-time employees shall earn sick leave at the rate of one and one-half (1.5) days per month, to a maximum of eighteen (18) days per calendar year (Jan.- Dec.) – no accrual. Part-time employees shall earn sick leave on the same basis as full-time employees prorated on the basis of the percentage of normal full-time hours each such employee normally works.
- c) The Employer shall advance each employee's expected annual sick leave entitlement at the start of each year (Jan. 1st). If the Employee fails to earn the sick leave so advanced, any advanced sick leave that is taken but not earned shall be re-paid by the employee and may, if necessary, be recouped by the Employer.
- d) Newly hired full-time and part-time employees shall be credited with earned sick leave after they successfully complete probation and acquire seniority. The amount of sick leave earned by newly hired full-time and part-time employees in their first year of employment shall be prorated from the employee's start date to the end of the year. The expected amount of sick leave in the first year shall be advanced to the employee coincidental with completing probation, subject to repayment if such sick leave is not subsequently earned, as above.
- e) When an employee's employment terminates irrespective of reason and, prior to the termination, the employee took sick leave that the employee did not earn prior to the termination, such sick leave shall be re-paid by the employee and may be, if necessary, recouped by the Employer.

22.03 Sick Leave and W.I. or WCB

If an employee has paid sick leave to their credit, then during the period waiting to receive weekly indemnity payment, the Employer shall pay regular wages to a maximum of five days or until sick bank is depleted. The employee upon receiving weekly indemnity payments shall reimburse the Employer. If an employee has no paid sick leave to their credit, the Employer shall pay the employee the amount of weekly indemnity payment during this waiting period and the employee shall reimburse the Employer upon receiving the weekly indemnity payments.

An employee shall be eligible to use paid sick leave for top-up of WI or WCB benefits.

22.04 Deductions from Sick Leave

A deduction shall be made from accumulated sick leave of all normal working hours absent for sick leave.

22.05 Proof of Illness

After three (3) days, except in cases where an employee is using an excessive amount of sick leave when this three (3) day requirement does not apply, the Employer may request an employee, who has taken sick leave, to provide a certificate from a qualified medical practitioner certifying that such employee was unable to carry out their duties due to illness or injury on the day(s) in question. The Union through its Shop Steward and Management agree to work together in solving problems regarding the abuse of sick leave.

The Employer may also request a certificate from a qualified medical practitioner stating that an employee is able to return to work.

The Employer shall pay the fee charged by the qualified medical practitioner when it requires an employee to provide any medical certificate under this Article.

22.06 Sick Leave During Leave of Absence or Layoff

When an employee is laid off or during a leave of absence or layoff without pay, they shall not receive sick credits for the period of such absence, but shall retain their cumulative credit, if any.

22.07 Sick Leave Records

Upon request by an employee, the Employer shall advise the employee of the amount of sick leave accrued to their credit.

ARTICLE 23 – LEAVE OF ABSENCE

23.01 Authorized Leaves

The Employer and the Union acknowledge that all employees are entitled to authorized leaves provided for under Part 6 of the British Columbia Employment Standards Act (the “Act”), specifically including:

- a) Maternity leave and parental leave;
- b) COVID-19 Related Leave;
- c) Leave for COVID-19 Vaccination;
- d) Domestic Violence Leave;
- e) Compassionate Care Leave.

Where this Agreement and the Act differ, the provisions of the Act shall prevail except where this Agreement exceeds the rights set out in the Act. Where, by way of an amendment, the Act ceases to accord the employee right to a leave (such as COVID-19 related leaves), the employer will no longer recognize such a leave except where rights are specifically set out in this Agreement.

23.02 Leave of Absence for Union Business

With the approval of the Employer based upon operational requirements, and provided that operational requirements permit, employees elected or appointed to receive Union education or to represent the Union at conventions shall be allowed a leave of absence with pay and benefits to attend executive and committee meetings of CUPE, its affiliated or chartered bodies and any labour organizations with which the Union is affiliated.

The Union shall reimburse the Employer for all pay and for the Employer's portion of benefits during the period of absence.

23.03 Leave of Absence for Full-Time Union or Public Duties

- a) The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer shall allow a leave of absence without pay but without loss of benefits, subject to the policy restriction of the insurer, so that the employee may be a candidate in Federal, Provincial or local government elections.
- b) Only an employee who is elected to local government office shall be allowed leave of absence without pay or benefits but without loss of seniority during their terms of office.
- c) An employee who is elected to Federal or Provincial office, or the Regional District Board office must resign from employment with the Employer.
- d) An employee who is elected or selected for a full-time position with the Union, or any body with which the Union is affiliated, shall be granted a leave of absence without pay or benefits but without loss of seniority for a period of one (1) year. Such leave may be renewed for one (1) additional year.

23.04 Paid Bereavement Leave

- a) An employee shall be granted a minimum of five (5) regularly scheduled consecutive working days, without loss of pay or benefits, in the case of death of the employee's spouse or common-law spouse or child (including adopted, foster or step-child).
- b) In the event of the death of an immediate member of an employee's family, or a member of the family of the employee's spouse or common-law spouse, the employee shall be granted up to three (3) days of paid bereavement leave.
- c) Immediate family members are the father, mother, child, including adopted foster or step-child, brother, sister, grandparent and any other blood relative residing in the employee's residence and such other person as may be authorized by the Chief Administrative Officer on a case-by-case basis.
- d) In recognition of the fact that circumstances which call for bereavement leave are based on individual circumstances, the Employer, on request, may grant additional bereavement leave.

23.05 Mourner's Leave

One-half (1/2) day leave to attend a service on a regular scheduled work day shall be granted without loss of salary, wages or benefits to attend as a pall bearer or mourner.

Where the family of a deceased employee requests pall bearers from the Union, the Employer shall grant the necessary leave with pay for up to six (6) pall bearers.

23.06 Pregnancy and/or Parental Leave

- a) The provisions set out in the Articles respecting pregnancy and parental leave are to be in accordance with the Employment Standards Act. Where this Agreement and the Act differ, the provisions of the Act shall prevail except where this Agreement exceeds the rights set out in the Act.
- b) Employees shall be entitled to three (3) days paid leave at the birth or adoption of their child.

23.07 Paid Jury or Court Witness Duty Leave

The Employer shall grant leave of absence without loss of seniority benefits to an employee who serves as juror or witness in any court or who is required by subpoena to attend a court of law or coroner's inquest. The Employer shall pay such an employee the difference between normal earnings and the payment received for jury service or court witness, excluding payment for travelling, meals, or other expenses. The employee will present proof of service and the amount received. Time spent by an employee required to appear before any government body, who is subpoenaed to attend a coroner's inquest, or is required to serve as a court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

This clause does not apply where an employee is a plaintiff or defendant in a civil action or the accused in a criminal action.

This clause does not apply to casual employees.

23.08 General Leave

Where all other applicable leaves and vacation credits have been exhausted, an employee may be entitled to leave of absence without pay and without loss of seniority when they request such a leave for good and sufficient cause. Such request shall be in writing and must be approved by the Employer. Such approval shall not be withheld without just cause.

Applications for General Leave in excess of 20 days will be considered and may be approved at the sole discretion of the employer. In the event General Leave is approved for periods longer than 20 days, the Employee shall pay for all benefit premiums. This clause does not apply to full-time employees during their probationary period.

23.09 Education Leave

An employee shall be granted leave with pay to take courses, seminars, workshops and conferences required by the Employer. The Employer shall pay, when due, the full cost of the course, including

tuition fees, entrance or registration fees, laboratory fees, and course required texts, travelling, accommodation, and any other applicable expenses.

Employees shall not be paid for anything other than their regular rate of pay provided that:

- a) Where the Employer requires that an employee attend a course on the employee's regular days off, the employee shall be paid overtime for the hours spent in instruction.
- b) For travelling, overtime will be paid only for time spent travelling in the mode and at the time approved by the Employer, and only if outside regular working hours.

This clause does not preclude an employee from initiating a request for education leave.

23.10 Family Responsibility Leave

Employees will be entitled to 5 days of family responsibility leave to tend to the care, health or education of immediate family members, including: a spouse, child, parent, guardian, sibling, grandchild, grandparent, step-parent or step-child, either living in the home or not. The employee will be entitled to use their sick bank during family responsibility leave to a maximum of 5 days or until depletion. In the event the employee does not have sufficient sick time, family responsibility leave may be taken without pay.

ARTICLE 24 – PAYMENT OF WAGES AND ALLOWANCES

24.01 Pay days

The Employer shall pay salaries and wages bi-weekly in accordance with Schedule 'A' and 'B' attached hereto and forming part of this Agreement. On each pay day, each employee shall be provided with an itemized statement of their wages, overtime, and other supplementary pay and deductions. Payment shall be deposited to a financial institution of the employee's choice.

24.02 Working in a Higher Capacity

No employee shall be permanently transferred by the Employer to a position outside the bargaining unit.

When an employee temporarily relieves in or performs the principle duties of a higher paying position, they shall receive the same salary as the employee they are relieving, so long as the period of time the employee relieves is four (4) days or more. Such pay shall be retroactive to the first day.

Where the higher position is outside the bargaining unit, the employee shall be deemed to be covered by this Collective Agreement during the temporary transfer

24.03 Work Performed in a Lower Rated Job

When an employee is required by the Employer to temporarily perform work in a lower rated classification, their rate of pay shall not be reduced.

24.04 Vacation Pay

An employee on at least seven (7) days written notice shall receive an advance pertaining to any pay periods falling due during their vacation.

24.05 Vehicle Allowance

Where a Regional District vehicle is not available, and where management has authorized the use of a personal vehicle, then:

- a) The Employer shall pay the difference in premiums between the rate for liability insurance on the employee's automobile if used for pleasure to and from work only, and the rate required to insure such automobile if used as well for the purpose of the Employer.
- b) The travel rate paid to an employee using their own automobile for the Employer's business shall be the same rate as set by Regional Board resolution for Directors and exempt staff.

24.06 Meal Allowance

On travel authorized by management, meal allowances shall be in accordance with the per diem amounts that are listed in the applicable (current) Peace River Regional District Policy or as follows, whichever is greater:

Meal	Amount
Breakfast	\$20
Lunch	\$25
Dinner	\$35

The employee shall be reimbursed for hotel accommodation upon production of a receipt, or will be paid \$30.00 per night for use of private accommodation, plus receive reimbursement of any camping fee on production of a receipt.

Where travel status commences one hour or more before regularly scheduled working hours, or one hour or more after regularly scheduled working hours the applicable meal allowance may be claimed.

24.07 Sewage Contact Premium

Effective January 1, 2022 Employees shall be paid an additional \$1.35 per hour for time spent in contact with sewage, not including regular bathroom or kitchen use. For the purposes of this article, sewage is defined as residential or institutional wastewater containing bodily fluids.

24.08 Premium Pay for Employer's use of Employee Trade Qualifications

Effective January 1, 2022 When the Employer directs an Employee to perform tasks that are part of a trades certification that the employee possesses, but not part of the regular duties of the employee's position, they shall be paid a premium of \$1.50 per hour that these duties are performed.

ARTICLE 25 – JOB CLASSIFICATION AND RECLASSIFICATION

25.01 Job Descriptions

The Union agrees that the Employer has the right to determine job content and qualifications in accordance with this Collective Agreement. In order to provide certainty for employees with respect to their job content the Employer agrees to draw up job descriptions for all positions for which the Union is bargaining agent. These descriptions shall be presented and discussed with the Union and shall become the recognized job description unless the Union presents written objection within thirty (30) days. If such objection cannot be resolved, the issue may be subject to grievance and arbitration.

25.02 No Elimination of Present Classification

Existing classification shall not be eliminated or changed without prior agreement with the Union, unless no employees have been employed in that job classification for two (2) years.

25.03 Changes in Classification

The Employer shall prepare a new job description whenever a job is created or whenever the duties of a job change in a substantial manner. When the duties of any job are substantially changed or increased or where the Union and/or an employee feels a job is unfairly or incorrectly classified, or when a new job is created or established, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on the reclassification and/or rate of pay for the job in question, such dispute shall be submitted to grievance and arbitration for determination. The new rate shall become retroactive to the time the new position was first filled by the employee or the date of change in job duties.

ARTICLE 26 – EMPLOYEE BENEFIT PLANS

26.01 Retirement and Municipal Pension Plan

The Employer and eligible employees shall participate in the Municipal Pension Plan, as long as it is required by legislation. Employees working past their 65th birthday shall be entitled to all benefits in accordance with Article 26 except they may not be entitled to Group Life, Accidental Death and Dismemberment and Long Term Disability and only where they do not meet the eligibility requirements of an insurance carrier. The employer will make its best efforts to arrange coverage.

An employee preparing for retirement, when coming eligible for pension under the Pension (Municipal) Act, may attend one meeting or seminar on pre-retirement sponsored by Municipal Pension Plan or by CUPE held within the Peace River Regional District. This attendance shall be at no loss of pay to the employee.

26.02 Hospital and Medical Insurance

Effective January 1, 2022, all benefits currently provided by the Employer will remain in place so long as the benefits are available. In no way shall the Employer be responsible if any of the benefits

become unavailable or if an employee ceases to be eligible for coverage. The premiums for all benefits provided will be 100% percent paid by the Employer.

The Employer shall pay 100% of the premium cost of the following plans:

- a) Medical Services Plan of B.C. equivalent.
- b) Extended Health Benefit (EHB) premiums will be 100% paid by the Employer. The Plan provides vision care reimbursement up to seven hundred dollars (\$700.00) per dependent every two (2) years.
- c) Vision care will include “lens implants”.
- d) Orthotics – yearly cap of five hundred dollars (\$500.00) per calendar year.
- e) The EHB deductible shall be fifty dollars (\$50.00) per calendar year.
- f) The Plan provides Prescription Card with "0" deductible, one hundred percent (100%) reimbursement.
- g) The Plan provides for hearing aids for adults and dependant children up to four thousand dollars (\$4,000) each person every five (5) years.
- h) Dental Plan as follows:
 - Plan A: One hundred percent (100%) of basic services such as extractions and fillings.
 - Plan B: Fifty percent (50%) of major services such as crowns, bridges and dentures.
 - Plan C: Fifty percent (50%) of orthodontic services for dependent children up to a lifetime maximum reimbursement of four thousand dollars (\$4,000.00) per dependent.
- i) Coverage for dependent children under all dental plans is extended to age 25 if the dependent is a full-time student.
- j) Paramedical coverage of \$600.00 per year;
- k) Massage therapy coverage of \$700.00 per year.

26.03 Group Insurance

- a) Group Life Insurance.

Premiums are one hundred percent (100%) paid by the Employer.

Beneficiaries are paid the sum of two (2) times annual earning rounded to the next multiple of \$1,000.00 to a maximum of \$350,000.

b) Accidental Death and Dismemberment Insurance.

Beneficiaries are paid the sum of two (2) times annual earning rounded to the next multiple of \$1,000.00 to a maximum of \$350,000.00 in case of accidental death.

c) Weekly Indemnity.

Premiums will be one hundred percent (100%) paid by the Employer.

Policy shall provide seventy percent (70%) of gross earnings to a maximum of \$850.00 per week. Coverage will be provided up to 26 weeks following a waiting period of zero (0) days for injury or hospitalization and five (5) days for sickness.

d) Long Term Disability.

Premiums will be one hundred percent (100%) paid by the Employer.

Policy shall provide coverage of a taxable benefit of sixty-seven percent (67%) of monthly earnings rounded to a maximum of \$3,000.00 after an elimination period of one hundred nineteen (119) days.

e) The Employer shall maintain its existing highway travel insurance so long as it remains available.

26.04 Employment Insurance (EI) Rebate

The Employer will rebate the prescribed portion of the EI premium reduction of eligible employees to the Union.

26.05 Employee and Family Assistance Program (EFAP)

The Employer will provide an Employee and Family Assistance Program for use by employees and their families.

26.06 WCB or WI/LTD Plans

Employees on WCB or Weekly Indemnity/Long Term Disability (WI/LTD) shall be entitled to the benefit plans specified in Articles 26.02 and 26.03 (a) and (b) in the contract (i.e. MSP, dental plan, extended health benefits, life insurance and AD & D) for the first two (2) years from the first start of their WorkSafe BC claim or from the first day of receiving benefits under the WI Plan in the case of WI/LTD. Thereafter, the Employer shall terminate the employee's benefits unless the employee agrees to pay both the Employer and employee's shares of the premiums applicable to the particular benefit. In this case, the employee will be maintained on the plans until a determination is made that the employee will not be returning to work for the Employer at some subsequent date.

ARTICLE 27 – HEALTH AND SAFETY

27.01 Cooperation on Safety

The Union and the Employer shall cooperate in promoting rules and practices which are designed to provide protection from factors adverse to employee health and safety.

27.02 Compliance with Health and Safety Legislation

The Employer and the Union agree to abide by all health and safety legislation and regulations promulgated by any government with appropriate authority to do so.

27.03 Union/Employer Health and Safety Committee

The Union and Employer agree to form a Health and Safety Committee which shall meet once each month. The Committee shall be comprised of a maximum of two representatives of each of the employees and the Employer. Minutes shall be taken and supplied to each of the Employer and the Union.

27.04 Pay for Members of Health and Safety Committee

No employee shall lose pay for time spent in Health and Safety Committee meetings during regular hours of work.

27.05 Health Safety Clothing, Tools, Equipment and Protection

The Employer shall provide all necessary protective clothing and equipment as required by legislation.

27.06 Safety Boots

The Employer will pay a maximum of \$250 (two hundred and fifty dollars) every twenty-four (24) months towards the purchase of (receipts required) of steel-toed safety boots or composite safety boots by full-time permanent employees who are required to wear such under the Industrial Health and Safety Regulations.

Temporary/Seasonal employees who regularly work a 35 hour or 40 hour work week, and are required to wear safety boots will be reimbursed up to a maximum of \$125.00 (upon providing a receipt) every twenty four (24) months for the purchase of CSA certified safety boots or composite safety boots.

27.07 Right to Refuse or Stop Unsafe Work

A member of the Health and Safety Committee shall have the right to stop any work considered unsafe or hazardous.

No employee shall be discharged, penalized or disciplined for refusing to work on a job or in any work place or to operate any equipment where they or a member of the Health and Safety Committee reasonably believes that it would be unsafe or unhealthy to himself/herself, an unborn child, a work mate, or the public, or where it would be contrary to the applicable Federal, Provincial, or local government health and safety legislation or regulations. There shall be no loss of pay or seniority during the period of refusal. No employee shall be ordered or permitted to work on a job which another worker has refused until the matter is investigated by the health and safety committee and is satisfactorily settled. Where an employee or member of the Committee has exercised their right under this Article, the decision shall be immediately communicated, with reasons, to the department head responsible for the work.

27.08 Proper Training

No employee shall be required to work on any potentially hazardous job or operate any piece of equipment until they have received proper training and instructions.

ARTICLE 28 – TECHNOLOGICAL CHANGE

28.01 Notice of Change

The Employer and the Union agree that technological change may have an effect on the ongoing security of present full-time and part-time employees and therefore agree that three (3) months notice of any such technological change shall be given to the Union. Before any such technological change is instituted, collective bargaining will occur between the Employer and the Union with a view to reducing the effects of technological change on the job security and earnings of employees who are affected as a direct consequence of such a change.

28.02 Severance Pay

A full-time employee shall be given fifteen (15) days notice and severance pay on the basis of one (1) week's pay for every year of employment, at the regular rate for the position last occupied, to a maximum of twenty-six (26) weeks, if the technological change causes the Employer to be unable to provide work for a displaced employee at the same regular rate of pay in a comparable class of work.

28.03 Settlement by Arbitration

If the Collective Bargaining referred to in 28.01 does not result in agreement being reached, the matter shall be finally and conclusively settled without stoppage of work by arbitration as provided in Article 12.

28.04 Interim Change

Notwithstanding the above, the parties may mutually agree to the change being made on an interim basis before collective bargaining has been completed.

ARTICLE 29 – CONTRACTING OUT

29.01 Contracting Out

The Employer will not contract out work where such contracting out will result in the layoff of full-time or part-time employees.

ARTICLE 30 – GENERAL PROVISIONS

30.01 Interpretation Clause

Wherever the singular or masculine is used in this Agreement, it shall be considered as if the plural or feminine has been where the context of the agreement requires.

30.02 Changes in the Agreement

Any changes deemed necessary may be made by mutual agreement at any time during the existence of this Agreement. Any such change shall be made by letter of agreement and shall be attached to and form part of this Collective Agreement.

30.03 Bulletin Boards

The Employer shall provide space at each office of the Employer, for the Union to place a bulletin board so it may post any notices related to Union business. The bulletin board shall be at the cost of the Union.

30.04 Conflict of Interest

Employees shall not engage in work for another Employer or personal business ventures which may interfere with their ability to perform their duties with the Employer.

30.05 Copies of Agreement

One copy of this Agreement shall be made available on letter sized paper to each bargaining unit member, at the cost of the Union.

30.06 Provision Invalidated

Any provision of this Agreement invalidated by operation of law shall be severed from the remainder of the Agreement. Where a provision has been severed, the Union and the Employer shall meet to renegotiate the issue covered by the severed provision. If there is no agreement between the parties on this issue, the matter shall be resolved by arbitration.

30.07 Wellness Fund

The Employer will provide each permanent full time employee with access to an annual wellness fund of up to two hundred and fifty (\$250) dollars. This fund is to encourage the employee to participate in healthy activities promoting good health and fitness. Up to a maximum of \$250 the Employer will reimburse up to 50% of membership and registration fees, or purchase of fitness equipment to match the employee's investment. The fund is a taxable benefit to the employee when claimed. This benefit will apply to permanent part time employees on a pro-rated basis based on hours worked and will not be carried forward year to year.

ARTICLE 31 – PROPERTY OF THE EMPLOYER

31.01 Property of the Employer

Products invented developed, designed or produced in any manner by employees during working hours in the course of their employment are property of the Employer and shall not be used, sold or displayed except with the consent of the Employer.

ARTICLE 32 – TERM OF AGREEMENT

32.01 Term and Continuance

- a) This Agreement shall take effect January 1, 2020 and shall remain in effect until December 31, 2023.
- b) The terms and conditions of this Agreement shall remain in full force and effect during bargaining for a renewal Agreement. During any period of legal strike or lockout, the terms and conditions of this Agreement shall be suspended. If a legal strike or lockout is terminated before a renewal Agreement becomes effective, the terms and conditions of this Agreement shall be in full force and effect until a renewal Agreement becomes effective.
- c) Section 47 of the Labour Relations Code of B.C. shall not apply.
- d) During the life of this Agreement, during any grievance or arbitration proceedings, or while negotiations for a further Agreement are in progress, there shall be no strikes or stoppage of work on the part of the employees, nor any lockout of any employees on the part of the Employer.

ARTICLE 33 - WAGES

33.01 Wage schedules

Wages and salaries shall be paid in accordance with the wage rates set out in Schedules 'A' and 'B', attached to and forming part of this Agreement.

SCHEDULE 'A' AND 'B' – WAGES

CUPE Local 2403 (PRRD) Collective Agreement 2019 - 2023

Wages - Schedule 'A' Employees	2019	2020	2021	2022	2023
Percentage effective January 1st	2.00%	0.75%	2.00%	2.00%	2.00%
Administration					
Administrative Clerk	\$29.91	\$30.13	\$30.73	\$31.34	\$31.97
Admin Clerk / Receptionist	\$27.22	\$27.42	\$27.97	\$28.53	\$29.10
Corporate Services Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Secretary of Information Services	\$29.91	\$30.13	\$30.73	\$31.34	\$31.97
Legislative Services Clerk	\$29.91	\$30.13	\$30.73	\$31.34	\$31.97
Communications Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
North Peace Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Community Services					
Community Services Clerk	\$29.91	\$30.13	\$30.73	\$31.34	\$31.97
Parks & Rural Recreation Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Protective Services Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Environmental Services					
Environmental Services Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Environmental Services Engineering Asst I		\$0.00	\$28.28	\$28.85	\$29.43
Solid Waste Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Finance					
Finance Clerk	\$29.91	\$30.13	\$30.73	\$31.34	\$31.97
Finance Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Grants Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Information Systems					
GIS Technician	\$25.63	\$25.82	\$26.34	\$26.87	\$27.41
GIS Technician- incumbent (grandparented)	\$31.53	\$31.77	\$32.41	\$33.06	\$33.72
GIS Technologist	\$33.22	\$33.47	\$34.14	\$34.82	\$35.52
GIS Coordinator	\$44.72	\$45.06	\$45.96	\$46.88	\$47.82
Information Technology Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Land Use Planning					
Development Services Coordinator	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Bylaw Enforcement Officer	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Building Inspector III	\$51.43	\$51.82	\$52.86	\$53.92	\$55.00

Building Inspector II	\$44.72	\$45.06	\$45.96	\$46.88	\$47.82
Building Inspector I	\$36.21	\$36.48	\$37.21	\$37.95	\$38.71
Land Use Planner (North and South Peace)	\$34.93	\$35.19	\$35.89	\$36.61	\$37.34
Student Planner	\$26.20	\$26.40	\$26.93	\$27.47	\$28.02
Senior Planner	\$44.72	\$45.06	\$45.96	\$46.88	\$47.82
Wages - Schedule 'B' Employees					
Field Services Labourer	\$31.92	\$32.16	\$32.80	\$33.46	\$34.13
Field Services Assistant	\$24.58	\$24.76	\$25.26	\$25.77	\$26.29
Temporary /Seasonal	\$29.37	\$29.59	\$30.18	\$30.78	\$31.40

Bargaining Unit Positions

Notes to Wage Schedules

Note 1

The probation rate for Schedule 'A' and 'B' positions is ninety-two percent (92%) of the regular rate.

Note 2 - Grandparented

means the incumbent's rate of pay exceeds the established rate for the position. Postings for vacancies in these positions will be at the established rate for the position.

Note 3

Casual employees will be reimbursed ninety-two percent (92%) of position filling plus fourteen percent (14%) in lieu of benefits.

THIS AGREEMENT dated the 17th day of December, 2021, in Dawson Creek, British Columbia.

CUPE SUB-LOCAL 2403:

PEACE RIVER REGIONAL DISTRICT:

Original signed by

Original signed by

Suzanne Garrett

Brad Sperling, Chair

Original signed by

Original signed by

Nathan Goudie

Shawn Dahlen, Chief Administrative Officer

Original signed by

Stephanie Goudie, Acting President

SCHEDULE 'C' – INTERPRETATION CLAUSE

(Article 15.03 Role of Seniority in Promotion, Transfers and Staff Changes)

CUPE Local 2403 (PRRD) Collective Agreement

Dated January 1, 2020 to December 31, 2023

INTERPRETATION / APPLICATION OF ARTICLE 15.03 ROLE OF SENIORITY IN HIRING AND STAFF CHANGES

Four factors will be considered in hiring:

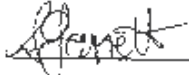
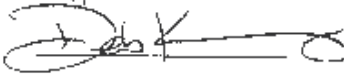
1. Seniority
2. Skills
3. Qualifications
4. Required Knowledge

Each will be given equal weight in the hiring process, however, seniority will not be considered an equal factor if the employee otherwise does not meet the basic qualifications required for the position.

Seniority, where all other factors are equal, will govern.

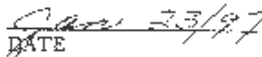
Where the employer does not hire the senior employee, the employer remains under the obligation to prove that with respect to the other factors, the employee who is not senior is superior by a substantial and demonstrable margin to the senior employee.

C.U.P.E. SUB-LOCAL 2403

PEACE RIVER REGIONAL DISTRICT





DATE

SCHEDULE D – LETTERS OF UNDERSTANDING

CUPE Local 2403 (PRRD) Collective Agreement

dated January 1, 2020 to December 31, 2023

“Without Prejudice or Precedent”

LETTER OF UNDERSTANDING

Between:

CANADIAN UNION OF PUBLIC EMPLOYEES, SUB-LOCAL 2403
 (“CUPE”)

and:

PEACE RIVER REGIONAL DISTRICT
 (“Regional District”)

Re: Working from Home

The Peace River Regional District has been instructed by its Board of Directors in its strategic plan to develop policies on “working in the New Normal”, which includes considering strategies and policies associated with alternative work arrangements, engagement practices and other adaptive measures resulting from COVID-19. Further to these instructions, the PRRD will be exploring a working from home policy for employees whose duties may reasonably be performed from home without disruption or added cost to the operations of the PRRD.

The PRRD acknowledges that working from home opportunities are of significant interest to the Union. In recognition, the PRRD will undertake to consult with the Union on the priorities of its members in the development of a working from home policy. These consultations will take place during regular labour management meetings. If the Union wishes to issue written submissions or offer a presentation on working from home options, the PRRD will review and consider these submissions, in good faith.

As Working from Home forms part of a strategic priority identified and mandated by the Peace River Regional District’s Board of Directors, the parties acknowledge that ultimate approval of a Working from Home Policy rests with the Board.

Signed this _____ day of _____, 2021.

Peace River Regional District:

CUPE Sub-Local 2403:

Original signed by

Original signed by

Brad Sperling Chair

Nathan Goudie

Original signed by

Original signed by

Shawn Dahlen, Chief Administrative Officer

Suzanne Garrett

SCHEDULE 'E' – BARGAINING UNIT POSITION DESCRIPTIONS

CUPE Local 2403 (PRRD) Collective Agreement

dated January 1, 2020 to December 31, 2023

ADMINISTRATIVE CLERK

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Electoral Area Manager or designate, the Administrative Clerk is responsible for the clerical/administrative duties of the Administration/Corporate Services Department.

DUTIES

- Perform clerical duties; i.e. photocopying and maintaining databases, as required.
- Provide coverage for Administrative Clerk/Receptionist(s).
- Assist and direct members of the public.
- Process incoming and outgoing correspondence.
- Prepare agendas and record minutes, completing all meeting management processes as required.
- Arrange, prepare for, and clean up after meetings; including picking up snacks and ordering food.
- Prepare for and attend evening and weekend meetings and events as required
- Booking travel and coordinating meeting attendance.
- Manage calendars; schedule and coordinate meetings and events.
- Assist with government elections and related processes.
- Draft, proofread, edit and finalize a variety of documents, contracts, letters, memos and/or reports
- Update the PRRD website, social media, and NEBC alert system as required.
- Maintain and follow departmental procedures.
- Assist with policy, procedure and bylaw review, development and maintenance.
- Assist with all electoral area approved project files.
- Responsible for maintaining and coordinating records and records management according to established corporate policies and procedures.
- Provide assistance to PRRD departments regarding processes and policy.
- Prepare and maintain department information for public distribution.
- Liaise with PRRD Communications Department to coordinate and assist with requirements for internal and external communications.
- Emergency Operations support as assigned.
- Perform other duties as required.

QUALIFICATIONS/EXPERIENCE

- A certificate in office administration or equivalent, plus two (2) years' of experience in a busy office environment.
- Effective written and oral communication skills.
- Accurate keyboarding / typing skills at 60 WPM.
- An excellent knowledge of the Microsoft Office suite of programs.
- Ability to learn custom software packages.
- Ability to work effectively in a team environment.
- Demonstrated attention to detail for preparing diverse correspondence, official documents, and other material.
- Ability to meet specified deadlines with minimal supervision.
- Experience with electronic agenda preparation and management software is desired.
- A working knowledge of the *Community Charter* and *Local Government Act* is an asset.
- Municipal Clerk designation is an asset.
- A valid Class 5 Drivers' Licence must be maintained

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

ADMINISTRATIVE CLERK/RECEPTIONIST

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, this position assists and directs the public, is responsible for administrative work and meeting administration, and processes and maintains outgoing and incoming correspondence and documents for various departments.

DUTIES

- Responsible for meeting administration, including but not limited to preparing agendas, minutes, and task lists for a variety of meetings.
- Arrange meetings and travel for staff/Directors, as required.
- Maintain and update various shared office calendars.
- Coordinate, prepare for, and clean up after meetings.
- Assist and direct members of the public.
- Operate switchboard and field queries from the public.
- Maintain and update brochures, forms and manuals.
- Prepare information and post to internal/external media channels, and internal/external website maintenance.
- Perform administrative duties, including but not limited to photocopying, mass mail outs, typing correspondence, and other tasks as required.
- Produce a variety of documents and reports, requiring advanced word processing skills, quickly and efficiently while managing switchboard and walk-in customers.
- Process all incoming and outgoing mail, including faxes and emails, and maintenance of postage machine.
- Process payments and issue receipts.
- Responsible for petty cash and bank deposits when required.
- Create, maintain, and update databases and files.
- File for all departments, as required.
- Keep office supplies inventoried and stocked.
- Provide coverage for other administration positions, as necessary.
- Emergency operations support as assigned.
- Perform other related duties as required.

QUALIFICATIONS/EXPERIENCE

- A certificate in business/office administration (or a related discipline), plus a minimum of two (2) years' experience in administrative work.
- Knowledge of, and experience in, using the proper form of business letters and business English.
- Effective written and oral communication skills.

- Ability to learn custom software packages.
- Attention to detail for preparing diverse correspondence, official documents, and other material is essential.
- Accurate keyboarding/typing skills at a speed of 60 WPM.
- An advanced knowledge of Microsoft Office Suite.
- Excellent computer skills are required.
- Excellent customer service skills are required (the ability to listen, to communicate and to relate to others on a personal and/or professional level).
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

BUILDING INSPECTOR I

FUNCTIONS AND RESPONSIBILITIES

Under the supervision and direction of the General Manager of Development Services or designate, responsible for duties related to Building Inspection throughout the Regional District.

DUTIES

- Conduct site inspections.
- Conduct inspections on solid fuel burning appliances.
- Examine and review commercial and residential building plans.
- Inspect works to ensure compliance with the building code and applicable regulations.
- Work independently in the field.
- Make responsible decisions requiring discretion and judgement as related to building inspections.
- Process building permit applications and maintains building permit files.
- Respond to inquiries and complaints related to building inspection.
- Undertake additional duties required to carry out the building inspection function.

QUALIFICATIONS/EXPERIENCE

The ideal candidate will possess:

- A minimum Level 1 Certificate from the Building Officers Association of British Columbia.
- A high school diploma.
- At least three (3) years of related experience: (1) as a building inspector; (2) with codes; and (3) with preparation of construction documents and construction inspections.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

BUILDING INSPECTOR II

FUNCTIONS AND RESPONSIBILITIES

Under the supervision and direction of the General Manager of Development Services or designate, responsible for coordination and performance of plan checks and inspections of a technical nature related to the Building Inspection function of the Regional District. Administers a variety of local government, Provincial and Federal bylaws and regulations.

DUTIES

- Supervise Building Inspection Level 1, assigned assistants and temporary workers.
- Assist in the preparation of annual operating budgets for the building inspection function.
- Review plans and applications for construction, repair and alteration of buildings and plumbing for conformance with regulations.
- Issue permits, as provided in the Building Bylaw, inspect work in progress and check for zoning compliance.
- Inspect permitted construction for compliance with applicable regulations.
- Advise owners and contractors of required corrections or changes in installations, and inspect to confirm corrections have been made. May issue stop work order if deficiencies have not been rectified or where work is proceeding contrary to permit process.
- Estimate value of proposed construction and calculate permit fees.
- Survey the Regional District for illegal buildings and land use activities, including performance of field investigations of alleged building and zoning bylaw violations.
- Answer inquiries relating to building matters, the B.C. Building Code and the B.C. Plumbing Code.
- Enforce relevant provisions of the B.C. Building Code, B.C. Plumbing Code, etc. May request inspections by the Health Inspector, Electrical Inspector, Gas Inspector, or Fire Commissioner, when deemed necessary.
- Recommend, through Department Head to the Regional Board, when action should be taken in cases of violations.
- Assist Fire Departments on plan reviews and site inspections.
- Provide departments with technical advice related to building inspection matters.
- Submit monthly progress reports and other reports when requested.
- Receive complaints and coordinate investigations of bylaw infractions related to building inspection. Follow municipal procedures and processes to ensure conformance to Bylaws.
- Ensure personal safety while performing the duties of the position.
- Assist in project management for renovations and construction of Regional District buildings.
- Perform related work as required.

QUALIFICATIONS/EXPERIENCE

- Completion of Grade 12 education or GED, and three (3) years of local government inspection duties with Level 2 B.C. Building Inspection Certification (or equivalent certification).
- Two (2) years of supervisory experience.
- Minimum Level 2 B.C. Building Inspection Certification (with Level 3 certification preferred).
- Level 1 Plumbing certification.
- WETT Certification (Wood Energy Technology Training).
- A valid Class 5 Drivers' Licence must be maintained.
- Physically capable of moving about on construction sites, in all weather conditions.
- Considerable knowledge of:
 - technology and operations of inspection service activities, methods and operations;
 - provincial and local building regulatory environment;
 - the construction industry, business practices and industry trends.
- Considerable skill in interpreting and reviewing plans, drawings and specifications, and in applying regulations.
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load.
- Ability to think creatively and develop an innovative approach to challenges.
- Ability to effectively and diplomatically communicate complex technical information, orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, elected officials and the general public.
- Reasonable knowledge of basic office computer operations, such as – word processing, spreadsheets, e-mail, databases, etc.
- Knowledge of the *Freedom of Information Act* regulations relating to the disclosure of confidential matters of the Regional District.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

BUILDING INSPECTOR III

FUNCTIONS AND RESPONSIBILITIES

Under the direction of the General Manager of Development Services or designate, responsible for (1) supervision of the PRRD's building and plumbing inspection function; (2) coordination and performance of plan checks; (3) inspections and enforcement. Administers a variety of local government, Provincial and Federal bylaws and regulations.

DUTIES

- Supervise the PRRD's building and plumbing inspection function, and monitor systems to ensure a consistently high standard of service.
- Assist in the preparation of annual operating budgets for the building inspection function.
- Assist with preparation of departmental bylaws, amendments, policies and procedures.
- Administer and enforce the PRRD's building regulation bylaw, the BC Building and Plumbing Code and relevant PRRD bylaws in a concise and consistent manner.
- Provide services to participating municipalities of the PRRD to administer and enforce their building regulation bylaws, the BC Building and Plumbing Code and relevant bylaws in a concise and consistent manner.
- Maintain liaison and establish a positive working relationship with the building industry, other PRRD departments, other PRRD municipal members, senior government agencies, consultants and the general public.
- Reviews plans and applications, issue permits, and conduct necessary inspections for construction, repair and alteration of buildings and plumbing for conformance with regulations, including zoning compliance.
- Advise owners and contractors of required corrections or changes in installations, and inspect to confirm corrections have been made. May issue stop work order if deficiencies have not been rectified or where work is proceeding contrary to permit process.
- Estimate value of proposed construction and calculate permit fees.
- Survey the Regional District for illegal buildings and land use activities, including performance of field investigations of alleged building and zoning bylaw violations.
- Answer inquiries relating to building matters, the B.C. Building Code and the B.C. Plumbing Code.
- Recommend, through General Manager to the Regional Board, when action should be taken in cases of violations.
- Assist Fire Departments on plan reviews and site inspections.
- Provide guidance and technical advice to the PRRD, participating municipalities, developers, designers, contractors, and the public to ensure that building development proposals comply with regulations.
- Generate monthly, quarterly and annual building statistical reports.

- Receive complaints and coordinates investigations of bylaw infractions related to building inspection. Follow municipal procedures and processes to ensure conformance to bylaws.
- Perform related work as required.

QUALIFICATIONS/EXPERIENCE

- Knowledge of all phases and types of modern building and construction practices, methods, materials and equipment.
- Preferred completion of a two-year diploma in building or civil technology; OR trade qualification certification in carpentry.
- Minimum three (3) years of supervisory experience
- Level III B.C. Building Inspection Certification from the Building Officials Association of British Columbia (BOABC) – with preference for three (3) years of field experience in a Level III capacity.
- Level 1 Plumbing certification.
- WETT Certification (Wood Energy Technology Training).
- A valid Class 5 Drivers' Licence must be maintained.
- Extensive knowledge of the BC Building Code and Plumbing Code, the BC Local Government Act, Community Charter, municipal bylaws, construction standards and regulations related to building construction.
- Physically capable of moving about on construction sites, in all weather conditions.
- Considerable knowledge of: (1) technology and operations of inspection service activities; (2) methods and operations; (3) provincial and local building regulatory environment; (4) the construction industry, business practices and industry trends.
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied work load.
- Ability to think creatively and develop an innovative approach to challenges.
- Ability to effectively and diplomatically communicate complex technical information, orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, elected officials and the general public.
- Reasonable knowledge of basic office computer operations, such as – word processing, spreadsheets, e-mail, databases, etc.
- Knowledge of the Freedom of Information Act regulations relating to the disclosure of confidential matters of the Regional District.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

BYLAW ENFORCEMENT OFFICER

FUNCTIONS & RESPONSIBILITIES

Under the supervision and direction of the General Manager of Development Services or designate, responsible for duties related to Bylaw Enforcement within the rural areas of the Regional District.

DUTIES

- Receive, verify and investigate complaints and/or contraventions of Regional District regulatory bylaws.
- Take action to achieve compliance with bylaws in accordance with Regional District policy, and as directed.
- Open, maintain and close bylaw enforcement files.
- Review and recommend changes to regulations and procedures from an enforcement perspective.
- Assist with analysis, preparation and implementation of bylaws, policies and procedures, if and where applicable.
- Undertake additional duties as required to carry out bylaw enforcement function.
- Prepare files and documentation in support of processing matters through the court system to achieve compliance.
- Prepare for and appear as a witness in court as required.
- Represent the Regional District in a courteous and professional manner during the performance of duties.
- Prepare reports and correspondence on a variety of matters, as required to enact duties.
- Perform related duties as necessary or directed.

QUALIFICATIONS/EXPERIENCE

- Minimum grade 12 or equivalent.
- Bylaw Enforcement and Investigative Skills Level I Certificate, or equivalent.
- At least two (2) years related experience, preferably with local government, or equivalent.
- Training and experience in dealing with difficult and angry people in an enforcement context.
- Excellent analytical and report-writing skills, together with excellent interpersonal skills, and the ability to communicate in a persuasive manner with members of the general public on matters of a sensitive nature.
- Problem solving, mediation and conflict resolution training and experience.
- Ability to deal tactfully with individuals, community representatives and the general public.
- Reasonable knowledge of property legal description system.
- Reasonable knowledge of office administration procedure and computer software.

- Considerable knowledge of the applicable Regional District bylaws, policies and procedures.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

COMMUNICATIONS COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to the Corporate Officer or designate and supports the Manager of Communications in the delivery of communications, engagement campaigns and initiatives.

DUTIES

- Assist the Manager of Communications in the implementation of the communications department's goals and department projects.
- Assist the Communication Manager with communication needs of the Board, staff and PRRD departments.
- Assist in supporting the graphics component for outreach materials, posters, and online communications, including social media campaigns, videos and infographics as needed.
- Coordinate communication and engagement, meetings, mail outs and events.
- Coordinate the implementation of Board, Electoral Area Directors and department communication plans.
- Assist in the dissemination of media releases, backgrounders, and other media communications as directed.
- Provide support to staff on website and internal intranet.
- Provide support to the staff and departments for external events and meetings.
- Administrative tasks related to communications and engagements.
- Monitors social media and website analytics.
- Emergency Operations support as assigned.

QUALIFICATIONS / EXPERIENCE

- Diploma or certificate in communications, including courses in Print Production or Graphic Design or an equivalent combination of related education, training and experience.
- Three (3) years related experience, preferably in a local government setting.
- Thorough understanding of the use of communications media (collateral, web, advertising - print, radio, TV, online).
- Communications planning with the ability to work effectively under tight deadlines.
- Demonstrated excellent verbal and written communication skills, and proof-reading skills.
- Sound working knowledge of Excel, Word, Adobe Acrobat Outlook, and project management software
- Familiarity with PowerPoint, Adobe Photoshop, Illustrator, and InDesign and WordPress.

- The ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills. Excellent organizational skills and attention to detail.
- Flexibility in both days of work and workday hours of work.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

COMMUNITY SERVICES CLERK

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Community Services or designate, the Community Services Administrative Clerk is responsible for the clerical/administrative duties of the Community Services Department.

DUTIES

- Prepare, compile/post, and distribute/copy electronic agendas, for a variety of committees.
- Attend and accurately record and transcribe minutes of committee meetings, and other meetings as required.
- Prepare and maintain resolution indexes and electronic follow-ups from meetings for staff and department managers.
- Monitor and assist with action items arising from meetings.
- Perform administrative duties: photocopying, preparing budget documentation, and preparing other materials for the Community Services Department.
- Maintain departmental records and files.
- Draft, proofread, edit and finalize a variety of documents, contracts, letters, memos and/or Board Reports.
- Arrange meetings and events to support Board and departmental projects and initiatives.
- Monitor and update PRRD website for the Community Services Department.
- Maintain and follow departmental procedures.
- Provide information and assistance to the public on a variety of matters pertaining to departmental operations, procedures, and services.
- Emergency Operations support as assigned
- Perform other duties as required

QUALIFICATIONS/EXPERIENCE

- Grade 12, plus administrative training and two (2) years' of experience in a busy office environment.
- Knowledge of and experience in using the proper form of business letters and business English.
- Effective written and oral communication skills.
- Accurate keyboarding / typing skills at 60 WPM.
- An excellent knowledge of the Microsoft Office suite of programs.

- Ability to learn custom software packages.
- Attention to detail for preparing diverse correspondence, official documents, and other material is essential.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

CORPORATE SERVICES COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, the Corporate Services Coordinator is a versatile professional who is accustomed to working with limited supervision, while performing a full suite of secretarial and administrative support services to all departments, as well as maintaining responsibility for the Regional District's records information management system. This position is responsible for the training and day-to-day supervision of other secretarial staff members and, in the absence of the Corporate Officer performs, on a limited basis, some of the functions of that office.

DUTIES

- Plan, assign, supervise and check the work of secretarial staff.
- Attend a variety of Committee meetings and occasionally Board meetings to record proceedings, prepare minutes/reports/follow-ups and agenda, and take follow-up action as a result of such meetings.
- Prepare or assists with the preparation of a variety of documents for all Departments.
- Purchase office supplies, meeting/coffee room supplies.
- Ensure photocopiers, fax machine and other office equipment is maintained on a regular basis.
- Store, arrange, index and classify records.
- Facilitate the development of filing systems and retention and disposal schedules, and maintain these to meet administrative, legal and financial requirements.
- Advise on records storage and records media.
- Oversee the management of electronic and/or paper-based information.
- Set up, maintain, review, and document records systems.
- Advise on and implement new records management policies and classification systems.
- Advise staff in other departments on the management of their records and information.
- Ensure that relevant legislative and compliance requirements are met.
- Manage paper and electronic records management systems.
- Respond to internal and/or external information enquiries.

QUALIFICATIONS/EXPERIENCE

- Successful completion of Grade 12.
- Successful completion of administrative, business or office assistant program and/or equivalent training and experience.
- At least three (3) years' experience working in an administrative role within local government.
- At least three (3) years' experience working with the Local Government Management Association Records Management System.

- Knowledge of Board, Committee and related official body practices, procedures and functions.
- Considerable knowledge of the operation of personal computer equipment and software applications related to the work performed.
- Ability to take and transcribe minutes with a high degree of speed and accuracy.
- Excellent oral and written communication skills.
- Strong organizational skills and initiative.
- Ability to work effectively in a team environment.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

DEVELOPMENT SERVICES (DS) COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the General Manager of Development Services or designate. This position will support the coordination and delivery of development services functions, including current and long range planning, building inspection, bylaw enforcement, geographic information services (GIS), information systems (IS), and inquiries from the public, staff and other agencies.

DUTIES

- Provide support to all of the functions and services provided under the umbrella of the Development Services department, including, but not limited to:
 - Planning
 - Building Inspection
 - Bylaw Enforcement
 - Geographic Information Systems
 - Information Systems (IS)
- Responsible for initial review of development applications for completeness with Regional District requirements before further review by other staff.
- Responsible for developing, maintaining and coordinating department records. (Coordinating with PRRD records management department)
- Liaise with the Administration Department to ensure that department bylaws are regularly consolidated, up to date and posted in required public media outlets.
- Liaise with the Administration Department maintenance and development of file tracking systems for planning, building inspection, bylaw enforcement, house numbering, and others as required.
- Provide assistance to PRRD departments regarding Development Services' functions, processes and policy.
- Assist with correspondence and report preparation/recommendations related to department functions.
- Coordinate the preparation, conduct and documenting for public meetings, committees and notifications.
- Prepare and maintain department information for public distribution (ie. pamphlets, bylaws, reports, forms, etc.) and monitor department content on PRRD website for being up-to-date and accurate.
- Participate and provide input in the preparation of department policies and procedures.
- Provide information and guidance to the public, builders, developers, government agencies and consultants explaining department functions, processes and policy.
- Attend evening and weekend meetings as required.
- Assist and provides input with the preparation of the annual department report.
- Research historical property information.

- Prepare property inquiry responses and letters.
- Liaise with PRRD Communications Manager to coordinate and assist with department requirements for internal and external communications.
- Receive and coordinate the review and response to referrals from outside agencies for matters such as, subdivision, mining, environmental permits, crown land authorizations, petroleum and gas tenures, oil & gas developments, ALR, environmental assessments, and others that may arise.
- Performs other related duties as assigned.
- Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- Diploma or certificate in local government administration, planning, bylaw enforcement, or an equivalent combination of related education, training and experience.
- Three (3) years related experience in local government (preferably associated with a local government development services department)
- Ability to work independently, including experience in area reconnaissance.
- The ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general processes related to development services functions.
- Strong interpersonal skills suitable for working with the public, elected officials and diverse professionals.
- Considerable knowledge operating personal computer equipment and standard office software such as, word processing, spreadsheets, e-mail, scheduling, presentations and desktop publishing, PDFs and task management.
- Ability to work effectively in a team environment.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

ENVIRONMENTAL SERVICES COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting directly to the Environmental Services Manager or designate, this position assists in the delivery of sewer and water services, solid waste services, including solid waste collection and disposal, commercial and residential recycling, liaising with committees, and residents of the Regional District.

DUTIES

- Assist in the delivery of long term service strategies and plans for the Regional District, relating to goals and objectives that are identified in the Solid Waste Management Plan.
- Support the Solid Waste Services operations and maintenance function.
- Assist in the development and implementation of strategies to increase waste diversion in all sectors, including residential, industrial, commercial, and institutional.
- Assist Solid Waste Services in the development of strategies that promote awareness and participation in recycling, composting, product stewardship and related activities.
- Perform inspections of solid waste facilities to ensure acceptable operations that comply with contracts, bylaws and regulations.
- Assist in the collection and analysis of data and costs, prepare status reports, budget estimates and recommendations on District wastewater and water distribution functions, public works functions.
- Assist in the preparation of formal tenders, invitations to quote, and requests for proposals for services and developments required at wastewater and water distribution systems.
- Perform inspections of sanitary sewer and water distributions systems to ensure safe, functional and reliable operation and compliance with contracts, bylaws and regulations.
- Respond to complaints or reports about malfunctioning sanitary sewer or water distribution systems, arranging maintenance or repairs as required through District Field Services staff or private contractors.
- Monitor the performance of contractors retained by the District to operate sanitary sewer and water distribution systems, and resolve contract non-compliance issues as required.
- Liaise with, and respond to enquiries from, the public, external agencies, community groups, private sector, staff, and others as required.
- Conduct education and awareness programs regarding wastewater/water systems for public outreach with RD communications department.
- Assists with updating annual operations plans for wastewater facilities, including budget assessments, maintenance plans, capital budgeting, analytical sampling.
- Monitors operations to ensure compliance with provincial legislation with specific focus on analytical results versus permit requirements.
- Analyze analytical sampling results for trends to make informed decisions to maintain and optimize water/waste water functions.
- Supports BCOneCall process in conjunction with GIS Mapping Department.

- Emergency Operations support as assigned.
- Perform other related duties as assigned.

QUALIFICATIONS/EXPERIENCE:

- Three (3) years related experience and knowledge of sanitary sewer and water distribution systems, preferably in a local government setting.
- Experience in public education, consultation processes, group facilitation, public speaking or media relations.
- Excellent organizational skills, ability to establish priorities and independently coordinate workloads to meet timelines and budget expectations.
- Proven ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills.
- Diploma or certificate in environmental studies or related discipline, or an equivalent combination of education, training and experience.
- Certification in appropriate discipline through the Environmental Operators Certification Program within 12 months of hiring. Preference will be given to Level 1 Operators in waste water with a minimum requirement of OIT (Operator in Training).
- Solid Waste Management Association of North America certification in an appropriate discipline to be obtained within 12 months of hiring.
- Criminal Records Check.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

ENVIRONMENTAL SERVICES ENGINEERING ASSISTANT I

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Environmental Services or designate, the Engineering Assistant is responsible for assisting the overall Environmental Services department for services with infrastructure, underground utilities and above-ground structures. This position is responsible for assisting in the preparation and quality control inspections for the Environmental Services capital and maintenance programs during the summer months. The position works cooperatively with others in a team environment, and must be a self-motivator able to work with little supervision.

DUTIES

- Efficiently assists with the organization and coordination of work carried out by the Environmental Services department.
- Develop a familiarity and knowledge of existing engineering records, PRRD infrastructure, departmental procedures, policies and bylaws related to the overall function of the department.
- Conduct field surveys to obtain information for design of water and sewer facilities, drainage works, park and recreation facility development and other works requiring vertical and horizontal control.
- Inspect Environmental Services construction projects to ensure Quality Assurance.
- Assists with preliminary planning and data collection for the design of infrastructure capital works.
- Maintains records, and updates engineering drawings as required.
- Ensures proper filing of Environmental Services documents.
- Assists the Environmental and Solid Waste Coordinators in monthly inspections and reporting on solid waste sites, as well as water and waste water systems.
- Performs other duties as assigned.

QUALIFICATIONS/EXPERIENCE

- Completion of Grade 12 plus a related 2-year diploma in an engineering or environmental technology or equivalent combination of education and experience.
- A good working knowledge of C.A.D. and other computer programs.
- A working knowledge of drafting techniques.
- An excellent knowledge of Microsoft Office suite programs and filing organization and storage.
- Criminal Record Check.
- A valid Class 5 or 7 Drivers' License must be maintained.
- Previous construction experience would be an asset.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

FIELD SERVICES ASSISTANT

FUNCTIONS AND RESPONSIBILITIES

Under the supervision and direction of the General Manager of Environmental Services or designate, the Field Services Assistant assists the Environmental Services Manager in performing various functions of the Environmental Services Department.

DUTIES

- Perform various functions of the Environmental Services Department.
- Assist in completing efficacy monitoring, inspecting properties, identifying infestations, and manual control of invasive plants.
- Participate in the Invasive Alien Plant Program (IAPP) training, and use the program to record inventory, plan work, and enter monitoring efforts.
- Assist in the public weed report response process, by responding to, and providing educational materials to private property owners and occupiers regarding invasive plant control, management and prevention.
- Assist with the communication of public education programs for the invasive plant, parks, and solid waste programs.
- Weekly inspections and maintenance of PRRD regional and community parks including mowing, whipper snipping, waste and recycling collection, and washroom cleanliness.
- Maintain records of all inspections.
- Purchase supplies as approved.
- Communicate any identified issues to supervisor.
- Other duties as required.

QUALIFICATIONS/EXPERIENCE

- Experience with invasive plant identification and management.
- Experience with parks maintenance activities.
- Good knowledge of the regional geography.
- Familiarity with GIS mapping, GPS units, and Tablets.
- A valid Pesticide Applicator Certificate for Industrial Vegetation and Noxious Weeds within 30 days of being hired.
- A valid Class 5 Drivers' Licence must be maintained.
- WHIMIS.
- Criminal Record Check.
- Ability to independently carry out the work to be performed, as instructed by the supervisor.
- Ability to work irregular hours in all weather conditions.
- Ability to travel and stay in remote locations.
- Ability to maintain records and maps.

- Ability to take direction and work in a team situation.
- Ability to deal effectively with the public.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

FIELD SERVICES LABOURER

FUNCTIONS AND RESPONSIBILITIES

Reports to the General Manager of Environmental Services or designate, and works under the direction of the Field Services Working Foreman (FSWF) or their designate.

DUTIES

- Where required maintain and perform minor repairs and maintenance of PRRD infrastructure such as:
 - Freshwater spring systems apparatus;
 - Solid waste disposal equipment and site works;
 - Sewer system apparatus;
 - Recreation facilities and apparatus;
 - Other Regional District properties and buildings.
 - Purchase materials and supplies, as approved by the FSWF.
- Ensure that vehicles, equipment and buildings are maintained, record all information related to vehicle and building maintenance, and report to the FSWF of any work done, or needed to be done.
- Remove snow and ice from Regional District properties, as required.
- Provide information about the functioning of sewer and water systems, which may include taking samples, and monitoring operations as required.
- Prepare reports of daily inspections, and provide oral and written reports to supervisory personnel about maintenance projects and work to be done.
- Carry out other duties as required.
- Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- No less than three (3) years' experience in the following areas:
 - General building and equipment repair and maintenance;
 - Construction;
 - Waste management site maintenance;
 - Parks maintenance;
 - Vehicle preventative maintenance;
 - Working in a service environment and dealing with the general public.
- Basic skills in painting, welding and carpentry.
- Ability to deal with the public in a courteous and helpful manner.
- Ability to clearly communicate with supervisor, both orally and writing.
- Ability to independently carry out the work to be performed as instructed by the supervisor.
- Good knowledge of regional geography.

- A valid Class 5 Drivers' Licence must be maintained.
- Heavy trailer endorsement 20 is desirable
- Basic First Aid Training Certification desirable.
- Skid Steer operations and picker certification is desirable.
- Chain Saw operation.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

FINANCE CLERK

FUNCTIONS AND RESPONSIBILITIES

Under the direction and supervision of the Chief Financial Officer or designate, the person(s) assigned to the position of Finance Clerk performs a variety of financial duties associated with the Finance Department. There are four primary functions that perform their primary roles, plus undertake other duties as assigned (Payroll, Accounts Receivable, Accounts Payable and General Finance).

DUTIES

Payroll:

Execute the payroll on a bi-weekly basis for all employees, directors and commissioners; reconciliations and reports as required; keeping all associated records and files current; maintenance, reconciliations and reporting of all payroll benefit and pension plans; answer employee inquiries; apply provisions of the Collective Agreement relating to payroll administration; and preparation of T-4's.

Utilities:

Responsible for the billing and reconciliation of all water and sewer accounts; assisting customers with utility & water conservation information; and arranging for repair & reprogramming of water meters.

Accounts Payable:

Responsible for checking, coding, obtaining appropriate approval, and processing all invoices for payment; checking contracts as necessary to ensure correct charges and pricing; follow-up with suppliers regarding invoice discrepancies; and assist staff by researching and preparing reports and reconciliations as requested.

Accounts Receivable:

- Miscellaneous: Prepare and process invoices and associated reports.
- Solid Waste: Process invoices; prepare reports; establish & maintain accounts; communicate with clients; ensure computer programs are running properly and kept current at all sites; process financial paperwork; keep all involved up to date with procedures; site visits as required for training or other matters; and assist the Solid Waste Manager and other staff as required.

General Finance:

- Responsible for bank reconciliation: checking and cross referencing a variety of reports to balance the general ledger to the bank statement.
- Prepare and deposit monies as required; assist reception staff with cash receipts and other transactions as required; and arrange fund transfers to cover disbursements.
- Invoice municipalities when billing received from MFA; pay MFA and ensure all monies are received from municipalities by due dates; and reconcile and prepare reports of all MFA deposits.
- Provide information, research and assist with year-end reconciliations.
- Keep current in knowledge of the existing and new software; keep up to date with current tax legislation and filing/processing procedures and implement required changes

pertaining to the job; keep current with meeting agendas, meeting minutes, policies and procedures of the Regional District; work with other staff as required; and, be aware of other departments' work and projects for its Finance effect.

All Finance Clerks will provide Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- High School Graduation with a minimum of one (1) year formal training and up to two (2) years' experience, or four (4) to five (5) years' experience in similar position.
- Working knowledge of computers, financial software and expertise with Excel is a prerequisite.
- A valid Class 5 Drivers' Licence must be maintained.

DESIRED QUALIFICATIONS

- Canadian Payroll Association (CPA) Certification is desired for the Finance Clerk (Payroll) position.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

FINANCE COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Chief Financial Officer (CFO) or designate, the Finance Coordinator is a versatile professional who is accustomed to working with limited supervision, while performing a full suite of financial and administrative support services. This position is responsible for assisting with the training of the Finance Clerks and, in the absence of the Financial Services Manager performs, on a limited basis, some of the functions of that position.

DUTIES

- Enterprise Resource Planning (ERP) System Administrator, including training others on new updates.
- Learn and train others in the British Columbia Assessment Authority (BCAA) programs that pertain to our accounting system and other projects.
- Respond to internal and/or external information enquiries.
- Responsible for ensuring bank reconciliations are completed monthly.
- Coordinate the debt payment process with municipalities.
- Provide investment recommendations and monitors Regional District investments.
- Prepare necessary government filings for GST and PST.
- Prepare complex journal and inter fund entries.
- Responsible for all Hospital financial activities, except budgeting.
- Keep the Finance Department website and intranet site current.
- Provide information, research and assists with year-end reconciliations.
- Keep current with Regional District and Hospital District meeting agendas, meeting minutes, policies and procedures.
- Assists CFO and Financial Services Manager to complete projects, funding reconciliations, grant claims, and other projects as required.
- Coverage for Finance Clerks during absences and vacancies.
- Performs other duties as assigned.
- Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- Successful completion of Grade 12.
- At least five (5) years recent experience working with ERP systems.
- Professional payroll certification through The Canadian Payroll Association.
- Ability to complete a payroll cycle and to train others.
- Ability to complete an Accounts Payable run from start to finish and to train others.
- Ability to complete Utility Invoicing and to train others.
- Ability to issue Accounts Receivable invoices for various functions, and to train others.

- Assists with Solid Waste accounting systems, customers and projects as required.
- Ability to complete the Bank Reconciliation and train others.
- Considerable knowledge of the operation of computer equipment and software applications related to the work performed.
- Excellent oral and written communication skills.
- Strong organizational skills and initiative.
- Ability to work effectively, lead and motivate in a team environment.
- A valid Class 5 Drivers' Licence must be maintained.
- A Business Administration Certificate is desired.

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GEOGRAPHIC INFORMATION SYSTEMS (GIS) CO-ORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, the GIS Co-ordinator will be responsible for performing complex analytical and technical work involving coordination, development, implementation and management of GIS services and applications. The GIS Co-ordinator will supervise other GIS and mapping staff, consultants and also coordinate the other external agencies, governments and internal departments.

DUTIES

- Coordinate the development and implementation of the Regional District's GIS services and related applications, including budget management and recommendations.
- Prepare and maintain a variety of reports, records, manuals, files and other materials related to the work.
- Research, evaluate and prepare recommendations regarding the development, acquisition and implementation of software and hardware related to GIS applications.
- Establish technical procedures for GIS development, including responsibility for spatial data, database management and quality control.
- Responsible for sale of data, responding to data requests and preparing recommendations for data dissemination.
- Responsible for internally or externally developed GIS applications to ensure compatibility with the Regional District's GIS.
- Responsible for GIS application design and implementation, including data analysis, mathematical calculations and statistical computations
- Provide technical support and assistance to GIS users, and develop and conduct training and system orientation. Operation of GPS equipment.
- Supervise and perform maintenance of digital mapping, including parcel-base, infrastructure, topographic, land-use, 9-1-1 house numbering database, emergency preparedness, and other mapping.
- Prepare reports as required under the supervision of the Corporate Officer or designate.
- Coordinate with external agencies, governments and internal departments regarding GIS services.
- Supervision of other unionized staff within the GIS/mapping/drafting section.

QUALIFICATIONS/EXPERIENCE

- University degree or diploma in Geographic Information Systems is preferred, or a suitable combination of training and experience.
- A minimum of five (5) years of progressively responsible mapping and data management experience is required.
- Previous supervisory experience is preferred.
- Thorough knowledge of spatial information system standards, requirements and techniques, in a municipal setting.

- Thorough knowledge of coordinate geometry and survey control mechanisms.
- Thorough knowledge of equipment and software used in GIS and CAD applications.
- Considerable knowledge of computer concepts regarding spatial data and database management, including relational database structure and analytical tools. Coordinating and integrating information systems.
- Sound knowledge of project management procedures and the ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationship with internal and external contacts.
- Ability to contribute to work within a proactive team environment.
- Excellent time management skills along with the ability to respond to rapidly changing priorities.
- Demonstrate public relations and customer service skills in dealing with the public and the development industry.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, the GIS Technician is responsible for the spatial mapping functions of the organization, including compilation of survey plans, maintenance of the digital cadastral fabric and production of hard copy products. The GIS Technician also assists the Planning Department with required mapping applications.

DUTIES

- Assist the Planning Department with the preparation of zoning applications, etc., as well as filing property files.
- Compile digital cadastral maps for use in GIS, using provincial government specifications and procedures for cadastral compilation.
- Compile digital maps for high quality hardcopy parcel maps, zoning maps, official community plans etc., suitable for publication.
- Extensive use of ESRI-based products to manage, maintain and produce GIS-based output.
- Maintenance of the survey plans database, which contains useful information on all of the land surveys in the Regional District.
- Plot all hard copy maps, drafting projects & legal survey plans.
- Assist in compilation of reports of land-related information from maps, files and databases.
- Additional GIS work as assigned.

QUALIFICATIONS/EXPERIENCE

- Grade 12 graduation, and two years of experience with GIS/CAD emphasizing data input, preferably in a local government setting.
- Use of ESRI-based products and six (6) months of experience with ESRI ArcMap and/or other GIS software.
- Skilled in Microsoft Office Suite, specifically Excel and Word.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNOLOGIST

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, the GIS Technologist is responsible for the on-going input, update and maintenance of digital geographic data of the organization, in particular the 911-House Numbering database and mapping. It includes the utilization of Computer Aided Drafting/Mapping (CAD), GIS software and Relational Database Management System (RDBMS) to produce various outputs for other departments. Key tasks include: acting as the first contact for calculating and assigning new house numbers, updating the 911-House Numbering database, maintaining the 470+ 911 maps and ensure their completeness and accuracy, cadastral mapping, graphical and non-graphical digital data input, maintenance and quality control, map-data and database query and analysis, and assisting in the development of GIS application design and implementation.

DUTIES

- Be the first contact when new house numbers are required when applicants request telephone service. Calculate and assign house numbers.
- Update and maintain the 470+ 911-House numbering maps.
- Update and maintain the 911-House numbering database.
- Plot the 911-House numbering maps and other related maps.
- Assist the Manager of Information Systems in keeping the 911 data/map subscribers provided with the most current and accurate data and maps.
- Assist the Manager of Information Systems in the maintenance and the quality control of all digital geographic data for the organization.
- Compile, input, manipulate, and maintain geographic data (graphic and non-graphic) using CAD and/or GIS software.
- Compile, assemble, retrieve, enhance, and modify digital geographic data for the use in a GIS. Identify and resolve data conflicts. Ensure the quality and appropriateness of data and convert the data where necessary.
- Liaise with other agencies to gain access to data.
- Assist the GIS Technician with the completion of other projects specifically assigned to the GIS Technician when needed.
- Familiar with the BC Assessment Authority (BCAA) data and assist the Manager of Information Systems with the training of other departments and perform small project analyses.
- Generate various outputs in softcopy and/or hardcopy forms such as maps, graphics, and reports from CAD and/or GIS.
- Respond to requests by the public or private sector, within the scope of the Freedom of Information Act.
- Research and respond to BC One Call inquiries regarding Regional District infrastructure, with assistance from Environmental Services Department as necessary.
- Understand GIS basics and specific functionalities and stay current with GIS and mapping technology.

- Write and/or develop small programs for increased productivity and efficiency.

QUALIFICATIONS/EXPERIENCE

- Grade 12 graduation and demonstrated superior skills in Mapping and GIS or GIS certificate or University degree.
- Extensive knowledge of CAD software such as AutoCad and MicroStation.
- Knowledge of RDBMS such as Microsoft Access, FoxPro and Oracle.
- Knowledge of GIS Software such as AutoMap, Arcview, Arc/Info, GeoMedia, MGE, and MicroStation Geographics.
- Knowledge of and familiarity with data from other governmental agencies such as the BC Assessment Authority.
- Ability to program in programming languages such as C ++, Visual Basic, Avenue and AML.
- A valid Class 5 Drivers' Licence must be maintained.

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GRANTS COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the Chief Financial Officer or designate in the administration of PPRD grant programs as well as attracting external grant funding for PPRD projects. The Grants Coordinator coordinates the Peace River Regional District's (PRRD) grant management programs for both internal and external grant programs.

DUTIES

- Liaise with a variety of stakeholders to promote PRRD grant functions.
- Provide support to organizations participating in the Regional District's grant programs.
- Facilitate administration of the Regional District Grants-in-Aid program, including vetting applications, communicating with internal/external stakeholders, and assisting with financial procedures.
- Alert staff of new grant opportunities and maintain a database of organizations that provide grant funding that may apply to PRRD operations or projects.
- Maintain and update a grant management database system.
- Educate staff on policies and processes related to grant programs through training and tools.
- Develop, maintain, and continually improve business processes, forms, procedures, policies, and webpages throughout grant life cycles for both internal and external grant programs.
- Ensure the PRRD registers with potential external grant programs distribution lists.
- Research external grant opportunity requests from PRRD staff for capital funding.
- Provide guidance and support to staff members developing grant applications to ensure applications are compliant with grant program requirements.
- Review, track, and report on internal grant applications for compliance with various grant program requirements and send regular updates to staff on application status as required.
- Provide ongoing support in the area of Asset Management, as required.
- Ensure grant applications are approved through appropriate channels.
- Advise Financial Services of new grants awarded for accounting and reporting purposes.
- Performs other related duties as required.
- Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- Three (3) years related experience in local government.
- Diploma or certificate in community development, finance or a related discipline, or an equivalent combination of education, training and experience.
- Proven project management skills and event coordination, including organizational skills, ability to establish priorities, coordinate workloads to meet timelines and budget expectations.

- Knowledge of grant application and awarding processes including experience in interpreting standards and qualification criteria of government funding programs.
- Experience working with a large Enterprise Resource System (ERP) to deliver business processes.
- Excellent communication (verbal/written), interpersonal, and customer service skills are required.
- A valid Class 5 Drivers' Licence must be maintained.

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INFORMATION TECHNOLOGY COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting to the IT Manager, the IT Coordinator is required to provide IT support to staff, elected officials and contractors. This position is expected to demonstrate strong technical aptitude necessary to cope with rapidly changing technology, and work productively with minimal supervision. The position requires someone who is a team player, self-directed with the ability to thrive in a changing environment and has a desire to help people solve their technology issues. Good communication and some leadership skills are essential in this role.

DUTIES

- Receive helpdesk calls and resolve questions and issues via telephone, remote support, email and/or in-person.
- Manage Windows desktops, server applications, cloud-based services, printers, desk phones, smartphones and portable devices in-person and remotely.
- Provide Active Directory network administration for Regional District users and IT assets.
- Responsible for computer, tablet and smartphone provisioning, installs and upgrades.
- Ensure desktop computers and smartphone devices interconnect seamlessly with file servers, email servers, conferencing systems, and financial systems.
- Ensure effective and reliable backups are being performed.
- Monitoring and troubleshooting firewall, switch, Windows servers, and HCI hosts
- Provide user training and orientation on hardware, software and cloud-based services.
- Maintain inventory of installed software, hardware, manage software licensing and follow proper procedures for the disposal of electronic assets.
- Maintain IT documentation procedures, standards, best practices, settings, installation sequences and back-out instructions.
- Participate in hardware and software evaluations/reviews and recommend purchases to the IT Manager.
- Performs other duties as assigned.
- Emergency Operations support as assigned.

QUALIFICATIONS/EXPERIENCE

- Strong skills supporting the Windows 10 desktop operating system in a domain environment.
- Expertise in Microsoft Office 2013, 2016 or Office 365.
- Expertise configuring and managing Apple iOS and Android devices.
- Expertise administering Microsoft Windows Server 2012/2016/2019.
- Expertise in Microsoft Active Directory and managing Group Policy.
- Experience working with firewalls, specifically SonicWALL.
- Experience supporting Exchange mail servers.

- Strong analysis, troubleshooting and problem-solving skills.
- Strong understanding of Information technology tools and concepts.
- Strong interpersonal and communication skills working with technical and nontechnical personnel at various levels in the organization.
- Physically fit and able to lift and manipulate server and desktop equipment.
- A technical diploma or degree in computer technology with 2+ years of experience, or 10+ years of equivalent IT experience.
- CompTIA A+ or CompTIA Network+ preferred but not required.
- ITIL Foundation, or equivalent, preferred but not required.
- A driver's abstract must be provided upon hire and a valid BC Drivers' Licence must be maintained.

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INVASIVE PLANT PROGRAM COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Environmental Services or designate, this position assists in the delivery of the invasive plant program initiatives, including education and outreach, stakeholder coordination, invasive plant treatment monitoring, compliance and enforcement, liaising with committees, and residents of the Regional District.

DUTIES

- Assist in monitoring of invasive plant management contracts.
- Assist in applying procedures from published invasive plant field manuals.
- Assist in developing and delivering a variety of outreach activities and public education programs.
- Utilize the BC Invasive Alien Plant Program (IAPP) database to generate maps for strategic planning and enter information relative to invasive plant inventories and monitoring activities.
- Assist in the collection and analysis of data and costs, maintain records, prepare status reports, budget estimates and provide recommendations on Program functions.
- Collaborate with First Nations groups to encourage inventories and management of invasive plants on reserve lands and other areas of interest.
- Assist with compliance and enforcement activities regarding invasive plant infestations on private properties.
- Prepare a variety of reports, correspondence, memoranda and other documents.
- Assist in the coordination and participation of stakeholder and PRRD Board-appointed committees in the delivery of Program initiatives.
- Assist in the preparation of funding applications, formal tenders, invitations to quote, and requests for proposals for services and developments required for Program functions.
- Assess invasive plant threats and assist in developing strategies for management.
- Promote the development and implementation of invasive plant management programs to landowners, agencies and organizations operating within the PRRD.
- Collaborate and liaise with, and respond to enquiries from, the public, external agencies, community groups, private sector, staff, and others as required.
- Perform other related duties as assigned.

QUALIFICATIONS/EXPERIENCE

- A post-secondary diploma or certificate in environmental studies, natural resources, or related field of study.
- Three (3) years related experience and knowledge of invasive plant identification and management.
- Strong knowledge of invasive plants including identification, distribution and management.
- Working knowledge of GIS mapping and operation of GPS units.

- Obtain Pesticide Applicator Certificate for Industrial Vegetation and Noxious Weeds within 30 days of hiring.
- Workplace Hazardous Materials Information System (WHMIS) training: completion of WHMIS for Workers online course within 30 days of hiring.
- Excellent organizational skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations.
- Experience in public education, consultation processes, group facilitation, public speaking or media relations.
- Proven ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills.
- A valid Class 5 Drivers' Licence must be maintained.

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LAND USE PLANNER (SOUTH PEACE AND NORTH PEACE)

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, responsible for the efficient processing of land use development proposals within the rural area of the Regional District. The Land Use Planner will perform various tasks including research, analysis, reporting and preliminary drafting and graphics for rural official community plans and zoning by-laws, A.L.R. applications and development proposals.

DUTIES

- Produce reports and documentation for Agricultural Land Reserve proposals, for submission to the Agricultural Land Commission.
- Process response to referrals from outside agencies, pertaining to land use issues.
- Produce reports and documentation for Official Community Plan and Zoning By-law amendment applications, and other PRRD development applications, for submission to the Regional Board.
- Conduct site inspections for A.L.R. and development applications.
- Draft amendments to O.C.P. and Zoning By-laws.
- Responsible for co-ordinating and conducting public meetings, public hearings and public notifications, co-ordinates staff and director's attendance to and records minutes for Public Hearings or Public meetings as related to Development Service functions.
- Prepare agenda material for Regional Board review as related to Development Service department.
- Process Development Permit applications and issues related permits.
- Respond to public inquiries and complaints and ensures that appropriate follow up action is taken either by letter or phone call.
- Attend inter-governmental agency meetings as related to Land Use issues. Prepare summary/briefing notes as requested.
- Respond to special reports from varying Government Agencies, i.e. Watershed Studies, Integrated Forestry Plans, Commercial Back County Recreation on Crown Lands in B.C. Prepare summary/briefing notes as requested.
- Conduct B.C. Online inquiries by computer.
- Maintain a data base for A.L.R., Inter-agency referrals and PRRD development applications.
- Filing and maintaining Development Service Department, files.
- Prepare mapping and graphics as required for related reports, and as requested. Coordinate with mapping section to obtain complex mapping as required.
- Perform own word processing and data base work on computer.
- Prepare correspondence and reports for the Regional Board as required in the carrying out of various duties.
- Emergency Operations support as assigned.
- Assist with various planning research and bylaw development.

QUALIFICATIONS/EXPERIENCE

- Post-secondary degree in planning or a related discipline and two (2) years' land-use experience.
- Eligibility for Planning Institute of B.C. (PIBC) membership is desirable.
- Effective communication and inter-personal skills, using written and oral presentations.
- Expertise in and knowledge of inter-agency liaisons including provincial, municipal and regional districts.
- Word processing, data base and BC Online computer experience is an asset.
- General introductory knowledge of geographic information systems (GIS).
- Ability to read and interpret air-photo and thematic mapping.
- Ability to use standard office computer software.
- A valid Class 5 Drivers' Licence must be maintained.

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LEGISLATIVE SERVICES CLERK

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, is responsible for secretarial work relating to Regional Board meetings, as well as other secretarial and receptionist duties.

DUTIES

- Prepare, distribute and advertise meeting notices. Compile/post electronic agendas, for Regional Board meetings. Agenda preparation includes, to some degree, responsibility for content of material prepared by others (including Department Heads).
- Organize delegations, meeting venues including refreshments, etc.
- Prepare electronic follow-ups of Board meetings, type formal minutes, post handouts and additional information to web page.
- Prepare letters relating to Board decisions, and prepare certified resolutions as required.
- Obtain signatures on minutes, by-laws and other documents as approved by the Board or Chief Administrative Officer.
- Ensure that necessary forms are completed by Directors and Alternates: declarations of office and oaths of allegiance, Financial Disclosure Act forms.
- Perform secretarial duties of a non-confidential nature for the Chief Administrative Officer, Chair, and others.
- Open, photocopy and distribute incoming mail, maintain incoming mail files.
- Maintain resolution indexes for Regional and Hospital District.
- Perform other office duties as required: typing, photocopying, arranging travel, responding to public inquiries and reception coverage.

QUALIFICATIONS/EXPERIENCE

- Grade 12, plus secretarial training and two (2) years' experience in a busy office environment.
- An excellent knowledge of Microsoft Office.
- Knowledge of and experience in using the proper form of business letters and business English.
- Effective written and oral communication skills.
- Accurate keyboarding / typing skills at a speed of 60 WPM.
- Attention to detail for preparing diverse correspondence, official documents, and other material is essential.
- A valid Class 5 Drivers' Licence must be maintained.

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NORTH PEACE COORDINATOR

For the North Peace Economic Development Commission and the North Peace Airport Society

FUNCTIONS AND RESPONSIBILITIES

Reporting to the Corporate Officer or designate, the North Peace Co-ordinator will be responsible for work involving coordination, development, and implementation of the strategic plans for the North Peace Economic Development Commission (NPEDC) and the North Peace Airport Society (NPAS). The North Peace Co-ordinator will coordinate the work of the two commissions and liaise with other external agencies, governments and internal departments.

This position shall be located in the Peace River Regional District (PRRD) Fort St. John office.

DUTIES

General Duties

- Coordinate the development and implementation of strategic goals as assigned.
- Prepare and maintain a variety of reports, records, manuals, files and other materials related to the work.
- Assist in the research, evaluation and prepare recommendations related to implementation of strategic goals as assigned.
- Coordinate with external agencies, governments and internal departments.

North Peace Airport Society Specific Duties

- Liaise with the North Peace Airport Services (Manager).
- Be conversant with all agreements and documentation between Airport Services and Airport Society.
- Familiarization of the “Societies Act”, and NPAS bylaws & constitution.
- Coordinates agenda preparation and minute taking & preparation (and periodically undertakes these duties if required).
- Responsible for all follow up items from Society Board meetings.
- Compose and edit correspondence, documents, and reports.
- Maintain current financial records which include synoptic, general ledger, journal entries to preparation of trial balance, financial reports and balance sheet (for submission to auditor).
- Assist in making financial recommendations.
- Maintain records management system.
- Assist with general office duties such as answering phones, assisting the public and other staff.

North Peace Economic Development Commission Specific Duties

- Provide support to all of the services offered under the North Peace Economic Development Commission.
- Support implementation of the annual work plan within the framework of NPEDC policies.

- Support the North Peace Economic Development Commission approved projects, as assigned.
- Maintain regional statistics for investment attraction and retention.
- Update and maintain NPEDC website and social media.
- Assist the EDO in responding to North Peace Economic Development inquiries and correspondence and ensures timely response to all requests.
- Organize and provide administrative support for commission meetings of the North Peace Economic Development Commission.
- Ensure that NPEDC minutes are properly prepared, distributed, approved and stored for record management purposes.
- Prepare, code, and maintain files for all invoices and payments related to the North Peace Economic Development Commission for final approval by the EDO.
- Promote to all stakeholders and potential stakeholders the organization's goals and successes.

QUALIFICATIONS/EXPERIENCE

- Minimum Grade 12, post-secondary an asset.
- Recognized education in a business related field, or equivalent relevant experience or combination of both, as well as good knowledge of business skills. Diploma or certificate in accounting or business administration would be desirable.
- Minimum of three (3) years in a related field and/or working with Non Profit Societies.
- Must be proficient in Excel, Word, PowerPoint and Outlook plus have considerable knowledge in operating personal computer equipment.
- Proficient with an accounting software to be able to maintain the Airport financials;
- Must have general bookkeeping or accounting experience.
- Strong organization, communication, interpersonal, project management, marketing, analytical and research skills.
- Excellent time management skills with the ability to respond to rapidly changing priorities.
- Demonstrated public relations and customer services skills in dealing with a wide variety of stakeholders.
- Proven public relations skills and public speaking / presentation skills.
- Flexibility in both days of work and workday hours of work.
- Ability to work effectively in a team environment or independently.
- A valid Class 5 Drivers' License must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position

PARKS & RURAL RECREATION COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the General Manager of Community Services or designate in the delivery of community services to community groups, and residents of the Peace River Regional District in the areas of regional parks and trails, rural recreation and culture, along with emergency and protective services as required.

DUTIES

- Provide support to the all of the functions and services provided under the umbrella of Community Services, including, but not limited to:
 - Regional Parks
 - Recreation
 - Emergency Services
 - Fire Protection
 - 9-1-1 Services
 - Grants for assistance
- Coordinate resources, facilities, funding, support and standards established by the Regional District to build and promote community services.
- Liaise with a variety of stakeholders to promote and coordinate the delivery of community service functions.
- Assist in the delivery of long-term service strategies and plans related to regional parks, trails and recreation.
- Assist with the development of policies, procedures, plans and bylaws to support parks, trails and recreation.
- Coordinate the operation, maintenance and marketing of regional parks.
- Coordinate and monitors parks and recreation facility agreements and contracts; resolves contract/agreement non-compliance issues as required.
- Assist in the inspection of Regional District parks, recreation and community facilities.
- Provide support to community organizations to develop and manage recreation facilities, parks and trails.
- Provide assistance and support in administering Regional District grant programs, emergency and protective services as required.
- Assist in the development of grant applications for Regional District projects.
- Assist in the coordination of committees and meetings; attends evening and weekend meetings as required.
- Assist in conducting research and preparing reports.
- Perform other duties as assigned.
- Emergency Operations support as assigned.

QUALIFICATIONS / EXPERIENCE

- College or University graduation with a focus on recreation leadership, recreation facility management or parks management or an equivalent combination of related education, training and experience.
- Three (3) years' experience in local government, preferably in recreation facility operations or parks planning.
- Experience working with volunteer organizations in a rural setting.
- Proven public relations, public speaking and presentation skills; strong customer service skills.
- Excellent organizational and project management skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations.
- Proven ability to compose and edit correspondence and documents, as well as, excellent analytical report writing skills; good attention to detail.
- Flexibility in both days of work and workday hours of work.
- A valid Class 5 Drivers' Licence must be maintained.

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PROTECTIVE SERVICES COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the General Manager of Community Services or designate in the delivery of community services to community groups, and residents of the Peace River Regional District with a primary focus on emergency and protective services, with a secondary focus on regional parks and trails, and rural recreation and culture as required to support departmental objectives.

DUTIES

- Provide support to the all of the functions and services provided under the umbrella of Community Services, including, but not limited to:
 - Emergency Services
 - Fire Protection
 - 9-1-1 Services
 - Regional Parks
 - Recreation
 - Grants
- Assist in coordinating the Regional District's Emergency program and Emergency Support Services program.
- Coordinate the Emergency Support Services program including managing and recruiting volunteers, coordinating and providing training and supervision of volunteers during a response.
- Coordinate resources, facilities, funding, support and standards established by the Regional District to build and promote community services, including local fire and emergency response services
- Provide assistance and support in administering Regional District emergency and protective services, and grant programs.
- Respond to emergency situations after hours.
- Undertake emergency training.
- Research information to support the Protective Services programs.
- Develop and maintain relationships with a variety of internal and external stakeholders to promote and coordinate the delivery of protective and community service functions.
- Assist in the delivery of long-term service strategies and plans relevant to the Community Services Department.
- Assist with the development of policies, procedures, plans and bylaws relevant to the Community Services Department.
- Coordinate and monitor facility and service agreements and contracts; resolves contract/agreement non-compliance issues as required.
- Provide support to community organizations as related to the Community Services Department.

- Assist in the development of grant applications for Regional District projects.
- Assist in the administration and coordination of committees and meetings; attends evening and weekend meetings as required.
- Drafts reports, correspondence, articles, posters, displays, brochures, handouts and instruction sheets.
- Maintain records and documentation.
- Assist in the development and monitoring of budgets.
- Emergency Operations support as assigned.
- Perform other duties as assigned.

QUALIFICATIONS / EXPERIENCE

- Completion of Grade 12 and an Emergency Management Certificate or equivalent.
- Three (3) years' experience in local government, preferably in emergency management operations.
- Experience working with volunteer organizations in a rural setting.
- Proven public relations, public speaking and presentation skills; strong customer service skills.
- Excellent organizational and project management skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations.
- Thorough knowledge and proficiency in the operation of MS Office Suite, with a proven ability to compose and edit correspondence and documents, as well as, excellent analytical report writing skills; good attention to detail.
- Flexibility in both days of work and workday hours of work.
- A valid Class 5 Drivers' Licence must be maintained.

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SECRETARY OF INFORMATION SERVICES

FUNCTION & RESPONSIBILITIES

Reporting to the Corporate Officer or designate, this position is responsible for secretarial duties for Department Heads and staff including such duties as filing and photocopying.

DUTIES

- Create, maintain and manage records and information system for the Regional District, including, but not limited to, materials such as Date/Memo files, incoming/outgoing correspondence, by-laws, minutes, agenda, supplementary Letters Patent, Bills/Regulations/BC Gazette. Maintain fireproof files, form files and mailing lists. Maintain records related to Hospital and Regional District By-laws - registers and front sheets.
- Set up and operate photocopying equipment and related binding/folding equipment to reproduce papers, documents and other data (Newsletters and Information Booklets) and performs adjustments/equipment maintenance such as cleaning glass and clearing paper paths, cleans and lubricates machine parts. Perform a variety of related bindery duties such as drilling, collating and stapling materials.
- Type a variety of documents (from all Departments) such as correspondence, reports, memos and minutes from handwritten drafts, revisions or dictating machines. Compose and sign correspondence, such as confirmation of appointments and form letters as directed or draft correspondence for review and signature.
- Place specific purchase orders with designated external suppliers in person or by telephone/fax, complete and type purchase requisitions, arrange for appropriate approvals and forward to supplier. Contact designated sources of supply to obtain specific information such as prices and estimated delivery dates and forward information obtained to supervisor or other Department Head.
- Responsible for purchasing all office supplies including paper, toner, coffee room supplies, etc.
- Process all outgoing mail utilizing a postage meter and scale. Weigh letters and parcels and affixes proper postage. Deliver and picks up items such as mail (occasionally), parcels (Bus Depot). Record outgoing registered mail. Perform maintenance on meter and maintains sufficient postage in meter including stamps for staff use.
- Arrange meetings as directed, book meeting rooms (sets up coffee and clean up), type and circulates notices and agenda. Record, transcribe and distribute meeting minutes/follow-ups of meetings.
- Attend a variety of Committee meetings such as Pesticide Container, Solid Waste, Recreation, and occasionally Board Meetings to record proceedings, prepare minutes/reports/follow-ups and agenda and takes follow-up action as a result of such meetings.
- Switchboard duty as required - telephone answering and receiving visitors, providing information and directing to appropriate Department. Responsible for trouble calls to BC Tel and/or BTE when required for switchboard and telephone sets. System Manager for Voice Mail.
- Calculate Petty Cash Report and subsequent cashing of cheque for Accounting Department.

- Record and maintains books/documents for the Regional District Library.
- Maintain statistics and reports for Statistics Canada and CMHC related to Building Permits.
- Perform other related duties as assigned.

QUALIFICATIONS/EXPERIENCE

- Education, Training and Experience: Grade 12 or equivalent plus office training and data gathering skills, minimum one year of filing experience (two years' recent related experience or an equivalent combination of education, training, and experience).
- Working knowledge of computers is a prerequisite, WordPerfect would be an asset.
- Familiarity with Freedom of Information legislation
- Ability to organize work with minimum supervision, ability to type 60 wpm. Ability to communicate effectively both orally and in writing. Ability to deal with others effectively. Physical ability to carry out the duties of the position and operate related equipment.
- A valid Class 5 Drivers' Licence must be maintained.

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SENIOR PLANNER

FUNCTION & RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, this professional position will be responsible for leading and supervising a team of planners and technical staff in the co-ordination and efficient processing of current land use development matters.

DUTIES

- Supervise and guide a team of planners and technical staff in the performance and processing of land development applications that include:
 - applications under the Local Government Act or other statutes and regulations, i.e. official community plan amendments, rezoning, temporary industrial and commercial permits; development variance permits, development permits, and such other instruments as developed by the Regional Board;
 - applications under the Agricultural Land Commission Act;
 - responding to inquiries concerning land-use matters from the public and other agencies;
 - responding to land use development referrals from other agencies.
- In conjunction with the Administration department, manage and maintain property file records, and file tracking.
- Conduct research and the preparation and presentation of reports.
- Assist with the investigation and processing of by-law compliance matters.
- Provide professional planning advice to the Regional Board, other staff, member municipalities and advisory committees.

QUALIFICATIONS/EXPERIENCE

- University degree in land use planning, geography or related field, from an accredited Canadian University.
- A minimum five (5) years of professional planning experience, based on the application of specialized knowledge of planning principles, practice and techniques, with a municipality or regional district.
- A minimum two (2) years' experience supervising and leading others.
- Excellent interpersonal and conflict resolution skills, including writing and presentation skills, with experience in communicating with the public, elected officials, private sector industries and other government agencies.
- The ability to provide top quality customer service.
- Supervisor facilitation, problem solving, project management and co-ordination skills.

- Broad familiarity with standard office computers, business software, the use of GIS and manual cartographic techniques.
- Eligibility for membership in the Planning Institute of BC and the Canadian Institute of Planners.
- A valid Class 5 Drivers' Licence must be maintained.

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SOLID WASTE COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Environmental Services, assists the Manager of Solid Waste Services in the delivery of solid waste services, including solid waste collection and disposal, commercial and residential recycling, liaising with committees and residents of the Regional District.

DUTIES

- Assist the Regional District's Manager of Solid Waste Services in managing the Regional District's Solid Waste Management Plan.
- Assist in the delivery of long term service strategies and plans for the Regional District relating to goals and objectives that are identified in the Solid Waste Management Plan.
- Support the Solid Waste Services operations and maintenance function.
- Assist in the implementation and delivery of the Regional District's Recycling program.
- Under the general direction of the Manager of Solid Waste Services, liaise with municipal staff and electoral area community groups to coordinate, develop and implement solid waste and recycling initiatives.
- Assist in the development and implementation of strategies to increase waste diversion in all sectors including residential, commercial, and institutional.
- Work with the Regional District's waste reduction contractor to assist in the development of strategies that promote awareness and participation in recycling, composting, product stewardship and related activities.
- Perform inspections of solid waste facilities to ensure acceptable operations and compliance with contracts, bylaws and regulations.
- Assist in the coordination, establishment, and participation of public committees in the delivery of identified solid waste initiatives.
- Assist in the collection and analysis of data and costs, prepare status reports and budget estimates on District recycling and solid waste programs, and provide recommendations.
- Aid in the preparation of formal tenders and requests for proposals for services and developments required at solid waste and recycling facilities.
- Liaise with, and respond to enquiries from, the public, external agencies, community groups, private sector, staff, and others as required.
- Perform other related duties as assigned.

QUALIFICATIONS/EXPERIENCE

- Three (3) years' related experience and knowledge of solid waste and recycling preferably in a local government setting.
- Experience in public education, consultation processes, group facilitation, public speaking or media relations.
- Excellent organizational skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations.
- Proven ability to compose and edit correspondence and documents, as well as excellent analytical report writing skills.

- Diploma or certificate in environmental studies or related discipline, or an equivalent combination of education, training and experience.
- Solid Waste Management Association of North America certification in an appropriate discipline to be obtained within 12 months of hiring.
- A valid Class 5 Drivers' Licence must be maintained.

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STUDENT PLANNER

FUNCTIONS AND RESPONSIBILITIES

Reporting to the General Manager of Development Services or designate, the Student Planner will assist with long range planning projects, performing various tasks including research, data collection and analysis, reporting, and public engagement related activities. As availability allows, the Student Planner will also assist with current planning activities.

DUTIES

- Research, data collection, and analysis, including: (1) statistical (census) data analysis; (2) compiling information on recently completed, started, and proposed development in the region; (3) review of historical rezoning files; (4) zoning research in comparable local governments; and, (5) synthesizing policies and regulations from 4 existing zoning bylaws.
- Assist with coordinating public engagement activities, prepare materials as required, and attend and record minutes as required.
- Document preparation and research, including but not limited to: (1) comprehensive list of zoning definitions; (2) formatting documents; (3) home based business research; (4) updating consolidated bylaws.
- Assisting with the daily functions of the development services department, such as file research, social media and updating website information.
- Research projects as assigned to support OCP and zoning bylaw development.

QUALIFICATIONS/EXPERIENCE

- Currently enrolled in or recently graduated (within the last 12 months) in a post-secondary degree program in planning or a related discipline is preferred.
- Strong customer service, communication, problem solving, research and analysis, and computer skills are essential.
- Relevant experience within a local government setting is considered an asset.
- Previous exposure to development applications, zoning bylaws, and Official Community Plans is considered an asset.
- Knowledge and understanding of planning and development related issues.
- Ability to work independently on specific tasks.
- Proficiency in Microsoft Office, Outlook, Word, Access, and Excel.
- General knowledge of the use and application of GIS (geographic information systems) in a land use planning context.
- Effective communication and inter-personal skills, using written and oral presentations.
- A valid Class 5 Drivers' Licence must be maintained.

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