

Collective Agreement

Between

**The Corporation of the
City of Rossland**

CITY OF
ROSSLAND

And

**Canadian Union of Public Employees
Local 2087**

CUPE / *Canadian Union
of Public Employees*

Effective March 1, 2025 - February 29, 2028

TABLE OF CONTENTS

PREAMBLE	4
DEFINITIONS.....	5
ARTICLE 1 - RECOGNITION OF THE UNION.....	7
ARTICLE 2 - MANAGEMENT RIGHTS.....	10
ARTICLE 3 - TECHNOLOGICAL, AUTOMATION & OTHER CHANGES.....	11
ARTICLE 4 - DISCUSSION OF DIFFERENCES.....	14
ARTICLE 5 - GRIEVANCE PROCEDURE.....	15
ARTICLE 6 - ARBITRATOR	17
ARTICLE 7 – SENIORITY.....	18
ARTICLE 8 - POSTING, VACANCIES AND APPOINTMENTS.....	23
ARTICLE 9 - LEAVE OF ABSENCE.....	26
ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES	29
ARTICLE 11 - STATUTORY HOLIDAYS, ANNUAL VACATIONS	34
ARTICLE 12 - GENERAL EMPLOYMENT PROVISIONS & CONDITIONS	38
ARTICLE 13 - SICK LEAVE.....	40
ARTICLE 14 – MATERNITY/PARENTAL/ADOPTION LEAVE.....	43
ARTICLE 15 - BENEFITS AND HEALTH CARE PLANS	46
ARTICLE 16 - SAFETY.....	49
ARTICLE 17 – SWIMMING POOL/SUMMER CAMP EMPLOYEES.....	51
ARTICLE 18 - WAGE SCHEDULES, ATTACHMENTS AND ADDENDA	54
ARTICLE 19 - VARIATIONS	55
ARTICLE 20 - PRINTING OF AGREEMENT	56
ARTICLE 21 - EFFECTIVE AND TERMINATING DATES.....	57
SCHEDULE "A"- PAY GRADES AND RATES - CITY HALL/PUBLIC WORKS/RECREATION	58
SCHEDULE "B" - PAY RATES - SWIMMING POOL EMPLOYEES/SUMMER CAMPS	59
SCHEDULE "C" - JOB DESCRIPTIONS - SWIMMING POOL EMPLOYEES/SUMMER CAMP	60
SCHEDULE "C" - JOB DESCRIPTIONS - CITY HALL/PUBLIC WORKS/RECREATION	76

SCHEDULE "D" - SUPPLEMENTAL UNEMPLOYMENT BENEFIT (SUB) PLAN.....129

LETTER OF UNDERSTANDING NO. 1131

LETTER OF UNDERSTANDING NO. 2134

LETTER OF UNDERSTANDING NO. 3135

LETTER OF UNDERSTANDING NO. 4139

LETTER OF UNDERSTANDING NO. 5140

LETTER OF UNDERSTANDING NO. 6141

LETTER OF UNDERSTANDING NO. 7142

LETTER OF UNDERSTANDING NO. 8143

LETTER OF UNDERSTANDING NO. 9144

LETTER OF UNDERSTANDING NO. 10146

LETTER OF UNDERSTANDING NO. 11149

PREAMBLE

In a small community, Council members are in public service just as municipal employees are. In this context, Council, management and unionized employees alike are expected to perform their specific duties honestly and willingly, to the best of their skill and ability. As Council, management and unionized employees form a public service team, the purpose of this contract is not simply to establish minimum requirements which an employee must meet in order to be entitled to pay and benefits. The purpose of this contract is to define working conditions and help resolve disputes which may arise in the workplace, all for the purpose of providing good quality service to the community.

DEFINITIONS

"ANNIVERSARY DATE" means first day of work.

"REGULAR FULL-TIME EMPLOYEE" means an employee who works regularly scheduled full-time shifts. These employees accumulate seniority and are entitled to all benefits outlined in this Agreement.

"REGULAR PART-TIME EMPLOYEE" means an employee who works regularly scheduled shifts but does not work the scheduled hours of a full-time employee. These employees accumulate seniority and are entitled to all benefits outlined in this Agreement, except as otherwise stated herein.

"TEMPORARY EMPLOYEE" means an employee hired for a specific period of time not to exceed eight (8) consecutive months with an option to extend with mutual consent. Such employee shall accumulate seniority and other benefits of this Agreement, except as otherwise stated herein.

Seniority will be granted from the employee's original start date with the City when an employee moves to a different temporary, part-time or full-time position. Temporary employees will be entitled to five (5) paid sick days.

"CASUAL EMPLOYEE" means any employee hired on an intermittent basis. Casual employees shall be entitled to seniority as specified when they have completed seven hundred and twenty (720) hours worked within a twelve (12) month period.

Seniority will be granted from the employee's original start date with the City when an employee moves to a different temporary, part-time or full-time position. Casual employees will be entitled to five (5) paid sick days per year.

"SEASONAL EMPLOYEE" means an employee hired for work of a seasonal nature whose anticipated length of employment shall not exceed six (6) continuous months in any calendar year. Such employees shall be entitled to statutory benefits only unless specified elsewhere in the Collective Agreement. Seniority will be granted from the employee's original start date with the City when an employee moves to a different temporary, part-time or full-time position. Seasonal employees will be entitled to five (5) paid sick days per year.

"STUDENT EMPLOYEE" means a high school graduate or a college or university student who is registered to attend a bona fide college or university and who seeks employment. Unless otherwise specified in this Agreement, Student Employees are entitled to statutory benefits and will be entitled to five (5) paid sick days per year. Student Employees do not accumulate seniority.

"DAY" means Calendar Day.

"*WEEK*" means the regular working week for employees as per Article 10 of this Agreement - Hours of Work.

"*MONTH*" means Calendar Month.

"*YEAR*" means a period of twelve (12) months from one given date to another.

"*RUNNING LUNCH*" shall not be interpreted as a sit-down lunch, but a lunch to be eaten when conditions permit.

"*LEAD HAND/CHARGE HAND*" means a person who, over and above their regular work, supervises but remains under the supervision of a foreperson. This person shall be specifically assigned this position by their immediate Supervisor having regard for the employee being the senior permanent employee qualified to perform the job duties and having not less than three (3) employees under their supervision.

"*BUMPING*" means the procedure whereby an employee who is to be laid off may exercise their seniority rights and displace an employee with less seniority, and whereby a displaced employee may in turn exercise their seniority rights over another employee with less seniority.

"*DAYS OF REST*" means regularly scheduled, two (2) consecutive days off. (example: A worker regularly scheduled to work Monday to Friday means the Saturday and Sunday are the "days of rest".)

ARTICLE 1 - RECOGNITION OF THE UNION

1.01 Sole Bargaining Agency

The City recognizes the Canadian Union of Public Employees and its Local 2087 as the sole and exclusive collective bargaining agent for all employees as certified under its jurisdiction by the British Columbia Labour Relations Board, and hereby agrees to negotiate with the Union, or any of its authorized committees, concerning all matters covered by the Collective Agreement under the provisions of the B.C. labour statutes.

1.02 Union Induction

Every employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment.

- a) When a new employee is hired, they shall be advised by the Employer that a Collective Agreement is in effect and the employee shall be provided with a copy of the Agreement.
- b) A representative of the Union shall be given an opportunity to provide new employees an orientation with regard to their rights and responsibilities under the Collective Agreement. Orientation will take place within regular working hours, without loss of pay, for a maximum of one (1) hour during the first twenty (20) working days of employment.

The Employer will provide the Union a copy of the signed Letter of Offer of the new employee and who their department Manager will be to enable the Union to contact them to arrange the orientation. Subject to operational requirements, the orientation will be arranged at a time that is mutually agreed to between the parties.

1.03 No Discrimination

The City agrees there shall be no intimidation or discrimination against any employee by reason of their activities as a member of the Union and the Union agrees that there shall be no intimidation on its part against any employee of the City.

1.04 The Union and the employer recognize the right of employees to work in an environment free from harassment, including sexual harassment. Therefore, the Union and the employer agree to cooperate in resolving any complaints of harassment, including sexual harassment which may arise in the workplace.

1.05 An employee may initiate a discrimination or harassment grievance at any step of the grievance procedure. Such grievances shall be handled with all possible confidentiality and dispatch.

Processing Complaints

Employees may process complaints about harassment through the grievance procedure, subject to the following changes:

- a) Where a person who is the subject of the complaint is the management representative at any step of the grievance procedure the grievance may be presented to another appropriate management representative(s);
- b) Management and Union representatives in the course of investigating a complaint of harassment shall have due regard for privacy and confidentiality of any and all persons involved in the complaint;
- c) An arbitrator in the determination of a complaint of harassment may take reasonable steps to protect the interest of all parties in privacy and confidentiality in this determination of procedural and evidentiary matters, subject to the requirement of fairness to all parties.

1.06 The employer and its employees agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff discipline, discharge or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, sex, or marital status, gender presentation, sexual orientation nor by reason of their membership in a Labour Union, and the employees shall at all times and in like manner act in good faith toward the employer.

1.07 No Strikes or Lockouts

There shall be no strikes or lockouts during the length of this Agreement in accordance with the Labour Code of British Columbia.

1.08 Managerial Exclusions

Without restricting the generality of the foregoing sections, it is agreed that the positions identified in the City's Management Bylaw as Officers or Officials shall be excluded from the terms of this Agreement.

1.09 Union Check-Off and Induction

The City agrees to the monthly check-off of all union dues, assessments, initiation fees and written assignments of amounts equal to union dues.

1.10 The City shall, during the life of this Agreement, deduct as a condition of employment a sum equivalent to dues as set by the Union from the pay due each calendar month to each employee and remit the same to the Financial Secretary of the Union in the month following in which such deductions are made.

1.11 The City shall type on the Income Tax (T-4) Forms, the amount of union dues paid by each union member for the appropriate period.

1.12 The City shall at the time of making such remittances, enclose a list of such employees from whose pay cheque such deductions are made.

1.13 The City agrees to acquaint new employees with the fact that a Collective Agreement between the parties is in effect and with the conditions of employment and providing the new employee an opportunity to meet with the Union Stewards on or shortly after employment.

1.14 Shop Stewards

The City agrees that the Union shall have the right to appoint or elect Stewards, and the Union agrees to advise the City in writing of these appointments.

1.15 Bulletin Boards

The City agrees that the Union shall have the right to maintain a bulletin board in a conspicuous and convenient place, provided that the use of such shall be restricted to the posting of notices regarding the business affairs, meetings, social events and postings and reports of the Union.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.01 The Management of the City's business, the promotion, demotion or discharge for proper cause and the direction of the working forces including the hiring is vested exclusively in the City, except as may be otherwise specifically provided in this Agreement.
- 2.02 The Union agrees that the City has the right to make and alter from time to time, as the necessity arises, rules and regulations to be observed by all employees, which rules, regulations and/or amendments shall not be inconsistent with the provisions of this Agreement.
- 2.03 All rules, regulations and/or amendments shall be communicated in writing to the Union. The City is committed to ensuring that all employees are treated in a fair and equitable manner and pursuant to City Policies.
- 2.04 The selection of Managerial/Supervisory staff shall be entirely a matter for the discretion of the City.

ARTICLE 3 - TECHNOLOGICAL, AUTOMATION & OTHER CHANGES

3.01 The purpose of the following provisions is to preserve job security and stabilize employment and to protect as many regular employees as possible from loss of employment.

3.02 Notification of Changes

Three (3) months before the proposed introduction of any technological change affecting two (2) or more employees, as defined by the Labour Code of B.C., the City shall notify the Union of the proposed technological change.

3.03 Technological Displacement

During the term of this Agreement, any disputes arising in relation to adjustment of technological change shall be discussed between the bargaining representatives of the two (2) parties to this Collective Agreement.

3.04 Displacement

In the event that a regular employee is displaced, they shall be offered an opportunity to bid on jobs held by employees with less seniority, providing the displaced employee possesses the qualifications required of the job held by the junior employee.

3.05 Training Programs

- a) Where an employee requests in writing to the employer, to enter into a training program to improve or acquire skills which are of present or potentially future benefit to the City, the City shall provide training assistance in the form of time off with pay, or tuition, or books and related teaching aids, or any combination thereof, subject to the successful completion of such training program by said employees, if approval is granted. If approval is not granted the employer will provide the employee with the reason for their decision, in writing.
- b) Where an employee requests to enter into an apprenticeship program in trades where the City employs licensed journeyperson, the City shall provide training assistance in the form of time off with pay, or tuition, or books and related teaching aids, or any combination thereof, subject to the successful completion of such training program by said employees, if approval is granted. If approval is not granted the employer will provide the employee with the reason for their decision, in writing.
- c) On being accepted as a journeyperson apprentice by the appropriate provincial authorities, the employee's job classification shall be "(name of the trade) Apprentice" and the pay grade shall be that of the Public Works Tradesperson 1 for the year one (1) and two (2)

and paygrade Public Works Tradesperson 2 for the duration of the apprenticeship. The City shall maintain the income level of a journeyman apprentice during the required attendance at the vocational school in compliance with the Supplemental Unemployment Benefit Plan defined in Schedule "D". An apprentice shall accrue seniority and shall be entitled to the Municipal Pension Plan and to all other benefits enjoyed by City bargaining unit employees.

- d) Where a computer or software is required by an employee at their home or otherwise in their possession to perform duties related to the efficient operation of the City, the City will participate in the cost of the purchase at a level in relation to the City's expected savings.

3.06 Severance Pay

No regular employee shall be released because of technological change except upon one (1) weeks' notice, pay included, for each year of service, with a maximum of four (4) weeks, during which time they shall be allowed up to five (5) hours per week with pay, for the purpose of job interviews. Not less than two (2) days prior to the expiration of the aforesaid period of notice, the employee shall inform the City if they elect to receive severance pay as herein provided or whether they wish to be laid off in accordance with Article 7.

- 3.07 If the employee elects to receive severance pay, they shall lose seniority in accordance with Article 7 of this Agreement and, in the event they are rehired by the City at a later date, shall not again be entitled to severance pay as provided for in this Article.

- 3.08 The amount of severance pay entitlement of an employee pursuant to this Article shall be one (1) month pay at regular rates for each three (3) full years of service completed by the employee. The severance pay shall not be less than one (1) month's pay or more than three (3) month's pay.

3.09 No New Employees

No additional employees under this Article shall be hired by the City until the provisions of Article 3.04 have been met.

- 3.10 Notwithstanding anything contained elsewhere in this Agreement, any employee laid off two (2) months or more, prior to the proposed introduction of technological change, shall be deemed not to be affected by the technological change and therefore shall not be eligible to any entitlements as described in this Article.

3.11 Job Security

No employee in the employ of the City shall be laid off or suffer a loss of regular hours of work or rate of pay due to contracting out of work. The parties agree that the routine work currently being done by the bargaining unit, including work which would result from the expansion of the City through restructuring, shall not be contracted out. Both parties recognize and agree that scheduled specialized maintenance work or capital projects (that require equipment or skills that the City does not possess or where the City workforce is not available to handle a time-sensitive situation) may be contracted out.

ARTICLE 4 - DISCUSSION OF DIFFERENCES

4.01 Committee on Labour Relations/Grievances

The City shall appoint and maintain a committee to be called the Administration and Personnel Committee comprising of members of the City Council or its representatives. The City shall inform the Union of the individual membership of the Committee.

4.02 Union General Grievance Committee

The Union shall appoint and maintain a committee to be called the "General Grievance Committee" comprising of persons who are employees of the City and/or representatives of the Canadian Union of Public Employees. The Union shall inform the City of the individual membership of the Committee.

4.03 Grievance Investigations and Meetings

The City agrees that time spent in investigating and settling disputes during working hours involving its employees by Union Stewards shall be considered as time worked. The Union agrees to forward to the City a written list of the names of such Stewards and of replacement thereto.

4.04 The Labour-Management Committee

The Labour-Management Committee shall consist of three (3) members of the Local and three (3) members of Management of the City. A Management representative and a Union representative shall be designated as joint chairpersons and shall alternate presiding over meetings.

The Committee shall meet quarterly, in January, March, June and October or upon ten (10) working days notice by either party. Employees shall not suffer any loss of pay for time spent with the Committee.

The Committee is established for the purpose of enabling the Parties, during the term of this Agreement, to discuss issues relating to the workplace that affect the Parties, or any employee bound by this Agreement. The Committee shall not deal with grievances or collective bargaining for the renewal or extension of this collective agreement.

ARTICLE 5 - GRIEVANCE PROCEDURE

5.01 In the event of an employee having a grievance, the settlement of said grievance shall be handled under the following procedures:

- Stage 1: Within thirty (30) working days of learning of the grievance, the employee or employees concerned, with or without their Union Steward or Union General Grievance Committee Member shall endeavour to settle the dispute with the immediate Supervisor. Failing to reach a satisfactory settlement of the dispute within three (3) working days after its submission, the dispute may be referred to Stage 2.
- Stage 2: The employee or employees concerned, with their Union Steward or Officer in attendance, shall meet with the City Manager and shall submit the grievance in writing. Failing to reach a satisfactory settlement of the dispute within five (5) working days after submission to the City Manager, the dispute may be submitted to Stage 3.
- Stage 3: A meeting of the General Grievance Committee of the Union shall meet with the Administration and Personnel Committee within ten (10) working days of a written request for such a meeting. Failing to reach a satisfactory settlement of the dispute within five (5) working days after such meeting, the dispute may be submitted to Stage 4.
- Stage 4: The dispute shall be submitted to Arbitration. All replies to grievances shall be in writing at all stages commencing with Stage 2.

5.02 Time Limits

The time limits in the above Article may be varied and/or extended only by mutual agreement between the parties.

5.03 Policy Grievance

Either party shall have the right to submit in writing, at Stage 2 of the grievance procedure, any dispute regarding the interpretation of or violation of this Agreement, that would affect five (5) or more employees.

5.04 Grievances of Layoff and Recalls

Grievances concerning termination of employment, layoffs and recalls shall be initiated at Step 2 of the Grievance Procedure.

5.05 Access to Personnel Files

- a) Upon written request to the Corporate Officer or Designate, an employee shall have the right at any time to have access to and review their personnel record.
- b) There shall be only one personnel file for each employee.
- c) An employee may be accompanied by a Union representative.
- d) An employee shall have the right to make copies of any material contained in their personnel record.
- e) No document from the employee's record of which the employee was not aware at the time of filing may be introduced as evidence in any hearing.

5.06 Records of Offence

Letters of discipline including letters of direction that have been listed for over a twelve (12) month period will be removed from the personnel file provided there are no further incidents which could be categorized as culminating incident that lead to the final action by the Employer.

ARTICLE 6 - ARBITRATOR

6.01 Arbitration may consist of a three (3) member board of arbitration, a single registered arbitrator with the Collective Agreement Arbitration Bureau as established under the Labour Relations Code, or by other generally accepted and mutual agreeable method. However whichever method is chosen it shall only be by mutual agreement between the Union and the Employer, which agreement shall be reached within fourteen (14) calendar days after either party indicates to the other in writing that it is taking the matter to arbitration. Should the parties be unable to agree on which method to use, a single arbitrator shall be used.

If the parties are unable to agree on the method of arbitration to be used and/or the parties are unable to agree upon a single arbitrator within the above fourteen (14) calendar day time period, either party may request the Director of the Collective Agreement Arbitration Bureau to appoint a single arbitrator to hear the matter.

If a three member board is to be used, it shall consist of one (1) member selected by the Employer; one (1) to be selected by the Union; and a third mutually acceptable person who shall act as Board Chair, to be chosen by the Board members so selected having regard to their impartiality and their qualifications in the interpretation of agreements. In the event that the board members so selected are unable to agree upon selection of the Chairperson within fourteen (14) calendar days after the parties have agreed to use a three-member board, either party may request the Director of the Collective Agreement Arbitration Bureau to appoint an arbitrator to chair the arbitration board.

6.02 Arbitrator's Decision Final

The decision of the Board of Arbitration or Arbitrator with respect to an interpretation or alleged violation of this Agreement shall be final and binding upon the parties, but in no event shall the board or arbitrator have the power to alter, modify, or amend the Agreement in any respect.

6.03 Arbitrator's Expenses

Each party shall bear one-half (1/2) of the expenses of the arbitrator or in the case of a three (3) member board each party shall bear the expenses of their appointee and one-half (1/2) of the expenses of the arbitrator.

ARTICLE 7 – SENIORITY

7.01 Calculation of Seniority

Seniority is defined as the length of service in the bargaining unit starting with the first date worked and shall operate on a bargaining-unit-wide basis.

7.02 Seniority Lists

The City shall post separate updated seniority lists for regular and temporary employees in the months of January and July of each year. The City shall supply updated seniority lists to the Union at the time of posting.

7.03 Probationary Period

a) Probationary Period

From the date of hiring, employees shall be on probation for a period of ninety (90) days. During this period, employees shall be entitled to all rights and benefits, unless specified elsewhere in this Agreement.

b) One Year Probationary Period

It is hereby agreed between the City of Rossland and CUPE 2087 that all permanent full-time positions in the Public Works Department will have a probationary period of up to twelve (12) months. This one (1) year will not affect the pension contributions and medical benefits which start after three (3) months as per the Collective Agreement.

Should an arrangement be considered unsuitable at any time by either party, the arrangement can be terminated with thirty (30) days' notice.

7.04 Job/Position Classification Changes

An employee moving from one classification to another that involves no change in their pay rate shall not be considered as promoted or demoted.

It is agreed that an employee shall not be considered as "promoted" unless a vacancy occurs, and the vacancy has a higher classification/pay rate.

7.05 Temporary Transfers Within Bargaining Unit

An employee may be transferred to a temporary position within the bargaining unit. If transferred to a temporary position within the bargaining unit, the employee shall be notified in writing, copied to the Union, of the duration of the temporary transfer. If the transfer has the same rate of pay as their former position, the employee shall remain at this pay level.

7.06 Transfers and Seniority Outside Bargaining Unit

No employee shall be transferred to a position outside the bargaining unit without their consent. If an employee is transferred to a position outside of the bargaining unit, they shall retain their seniority accumulated up to the date of leaving the unit but shall not accumulate any further seniority. An employee shall have the right to return or be returned to a position in the bargaining unit within the sixty (60) day period of the transfer.

If an employee returns to the bargaining unit, they shall be placed in a job consistent with their seniority. Such return shall not result in the layoff or bumping of an employee holding greater seniority.

7.07 Temporary Transfers Outside Bargaining Unit

In all cases of a temporary transfer, both within or outside of the bargaining unit, such temporary transfer shall not exceed sixty (60) days, unless the parties to this Agreement mutually agree to extend the time limit.

7.08 Transfers extending beyond the sixty (60) day time limit or for a duration greater than sixty (60) days, shall be considered as a permanent transfer.

7.09 Notwithstanding any of the foregoing, no employee shall be transferred to a temporary position for a period of greater than sixty (60) days without their consent.

7.10 Special Assignments

A person originally hired by the City for a special assignment of work may be discharged when their employment at the special assignment of work comes to an end, notwithstanding anything in this Agreement to the contrary. The Union shall be notified of such employees and their status. The City agrees that this section shall not be applied so as to prejudice the job of any present employee holding any job as set out in this Agreement.

7.11 From time to time, employees may be selected for training and/or given special assignments in order to gain experience with the City, so that their skills and capabilities can be improved for job advancement.

The City shall have the right to select and perform qualification upgrading and to promote, engage, retain or dispense with an employee's services in this area, provided however, that upon completion or termination of such assignments, the employee concerned, shall be reinstated in the position/pay classification they held prior to the assignment.

No employee shall lose seniority as a result of such special assignment.

7.12 Reduction in Work Force

Both parties recognize that job security shall increase in proportion to the employee's length of service.

7.13 In the event of a reduction in the work force, employees shall be laid off in reverse order of their bargaining-unit-wide seniority, subject to their qualifications and ability to perform the work of the classification.

7.14 The Employer agrees to pay its portion of premiums for all employee benefit plans for employees laid off for a period of less than four (4) calendar months. In the event of a longer layoff, employees so affected shall have the right to continue receiving coverage through direct payments where allowable.

7.15 When layoff occurs, employees shall have the right to bump bargaining-unit-wide, any employee with less seniority, providing they can adequately perform the job and/or meet its current minimum requirements. When more than one (1) person may be affected, the bumping sequence shall be resolved and agreed to schematically prior to being implemented.

7.16 Any bumping rights contained in this Article shall be exercised within nine (9) working days of receiving notice of layoff.

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

7.18 Advance Notice of Layoff

Unless legislation is more favorable to employees, the City shall notify and give to employees about to be laid off, ten (10) working days' notice prior to the effective date of layoff. If an employee has not had the opportunity to work any day(s) throughout the notice period of the advance layoff, they shall be paid for the day(s) for which work was unavailable.

7.19 Laid Off Employees Failing to Report for Work

Laid off employees failing to report for work of an ongoing nature within ten (10) days of the date of receipt of notification by registered mail or by any other means of previously receiving official City correspondence, shall be considered to have abandoned their right to re-employment. Employees required to give two (2) weeks' notice to another Employer shall be deemed to be in compliance with the ten (10) day provision.

7.20 Recall Procedure

Subject to their ability to perform the work, employees shall be recalled in order of their seniority. The City shall notify employees by registered mail or by any other means of previously receiving official City correspondence and shall give ten (10) days' notice of the recall.

An employee recalled for casual employment, temporary employment or employment of short duration at a time when they are employed elsewhere shall not lose recall rights for their refusal to return to work.

7.21 No New Employees

No new employees shall be hired, until those laid off employees have been given an opportunity to be recalled, subject to their ability to perform the work.

7.22 Reduction in Work Force and Advance Notice of Layoff provisions of this Agreement shall not apply to the layoff of a temporary employee.

7.23 In the event that a temporary or casual employee is laid off due to a shortage of work not related to the close of a season or due to the restructuring of the work force by the employer, all Reduction in Work Force and Advance Notice of Layoff provisions of this agreement shall apply, regardless of whether the layoff decision is made by the employer during the period of temporary or casual employment or layoff.

7.24 Continuity and/or Loss of Seniority

An employee shall not lose seniority rights if they are absent from work because of sickness, accident or layoff. Seniority shall not accrue to an absent employee after twenty (20) calendar days leave of absence.

An employee shall only lose their seniority in the event:

1. They are discharged for cause and are not reinstated.
2. They resign in writing and do not withdraw within two (2) days.

3. They are absent from work in excess of five (5) working days without sufficient cause or without notifying the City unless such notice was not reasonably possible.
4. They fail to return to work within ten (10) calendar days following recall after a layoff and after being notified by registered mail or by any other means of previously receiving official City correspondence to do so, unless through sickness or other just cause.
5. They are laid off for a period longer than twelve (12) months.
6. It shall be the responsibility of the employee to keep the City informed of their current address and/or personal contact information. An employee recalled for casual work or employment of short duration at a time when they are employed elsewhere shall not lose their recall rights for refusal to return to work.

ARTICLE 8 - POSTING, VACANCIES AND APPOINTMENTS

8.01 Notice of New Position

In the event that the City establishes a new position, the classification and wage for this new position shall be established by the City and written notice shall be given to the Union, and shall be posted on all Union bulletin boards at the City's place of business for a minimum of seven (7) calendar days, so that all members may be aware of the new position. Unless written notice of objection is given to the City by the Union within thirty (30) calendar days after such notice, to negotiate and resolve the classification and wage rate, such classification shall be considered as agreed to. In the event the parties are unable to resolve the dispute, then it shall be referred to arbitration pursuant to Article 6.

8.02 Changes in Classification

When the duties or volume of work in any classification is changed or increased, or where the Job Classification Committee representatives of the Union or an employee feels they are unfairly or incorrectly classified during the term of this Agreement, the classification and/or pay rate shall be subject to negotiation between the City and the Union. If the parties are unable to agree on the reclassification and/or rate of pay of the job in question, such dispute shall be submitted to grievance and arbitration. The reclassification and/or rate of pay shall then be considered retroactive to the date the duties or volume of work in any classification is changed or increased or, where the position was incorrectly classified, retroactive to the date the employee first filled that position.

8.03 Elimination or Change of Classification

Existing classifications for which the Union is the bargaining agent shall not be eliminated or changed without prior notification to the Union. If the Union objects to the elimination of the classification in writing within thirty (30) days of being notified, the matter shall be referred to the Classification Committee. If the Classification Committee is unable to resolve the difference, then the matter shall be referred to arbitration pursuant to Article 6.

8.04 Job Descriptions/Classification

From time to time, the Employer agrees to review the job descriptions for all positions and classifications for which the Union is the bargaining agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions, unless the Union presents written objection within thirty (30) days.

If the Union presents written objection to a job description presented by the Employer within thirty (30) days, the contentious job description shall be referred to a Joint Classification

Committee comprised of two (2) representatives from the Employer and two (2) representatives from the Union to resolve the difference. If the Classification Committee is unable to resolve the difference, then it shall be submitted to the grievance procedure.

8.05 Job Postings

When a vacancy occurs or a new position is created inside of the bargaining unit, the City shall immediately notify the Union in writing. A notice shall be posted on all bulletin boards for a minimum of seven (7) days so that all members may know about the vacancy or new position. Positions shall be posted within seven (7) days of the vacancy, the timeline may be extended by mutual agreement between the City and the Union. Vacancies for positions outside of the bargaining unit shall also be posted on bulletin boards.

8.06 Information of Posting/Vacancy

Such notice shall contain the following information: Nature of position, qualifications, skills, knowledge and education required, shift, wage or salary rate or range and the closing date for applications to the position. The City shall ensure that all postings are open to all applicants and that qualifications are not established in a discriminatory manner.

8.07 Following the processing of applications, the City shall conduct interviews with those employees meeting the posted requirements. Within seven (7) working days following the completion of the interview process, the City shall notify the successful employee of their appointment.

8.08 A current employee shall be considered as a qualifying employee in their new position for a period of sixty (60) days. Conditional on satisfactory service, the employee shall be declared permanent. In the event the successful applicant proves unsatisfactory in the position during the qualifying period, or if the employee is unable to perform the duties of the new job classification, they shall be returned to their former position, wage or salary rate and without loss of seniority. Any other employee promoted or transferred because of the re-arrangement of the position shall also be returned to their former position, wage or salary rate, without loss of seniority.

8.09 The City agrees not to place any outside advertisement for a vacancy within the bargaining unit until all member applicants have been fully processed. When instances where this may not be applicable, mutual written consent may be provided to post for a vacancy internally and externally at the same time.

8.10 The City agrees that seniority shall be the determining factor in all cases of promotion, or transfer, where competency, efficiency and ability of competing employees are relatively equal and the employees have the posted requirements. Subject to the employee's or the Union's

rights under the provisions of Article 5 of this Agreement, the City shall determine competency, efficiency, and ability in a fair and equitable manner.

ARTICLE 9 - LEAVE OF ABSENCE

9.01 Union Leave

The City agrees to grant a leave of absence without pay to Union Officers for business purposes of the Union, or to attend labour seminars and/or labour conventions up to a maximum of sixty (60) working days per year, in total for all such Union Officers, provided that at least one (1) weeks' notice in writing is given to the City.

9.02 The City agrees to consider granting a leave of absence without pay and without loss of seniority to any employee when they request such leave for good and sufficient cause. This leave of absence without pay granted to any employee, shall not exceed a maximum period of two (2) years at any one time at the discretion of the employer. Application for extending the above period shall be by mutual agreement between the City and the Union.

9.03 The City agrees to grant time off with pay during any working day to Officers of the Union in order to attend meetings with representatives of management of the City, provided that not less than forty-eight (48) hours' notice (excluding Shop Stewards) be given to their immediate Supervisor by Officers of the Union so requesting the time off. The Union shall supply the City with a written list of the names of its Officers for this purpose and inform the City of any changes to this list in a timely manner. Any hours approved with respect to this request will be reimbursed at straight time.

9.04 Union Leave/Business

It is understood that where the City grants time off to an employee or a leave of absence pursuant to Article 9, they shall not lose seniority rights and shall be entitled to return to their job they would have held, had the time off/leave of absence not been taken.

9.05 Collective Bargaining Leave

Leave of absence with pay during regular working hours shall be granted to a maximum of three (3) employees designated by the Union for the purpose of bargaining as long as these appointments do not conflict with any required City operational activities. The Bargaining Committee will consist of at least one (1) representative from Public Works and one (1) representative from City Hall. Seniority and all benefits shall accumulate during such leave. Any hours approved with respect to this leave will be reimbursed at straight time.

9.06 Pallbearer Leave

One (1) day leave with pay shall be granted an employee to attend a funeral as a pallbearer.

9.07 Bereavement Leave

An employee shall be granted bereavement leave of four (4) regularly scheduled consecutive work days, without loss of pay and benefits, in case of death within the Province of a parent, spouse, common-law spouse, partner, sibling, child, parent-in-law, grandparent, grandchild, adopted child, guardian, step-parent or step-child. Where the death has occurred outside the Province, the bereavement leave without loss of pay and benefits shall be five (5) regularly scheduled consecutive work days and where burial occurs outside the Province, the City shall grant, in addition to the bereavement leave, two (2) days traveling time without pay.

It is further agreed by the City that under extenuating circumstances additional leave with or without pay may not be unreasonably denied to employees requesting such leave. Any such leave will be confirmed in writing.

9.08 Educational Leave

An employee shall be entitled to a leave of absence without pay to write examinations to upgrade their employment qualifications with the City. On receipt of confirmation that the employee has successfully passed the examination, the City shall pay the employee for the leave taken to write the examinations.

9.09 Paid Jury or Court Witness Duty Leave

The City shall grant leave of absence with pay and benefits to an employee subpoenaed as a juror or witness by any Court. The employee shall present proof of Jury or Witness Duty to the City and shall remit to the City all compensation received for such duty, with the exception of travel, meal or other expenses.

9.10 Special Leave

Employees shall be allowed leave of absence with pay and without loss of seniority and benefits for the following reasons:

REASON	LEAVE OF ABSENCE
Serious fire, flood or other significant damage in or to employee's home or permanent place of residence	Up to three (3) working days
Employee's marriage	One (1) working day if the marriage falls on a working day.

9.11 Leave Without Pay

An employee shall be entitled to a leave of absence, without pay and without loss of seniority, up to a maximum of three (3) months when they request such a leave, for good and sufficient cause. Such requests shall be in writing and will require prior approval by the City. Applications for extension of such leave, may be granted by the City, upon application from the employee.

9.12 Gender Affirmation Care Leave

An employee that may require a leave of absence in order to access gender affirmation care (including medical and non-medical procedures) may request to:

- (a) Use their overtime bank.
- (b) Use their vacation leave entitlements.
- (c) Use their sick leave where sick leave requirements are met.
- (d) Request a leave without pay to accommodate the leave(s). Where such leave is requested under this Article, the leave shall not be unreasonably denied. All leave requests made under this Article will be treated by the Employer with confidence in keeping with applicable privacy laws.

9.13 Ceremonial/Cultural Leave

The Employer will make every reasonable effort to accommodate requests of employees for leave to take part in Ceremonial or Cultural events through the use of their overtime bank, their vacation leave entitlements or through requests for leave without pay. Where such a leave is requested, the leave shall not be unreasonably denied. For the purposes of this Article, a Ceremonial or Cultural event includes any event that is significant to the employee's culture.

ARTICLE 10 - HOURS OF WORK, OVERTIME AND WAGES

10.01 Public Works Employees

The regular working week for Public Works Employees shall be forty (40) hours worked Monday to Friday from 7:00 AM to 3:30 PM, in which period employees are entitled to a thirty (30) minute unpaid lunch break.

10.02 City Hall Employees

The regular working week for City Hall employees shall be forty (40) hours worked Monday to Friday within the parameters of 7:00 AM to 5:30 PM. Employees shall be entitled to an unpaid thirty (30) minute lunch break or one (1) hour unpaid lunch break and the City shall provide a lunchroom for City Hall employees.

Upon approval of their Manager Front Desk employees will be entitled to a running lunch.

Employees will be given fourteen (14) days' notice prior to changing City Hall office hours.

10.03 Part-Time & Job Share Employees

The regular working week for Part-Time and Job Share Employees shall be determined on a case by case basis by mutual agreement between the City and the employee affected, provided always that the regular hours of work shall be scheduled within the parameter of 7:00 AM to 4:30 PM, Monday to Friday.

10.04 Shift Work

The regular working week, together with hours of work, may be varied by mutual agreement between the City and the Employees as the necessity arises. The City shall notify the Union of major shift changes.

10.05 Employees working a shift shall be entitled to a thirty (30) minute meal break.

10.06 Winter Shift Schedule – Snow Removal

It is mutually agreed to establish a winter shift schedule. The Manager of Operations shall post a winter shift schedule.

Where conditions require an employee to work through their lunch break, they will be entitled to a running lunch and their shift will end one half (1/2) hour earlier.

10.07 The City shall post a notice of any shift change seventy-two (72) hours prior to implementing such change. The notice shall include the job classifications, a brief outline of the work to be performed and other related information. The City shall have the responsibility to select and appoint employees to work on a special shift, and this responsibility shall include the right to refuse an applicant. Where the shift cannot be filled by qualified volunteer employees, qualified employees with the lowest seniority shall be appointed.

10.08 Shift Premiums

Employees assigned to work a shift outside of the 7:00 AM to 3:30 PM, Monday to Friday parameter, except City Hall employees under clause 10.02 shall receive shift differential at:

One (\$1.00) dollar.

An employee working a shift outside of the 7:00 AM to 3:30 PM Monday to Friday parameter at their request shall not be entitled to a shift premium.

Part time and Casual Employees are excluded. Not applicable to callouts and/or overtime.

10.09 Overtime Definition

Overtime defined as time worked:

- a) beyond the regular full-time daily hours of work in Article 10; or
- b) in excess of the regular full-time hours of any classification in a week; or
- c) when an Employee is called out after completion of a full shift and before their next shift begins.

10.10 Overtime Definition and Rates

- (i) Overtime will be paid at the rate of time and one-half (1½) the Employee's regular rate for the first two (2) hours, and double the Employee's regular rate thereafter, on that day.
- (ii) All time worked on a Regular Full-Time Employee's days of rest shall be paid for at double the Employee's regular rate.

10.11 Accumulation of Overtime

Employees shall be allowed to accumulate overtime in an Overtime Bank, provided that the accumulated credits do not exceed an annual total of one hundred and twenty (120) hours. The cut-off date for the accumulation of banked overtime shall be December 31st in any year. Banked overtime credits accumulated shall be cleared prior to the cut-off date of the last pay

period of the following year. Any banked overtime credits remaining at the cut-off date of the last pay period in any year shall be paid out on the final pay period in each year.

10.12 Paid Meal Break

An employee required to work in excess of two (2) hours over their regular scheduled shift shall be entitled to a paid meal break not to exceed one (1) hour and to a meal paid by the City as per City policy.

10.13 Minimum Paid Call Out

- a) An employee called to work at any time other than their regular shift, shall be paid a minimum of four (4) hours at the base rate for the job, or the applicable overtime rate, whichever is the greater.
- b) Where an employee is contacted at home in order to rectify a situation then that employee will be compensated for a minimum of one-half (1/2) hour's pay.

10.14 An employee required to report for work on any given shift, and if sent home by their Supervisor due to adverse weather conditions or because of the lack of available work for that shift, shall receive not less than three (3) hours pay at the base rate (exclusive of differentials, excepting shift differentials) of the job at which they were last employed. If an employee commences work, they shall be paid for a minimum of four (4) hours.

10.15 Stand-By/On-Call

An Employee required to be on standby/on call duty shall be entitled to earnings at their regular pay rate that can be taken in lieu of time, banked, or paid as part of the overtime bank as defined in article 10.11 and shall respond to telephone calls and email / text messages; redirect action to an appropriate employee(s); or respond personally if appropriate. On-call duty shall be equally divided among qualified employees.

Standby pay for a standby service will be as follows:

Public Works, including, but not limited to, General City Infrastructure/ Water and Sewer Services, Water Treatment Plant:

Monday to Friday inclusive	two (2) hours per day
Saturday, Sunday, Holidays	five (5) hours per day

Arena Operator*:

Monday to Friday inclusive two (2) hours per day

Saturday, Sundays, Holidays five (5) hours per day

*This on call will be in effect during the ice operation season (October – March)

Employees on standby who are required to monitor City infrastructure for an extended period of time using SCADA computer technology will be compensated at their straight time rate for work performed and shall be entitled to bank such hours as per section 10.11. Work performed is defined as REMOTE response to SCADA alarms and technical work.

The Employer will provide an on-call schedule for every three (3) month period. Should the employer find it necessary to make any changes, these will be communicated to all employees who are on call. The employer will seek to find qualified/certified employees, on a seniority basis to fill the positions. If there are no volunteers, the positions will be assigned to the qualified/certified employee with the least seniority.

10.16 Wages

The City shall pay wages to its employees in accordance with Schedule "A" and Schedule "B" attached to and forming part of this Agreement. The pay period for employees shall be biweekly and payday shall be every second Wednesday.

10.17 Wage Differentials

Employees assigned to work on operations connected with asphalt or garbage route shall receive a differential rate of one (\$1.00) dollar per hour.

Employees assigned to flagging shall receive a differential rate of fifty (\$.50) cents per hour.

10.18 Each employee shall have a designated job classification and when transferred to a lower rated job classification shall retain the designated rate for one (1) month before it is reduced. When transferred to a higher rated classification an employee shall be paid the higher rate for the duration of that shift and their designated rate shall apply at the start of the next shift.

10.19 Any employees assigned to work on cleaning or maintaining an open sewer shall receive a differential rate of:

Two (\$2.00) dollars per hour.

10.20 Assuming Additional Responsibilities

When an employee takes on additional responsibilities during the absence of a supervisor or Manager, that employee shall be entitled to receive pay in the amount of one dollar and twenty cents (\$1.20) per hour over their regular wage when they perform such responsibilities. When an employee takes on and performs all additional responsibilities during the absence of a supervisor or Manager, they shall be paid equal to the rate of the position they are covering. This additional pay, for performing either some or all of the additional responsibilities, must be pre-approved in writing by either the employee's immediate Manager or their designate.

10.21 The City shall require as many Employees as may be required pursuant to Workers' Compensation Regulations to hold first aid certificates to obtain and maintain such certificates. Employees required to hold a first aid certificate pursuant to this section shall be paid compensation at the rate of ten dollars (\$10.00) per pay period.

10.22 Where a Journeyperson Electrician maintains provincial electrician's permit certification, such journeyperson shall receive a bi-weekly allowance of fifteen (\$15.00) dollars for the purpose. The City shall not be required to pay this allowance to more than one employee at any time.

10.23 EOCP Certification Premium

Those employees who have successfully obtained certification through the British Columbia Water and Waste Association shall receive a fifty (\$.50) cents per hour wage premium for each level of certification achieved for the following:

Water Treatment Plant I, II and III
Water Distribution I, II, and III
Wastewater Collection I, II, and III
Wastewater Treatment I, and II
Cross Connection Control Certification

EOCP Certification Premiums shall only be received during regular/overtime shift hours but not on any Statutory Holiday or Annual Vacation credits.

ARTICLE 11 - STATUTORY HOLIDAYS, ANNUAL VACATIONS

11.01 Statutory Holidays

- (a) An employee shall receive a day off with pay for all Statutory Holidays listed in Clause 11.02 of this Article, provided that they worked or earned wages for fifteen (15) of the thirty (30) calendar days preceding the statutory holiday.
- (b) Part-Time and Job-Sharing employees shall receive Statutory Holiday entitlements proportionate to their working schedule and hours.

11.02 The recognized Statutory Holidays shall be as follows:

New Year's Day	British Columbia Day
Family Day	Labour Day
Good Friday	National Day for Truth and Reconciliation
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day

and all additional days proclaimed by Local Government, Provincial or Federal Government. In addition to the above-named holidays, each employee who has obtained seniority with the City, shall be entitled to a floating Statutory Holiday, which is to be received in lieu of Boxing Day during each year they are in the City's employ, which shall be taken at a time of the employee's choice provided the employee has provided management with prior notice of not less than seven (7) days. Employees who have not obtained seniority with the City shall be entitled to said floating Statutory Holiday during each calendar year if and when they have worked thirty (30) days, continuous or broken, in that year. In any dispute concerning the day of the employee's choice, the matter shall be resolved in accordance with the provisions of Article 5 of this Agreement, provided always that an employee shall receive such day off not later than December 31st of the calendar year.

11.03 Payment of Statutory Holiday

Employees not scheduled to work on a Statutory Holiday but who actually do work on such Statutory Holiday as listed in Clause 11.02 of this Article, shall be paid at double time (2x) of the base rate for the work performed by the employee, in addition to the pay received by them for the Statutory Holiday.

11.04 Statutory Holidays that fall on a Saturday or Sunday shall be taken on the following Monday.

11.05 An employee who is not scheduled to work on any of the Statutory Holidays listed in Clause 11.02 shall receive holiday pay equal to one (1) regular day of pay. An employee who is

scheduled to work, shall be paid at the rate of one and one half (1½) time plus another regular day off with pay, in lieu of holiday pay. The day off is to be taken and arranged by mutual agreement.

11.06 When any of the above noted holidays fall on an employee's scheduled day off, the employee shall receive in lieu of said holiday, a day's pay or another day off with pay at a time arranged by mutual agreement.

11.07 Holiday During Vacation

When any such holiday falls during an employee's vacation with pay, and they would have become entitled to pay for such a holiday had the employee not been on vacation, they shall receive an additional day of vacation with pay in lieu thereof.

11.08 Vacation Days Credited

- a) On January 1 of each year, employees shall be credited vacation entitlement for the current calendar year based on the number of years of service pursuant to the entitlement schedule provided in this Article.
- b) For clarity, employees are only entitled to vacation earned, therefore, if an employee ceases employment with the City during the year and has used more vacation than has been earned, any vacation used in excess of that earned shall be withheld from their final paycheck(s) or be reimbursed by the employee.

11.09 The vacation credits shall be accrued as follows:

- a) In the first calendar year of employment, one and one quarter (1¼) days per calendar month (or part thereof) of employment.
- b) On completion of one (1) full year and to completion of four (4) years of employment, three (3) weeks per year.
- c) On completion of five (5) years to completion of ten (10) years of employment, four (4) weeks per year.
- d) On completion of eleven (11) years to completion of nineteen (19) years of employment, five (5) weeks per year.
- e) On completion of twenty (20) years employment, six (6) weeks per year.

- f) On completion of twenty-five (25) years employment, six (6) weeks per year plus one additional day
- g) On completion of thirty (30) years employment, six (6) weeks per year plus two (2) additional days.
- h) On completion of thirty-five (35) years employment, six (6) weeks per year plus four (4) additional days.

11.10 For each period consisting of thirty (30) consecutive days an employee is absent from work in the year preceding their anniversary date in any year, there shall be deducted from the vacation pay to which they would otherwise be entitled in the succeeding year, one twelfth (1/12) of the vacation pay, provided that for this purpose, time spent on vacation for which the employee is paid under this Article, or time lost because of sickness or accident shall be considered as time worked.

For clarification, this section does not pertain to either maternity or parental leave, as those are covered under Sections 14.01 and 14.02.

11.11 For the purposes of computing vacation pay in this Article, the word "pay" shall mean remuneration, calculated on the hourly rate for the employee's normal classification or higher classification for the year in respect of which the employee becomes entitled to an annual vacation.

11.12 Vacations shall be taken during the calendar year following the year in which vacation credits were earned. An extension of one (1) year to this time limitation may be approved by mutual agreement between the City and an employee.

11.13 An employee's vacation will, where practical, be granted at the time requested, but in all cases the commencement date shall be at the discretion of the City.

11.14 Vacation requests will be accepted at any time prior to January 1st, however requests made prior to January 31st in a given year will be given preference over those received at a later date. Where a conflict arises over requests for vacation leave submitted by two (2) or more employees on or before the January 31st deadline, and the conflict cannot otherwise be resolved, seniority shall govern.

The vacation booking period shall be October 1st to December 31st of the year preceding the vacation calendar year following which shall run from January 1st to December 31st.

Special circumstances, when an employee wants to request a vacation more than one year in advance, vacation will be granted on a first come, first serve basis. The senior employee will be advised prior to approval and conflicts shall be resolved by seniority.

11.15 Where vacation credits have not been used by an employee in the second year following the year in which the credits accrued, the employee shall take vacation time off by the end of the third year. If the accrued time has not been taken by the end of the third year the remaining amount will be paid out on the last pay period of that 3rd year.

ARTICLE 12 - GENERAL EMPLOYMENT PROVISIONS & CONDITIONS

12.01 It is recognized and accepted by the Union that the office personnel are required to assist in any capacity, or assume duties of any office job, in the event of emergency or during vacations.

12.02 It is further recognized by the Union that in a small office it is impossible to differentiate all duties clearly and definitely at all times. The Union therefore agrees that assumption of extra duties within the bargaining unit is not subject to wage adjustment as regards to classifications, providing that such assumption of extra duties is for a period not exceeding thirty days.

12.03 If any employees are required to perform the duties of any position superior to that occupied by them continuously for more than five (5) days, they shall receive pay for such classification at the rate set forth in Schedule "A" and Schedule "B", provided that in the assumption of the higher classification no loss in salary shall result.

12.04 Employment Abandonment

If an employee is absent from work for a period of five (5) working days without sufficient cause and fails to notify the City and/or communicate with the City, the employee shall be considered to have abandoned their employment.

12.05 City Property

Employees shall return to the City all City property in their possession at the time of termination of employment.

12.06 Badges and Insignia

Employees shall be permitted to wear Union pins or badges.

12.07 Disciplinary Procedure

Where and when a Manager intends to interview an employee for disciplinary purposes, the Manager shall advise the employee of the purpose of the interview in advance, so the employee may contact their Union Steward to be present at the interview.

12.08 Tools

Journeyman mechanics shall provide such basic tools as are traditionally associated with their trade. The cost of acquiring additional mechanics tools shall be shared equally by mechanics and the City with the pre-approval of the supervisor.

12.09 Specialized tools shall be supplied by the City either by acquiring the needed tools or by having such tools supplied by an employee under mutual agreement with the City.

12.10 Where an employee is required to use personal tools on the job and the tools are damaged on the job, such damaged tools shall be replaced at the City's expense unless their replacement is provided by a warranty.

12.11 Where an employee is required to supply personal tools as a condition of employment, such tools shall be insured against loss resulting from fire or theft on the work site and shall be replaced subject to a deductible amount of fifty (\$50.00) dollars for each loss.

12.12 Private Vehicle Use

Where an employee is required to use a personal vehicle for work purposes, the City shall pay compensation for the use, such vehicles at the rate determined by the Canada Revenue Agency.

ARTICLE 13 - SICK LEAVE

13.01 Definition of Sick Leave

Sick leave means the period of time an employee is absent from work with full pay for physical, psychological, or mental health reasons by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Workers Compensation Act.

13.02 Sick Leave Credit

- a) Eighteen (18) days sick leave per year shall be earned by a regular permanent employee at the rate of one and one half (1½) days for every month the employee is employed, to a maximum of one hundred and fifty (150) days.
- b) Regular part-time and temporary employees shall earn sick leave credits in proportion to the credits earned by a regular full-time employee.

13.03 A deduction shall be made from the sick leave bank for all normal working days absent for sick leave.

13.04 Sick Leave Records

Immediately after the close of each calendar year, the City shall advise each employee, in writing, of the amount of sick leave accrued to their credit.

13.05 Proof of Illness

An employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) consecutive working days certifying that they were unable to carry out their duties due to illness. The employer will cover the costs associated with providing the certificate upon submission of the receipt.

13.06 If an employee is found to have willfully misrepresented themselves as being ill, they shall refund all such sick leave pay to the City.

13.07 Sick Leave During Leave of Absence and Layoff

When an employee is given leave of absence for any reason, they shall receive sick leave credit for the period of such absence, on their return to work, such credit not to exceed one and one-half (1½) days.

13.08 When an employee is laid off on account of lack of work, they shall not receive sick leave credits for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such layoff.

13.09 Continuation of Benefits

The City agrees to pay the full premium cost of an employee's insured benefit plan during periods of layoff up to three months. Upon employee's return to work, the employee's share of the foregoing premium costs shall be recovered through payroll deduction.

13.10 Duty to Accommodate

If due to injury or illness an employee is unable to perform their normal duties, the City shall attempt to provide alternate suitable employment consistent with job requirements.

13.11 Sick Leave Pay-Out

All employees shall, upon retirement or upon death, pursuant to the provisions of the Municipal Pension Plan or in accordance with City Policy, become eligible for and receive a cash gratuity payment at the employee's current base rate of pay, based on the following percentage of their accumulated sick leave: after five (5) years of service, twenty percent (20%) and an additional two percent (2%) per year thereafter to a maximum of one hundred and fifty (150) working days.

13.12 Medical Care Leave

Employees shall be allowed up to five (5) days per annum to engage in personal and dependent preventive medical/dental health care, provided that such days be used from the employee's sick leave credits. The employee shall provide the City proof of medical care leave on request.

13.13 When an employee is absent from their normal job because of sickness or accident, or a leave of absence authorized by the City, they shall, on their return, be reinstated in the job classification they would have held had they not been so absent; and during such absence, their seniority shall accumulate as if they had not been so absent.

13.14 An employee who requests a leave of absence for any of the reasons in Clause 13.13, shall present a written request for said leave of absence to be authorized by the City.

13.15 Family Leave

In the case of illness and domestic emergency involving an employee's spouse, partner, mother, father, mother-in-law, father-in-law or children, common-law spouse, adopted child or grandchild an employee may apply for time off, to be drawn from accumulated sick leave with full pay.

The maximum number of days allowed under the leave is seven (7) days per year.

Illness: arises from a medical condition requiring appointment and treatment by a physician or hospitalization and care.

Domestic emergency: arises where the employee is the sole care provider and does not include preventative medical/dental health care for the spouse or the children.

13.16 Domestic Violence Leave

- a) The Employer recognizes that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance and performance at work.
- b) Workers experiencing domestic violence will be able to use up to three (3) days of paid leave (utilizing their sick leave), for attendance at medical appointments, legal proceedings and any other necessary activities. This leave will be in conjunction with existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day, upon approval. Employees that have exhausted their sick leave can utilize their vacation or will be provided time off without pay.
- c) The employee and Employer will only disclose relevant information on a "need to know" basis to protect confidentiality while ensuring workplace safety.

ARTICLE 14 – MATERNITY/PARENTAL/ADOPTION LEAVE

14.01 Maternity Leave

- (1) A pregnant employee who requests leave under this Article is entitled to up to seventeen (17) consecutive weeks of unpaid leave
 - (a) beginning
 - (i) no earlier than thirteen (13) weeks before the expected birth date, and
 - (ii) no later than the actual birth date, and
 - (b) ending
 - (i) no later than seventeen (17) weeks after the actual birth date.
- (2) An employee who requests leave under this Article after the termination of the employee's pregnancy is entitled up to six (6) consecutive weeks of unpaid leave which must be taken during the period that begins on the date of the termination of the pregnancy and ends no later than six (6) weeks after that date.
- (3) An employee is entitled up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, they are unable to return to work when their leave ends under Article 14.01 (1) or (2).
- (4) A request for leave must
 - (a) be given in writing to the employer,
 - (b) if the request is made during the pregnancy, be given to the employer at least four (4) weeks before the day the employee proposes to begin leave, and
 - (c) if required by the employer, be accompanied by a medical practitioner's certificate stating the expected or actual birth date or the date the pregnancy terminated or stating the reasons for requesting additional leave under Article 14.01 (3).
- (5) A request for a shorter period under Article 14.01 (1) (b) (i) must
 - (a) be given in writing to the employer at least one week before the date the employee proposes to return to work, and

- (b) if required by the employer, be accompanied by a medical practitioner's certificate stating the employee is able to resume work.

14.02 Parental Leave

- (1) An employee who requests parental leave under this Article is entitled to
 - (a) for a parent who takes leave under Article 14.01 in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to sixty-one (61) consecutive weeks of unpaid leave, which must begin, unless the Employer and employee agree otherwise, immediately after the end the leave taken under Article 14.01 unless the Employer and employee agree otherwise.
 - (b) for a parent, other than an adopting parent, who does not take leave under Article 14.01 in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to sixty two (62) consecutive weeks of unpaid leave, which must begin within seventy eight (78) weeks after the birth of the child or children, and
 - (c) for an adopting parent, up to sixty-two (62) consecutive weeks of unpaid leave, which must begin within seventy-eight (78) weeks after the child or children are placed with the parent.
- (2) If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee is entitled to up to an additional five (5) consecutive weeks of unpaid leave, beginning immediately after the end of the leave taken under Article 14.02 (1).
- (3) A request for leave must
 - (a) be given in writing to the employer,
 - (b) if the request is for leave under Article 14.02 (1) (a), (b) or (c), be given to the employer at least four (4) weeks before the employee proposes to begin leave, and
 - (c) if required by the employer, be accompanied by a medical practitioner's certificate or other evidence of the employee's entitlement to leave.
- (4) An employee's combined entitlement to leave under Article 14.01 and this Article is limited to seventy-eight (78) weeks plus any additional leave the employee is entitled to under Articles 14.01 (3) or 14.02 (2).

(5) Benefits Unaffected by Maternity/Parental Leave

(a) Employee Benefits

The Employer agrees to maintain Medical, Extended Health, Group Life Insurance, Critical Illness, Accidental Death & Dismemberment and Dental coverage for an employee for the duration of their maternity/parental leave on the same basis as though the employee was working.

(b) Service/Pension/Vacation Entitlement

The period of such leave shall be considered as employee service for seniority and pension purposes and vacation entitlement.

ARTICLE 15 - BENEFITS AND HEALTH CARE PLANS

15.01 Municipal Pension Plan

Employees, upon assuming employment with the City, shall apply, if eligible, for participation in the pension plan in conformity with the Municipal Pension Plan.

15.02 Medical Plans

Upon completion of each employee's probationary period as set forth in Clause 7.03 of Article 7, the City shall contribute a sum of one hundred (100%) percent of the actual cost of the monthly premiums per employee per month for both married and single employees, registered under the Medical Services Plan of British Columbia. The Employer pays the Employer Health Tax (EHT) as per the associated legislation.

15.03 Group Life

Upon completion of a probationary period, all employees shall join the Group Life Insurance Plan provided by the City for an amount equal to twice (2x) the annual salary of an employee up to the age of sixty-five (65). After age sixty-five (65), amount payable is per plan details. The City shall pay one hundred percent (100%) of the premiums for this benefit.

15.04 Accidental Death and Dismemberment

The amount of insurance under this benefit shall be equal to the amount of insurance as per Clause 15.03. The City shall pay one hundred percent (100%) of the premiums for this benefit.

15.05 Extended Health Benefits

Upon completion of the probationary period, the City shall pay one hundred percent (100%) of the premiums for this benefit for each eligible employee, and their dependents if applicable, for the Extended Health Benefits Plan coverage.

15.06 Dental Plan

A Dental Plan comprising of one hundred (100%) percent coverage for Plan "A", eighty (80%) percent for Plan "B" and up to a maximum of three thousand (\$3,000.00) and fifty (50%) for Plan "C" up to a lifetime maximum of three thousand-five hundred (\$3,500.00) shall be provided for all eligible employees. One hundred (100%) percent of the monthly premium shall be paid by the City.

15.07 Vision Care

A Vision Care benefit of seven hundred and fifty dollars (\$750.00) every eighteen (18) months shall be provided to all eligible employees. The City shall pay one hundred percent (100%) of the premiums for this benefit

15.08 Long-Term Disability

A Long-Term Disability Plan with benefits of sixty-six and two thirds (66 2/3%) percent of employee earnings, beginning one hundred and fifty (150) days following the commencement of a disability shall be provided, up to a maximum six thousand dollars a month (\$6,000.00), four thousand-eight hundred a month (\$4,800.00) for non-evidence maximum. The City shall pay one hundred (100%) percent of the premium.

15.09 The Employer may change benefit carrier as long as there is no reduction in benefits.

15.10 Critical Illness

A Critical Illness Plan with a onetime claim amount of fifty thousand (\$50,000.00) dollars per employee shall be provided to all eligible employees up to the age of sixty-five (65). The monthly premium shall be paid by the City.

15.11 Workers' Compensation

An employee prevented from performing their regular work with the City on account of an occupational accident that is covered by the Workers Compensation Act shall receive from the City a supplement equal to the difference between the amount payable by the Workers Compensation Board and their last net earnings.

15.12 Pending a settlement of the Workers Compensation Board claim, the employee shall continue to receive the full pay and benefits. In order to continue receiving their regular salary, the employee shall assign their compensation cheques to the City. The City shall indicate the amount received from the Compensation Board on the employee's income tax (T-4) form.

15.13 In the event Workers Compensation Board claim is disallowed, the net wages and employee portion of the benefit plans applicable shall be repaid to the employer by deductions from the employee's wages when they returns to work. The said deductions shall be repaid to the employer over a period of time equal to the time lost.

15.14 The City and the Union agree to reopen negotiations on Article 15 within the term of this Agreement at such time as the Union may be prepared to offer to the City CUPE sponsored benefit and health care plans.

15.15 Employee & Family Assistance Program

The Employer shall pay one hundred (100%) percent of the premiums for an Employee and Family Assistance Program.

15.16 Wellness/Physical Fitness Program

The Employer recognizes there are a wide variety of activities that lead to improved physical fitness and/or mental and emotional health. The Employer will reimburse employees for pre-approved expenses related to activities and/or programs that lead to improved physical fitness and/or emotional health.

Such activities must be action oriented, participatory and/or educational and designed to modify lifestyles or behaviours to increase or improve muscular strength, skeletal strength, cardiovascular strength, flexibility, stability and/or mental and emotional health.

The Employer will establish procedural requirements for reimbursement of expenses related to the wellness program, including a list of Employer-approved eligible expenses under the program and a provision for employees to submit an application to the Employer for pre-approval of any proposed expenses that are not explicitly included on the Employer's list of approved eligible expenses.

The annual allowance for wellness expense reimbursement is:

Regular Full-Time Employees – five hundred (\$500.00) dollars
Regular Part-Time Employees – will receive a pro-rated amount

Employee status at January 1st will determine annual eligibility.

Each qualifying employee may receive wellness expense reimbursements to the maximum annual allowance in each payroll year starting pay period #1. Unused portions of the annual allowance for wellness expense reimbursement may not be carried over to the following years. If the employee uses the annual allowance and their employment with the City ends before December 31, a pro-rated amount will be calculated and the amount will be deducted from their final paycheck when their employment with the employer ends.

ARTICLE 16 - SAFETY

- 16.01 A Joint Health and Safety Committee shall be established comprising of one (1) supervisory employee from each department of the City, appointed by the City and one (1) employee representing each department of the City, appointed, selected or elected by the Union.
- 16.02 The Joint Health and Safety Committee shall meet monthly to carry out its duties and functions prescribed in section 130 of the Workers Compensation Act. The Committee shall discuss health and safety issues affecting the workplace and shall make recommendations in writing to the City accordingly. Special meetings may be called by either the City or the Union in the event of necessity.
- 16.03 Time spent by committee members in the performance of their duties during working hours, shall be considered as time worked and the employees shall be paid at their regular hourly rates of pay.

16.04 Safety Supplies

The City shall supply, at its cost, work, safety and welding gloves, coveralls, safety helmets, safety shields/goggles and rubber boots to all employees working in any dirty or dangerous capacity.

- 16.05 Where it is a requirement of WorkSafeBC to wear CSA approved safety footwear, the City shall pay a three hundred (\$300.00) dollar allotment for boot and safety footwear for each regular full-time employee on the beginning of each calendar year. Student, casual, seasonal, temporary and part-time employees shall be entitled to a maximum annual allotment, under the same conditions, one hundred and fifty (\$150.00) dollars, upon date of hire.

Employees shall be required to wear CSA approved safety footwear, and it is the sole responsibility of the employee to properly maintain their safety footwear in accordance with the scope of their work and in accordance with the City of Rossland's Safety Policy.

Effective January 1, 2026.

- 16.06 The City agrees to pay full-time employees one hundred (100%) percent cost of standard or prescription safety lenses per employee, one (1) pair every two (2) years or at the discretion of the City. The lenses must be deemed to be "industrial" as specified in the Occupational Health and Safety Regulation (CSA, ANSI). Employees who are reimbursed under the City's extended health plan for the purchase will not be entitled to reimbursement from the City.

16.07 Prescription Safety Glasses – Limit of Reimbursement

CSA and ANSI approved frames for the prescription safety glasses shall be reimbursed at one hundred (100%) percent of the cost up to two hundred (\$200.00) dollars every twenty-four (24) months. Employees who are reimbursed under the City's extended health plan for this purchase will not be entitled to reimbursement from the City.

ARTICLE 17 – SWIMMING POOL/SUMMER CAMP EMPLOYEES

17.01 Definition — "Swimming Pool/Summer Camp Employee" means an Employee hired for a specific period of time not to exceed four (4) months. Swimming Pool/Summer Camp Employees are entitled to statutory benefits and five (5) paid sick days per year. Swimming Pool/Summer Camp Employees do not accumulate seniority or sick time.

17.02 Hours of Work:

- a) The Employer has the right to:
 - i. Establish hours of work that result in split shifts, and
 - ii. Require a Lifeguard to work six (6) consecutive days in order to cover shift changes.
 - iii. Shifts can occur on a 24-hour basis.
- b) The minimum number of hours per shift for which a Swimming Pool/Summer Camp Employee for guarding shall be paid will be in accordance with the Employment Standards Act.
- c) Swimming Pool/Summer Camp Employees shall not be left guarding on the pool deck for longer than two (2) hours at a time.
- d) The minimum number of hours per shift for which a Swimming Pool/Summer Camp Employee for instructing shall be one (1) hour.
- e) Employer to provide an additional fifteen (15) paid minutes prior to teaching time to Employees not working on shift prior to their lessons.

17.03 The Employer requires Swimming Pool/Summer Camp Employees to be able to maintain the physical standards as set out in the National Lifeguard Service Certification.

- a) The Employer has the right to request Swimming Pool/Summer Camp Employees to perform the physical standard items in the above award at any time to the minimum legal standard;
- b) If they do not meet this requirement, the Employee will be suspended without pay until they are capable of meeting the requirement.
- c) Grievance procedures as per Collective Agreement.
- d) All new Employees will be given proper orientation and training before the start of their first shift and ongoing training shall be provided to all pool staff as required by the City.

- 17.04 Swimming Pool/Summer Camp Employees are required to attend in-services as scheduled by the Pool Manager.
- a) For the purpose of in-service training, Employees shall be paid a minimum of two (2) hours at straight time.
- 17.05 Swimming Pool/Summer Camp Employees are required when requested to attend staff meetings. Staff meetings will be paid at straight time.
- 17.06 Staff Attire: The Employer agrees to provide, at its cost, a uniform consisting of one shirt.
- a) Uniforms to be worn only in the execution of duties performed for the City.
 - b) Uniforms to be returned at the end of each pool year.
- 17.07 Scheduling and Shift Changes: Once a shift schedule has been set, changes will only be made for reasons of sickness, accident or authorized leave of absence.
- a) Where reasonable and possible, the Pool Manager may amend the shift schedule.
 - b) Shift schedules will be prepared for commencement of such shifts,
 - i. Instructional shifts (lessons) will be prepared 48 hours in advance of commencement of such shifts, and
 - ii. Guarding shifts will be prepared two weeks in advance of commencement of such shifts.
 - iii. Swimming Pool/Summer Camp shifts will be prepared two (2) weeks in advance of commencement of such shifts.
 - c) For the purpose of extra shifts, they will be distributed on an equitable basis where reasonably possible amongst Employees who are qualified and who have indicated they wish to be called. Where an Employee has refused a shift three (3) consecutive times, they will no longer have to be called for the duration of the season.
 - d) It is understood that a Senior Guard must be on shift at all times.
 - e) Where an Employee misses a shift that is scheduled, without proper authorization or just cause, they may be open to investigation that may lead to discipline.
 - f) Where an Employee misses three (3) shifts within a season, without proper authorization or just cause, the City may terminate the employment immediately.
- 17.08 Overtime hours shall be defined as per the Collective Agreement Article 10.09 - 10.10
- a) All overtime hours shall be paid.

b) Swimming Pool/Summer Camp Employees are not entitled to shift premiums.

ARTICLE 18 - WAGE SCHEDULES, ATTACHMENTS AND ADDENDA

18.01 Employees shall be compensated in accordance with applicable wage schedules, attachments and addenda appended to this Agreement.

ARTICLE 19 - VARIATIONS

19.01 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during its existence. All changes to be made as a Letter of Understanding/Agreement, signed by both the City and the Union.

ARTICLE 20 - PRINTING OF AGREEMENT

20.01 The Union shall be responsible for amending and drafting the Collective Agreement and the costs associated with the printing, and supply of the Collective Agreement shall be borne equally between the parties. In addition, a proper, searchable PDF document will be provided to all parties at the close of negotiations.

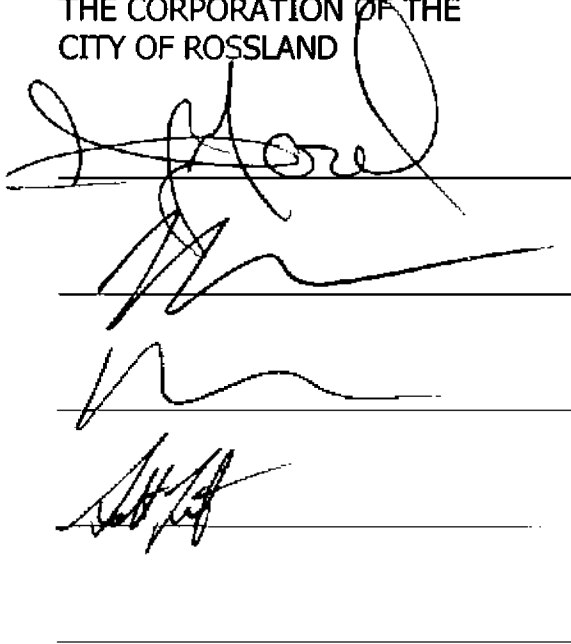
ARTICLE 21 - EFFECTIVE AND TERMINATING DATES

21.01 This Agreement shall be effective from March 1, 2025 and shall remain in force until February 29, 2028 and from year to year thereafter unless terminated by either Party on written notice served during the month of December.

IN WITNESS WHEREOF the Parties hereto have caused these presents to be signed by their respective officers hereunto lawfully authorized in that behalf, this 6th day of October, 2025.

SIGNED ON BEHALF OF:

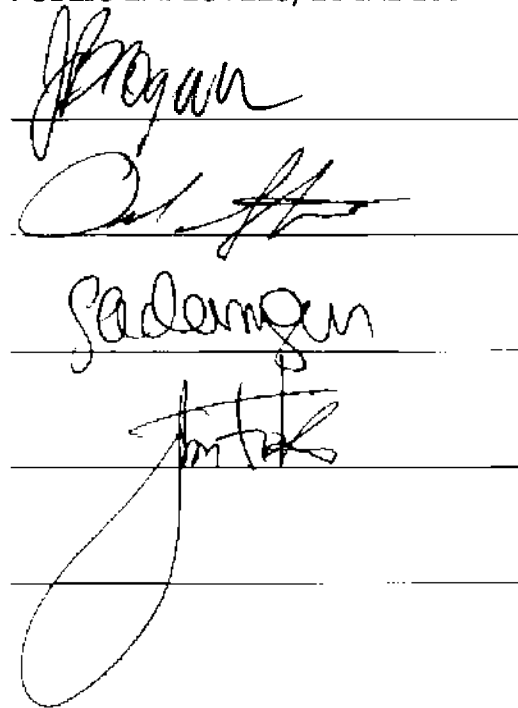
THE CORPORATION OF THE
CITY OF ROSSLAND



Three handwritten signatures are present on the line for the City of Rossland. The first signature is large and stylized, the second is smaller and more fluid, and the third is also smaller and fluid.

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087



Four handwritten signatures are present on the lines for the Canadian Union of Public Employees, Local 2087. The first signature is large and stylized, the second is smaller and fluid, the third is smaller and fluid, and the fourth is large and stylized.

SCHEDULE "A"- PAY GRADES AND RATES - CITY HALL/PUBLIC WORKS/RECREATION

	1-Mar-25	1-Sep-25	1-Mar-26	1-Mar-27
	\$0.75	\$1.25	\$1.50	\$1.50
Pay Grade 1	\$34.50	\$35.75	\$37.25	\$38.75
Pay Grade 2	\$35.16	\$36.41	\$37.91	\$39.41
Pay Grade 3	\$35.57	\$36.82	\$38.32	\$39.82
Pay Grade 4	\$36.04	\$37.29	\$38.79	\$40.29
Pay Grade 5	\$36.62	\$37.87	\$39.37	\$40.87
Pay Grade 6	\$37.33	\$38.58	\$40.08	\$41.58
Pay Grade 7	\$39.51	\$40.76	\$42.26	\$43.76
Pay Grade 8	\$41.81	\$43.06	\$44.56	\$46.06
Pay Grade 9	\$43.95	\$45.20	\$46.70	\$48.20
Pay Grade 10	\$45.13	\$46.38	\$47.88	\$49.38
Pay Grade 11	\$45.20	\$46.45	\$47.95	\$49.45
Pay Grade 12	\$50.37	\$51.62	\$53.12	\$54.62
Student Rate	\$24.21	\$25.46	\$26.96	\$28.46

Lead Hand:

To be paid at a rate of one dollar (\$1.00) per hour over the highest paid subordinate or one dollar (\$1.00) above the Lead Hand's base rate, whichever is greater, provided that the lead hand is specifically assigned this classification by the immediate supervisor and has not less than three (3) Employees under their supervision.

Acting Foreperson:

To be paid a rate of two dollars (\$2.00) per hour over the highest paid subordinate provided that the acting foreperson is specifically assigned this classification by the immediate supervisor.

The \$0.75 wage increase as of March 1, 2025 shall be retroactive to **March 1, 2025**.

SCHEDULE "B" - PAY RATES - SWIMMING POOL EMPLOYEES/SUMMER CAMPS

	1-Mar-25	1-Sep-25	1-Mar-26	1-Mar-27
	\$0.75	\$1.25	\$1.50	\$1.50
Pool Manager	\$28.50	\$29.75	\$31.25	\$32.75
Senior Lifeguard and Swim Instructor	\$26.54	\$27.79	\$29.29	\$30.79
Summer Camp Manager	\$26.54	\$27.79	\$29.29	\$30.79
Junior Lifeguard and/or Swim Instructor	\$24.21	\$25.46	\$26.96	\$28.46
Senior Summer Camp Instructor	\$24.21	\$25.46	\$26.96	\$28.46
Pool Cashier	\$18.79	\$20.04	\$21.54	\$23.04
Recreation Program Assistant and Cashier	\$18.79	\$20.04	\$21.54	\$23.04
Junior Summer Camp Instructor	\$18.79	\$20.04	\$21.54	\$23.04

SCHEDULE "C" - JOB DESCRIPTIONS - SWIMMING POOL EMPLOYEES/SUMMER CAMP

POOL MANAGER

DEPARTMENT: Rossland Pool

SUMMARY: The Pool Manager is responsible for performing the majority of administrative duties at the Rossland Pool, including lifeguarding, swimming instruction, programming and staff development, scheduling, safety and custodial duties.

DUTIES AND RESPONSIBILITIES:

1. Provides quality customer service and maintains positive relationships with the public and fellow staff members.
2. Monitors activities of patrons and ensures safety and behavioral standards are maintained.
3. Responsible for staff scheduling and coordinates daily staff assignments. Ensures appropriate staffing levels, including responding to large bather counts and or staff illness. Prepares and signs off on Employee timesheets.
4. Ensures that Staff are conducting themselves in an appropriate and professional manner.
5. Develops and schedules pool programming, lesson sets, class lists, ensuring the facility opens and closes on time and all shifts are covered.
6. Performs lifeguarding duties to the Lifesaving Society of BC & Yukon standards.
7. Instructs a wide range of swimming lessons, including class preparation and student evaluations and maintains related participant records.
8. Performs routine maintenance functions including, but not limited to: pool water chemistry tests, hosing, picking up garbage, mopping, refilling supplies, head counts, etc. Ensures water chemistry and levels are balanced and adjusts, if required. Insures building and equipment are secure after closing.
9. Responsible for Pool Inventory including but not limited to pool chemicals, lesson badges, first aid supplies, pool testing reagents and lifeguarding supplies.

- 10. Assuring that Staff have the required training and safety equipment to do their jobs professionally and safely.
- 11. Plans, develops, leads and participates in programs, special events, life-saving courses and aqua fit classes.
- 12. Addresses problems and concerns to the Recreation Department Manager of Recreation and Events.
- 13. Ability to perform other related duties as required, including the completion of an annual report.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Manager of Recreation and Events

Positions directly supervised Senior Lifeguards / Instructors
by this position: Junior Lifeguard / Instructors
 Volunteers

Manager Responsible: Manager of Recreation and Events

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Enrolled or completed Post- Secondary Education, preferably in a complimentary program.

Experience: Minimum 3 years' experience as a Lifeguard/Instructor

Licenses/Certificates:

- 1. Red Cross Water Safety Instructor
- 2. National Lifeguard Service
- 3. CPR-Level C
- 4. Standard First Aid

Specific Skills:

- 1. Ability to deal effectively and courteously with the public and fellow staff members.
- 2. Effective oral and written communication skills
- 3. Skilled in lifeguarding, first aid and resuscitation
- 4. Skilled in swim instruction methods

5. Ability to create an exciting atmosphere through enthusiastic leadership of activities
6. Ability to identify unsafe conditions and to respond accordingly
7. Demonstrated ability to lead by example and to give direction to Aquatic Staff.

DESIRABLE:

Aquatic Fitness Instructor Certification

Experience:

Previous Managerial Pool experience

Licenses/Certificates:

1. Pool Operator 1
2. LSI

SENIOR LIFEGUARD INSTRUCTOR

DEPARTMENT: Rossland Pool

SUMMARY:

Under the supervision of the Pool Manager the Senior Lifeguard/Instructor performs lifeguarding, swimming instruction, program and staff development, custodial duties and is responsible for the safety and instruction of facility users. The Senior Lifeguard/Instructor coordinates facility activities during the absence of the Pool Manager.

DUTIES AND RESPONSIBILITIES:

1. Provides quality customer service and maintains positive relationships with the public and fellow staff members.
2. Monitors activities of patrons and ensures safety and behavioral standards are maintained.
3. Performs lifeguarding duties to the Lifesaving Society of BC & Yukon standards.
4. Instructs a wide range of swimming lessons, including class preparations and student evaluations and maintains related participant records.
5. Performs routine maintenance functions including, but not limited to: pool water chemistry tests, hosing, picking up garbage, mopping, refiling supplies, head counts, etc. Ensures water chemistry and levels are balanced and adjusts, if required. Ensures building and equipment are secure after closing.
6. Coordinates daily staff assignments in the absence of the Pool Manager. Assists with ensuring appropriate staffing levels, including responding to large bather counts and or staff illness.
7. Plans, develops, leads and participates in programs, special events, life-saving courses and aqua fit classes.
8. Addresses problems and concerns to the Pool Manager or Recreation Department.
9. Ability to perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Pool Manager

Positions directly supervised by this position: Junior Lifeguard/Instructors
Volunteers

Manager Responsible: Manager of Recreation and Events

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Grade 11 (minimum 16 years)

Experience: Minimum 1-year experience as a Lifeguard/ Instructor.

Licenses/Certificates:

1. Red Cross Water Safety Instructor
2. National Lifeguard Service
3. CPR-Level C
4. Standard First Aid
5. Red Cross Water Safety Instructor

Specific Skills:

1. Ability to deal effectively and courteously with the public and fellow staff members.
2. Effective oral and written communication skills.
3. Skilled in lifeguarding, first aid and resuscitation.
4. Skilled in swim instruction methods.
5. Ability to create an exciting atmosphere through enthusiastic leadership of activities.
6. Ability to identify unsafe conditions and to respond accordingly.
7. Potential or demonstrated ability to lead by example and to give direction to subordinate level staff.

DESIRABLE: Aquatic Fitness Instructor Certification

Experience: Previous Municipal Pool experience

Licenses/Certificates:

1. Pool Operator 1
2. LSI

JUNIOR LIFEGUARD / INSTRUCTOR

DEPARTMENT: Rossland Pool

SUMMARY:

The Junior Lifeguard Instructor position performs lifeguarding, instructional and janitorial tasks related to the operations of the facility.

DUTIES AND RESPONSIBILITIES:

1. Provides quality customer service and maintains positive relationships with the public and fellow staff members.
2. Monitors activities of patrons and ensures safety and behavioral standards are maintained.
3. Performs lifeguarding duties to the Lifesaving Society of BC & Yukon standards and patrols assigned area of responsibility. Completes related reports, as required.
4. Staff certified as **Water Safety Instructors** will instruct a variety of swimming and water safety lessons and maintains related participant records, including class preparations and student evaluations.
5. Performs assigned maintenance/janitorial duties.
6. Leads games and activities during public sessions and special events.
7. Completes manual water tests and adds chemicals, as directed.
8. Reports problems and concerns to the Pool Manager.
9. Ability to perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Pool Manager

Positions directly supervised
by this position: Volunteers

Manager Responsible: Manager of Recreation and Events

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

- Education: Grade 10 (minimum 16 years)
- Experience: Preferred 1 year experience as a Lifeguard or Instructor.
Volunteer experience at a Pool.
- Licences/Certificates:
1. National Lifeguard Service
 2. CPR-Level C
 3. Standard First Aid
- Specific Skills:
1. Ability to deal effectively and courteously with the public and fellow staff members.
 2. Effective oral and written communication skills
 3. Skilled in lifeguarding, first aid and resuscitation
 4. Skilled in swim instruction methods (if applicable)
 5. Ability to create an exciting atmosphere through enthusiastic leadership of activities
 6. Ability to identify unsafe conditions and to respond accordingly

DESIRABLE:

- Experience:
1. Previous Municipal Pool experience
- Licences/Certificates:
1. Water Safety Instructor

LIFEGUARD/INSTRUCTOR

DEPARTMENT: Rossland Pool

SUMMARY:

The Lifeguard / Instructor position performs duties restricted to the required qualifications. Lifeguards are solely responsible for guarding and associated duties and Instructors are solely responsible for the delivery of lessons and associated duties.

DUTIES AND RESPONSIBILITIES:

Lifeguard:

1. Provides quality customer service and maintains positive relationships with the public and fellow staff members.
2. Monitors activities of patrons and ensures safety and behavioral standards are maintained.
3. Performs lifeguarding duties to the Lifesaving Society of BC & Yukon standards and patrols assigned area of responsibility. Completes related reports, as required.
4. Performs assigned maintenance/janitorial duties.
5. Completes manual water tests and adds chemicals, as directed.
6. Reports problems and concerns to Pool Manager.

Instructor:

1. Instructs a variety of swimming and water safety lessons and maintains related participant records, including class preparations and candidate evaluations.
2. Leads games and activities during public sessions and special events.
3. Reports problems and concerns to Pool Manager.
4. Other duties and responsibilities, as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Pool Manager

Positions directly supervised
by this position: Volunteers

Manager Responsible: Manager of Recreation and Events

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

- Education: Grade 10 (minimum 16 years for Lifeguards)
Grade 9 (minimum 15 years for Instructors)
- Experience: Not necessary
- Licenses/Certificates: Lifeguards:
1. National Lifeguard Service
 2. CPR-Level C
 3. Standard First Aid
- Instructors:
1. Red Cross Water Safety Instructor.
- Specific Skills:
1. Ability to deal effectively & courteously with the public and co-workers.
 2. Effective oral and written communication skills.
 3. Skilled in lifeguarding, first aid and resuscitation.
 4. Skilled in swim instruction methods.
 5. Ability to create an exciting atmosphere and enthusiasm.
 6. Ability to identify unsafe conditions and to respond accordingly.

DESIRABLE:

- Experience: 1. Volunteer or pool experience
- Licenses/Certificates:

CASHIER/RECEPTIONIST

DEPARTMENT: Rossland Pool

SUMMARY: The Cashier performs reception, telephone operation and cashiering duties for the Rossland Pool.

DUTIES AND RESPONSIBILITIES:

1. Greets the public as they enter the facility and ensures patrons have paid.
2. Encourages patrons to shower before entering the pool.
3. Provides information and assistance to the public concerning programs, special events and facility schedules, both over the phone and in person.
4. Performs other related duties, as required. These include, but are not limited to: hosing decks, watering flowers, tidying, stocking bathrooms, word processing, filing, photocopying and general housekeeping.
5. Provides assistance to Aquatic Staff in emergency situations.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Pool Manager

Positions directly supervised by this position: None

Manager Responsible: Manager of Recreation and Events

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Grade 9 (minimum 15 years)

Experience: None required

Specific Skills:

1. Ability to deal effectively and courteously with the public and fellow staff members.
2. Effective oral and written communication skills.
3. Ability to receive and process cash.

DESIRABLE:

Experience: 1. None required

Licenses/Certificates: 2. None required

RECREATION PROGRAM ASSISTANT AND CASHIER/ JUNIOR SUMMER CAMP INSTRUCTOR (Pool Cashier Rate)

DEPARTMENT: Recreation

SUMMARY:

Under general supervision of the Recreation Programmer and Recreation Manager, the Recreation Program Leader performs a variety of recreation duties; implements recreational activities; provides leadership and direction for programs; supervises facilities, special events, sport leagues and excursions; provides guidance to groups engaged in recreation activities; and performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

- Provides quality customer service and maintains positive relationship with the public and fellow staff members.
- Works with groups in implementing assigned programs.
- Performs building attendant tasks including set-up and take-down of equipment, tables and chairs as needed.
- Assures facilities, equipment and play areas are maintained in a clean, safe and satisfactory fashion. Checks for and reports safety hazards.
- Assists in the coordination and delivery of a variety of athletic and recreation programs.
- Maintains registration attendance, safety and activity records.
- Maintains discipline at assigned facility, enforces rules and regulations governing assigned programs and completes incident reports.
- Renders routine first aid as necessary.
- Collects program fees as necessary.
- Serves concession items as necessary.
- Performs related duties as assigned.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Competence in all aspects of recreation instructions pertinent to program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.

Competence in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

Specific Skills: Demonstrated ability to follow directions and work with minimal supervision.

Exceptional verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

Licenses/Certifications: Clear Criminal Record Check (if over 19 years)

DESIRABLE:

Experience: Experience related to program area.

Licenses/Certifications: Standard First Aid and CPR Level C
Principles of Healthy Child Development
Certification applicable to Program Area including but not limited to: NCCP Coaching Certifications, NCCP Fundamental Movement Skills.

SUMMER CAMP MANAGER

(Senior Lifeguard / Summer Camp Manager Rate)

DEPARTMENT: Recreation

SUMMARY:

Under general supervision of the Recreation Programmer and Recreation Manager, the Summer Camp Manager leads all summer camp groups to their activities, performs a variety of recreation duties; provides leadership and direction for programs as needed; supervises facilities and excursions; provides guidance to campers engaged in recreation activities; mentors and supervises secondary instructors; maintains communication with parents and recreation staff and performs other duties as required.

DUTIES AND RESPONSIBILITIES:

- Provides quality customer service and maintain positive relationships with the public and fellow staff members.
- Monitors activities of summer camp attendees and ensures safety and behavioral standards are maintained.
- Responsible for summer camp staff scheduling and coordinates daily staff assignments. Ensures appropriate staffing levels, including responding to staff illness. Signs off on Employee time sheets.
- Ensures summer camp staff are conducting themselves in an appropriate and professional manner.
- Plans, develops, leads and participates in a variety of summer camp activities.
- Acts as lead on site contact for summer camp attendees and their families.
- Works and communicates with contract activity leaders and organizations in implementing assigned programs.
- Mentors and supervises Senior Summer Camp Instructors, Junior Summer Camp Instructors, volunteers and Leaders in Training.
- Assures that summer camp staff have required training and equipment to do their jobs professionally and safely.
- Performs routine preparation and site maintenance functions including organizing and transporting equipment and materials required for programming to various locations in Rossland.
- Assures facilities, equipment and play areas are maintained in a clean, safe and satisfactory fashion. Checks for and reports safety hazards.
- Maintains attendance, safety and activity records.
- Renders routine first aid as necessary.
- Addresses problems and concerns to the Recreation Department Manager of Recreation and Events.
- Performs related duties as assigned.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Competence in all aspects of recreation instructions pertinent to program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.

Competence in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

Experience: Experience related to summer camp leadership and coordination.
Experiencing working with youth and parents/families.
Experience in program delivery.

Licenses/Certifications: Clear Criminal Record Check (if over 19 years)
Standard First Aid and CPR Level C
Valid BC Drivers License and clear drivers abstract

Specific Skills: Demonstrated ability to follow directions and work with minimal supervision.

Exceptional verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

DESIRABLE:

Licenses/Certifications: Principles of Healthy Child Development Degree in Education
Certification applicable to Program Area including but not limited to:
NCCP Coaching Certifications, NCCP Fundamental Movement Skills.

SUMMER CAMP SENIOR INSTRUCTOR

(Junior Lifeguard and Swim Instructor/ Senior Summer Camp Instructor Rate)

DEPARTMENT: Recreation

SUMMARY:

Under general supervision of the Manager of Recreation and Events, the Recreation Programmer and the Summer Camp Manager, the Summer Camp Instructor leads all summer camp groups to their activities, performs a variety of recreation duties; provides leadership and direction for programs as needed; supervises facilities and excursions; provides guidance to campers engaged in recreation activities; maintains communication with parents and recreation staff and performs other duties as required.

DUTIES AND RESPONSIBILITIES:

- Provides quality customer service and maintains positive relationships with the public and fellow staff members.
- Monitors summer camp activities and patrons to ensure safety and behavioral standards are maintained.
- Works with groups in implementing assigned programs.
- Performs building attendant tasks including set-up and take-down of equipment, tables and chairs as needed.
- Assures facilities, equipment and play areas are maintained in a clean, safe and satisfactory fashion.
- Mentors junior instructors including Leaders in Training.
- Coordinates daily staff assignments in the absence of the Camp Manager. Assists with ensuring appropriate staffing levels, including responding to staff illness.
- Checks for and reports safety hazards.
- Assists in the planning, development, leading and participation of a variety of summer camp activities.
- Maintains attendance, safety and activity records.
- Enforces rules and regulations governing assigned programs and completes incident reports.
- Renders routine first aid as necessary.
- Addresses problems and concerns to the Summer Camp Manager or Recreation Department.
- Performs related duties as assigned.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Competence in all aspects of recreation instructions pertinent to program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.

Competence in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

Experience: Experience related to youth program delivery

Licenses/Certifications: Clear Criminal Record Check (if over 19 years)
Standard First Aid and CPR Level C

Specific Skills: Demonstrated ability to follow directions and work with minimal supervision.

Exceptional verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

DESIRED:

Licenses/Certifications: Principles of Healthy Child Development

SCHEDULE "C" - JOB DESCRIPTIONS - CITY HALL/PUBLIC WORKS/RECREATION

CASUAL OFFICE ASSISTANT

(Pay Grade 1)

DEPARTMENT: Corporate Services

SUMMARY:

Reporting to the Deputy Corporate Officer the Casual Office Assistant performs tasks relating to the City's corporate and financial services as they pertain to the front office positions. Involves secretarial, clerical, reception, and cash receipting. Acts as first contact for reception, answering telephone, and in-person inquiries and complaints; performs support functions for Administrative Clerks and Accounting Clerks.

DUTIES AND RESPONSIBILITIES:

- Acts as a receptionist, answering telephone and in-person inquiries and complaints.
- Performs a variety of clerical and filing work, maintaining files, distribution of internal mail and preparation of outgoing mail, photocopying, etc.
- Act as the Administrative Clerk I or II in their absence, and assists in their duties as required.
- Acts as clerical support for the Corporate Services, Planning and Development, Public Works and Recreation Departments.
- Other related duties as required.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Completion of Grade 12.
Office Administration Diploma or equivalent experience and education.

Experience: Previous clerical and cash receipting experience.

Licences/Certificates

Specific Skills

Competence in general office procedures and proficient use of office equipment and computers, acquired through generally recognized course work, practical work experience or a combination of both.
Demonstrated ability to follow directions and work with minimal supervision

ADMINISTRATIVE CLERK I

(Pay grade 5)

DEPARTMENT: Corporate Services

SUMMARY:

Reporting to the Deputy Corporate Officer, the Administrative Clerk I performs tasks relating to the City's Corporate Services Department and assists the Finance Department as required. Corporate work involves secretarial, clerical and reception work including assistant to the Deputy Corporate Officer. Acts as the receptionist, answering telephone, in-person inquiries, complaints and performs cash receipting duties.

DUTIES AND RESPONSIBILITIES:

Corporate:

- Act as the Administrative Clerk II in their absence and assists in their duties as required.
- Assists the Corporate Officer in the production of Council Agenda and Information Packages; and other related tasks as required.
- Performs a variety of clerical and filing work, maintaining files, distribution of internal mail and preparation of outgoing mail, photocopying, etc.
- Acts as a receptionist, answering telephone and in-person inquiries and complaints.
- Assists department heads and staff with research tasks and compiling reports.
- Perform daily collections, reconciliations and analysis of monies, cheques, notes and other forms or exchange and deposit same in designated financial institutions.
- Other duties that may be assigned.
- Assisting other office staff as may be required.

Other:

- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Completion of Grade 12.
Office Administration Diploma or equivalent experience and education.

Experience: Previous office or municipal office experience

Licences/Certificates

Specific Skills:

Competence in general office procedures and proficient use of office equipment and computers, acquired through generally recognized course work, practical work experience or a combination of both.

Demonstrated ability to follow directions and work with minimal supervision.

Special requirements:

ADMINISTRATIVE CLERK II

(Pay grade 6)

DEPARTMENT: Corporate Services

SUMMARY:

Reporting to the Deputy Corporate Officer, the Administrative Clerk II performs tasks relating to the City's Corporate Services Department and assists the Finance Department as required. Corporate work involves assistance to the Deputy Corporate Officer, secretarial, clerical and reception work, under limited supervision. Acts as the receptionist, answering telephone, in-person inquiries, complaints and cash receipting duties.

DUTIES AND RESPONSIBILITIES:

Corporate:

- Act as the Deputy Corporate Officer in their absence; and assumes "Additional Responsibilities" as per the CUPE contract, if required.
- Assists the Deputy Corporate Officer in the production of Council Agenda and Information Packages in the absence of the Executive Assistant or Deputy Corporate Officer and other related tasks as required.
- Assists the Finance Department with tasks associated to but not limited to, accounts payable, accounts receivable, payroll, property taxation, dog licensing, business licensing, parking ticket system, utility billing, etc.
- Assists the Planning Department and Building Inspection Department with applications and filing as needed.
- Monitors and administers the City email, phone system, and office equipment.
- Monitors and orders office supplies.
- Performs a variety of clerical and filing work, maintaining files, distribution of internal mail and preparation of outgoing mail, photocopying, etc.
- Acts as a receptionist, answering telephone and in-person inquiries and complaints.
- Taking of minutes of meetings, requiring a high degree of accuracy in the absence of the Executive Assistant or Deputy Corporate Officer.
- Assists department heads and staff with research tasks and compiling reports. Perform daily collections, reconciliations and analysis of monies, cheques, notes and other forms or exchange and deposit same in designated financial institutions.
- Other duties that may be assigned.
- Assisting other office staff as may be required.

Other:

- Commercial Vehicle License and Reporting
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Completion of Grade 12.
Office Administration Diploma or equivalent experience and education.
Bookkeeping designation or equivalent experience and education.
Previous office or municipal office experience

Experience:
Licences/Certificates
Specific Skills

Competence in general office procedures and proficient use of office equipment and computers, acquired through generally recognized course work, practical work experience or a combination of both.

Special requirements:

DESIRABLE:

Education:
Experience: Two years related experience.
Licences/Certificates:
Specific Skills

Exceptional verbal and written communications skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

RECREATION PROGRAMMER

(Pay grade 6)

DEPARTMENT: Recreation

SUMMARY:

Reporting to the Manager of Recreation and Events, is responsible for responding to public inquiries in general matters of recreation programs and community services. The Recreation Programmer will assist in primary functions of overseeing recreational staff and contract Employees (when appropriate), liaising with community groups and organizations, and the development and implementation of professional work practices. The position also acts as a receptionist, answering telephone and in-person inquiries and complaints for the Recreation Department and the City in general.

DUTIES AND RESPONSIBILITIES

- Responding to public inquiries in matters of recreation and community services
- Responsible for recreation related tasks, including but not limited to typing, filing and other related general administrative tasks.
- Co-ordinating and administering general bookings and schedules of recreation facilities
- Co-ordinating and administering general aspects of recreation related public relations.
- Assisting in recreation program development, selection, direction and evaluation.
- Establishes and maintains effective working relationships with community groups, associations, schools and the public; responds to issues; provides information and assistance to various contacts.
- Assists in the preparation of budget, operating records, statistics, reports, recommendations and payroll submissions; assists with the collection and accounting for department receivables and the handling of disbursements; orders and maintains supplies and equipment; helps to prepare and implement contracts and/or leases of facilities.
- Perform daily collections, reconciliations and analysis of monies, cheques, notes and other forms or exchange and deposit same in designated financial institutions.
- Researching and preparing reports, or analysis as may be necessary on special projects or assignments that may be assigned from time to time.
- Assisting other office staff as may be required, including receptionist duties, answering telephone and in-person inquiries and complaints.
- Ability to perform other related duties as required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:

- Completion of Grade 12
- Recreation / Office Administration Certificate or Diploma or equivalent experience and education
- Competence in all aspects of recreation programming at a level appropriate to community requirements, acquired through practical work experience, course work or a combination thereof.
- Competence in general office procedures and the operating of office equipment, acquired through generally recognized course work, practical work experience or a combination thereof

Experience:

- Minimum 2 years related experience in recreation services or similar environment.

Licences/Certificates

- Valid BC Drivers License (Class 5)

Specific Skills

- Demonstrated ability to follow directions and work with minimal supervision
- Strong interpersonal, verbal and written communication skills. Ability to communicate effectively (verbally and written) with staff, public, and other agencies.
- Competence in general office procedures and proficient in the use of equipment and computers, acquired through generally recognized course work, practical work experience.

Special requirements:

- Knowledge of MS Office, and recreation program software would be an asset.

ACCOUNTING CLERK I

(Pay Grade 5 – Probation Period)

(Pay Grade 6 – After Probation)

DEPARTMENT: Finance

SUMMARY:

Reporting to the Manager of Finance, performs tasks relating to the City's financial services and assists in the corporate services as required. Financial work involves assistance to the Accounting Clerk II and the Manager of Finance, payroll, account receivable and payable, utility billing, business and dog licenses, and other related financial tasks. The position also acts as a receptionist, answering telephone and in-person inquires and complaints.

DUTIES AND RESPONSIBILITIES:

- Acts as the Accounting Clerk II in their absence.
- Perform bookkeeping and accounting tasks including, but not limited to, coding, data entry, reconciliations and cash receipting.
- Perform daily collections, reconciliations and analysis of monies, cheques, notes and other forms or exchange and deposit same in designated financial institutions.
- Process on-line payments received and administers the City's prepayment plan.
- Perform payroll data entry and calculations.
- Perform property taxation, utility billing, accounts payable, accounts receivable, business licenses, dog licenses, parking tickets and any other sub-ledger related tasks as required.
- Performs updates to the tax and utility masters by entering BC Assessment monthly updates and adjustments.
- Maintaining financial records and municipal software updates as required.
- Assist in the preparation of the annual tax roll and issuing tax notices and other statutory requirements associated with the collection of property taxes and other user fees.
- Prepare returns as necessary and remit monies collected on behalf of the federal and provincial government, and other third-party organizations.
- Assists in the administration of the Home Owner Grants, on-line payments, and school tax returns.

- Complete all month-end and year-end activities and reports associated with the duties of this position.
- Assists in the preparation of year-end and annual audit procedures.
- Assist with the preparation of the annual municipal reporting forms as required.
- Research and prepare reports, or analysis as may be necessary on special projects or assignments that may be assigned from time to time.
- Assisting other office staff as may be required, including receptionist duties, answering telephone and in-person inquiries and complaints. All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Accounting or Bookkeeping Diploma or equivalent experience and education.

Experience: 2 years municipal financial accounting or similar environment.

Licenses/Certificates: Strong interpersonal, verbal and written communication skills.

Ability to communicate effectively (verbally and written) with staff, public, and other agencies.

Competence in general office procedures and proficient in the use of equipment and computers, acquired through generally recognized course work, practical work experience.

Special Requirements: Knowledge of MS Office, and financial software would be an asset.

ACCOUNTING CLERK II

(Pay Grade 7 – Probation Period)

(Pay Grade 8 – After Probation)

DEPARTMENT: Finance

SUMMARY:

Reporting to the Manager of Finance, the Accounting Clerk II is primarily responsible for performing tasks related to the City's financial services. Financial work involves assistance to the Manager of Finance and Accounting Clerk I, property tax, utility billing, payroll, account receivable and payables, and other senior financial tasks. This position also responds to public inquiries and providing information or redirecting inquiries as appropriate.

DUTIES AND RESPONSIBILITIES:

- Acts as the Manager of Finance in their absence, if required.
- Acts as the Accounting Clerk I in their absence.
- Competence in performing all bookkeeping and accounting tasks associated with this position including, but not limited to, property taxation, utility billing, accounts payable, accounts payable, accounts receivable, business and dog licensing.
- Maintaining payroll, accounts payable, accounts receivable, and other financial records as required.
- Assisting Accounting Clerk I by providing direction and guidance.
- Preparation of the annual tax roll and issuing tax notices and other statutory requirements associated with the collection of property taxes and other user fees.
- Prepare returns as necessary and remit monies collected on behalf of the federal and provincial government, and other third-party organizations.
- Administers the application of the Home Owner Grants and prepares returns and reconciliations as necessary for the provincial government.
- School tax returns and reconciliations for the provincial government (Minister of Finance).
- Coordinates and/or prepares reconciliation of the general and sub-ledgers accounts (including inventory), bank statements, adjusting journal entries, and assists in maintaining chart of accounts.

- Complete all month-end and year-end activities and reports and maintains records of all reconciliations for external auditors and the Manager of Finance; assists with the preparation of year-end working papers and file for the annual audit, assists with the preparation of the preliminary financial statements.
- Assist with the preparation of the annual municipal reporting forms as required by the provincial government.
- Assist in the preparing and maintenance of tangible capital assets, the annual operating, capital and other long-term budgets.
- Research and prepare reports, or analysis as may be necessary on special projects or assignments that may be assigned from time to time.
- Assist in the submission and documentation of temporary operating loans.
- Assist in the disbursement of municipal funds including the preparation of a schedule of expenditures, vouchers and cheques as required.
- Assist in the preparation of financial records for submission to Council as required.
- Competence in performing IT tasks in respect to Municipal Software and working with IT personnel (contract) to maintain the City's IT system.
- Assisting other office staff as may be required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

- Education: Completion of a second-year accounting level, or equivalent experience and education.
- Experience: 5 years municipal financial accounting or similar environment.
- Licenses/Certificates: Valid BC Driver's License.

Specific Skills: Strong interpersonal, verbal and written communication skills. Ability to communicate effectively (verbally and written) with staff, public, and other agencies.
Competence in general office procedures and proficient in the use of equipment and computers, acquired through generally recognized course work, practical work experience.
General understanding and knowledge of Local Government Act, Community Charter, and specific financial requirements.

Special Requirements: Thorough knowledge of MS Office and financial accounting software would be an asset.

PAYROLL CLERK

(Pay grade 7 (Probation with Payroll Compliance Practitioner designation)

(Pay grade 8 (Certified Payroll Manager designation acquired)

DEPARTMENT: Finance

SUMMARY:

Reporting to the Manager of Finance, the Payroll Clerk is primarily responsible for performing tasks related to the City's financial services primarily in Payroll, as well as assistance to the Manager of Finance and Accounting Clerk II and Accounting Clerk I, in property tax, utility billing, payroll, account receivable and payables, and other senior financial tasks. Responding to public inquiries and providing information or redirecting inquiries as appropriate.

This position performs complex payroll processing in a computerized payroll function. The incumbent is responsible for receiving, reviewing and processing various documentation on Employees for payroll related transactions. Computations and processing require accuracy and adherence to applicable laws, regulations, collective agreements and City policies.

DUTIES AND RESPONSIBILITIES:

- Maintains and processes Employee information records for complex transactions including hires, re-hires, terminations, retirements, re-assignments, Employee status changes and reclassifications and manual calculations of pay and deductions if needed.
- Receives, reviews and processes staff action forms for a group of Employees. Inputs information into computerized payroll system and checks output and calculations for accuracy and reasonableness.
- Monitors and makes required adjustments to Employees' quotas and entitlements including vacation, overtime, sick leave, statutory holidays, gratuity etc.
- Generate payroll calculations (evaluations and simulations), check for accuracy and reasonableness and make necessary corrections prior to final pay runs.
- Responds to enquiries and requests for information including on earnings, benefits, pension and other payroll related matters from external agencies.
- Yearend preparation of Employee T4s and T4As by checking and balancing data.
- Preparing electronic fund transfers and other financial arrangements.
- Maintaining records, inputting information into computer system, generating payroll transactions and reports, validating, balancing, editing and correcting entries.
- Maintaining and processing Employee information records for complex transactions.
- Auditing and analyzing of payroll procedures and systems.
- Utilize exceptional technical skills in enhancing and troubleshooting technical issues on administering benefit plans in conjunction with the Human Resources Department.
- Acts as the Accounting Clerk I or Accounting Clerk II in their absence.

- Competence in performing all bookkeeping and accounting tasks associated with this position including but not limited to property taxation, utility billing, accounts payable, accounts receivable, business and dog licensing.
- Maintaining payroll, accounts payable, accounts receivable, and other financial records as required on monthly, year-end, audit or intermittent basis.
- Preparation of the annual tax roll and issuing tax notices and other statutory requirements associated with the collection of property taxes and other user fees.
- Prepare returns as necessary and remit monies collected on behalf of the federal and provincial government, and other third-party organizations.
- Administers the application of the Home Owner Grants and prepares returns and reconciliations as necessary for cash reconciliations.
- Coordinates and/or prepares reconciliation of the general and sub-ledger accounts, bank statements, adjusting journal entries, and assists in maintain chart of accounts.
- Research and prepare reports, or analysis as may be necessary on special projects or assignments that may be assigned from time to time.
- Assisting other office staff as may be required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergence services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:

- Accounting or bookkeeping Diploma or equivalent experience and education
- Payroll Compliance Practitioner designation minimum
- Certified Payroll Manager designation desired

Experience:

- 5 years municipal financial accounting or similar environment

Licenses/Certificates:

- Valid BC Driver's License

Specific Skills:

- Knowledge and ability to apply existing payroll legislation;
- Ability to understand and apply regulations, agreements and procedures concerning payroll and benefit matters;
- Advanced skills with Microsoft Office programs;
- Aptitude for details, accuracy, speed and the ability to prioritize multiple tasks with sensitivity for deadlines;
- Ability to deal with confidential information with a high degree of tact and diplomacy;

- Strong interpersonal, verbal and written communication skills; Ability to communicate effectively (verbally and written) with staff, public, and other agencies.

Special Requirements:

- Knowledge of financial accounting software would be an asset.

PLANNING ASSISTANT 1

(Pay Grade 8)

DEPARTMENT: Planning Department

SCOPE:

- Responsible for performing all administrative tasks relating to the City's planning services.
- Responsible for first response to public inquiries.
- Assume responsibilities of Section 10.20 of CUPE contract if required.
- Working with the Administration team, the Planning Assistant will be involved in a variety of technical and administrative activities related to the review and processing of applications and studies conducted by the Planning Department.

SPECIFIC DUTIES:

- Responding to public inquiries at the counter and on the phone on general matters including planning, utility locations and onsite inspections.
- Typing, filing and general administrative tasks as directed by the assigned supervisor. Assisting other administrative staff as may be required from time to time.
- Have knowledge of land use planning principles and Provincial legislation regarding land use and development;
- Be responsible for the preliminary processing of all applications for zoning, subdivision, development variances and development permits;
- Assist the public by providing information relating to land use controls and application procedures;
- Be responsible for the day-to-day administration of the Official Community Plan, Zoning Bylaw, Subdivision Development Servicing Bylaw, other relevant regulations and utility locations;
- Assist the Management team with the preparation of bylaws and reports on matters related to zoning, subdivision, building, and development;
- Acts as the main administrative support resource for the City's Sustainability and Heritage Commissions.
- Acts in a supporting capacity to other City-lead initiatives regarding climate change and environmental change management.
- Ability to work outside normal office hours, including weekends and evenings, when/where required;
- Be proficient in computer use, including word processing, spreadsheets and various

graphic design software; and perform other related duties as required.

- Other duties that may be assigned.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

QUALIFICATIONS:

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

- Education: Completion of Grade 12.
- Educated in planning or another related discipline with a Bachelor's degree in planning geography, environmental studies or another related discipline.
- Experience: Experienced in land use planning with over 5 years of directly related experience.
Licences/Certificates: Eligible for Membership in Planning Institute of British Columbia

Specific Skills:

- Exceptional verbal and written communications skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.
- Have knowledge of land use planning principles and Provincial legislation regarding land use and development.
- Have knowledge in community sustainability and climate change related initiatives. Experience maintaining basic websites and use of graphic design software.
- A demonstrated commitment to continued learning and development. Experience planning and coordinating events and/or projects.

Special requirements: Ability to work outside normal office hours, including weekends and evenings.

CONDITIONS:

- Membership eligibility in CUPE Local 2087

BUILDING AND PLUMBING OFFICIAL 1

(Pay Grade 6 - Building Official In-Training)

Pay Grade 8- Level 1 Building Official Qualification (Pay Grade 10 - Level 1 Building Official Certification) (32-40 hours per week)

DEPARTMENT:

Planning and Development

SUMMARY

This position is responsible for providing building and plumbing inspection services. This includes conducting plan reviews and field inspections for compliance with the building and plumbing codes and relevant regulations. The incumbent is responsible for processing building permit applications, administration of departmental matters, building bylaw enforcement and to provide technical information to the general public.

DUTIES AND RESPONSIBILITIES:

- Administration and enforcement of building and plumbing, zoning and other bylaws for the City;
- Receives and issues building permit applications ensuring compliance with zoning, building regulations and other bylaws for the City;
- Issues stop work orders and demolition permits;
- Receive and reply to telephone calls, correspondence and other inquiries to the Building Inspection Department;
- Redirect other inquiries to the appropriate government agencies;
- Review plans and specifications for compliance with building and plumbing codes;
- Conducts business license inspections when required.
- Conducts inspections of buildings, repairs and alterations during construction to ensure compliance with relevant bylaws, codes, standards and regulations;
- Conduct annual inspections of City facilities and submit required written reports;
- Identify and communicate to the owner or contractor any infractions or deficiencies discovered;
- Monitors illegal construction, applicable bylaw infractions and takes appropriate action to rectify;
- Submits verbal and written reports on activities as required;
- Performs other duties as assigned

OTHER:

- Perform all duties and responsibilities of a Public Work Tradesperson 1 as and when required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS

ESSENTIAL:

Education:

- Completion of Grade 12;
- Registered BOABC Building Official in Training or;
- Level 1, Qualification from the Building Officials Association of BC or;
- Level 1 Certification from the Building Officials Association of BC

Specific Skills:

- Ability to communicate effectively written and verbal.
- Computer skills.

DESIRABLE:

- Trades Qualification or equivalent experience and knowledge of building construction methods and materials.
- Competence in the use of construction tools, thorough knowledge of municipal infrastructure, thorough knowledge of Workers Compensation Safety Regulations.
- Level 1 Qualification or Certification from the Plumbing Officials Association of BC.
- Valid B.C. class 3 driver's license with air endorsement.
- Respond to emergency situations and carry out emergency response plan if required.

CONDITIONS:

Membership eligibility in CUPE Local 2087

STUDENT EMPLOYEE

(Pay Grade Student)

ACCOUNTABILITY

- Reporting to and receiving direction from the designated supervisor.

SCOPE

- Casual position limited to school vacations.

QUALIFICATIONS

- Good health and some prior work experience.
- Valid British Columbia Class 5 (standard transmission) driver's license.

SPECIFIC DUTIES

- Perform manual labour and operate minor equipment such as, but not limited to, lawn mowers, general office administration and special projects / assignments / initiatives undertaken by the City, etc.

CONDITIONS

- High School graduate or a college or university student who is registered to attend a bona fide college or university in the fall and who seeks employment. Unless otherwise specified in this Agreement, Student Employees are entitled to statutory benefits only. They do not accumulate seniority.

BUILDING AND PLUMBING OFFICIAL - Level 2

(Pay Grade 11)

(32-40 hours per week)

DEPARTMENT:

Planning and Development

SUMMARY:

This position is responsible for providing building and plumbing inspection services. This includes conducting plan reviews and field inspections for compliance with the building and plumbing codes and relevant regulations. The incumbent is responsible for processing building permit applications, administration of departmental matters, building bylaw enforcement and to provide technical information to the general public.

DUTIES AND RESPONSIBILITIES:

- Administration and enforcement of building and plumbing, zoning and other bylaws for the City;
- Receives and issues building permit applications ensuring compliance with zoning, building regulations and other bylaws for the City;
- Issues stop work orders and demolition permits;
- Receive and reply to telephone calls, correspondence and other inquiries to the Building Inspection Department;
- Redirect other inquiries to the appropriate government agencies;
- Review plans and specifications for compliance with building and plumbing codes;
- Conducts business license inspections when required.
- Conducts inspections of buildings, repairs and alterations during construction to ensure compliance with relevant bylaws, codes, standards and regulations;
- Conduct annual inspections of City facilities and submit required written reports;
- Identify and communicate to the owner or contractor any infractions or deficiencies discovered;
- Monitors illegal construction, applicable bylaw infractions and takes appropriate action to rectify;
- Submits verbal and written reports on activities as required;
- Performs other duties as assigned.

OTHER:

- Perform all duties and responsibilities of a Public Work Tradesperson 1 as and when required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS**ESSENTIAL:****Education:**

- Completion of Grade 12;
- Level 2, Qualification from the Building Officials Association of BC or;
- Level 2 Certification from the Building Officials Association of BC

Specific Skills:

- Ability to communicate effectively written and verbal.
- Computer skills.

DESIRABLE:

- Trades Qualification or equivalent experience and knowledge of building construction methods and materials.
- Competence in the use of construction tools, thorough knowledge of municipal infrastructure, thorough knowledge of Workers Compensation Safety Regulations.
- Level 1 Qualification or Certification from the Plumbing Officials Association of BC.
- Valid B.C. class 3 driver's license with air endorsement.
- Respond to emergency situations and carry out emergency response plan if required.

CONDITIONS:

Membership eligibility in CUPE Local 2087

SENIOR BUILDING AND PLUMBING OFFICIAL - Level 3

{Pay Grade 12}

DEPARTMENT:

Planning and Development

SUMMARY:

This position is responsible for providing building and plumbing inspection services. This includes conducting plan reviews and field inspections for compliance with the building and plumbing codes and relevant regulations. The incumbent is responsible for processing building permit applications, administration of departmental matters, building bylaw enforcement and to provide technical information to the general public.

DUTIES AND RESPONSIBILITIES:

- Administration and enforcement of building and plumbing, zoning and other bylaws for the City;
- Receives and issues building permit applications ensuring compliance with zoning, building regulations and other bylaws for the City;
- Issues stop work orders and demolition permits;
- Receive and reply to telephone calls, correspondence and other inquiries to the Building Inspection Department;
- Redirect other inquiries to the appropriate government agencies;
- Review plans and specifications for compliance with building and plumbing codes;
- Conducts business license inspections when required.
- Conducts inspections of buildings, repairs and alterations during construction to ensure compliance with relevant bylaws, codes, standards and regulations;
- Conduct annual inspections of City facilities and submit required written reports;
- Identify and communicate to the owner or contractor any infractions or deficiencies discovered;
- Monitors illegal construction, applicable bylaw infractions and takes appropriate action to rectify;
- Submits verbal and written reports on activities as required;
- Performs other duties as assigned.

OTHER:

- Perform all duties and responsibilities of a Public Work Tradesman 1 as and when required.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS

ESSENTIAL:

Education:

- Completion of Grade 12;
- Level 3 Qualification or Certification from the Building Officials Association of BC;

Specific Skills:

- Ability to communicate effectively- written and verbal.
- Computer skills.

DESIRABLE:

- Trades Qualification or equivalent experience and knowledge of building construction methods and materials.
- Competence in the use of construction tools, thorough knowledge of municipal infrastructure, thorough knowledge of Workers Compensation Safety Regulations.
- Level 1 Qualification or Certification from the Plumbing Officials Association of BC.
- Valid B.C. class 3 driver's license with air endorsement.
- Respond to emergency situations and carry out emergency response plan if required.

CONDITIONS:

Membership eligibility in CUPE Local 2087

GENERAL LABOURER

(Pay grade 1)

ACCOUNTABILITY

- Reporting to and receiving directions from the designated supervisor.

SCOPE

- Actively participating in the maintenance of all municipal infrastructure and assets, operating such equipment as qualifications permit.

QUALIFICATIONS

- Ability to perform such tasks as may be described from time to time.
- Valid B.C. class 5 driver's license may be required for certain position.

SPECIFIC DUTIES

- Perform such tasks as may be commensurate with qualifications.

CONDITIONS

- Membership eligibility in CUPE Local 2087.

PUBLIC WORKS TRADESPERSON I

(Pay grade 3)

ACCOUNTABILITY

- Reporting to and receiving direction from the Manager of Public Works Operations or the Relieving Foreperson.

SCOPE

- Actively participating in the maintenance of all municipal infrastructures and assets, operating such equipment as qualifications permit.

QUALIFICATIONS

- Competence in the use of construction tools, thorough knowledge of municipal infrastructure, knowledge of Workers Compensation safety regulations.
- Valid B.C. class 3 drivers license with air endorsement.

SPECIFIC DUTIES

- General maintenance work in all components of the municipal public works infrastructure.
- Operating any equipment pursuant to qualifications.

EXTRANEOUS DUTIES

- Performing such recreation department duties as may be assigned from time to time, directly or indirectly, by the Manager of Public Works Operations or the Relieving Foreperson.
- Overtime duty, on-call duty and call out duty as required by the Manager of Public Works Operations or the Public Works Foreperson from time to time.

CONDITIONS

- Membership eligibility in CUPE Local 2087.

PUBLIC WORKS TRADESPERSON II

(Pay grade 6)

ACCOUNTABILITY

- Reporting to and receiving direction from the Manager of Public Works Operations or the Relieving Foreperson.

SCOPE

- Actively participating in the maintenance of all municipal infrastructures and assets, operating such equipment as qualifications permit.

QUALIFICATIONS

- Competence in the use of construction tools, thorough knowledge of municipal infrastructure, knowledge of Workers Compensation safety regulations.
- Ability to operate all public works heavy equipment under all conditions, or
- Licensed to operate the arena refrigeration plant, or licensed to operate the water treatment plant.
- Demonstrated skill in either carpentry, electrical, plumbing, welding or auto/heavy duty mechanical maintenance.
- Valid B.C. class 3 drivers license with air endorsement.

SPECIFIC DUTIES

- General maintenance work in all components of the municipal public works infrastructure.
- Operating any equipment pursuant to qualifications.
- Specified maintenance or construction work pursuant to qualifications.

EXTRANEOUS DUTIES

- Performing such recreation department duties as may be assigned from time to time, directly or indirectly, by the Manager of Public Works Operations or the Relieving Foreperson.
- Overtime duty, on-call duty and call out duty as required by the Manager of Public Works Operations or the Public Works Foreperson from time to time.

CONDITIONS

- Membership eligibility in CUPE Local 2087.

DEVELOPMENT SERVICES CLERK

(Pay Grade 6)

(Pay Grade 7 - Experienced in land use planning with over 3 years of directly related experience)

DEPARTMENT: Planning and Development

SUMMARY:

Reporting to the Manager of Planning and Development, the Development Services Clerk performs general tasks relating to the City's Planning and Development Services Department by providing administrative and clerical support to the planning, building and bylaw functions of the Department. The position will also assist the Corporate Services and Finance Department as required by completing general secretarial, clerical and reception work, under limited supervision from the appointed supervisor.

DUTIES AND RESPONSIBILITIES

Planning and Development:

- Assists the Planning Department and Building Inspection Department with applications and filing by providing general administrative and clerical support.
- Assists in the preparation of reports, correspondence and presentations for approval of the Director of Planning and Development and other department staff.
- Responds to telephone and in-person enquiries from developers, real estate agents, property owners and the public.
- Under the direction of the appropriate supervisor, undertakes required application referrals to external agencies and internal departments; records and tracks progress of referrals.
- Provides basic interpretation and information regarding zoning and building bylaws, development and development variance permits, and/or other standard planning practices to the public.
- Responds to requests from property owners regarding status of planning and development and building permits.
- Monitors the department's administrative processes, including the assistance of preparing notice on title documentation for Building Inspectors, records and monitors various application dates and deadlines, assembles monthly reports of departmental

activities, including statistical information derived from the database, for distribution to outside agencies, and prepares meeting agendas, and records and transcribes minutes for advisory committee meetings and public hearings.

- Books newspaper advertisements for public hearings, meetings and events
- Maintains display materials and information for public presentations such as public hearings, information meetings, workshops and open houses.
- Liaises with the Corporate Services and Finance Departments to ensure payment of any applicable application fees, fines, payments, and Bonds are completed.
- Creates and produces brochures, forms and templates using various software programs.
- Acts as the main administrative support resource for the City's Sustainability Commission.
- Acts in a supporting capacity to other City-lead initiatives regarding climate change and environmental change management.
- Ability to work outside normal office hours, including weekends and evenings, when/where required

Other:

- Assisting other City departments with general administrative support, including, but not limited to, monitoring the City email, phone system, office equipment, performing a variety of clerical and filing work, maintaining files, distribution of internal mail and preparation of outgoing mail, photocopying, monitors and orders office supplies etc.
- Acts as a receptionist, answering telephone and in-person inquiries and complaints.
- Assists other City department heads and staff with research tasks and compiling reports.
- Assisting other office staff as may be required.
- Other duties that may be assigned .
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Completion of Grade 12.

Experience: Previous office or municipal office experience an asset.

Specific Skills

Competence in general office procedures and proficient use of office equipment and computers, acquired through generally recognized course work, practical work experience or a combination of both. Self-motivated and able to work without close supervision. Excellent verbal, written and communication skills. Well organized and detailed oriented.

Special requirements:

Ability to work outside normal office hours, including weekends and evenings.

DESIRABLE:

Education:

Educated in planning or another related discipline with a Bachelor's degree in planning, geography, environmental studies or another related discipline.

Experience:

Experienced in land use planning with over 3 years of directly related experience.

Specific Skills: Exceptional verbal and written communications skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community. Have interest or knowledge of land use planning principles and Provincial legislation regarding land use and development. Have interest or knowledge in community sustainability and climate change related initiatives. Experience maintaining basic websites. A demonstrated commitment to continued learning and development. Experience planning and coordinating events and/or projects.

PUBLIC WORKS TRADESPERSON III

(Pay grade 7)

ACCOUNTABILITY

- Reporting to and receiving direction from the Manager of Public Works Operations or the Relieving Foreperson as may be determined from case to case.

SCOPE

- Actively participating in all aspects of municipal planning, operations and maintenance as qualifications permit.
- Assume Relieving Foreperson duties as and when required.

QUALIFICATIONS

- Competence in the use of construction tools, thorough knowledge of municipal infrastructure, thorough knowledge of Workers Compensation safety regulations.
- Demonstrated proficiency in the operation of all public works heavy equipment under all conditions, as well as demonstrated proficiency in either carpentry, electrical, plumbing, welding, auto/heavy duty mechanical or electronic/pneumatic instrument maintenance, or
- Licensed to operate the arena refrigeration plant, or licensed to operate the water treatment plant, or
- Demonstrated proficiency and extensive related course work in engineering, planning, surveying, mapping and drafting skills.
- Demonstrated aptitude to assume the responsibilities of Relieving Foreperson.
- Valid B.C. class 3 drivers license with air endorsement.

SPECIFIC DUTIES

- Specific duties commensurate with qualifications.
- General duties in all components of the municipal infrastructure.

EXTRANEOUS DUTIES

- Performing such duties as may be assigned from time to time, directly or indirectly, by the Manager of Public Works Operations or the Relieving Foreperson.
- Overtime duty, on-call duty and call out duty as required by the Manager of Public Works Operations or the Public Works Foreperson.

CONDITIONS

- Membership eligibility in CUPE Local 2087.

PUBLIC WORKS CLERK

(Pay Grade 7)

DEPARTMENT: Operations

SUMMARY:

Reporting to the Manager of Operations, the Public Works Clerk is responsible for performing skilled secretarial, clerical, record keeping, inventory control, purchasing, receiving and document processing related to Municipal Public Works under limited supervision. Bylaw Enforcement duties and responding to customer inquiries and complaints will be a key responsibility of the position. The regular work week for this position will be forty (40) hours worked between 7:00 am – 4:30 pm.

DUTIES AND RESPONSIBILITIES:

- Manages the front desk at the Works Yard, provides secretarial support for the Manager of Operations and performs all clerical duties pertaining to the Operations Department.
- Maintains and ensures that all City policies and procedures are followed and records problem areas within the City infrastructure.
- Composes routine correspondence for signature of others.
- Receives and relays telephone or counter enquiries to the appropriate person, provides departmental information and responds to complaints and concerns when possible.
- Scheduling of various Public Works Employee jobs, holidays, on-call and call outs.
- Assists the Manager of Operations with the Health and Safety Committee to ensure that recommendations and WCB procedures are kept up to date.
- Assists the Manager of Operations to ensure that the Safety Program and orders recommended by WCB and the Employer are implemented, and provide feed-back, as required, on implementation.
- Attend all Safety Committee Meetings, taking minutes and distributing, as required.
- Prepare safety, accident and incident reports as required by Management and Regulation.
- Schedules training and certifications for Employees, keeping record of Employees receiving Safety Training and other.
- Occupational Health and Safety

- Administers Work Orders, accounts payable and verifies delivery and receipt of goods.
- Inventory control of stores materials and supplies, including data entry of provided year-end inventories.
- Ensure the City's compliance with WHMIS material Safety Data Sheets and recommended training for compliance. Ensure compliance with transportation of dangerous goods rules and regulations.
- Maintain Fleet Inventory Control and maintenance records in accordance with National Safety Code.
- Assists with ongoing updates of GIS assessment registers and work order.
- Assist with City risk assessment and ensures all records are kept and filed for MIA.
- All annual government reporting (water/licence/gravel, etc)
- Columbia Basin Trust liaison
- Arranges water on/offers with home owners and contractors
- Arranges new water, sewer and storm installs with home owners and contractors
- Water meter co-ordinator (repairs and installs)
- Liaison with user groups (Golden City Days, Winter Carnival, Museum, Library)
- Liaison with home owners and business owners for capital and emergency works
- Contact with Fortis, Shaw and Telus regarding inquiries and work orders
- Assistant to Manager of Operations on large scale capital jobs (ie. Taking minutes)
- Researches and receives multiple quotes for various jobs
- Organizes inspections on all facilities and infrastructure
- Codes invoices and signs timecards
- Records expenses on capital and special projects (during project)
- Bylaw enforcement.
- Flagging and traffic control.
- On call for water and sewer emergencies

- Replacement operator when required
- Performs janitorial duties in both the shop and works yard.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Grade 12 Diploma or equivalent
WHIMIS

Experience: Previous public works and office experience.

Licences/Certificates Occupational Health & Safety Training
Occupational first aid

Skills and Abilities Excellent public relations skills, tact and judgement
Excellent interpersonal skills
Excellent computer skills, including Microsoft Word, Excel and Outlook.
60wpm typing speed and data entry.
Physical ability to carry out the duties of the position
Ability to operate related equipment
Ability to prioritize work and multitasks in a busy environment
Familiarity with related municipal policies and procedures
Familiarity with Municipal and Worksafe BC Safety Procedures
Willingness to work flexible hours and attend workshops and/or take related courses.

DESIRABLE:

Education:

Experience: Experience in bylaw enforcement

Licences/Certificates

JOURNEYPERSON

(Pay grade 8)

ACCOUNTABILITY

- Reporting to and receiving direction from the Manager of Public Works Operations or the Relieving Foreperson as may be determined from case to case.

SCOPE

- Actively participating in all aspects of municipal planning, operations and maintenance as qualifications permit.
- Assume Relieving Foreperson duties as and when required.

QUALIFICATIONS

- Holder of a journeyperson license recognized in British Columbia in any mechanical, electrical or construction trade.
- Thorough knowledge of municipal infrastructures, thorough knowledge of Workers Compensation safety regulations.
- Demonstrated aptitude to assume the responsibilities of Relieving Foreperson.
- Valid B.C. class 3 drivers license with air endorsement.

SPECIFIC DUTIES

- Specific duties commensurate with qualifications.
- General duties in all components of the municipal infrastructure.

EXTRANEIOUS DUTIES

- Performing such recreation department duties as may be assigned from time to time, directly or indirectly, by the Manager of Public Works Operations or the Relieving Foreperson.
- Overtime duty, on-call duty and call out duty as required by the Manager of Public Works Operations or the Public Works Foreperson from time to time.

CONDITIONS

- Membership eligibility in CUPE Local 2087.

COMMERCIAL VEHICLE INSPECTOR

(Pay grade 9)

ACCOUNTABILITY

- Reporting to and receiving **direction** from the Manager of Operations or the Foreperson as may be determined from case to case.

SCOPE

- Actively participating in all aspects of municipal planning, operations and maintenance as qualifications permit.
- Assume Relieving Foreperson duties as and when required.

QUALIFICATIONS

- Holder of a Heavy Duty or commercial **transport** journeyperson license recognized in British Columbia.
- Thorough knowledge of municipal infrastructures, thorough knowledge of Workers Compensation safety regulations.
- Demonstrated aptitude to assume the responsibilities of Relieving Foreperson.
- Valid B.C. class 3 driver's license with air endorsement.
- Ensuring all requirements are met and maintained regarding the inspector and facility licenses.

SPECIFIC DUTIES

- Specific duties commensurate with **qualifications**.
- General duties in all components of the municipal infrastructure.
- Responsible for inventory control for shop and fleet supplies.
- Assist the Manager in vehicle tendering and fleet management control.

EXTRANEIOUS DUTIES

- Overtime duty, on-call duty and call out duty as required by the Manager of Operations or the Public Works Foreperson from time to time.

CONDITIONS

- Membership eligibility in CUPE Local 2087.

PUBLIC WORKS FOREPERSON

(Pay Grade 12)

ACCOUNTABILITY:

- Under the direct supervision of the Manager of Operations or their designate.

SCOPE:

- Supervises, instructs and works with Employees involved in the installation, maintenance and repair of works such as waterworks, sanitary sewer and underground drainage works, roads, catch basins, sidewalks, signs, parks, pool and arena. Directs and trains Employees on how to work in a safe manner. Processes and approves vacation allocations, time sheet submissions, attendance records.

QUALIFICATIONS:

- Grade 12 or GED equivalent
- Class 1 Waste Water Collection and Class 1 Water Distribution (Class 3 preferable) to EOCP standards or equivalent combination of Certification and commensurate experience
- BC Driver's License Class 3 (unrestricted) with Air Brake Endorsement
- Several years of municipal work experience, in accordance with EOCP standards, in the operation, maintenance, repair of water, sanitary and storm sewers.
- A minimum of 5 years' experience operating equipment under all conditions and practical knowledge of infrastructure and facilities.
- Thorough knowledge of how to organize and assign work to meet safety standards and to avoid occupational hazards
- Supervisory skills to maintain the quality and volume of work under all tough conditions. Ability to establish and maintain effective working relationships with tradesperson, contractors, public and other Employees
- Ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of public. Good interpersonal skills.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Receives and reviews assignments, identifies the equipment and materials required for the job. May read plans for the installation of sewer, water and underground drainage works. Reviews the situation at the site and organizes the work to be done. Directs and works with Employees, provides advice on how to resolve problems in accordance with established standards and procedures.
- Assignments to staff may include installation and repair of sewer and water, backhoe operation and digging trenches, installation of pipe. Other assignments to staff may include work relating to roads, catch basins, sidewalks, signs, and parks.

- In accordance with Section 117 of the Occupational Health and Safety Regulations, General duties of supervisors, directs and trains Employees on how to work in a safe manner.
- Assists the Manager of Operations in scheduling staff. Processes and approves attendance records, daily activity cards, etc. for Employees under their supervision.
- Provides reports on the results of the work and participates in reviews of equipment and materials needed for this function.
- Assists the Manager of Operations in obtaining quotes and, with approval, purchase materials and equipment.
- Operates all Civic Works equipment and small power or hand tools.
- May direct and work on a range of other public works projects or activities, as assigned. Performs related work as assigned.
- Responds to call-outs, alarms and emergency situations and is required to be available on a rotational basis for standby duty.

EXTRANEIOUS DUTIES:

- All duties as assigned by the Manager of Operations
- Overtime duty and call-out duty as required by the Manager of Operations
- Acts as the Manager of Operations in their absence

CONDITIONS:

- Membership eligibility in C.U.P.E Local 2087

RECREATION ATTENDANT I

(Pay grade 3)

Accountability:

- Reporting to and receiving direction from the Manager of Operation and Foreperson/Relieving Foreperson or Manager of Recreation and Events

Scope:

- Actively participating in the operation and maintenance of the recreation arena facility and parks and gardens in all types of weather

Qualifications:

- Ability to perform tasks in the arena and recreation parks and facilities and the use of tools related to the job, knowledge of Workers Compensation Safety Regulations
- Ability to operate vehicles and equipment related to position
- Certified to safely work in arena refrigeration plant (IFO)
- Valid class 5 license

Specific Duties:

- Assists in making ice surface and maintaining ice including flooding, operating ice condition machines, ice painting, and maintain records
- Monitoring and reporting on facility concerns, facility use and public information
- Maintains flower beds, baskets trees, shrubs, trails, parks, playgrounds, sports fields, irrigation, including but not limited to weeding, planting pruning, mowing, fertilizing, litter pick etc. as required

Extraneous Duties:

- Perform such recreation department duties as may be assigned from time to time, directly or indirectly, by the Manager of Operations or Foreperson/Relieving Foreperson
- Overtime duty and call out duty as required by the Manager of Operations or Foreperson/Relieving Foreperson from time to time

Conditions:

- Membership eligibility in CUPE Local 2087

RECREATION ATTENDANT II

(Pay Grade 6)

Accountability:

- Reporting to and receiving direction from the Manager of Operations and the Foreperson/Relieving Foreperson or Manager of Recreation and Events

Scope:

- Actively participating in the **operation and maintenance** of the recreation arena facility and the parks and gardens in all types of weather

Qualifications:

- Competent in use of tools and knowledge of recreation facilities, knowledge of Workers Compensation Safety Regulations
- Proficient in operating vehicles and equipment related to position
- Certified to safely work in arena refrigeration plant (IFO)
- Certified in horticulture studies
- Proficient in irrigation maintenance and repairs
- Two to three years of related experience
- Valid class 5 license

Specific Duties:

- Competent in making ice surface and maintaining ice including flooding, operating ice condition machines, ice painting and maintaining records
- Monitoring and reporting on facility concerns, facility use and public information
- Maintain flower beds, baskets, trees, shrubs, trails, parks, playgrounds, sports fields, irrigation including but not limited to weeding, planting, pruning, mowing, fertilizing, litter pick up, etc. as required
- Maintains a suitable inventory of plants and their product and care
- Supervision of a summer student or other Employee
- Knowledge of the different types of trees, shrubs, plants and their product and care
- Knowledge of landscape gardening and grounds maintenance

Extraneous Duties:

- Perform such recreation department duties as may be assigned from time to time, directly or indirectly, by the Manager of Operations or Foreperson/Relieving Foreperson
- Overtime duty and call out duty as required by the Manager of Operations or the Foreperson/Relieving Foreperson from time to time

Conditions:

- Membership eligibility in CUPE Local 2087

RECREATION ATTENDANT III

(Pay grade 7)

Accountability:

- Reporting to and receiving direction from the Manager of Operations and the Foreperson/Relieving Foreperson or Manager of Recreation and Events

Scope:

- Actively participating in the operation and maintenance of the recreation arena facility and the parks and gardens in all types of weather

Qualifications:

- Proficient in the use of tools and knowledge of recreation facilities, knowledge of Workers compensation safety regulations
- Proficient in the operation of vehicles and equipment related to position
- Certified in irrigation repairs and maintenance or certified pool operator
- Five to eight years of related experience and some administrative experience
- Valid class 5 license with air brakes

Specific Duties:

- Proficient in making the ice surface and maintaining ice including flooding, operating ice conditioning machines, ice painting and maintaining records
- Monitoring and reporting on facility concerns, facility use and public information
- Maintain flower beds, baskets, trees, shrubs, trails, parks, playgrounds, sports fields, irrigation, including but not limited to weeding, planting, pruning, mowing, fertilizing, litter pick up, etc. as required
- Advise management on the costs of plants and garden necessities with detailed written quotations and reports
- Develops plans for new properties and parks and for the improvement of existing properties

Extraneous Duties:

- Perform such recreation department duties as may be assigned from time to time, directly or indirectly, by the Manager of Operation or Foreperson/Relieving Foreperson
- Overtime duty and call out duty as required by the Manager of Operations or the Foreperson/Relieving Foreperson from time to time

Conditions

- Membership eligibility in CUPE Local 2087

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN

(Pay Grade 5)

DEPARTMENT: Planning

SUMMARY:

Reporting to the Manager of Planning, the GIS Technician will be involved in a variety of technical activities and analysis related to supporting the maintenance and further development of the City's assets in the GIS System.

DUTIES AND RESPONSIBILITIES:

- Performs maintenance of the GIS System under direction of the Manager of Planning.
- Performing Quality Control on existing data, maps and newly captured information.
- Support the Public Works Department in day to day mapping related requests from the public and other City Departments.
- Assist in developing efficiencies and upgrades to the City's Geographic Information System.
- Responsible for working with the Public Works Department and the Finance Department to further develop and maintain the City's Asset Management System.
- Provide updates to the attribute information and spatial data for City assets.
- Collect and analyzes data and provide technical reports upon request.
- Provides training to city personnel on the use and interpretation of GIS applications as directed by the Manager of Infrastructure & Facilities.
- Conduct field inspections when required.
- Perform visual assessment and conduct an inventory of City of Rossland infrastructure as required.
- Assist with updates to the City's website with applicable mapping information and assist with other aspects of the website when required.
- General IT support for all City Departments, operations and facilities.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Other related duties as required.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

EDUCATION:

Completion of Grade 12.

Completion of a post-secondary degree or diploma in GIS or a related program.

Two years previous experience as a GIS Technician

Considerable knowledge in AutoCAD and GIS applications and it's usage in supporting

Local government (Planning, Infrastructure, Finance, General Administration, and public support)

General Knowledge in Information Technology Services, including network configuration and desktop support activities

Valid BC Driver's License

Extensive computer familiarity is required including database management, word processing, and spreadsheets

Microsoft Office software and GIS/AutoCAD software

Excellent organizational, conceptual and analytical skills.

Chief Utility Operator (Pay Grade 9) Reports Foreperson and/or delegate

General Summary:

Reporting to the Foreperson and/or delegate, this position assists with the supervision of the operation and maintenance of the water distribution system, the wastewater collection system, and the water treatment plant in accordance with provincial and federal regulations.

KEY RESPONSIBILITIES

Customer Service

- Contributes to the success of our team, creation of our community, and delivers outstanding customer service.
- Effectively responds to public enquiries in a timely manner.
- Works with staff and consultants to plan improvements to the water supply and distribution system.

Leadership

- Assist with the supervision of Operators and Labourers by assigning and checking tasks associated with the operations and maintenance of the water supply and treatment distribution system as well as the wastewater collection system.
- Provides support to employees by sharing knowledge and helping trouble shoot challenging situations.
- Involves all team members with open communication and encouragement.
- Regularly solicits feedback from customers and employees and acts on the feedback received.
- Is innovative and looks at situations critically and strives to do things better.
- Is responsible for the health and safety of all workers under their direct supervision by ensuring that their employees are trained in and follow safe work procedures.
- Ensures that all equipment, tools, and apparatus are in good repair and in proper working order.
- Enforces established safety policies, safety rules and regulations and job procedures as required.
- Oversees others working on the City's water supply and distribution system to ensure work meets regulatory requirements.
- Creates operational, safety and maintenance policies and procedures.
- Proven supervisory and leadership skills.

Water Distribution/ Wastewater collections

- Oversees, operates, and maintains the water supply, treatment and distribution system meeting all Provincial, Federal and Health Authority regulations and requirements.
- Oversees, operates, and maintains all dams and city reservoirs.
- Records and organizes inspection, repair, maintenance testing, and benchmarking data, in electronic and written form.
- Operates municipal equipment in a safe and efficient manner according to all relevant legislation and municipal policies and procedures.
- Constantly looking for ways to optimize the water distribution system through efficiencies, new technologies and improved Best Management Practices.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of water distribution principles.
- Thorough knowledge of Pressure Reducing Valve (PRV), operating principles, maintenance, and repair.
- Thorough knowledge of Cross connection control programs.
- Thorough knowledge of Fat, Oil and Grease programs.
- General knowledge of fluid hydraulics
- Thorough knowledge of Provincial Drinking Water Act and Drinking Water Protection Regulations.
- Basic knowledge of electricity and electrical motors.
- Thorough knowledge of pump principles, maintenance, and repair.
- Familiarity with municipal policies and procedures.
- Prior experience with inspection and operation of earth dam reservoirs.
- Comprehensive and current knowledge of WorkSafe BC regulations and requirements as they relate to municipal public works.
- Ability to work safely and in compliance with the City of Rossland Health and Safety Policy, WorkSafe BC and WHMIS TDG Guidelines.
- Ability to schedule work for others and organize own priorities.
- Ability to multitask and meet deadlines.
- Ability to read and understand engineering plans and blueprint drawings.
- Ability to follow oral or written instructions and procedures.
- Ability to effectively supervise other staff.
- Thorough knowledge of water meter programs.

- Thorough knowledge, training, and experience in excavation safety.
- Thorough knowledge, training, and experience in Utility locating (BC One)
- Thorough knowledge of Chlorine dosing system principles, maintenance, and repair
- Knowledge and ability to operate computer software including the District's GIS system, Microsoft Office, the collector app, and SCADA from the office or remotely. Ability to read, understand and interpret simple laboratory and meteorological data.
- Proven experience performing PRV, hydrant, flushing, valve, pump, reservoir, soda ash, chlorine dosing, sand filtration operations as well as preventative/ reactive maintenance and troubleshooting.
- Performs labouring duties as required.

WORKING CONDITIONS

- Good physical condition with sufficient strength and stamina to perform heavy manual work outside in the presence of all types of weather conditions,
- Able to work in confined spaces and in or around raw sewage.
- May be exposed to distracting and loud sounds and noise levels.
- May be exposed to noxious odors, raw and/or treated sewage, and dirty conditions.
- Able to courteously deal with the public and co-workers under stressful conditions and/ or tight timelines.
- Work can be repetitive and include long hours sitting or standing.
- Required to work periodically for emergencies, including after hours, stand-by, weekends, and holidays.
- Required to work periodically in relief of the Foreperson.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE:

- Grade 12
- Valid BC Class 5 Driver's License
- Valid Class III or I License with Air Endorsement
- EOCP Class 2 Water Distribution certification
- EOCP Class 2 Water Treatment certification
- EOCP Class 1 Wastewater Collection certification
- SCADA system training and experience
- BCWWA Certification in Cross Connection Control
- Confined Space Entry
- Occupational First Aid Level I

- Traffic Control
- WHMIS2015

And

- A minimum of 5 years' experience with a Level 2 water distribution system
- Demonstrated leadership experience.

Or

- An equivalent combination of education and experience.

PREFERRED QUALIFICATIONS

- Dam Inspection and Maintenance training
- Water Engineering Technology Diploma (or similar)

BYLAW COMPLIANCE & ENFORCEMENT OFFICER

(Pay Grade 6)

DEPARTMENT: Administration and Corporate Services

SUMMARY:

Reporting to the Deputy Corporate Officer, the Bylaw Enforcement Officer will assist with evaluation, creation, implementation, investigation, adjudication and general enforcement of City programs, procedures, policies and bylaws. The position will also assist and support other general City functions and/or duties when/where applicable for all departments under limited supervision from the appointed supervisor.

DUTIES AND RESPONSIBILITIES:

- Promotes and enforces regulatory policies and bylaws of the City through both pro- active and complaint driven means via City policies and procedures and/or direction from supervisors.
- Investigates and follows up with complaints, service requests and bylaw infractions & offences with regards to all current City regulatory bylaws, policies or directives that may be in place as received from the public and/or directed from supervisors in a timely manner.
- Discuss bylaw regulations with those involved and attempt to reach an understanding and obtain voluntary compliance with the bylaw; and if compliance is not reached use the bylaw notice enforcement and/or adjudication systems currently in place.
Maintains a logical and orderly filing system in conjunction with the City's database while keeping detailed records, compiling statistics, and preparing reports when/where required.
- Maintains notebook integrity (required for possible court appearances).
- Completes appropriate follow-up activities, both in and outside of normal working hours.
- Conducts best practices research related to procedures, policies and bylaws for possible future development, promotion/education, implementation, and enforcement of City-lead enforcement initiatives.
- Participates in Municipal Ticket Information and/or Bylaw Notice/ Adjudication implementation provisions related to City bylaw infractions actions.
- Liaise with outside agencies as appropriate (i.e., RCMP, etc.) in the investigation of enforcement issues as/where required.

- Conducts site visits and field surveys as necessary.
- Communicates effectively both orally and in writing in the English language; dealing courteously, tactfully and diplomatically with the general public, elected officials and fellow staff.
- Attend meetings as required.
- Performs other related duties as assigned or required, which may be inside or outside of normal working hours. This may include items such as general traffic control activities, general public works projects assistance, infrastructure inspections activities and provides response to other City-related correspondence that may be received.
- All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

- o Completion of Grade 12.
- o Level 1 Bylaw Enforcement and Investigative Skills Certificate *or* Bylaw Enforcement Officer 1 Certificate *or* equivalent certification including, but not limited to:
 - RCMP Recruit Basic Training
 - Municipal Police Basic Training
 - Canadian Armed Forces Military Police Training,
 - Conservation Officer Service Basic Training
 - BC Sheriffs Service Basic Training
 - *or* 3 years' experience as a municipal bylaw enforcement officer.
- o Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide advice, information, and assistance to same.
- o Valid BC Driver's License with a clear driving record.

Specific Skills

- o Demonstrated experience in handling of animals, particularly dogs.
- o Ability to prepare and keep records that are neat, accurate, and organized.
- o Demonstrated ability to work independently with minimal supervision, to work with the public in a courteous and tactful manner and to be confident when working within the legal process or court environment.
- o Excellent organizational, conceptual and analytical skills.
- o Excellent written and oral communication and time management skills.
- o Demonstrates sound judgement and a high degree of tactfulness and diplomacy at all times especially when dealing with customer complaints and difficult situations, including hostile individuals and groups and conflict resolution opportunities.
- o Good working knowledge of computers and Microsoft Office programs.
- o Excellent conflict resolution and customer service skills.

Other Preferred Qualifications:

- o Experience with the *Community Charter, Local Government Act*, or other relevant legislation
- o Conflict resolution, investigative, and enforcement experience.
- o Basic Security Training (BST) 1 and/ or 2.
- o Applicable Worksafe and First Aid Training

TRAILS MAINTENANCE OPERATOR - PART-TIME

(Pay grade 7)

General Summary

- Reporting to the Foreperson and/or delegate, this 24 hours per week position supports the organization by ensuring the City's trails and active transportation routes are safe and properly maintained. This position requires a team player that is self-motivated to keep the City's trails and active transportation routes in top shape. Superior customer service and communication skills are required as there is significant interaction with the public.

DUTIES AND RESPONSIBILITIES:

CUSTOMER SERVICE

- Contributes to the success of our team, creation of our community, and delivers outstanding customer service by fostering the City of Rossland corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the City of Rossland Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Provides excellent customer service to the public by providing directions and information about Rossland.
- Works closely with schools, businesses, User Groups and City staff ensuring they are informed about maintenance work planned and scheduled.
- Applies innovation and evaluates situations critically to provide best possible solutions. On Call as per schedule.

Labouring/Main Duties

Provides support in all areas related to Trail and sidewalk maintenance:

- Conducts safety inspections for trails, walkways, bridges, boardwalks, staircases, fences and other trail amenities
- Performs flagging duties, directing, or controlling traffic at work sites when required.
- Operates heavy equipment including but not limited to loaders, trail maintenance machines, tractors, mowers with brooms, plows, snow blowers, snow groomers, sanders, flail mowers and trailers.
- Operates small power equipment including but not limited to chainsaws, power brooms, trimmers, brush saws.

Carries out laboring duties including litter pick up, sign installation, painting, trash collection, graffiti removal, bridge maintenance/repairs, construction, carpentry work, tree removal and clean up, mowing/ weed whacking, shouldering, invasive species removal, pothole repair and other work as required.

- Conducts emergency inspections from any storm related event and assists in the repairs of any damaged areas and removal of any hazards or hazardous trees.
- Maintains ground and surface water flow in and around trails through the use of site grading, ditches, culverts, perforated pipe and other infrastructure.
- Performs landscaping activities.
- Regularly inspects, cleans, and disinfects public washrooms and outhouses as assigned.
- Sweeps and cleans trail head areas including various parking lots, picnic areas and benches within the trail network system.
- Fills potholes and other surface deficiencies within gravel parking areas within the trail network.
- Carries out the work in accordance with established safe work procedures and participates in Occupational Health and Safety activities, tasks and duties as determined by his/her supervisor.
- Actively participates in the planning, budgeting and implementation of trails and active transportation infrastructure
- Responds to stakeholder's issues and concerns when and where required
- Additional Labour duties as directed

LEADERSHIP

- Supervises Labourers and other staff by assigning and checking tasks associated with the operations and maintenance of the trails and active transportation.
- Provides support to employees by sharing knowledge and helping trouble shoot challenging situations.
- Involves all team members with open communication and encouragement.
- Regularly solicits feedback from customers, employees, and supervisor, and acts on the feedback received.
- Is responsible for the health and safety of all workers under their direct supervision by ensuring that their employees are trained in and follow safe work procedures.
- Ensures that all equipment, tools and apparatus are in good repair and in proper working order.
- Enforces established safety policies, safety rules and regulations and job procedures as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively supervise other staff Familiarity with City policies and procedures
- Thorough knowledge of the City's trail and active transportation infrastructure Demonstrated physical strength, stamina and co-ordination to perform heavy manual outdoor work
- Basic knowledge of the Operations Department assets and their maintenance requirements
- The ability to operate heavy and small equipment safely
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner and to positively represent the City to the public
- Ability to follow oral and written instructions and procedures
- Good organizational skills and the ability to multitask and prioritize competing responsibilities
- Record keeping, Documentation and Microsoft Office skills
- Self-motivated and able to work alone
- Ability to schedule work for others and organize own priorities
- Ability to read and understand engineering plans and blueprint drawings
- Thorough knowledge of occupational hazards and precautionary measures as related to the

- operation of light maintenance and construction equipment
- Comprehensive and current knowledge of WorkSafe BC regulations and requirements as they relate to municipal public works
- Ability to work safely and in compliance with the City of Rossland's Health and Safety Policy, WorkSafe BC, WHMIS and TDG Guidelines.

WORKING CONDITIONS:

- Able to work outside in all weather conditions, in confined spaces and in or around raw sewage. Heavy lifting is required.
- May be exposed to distracting and loud sounds and noise levels.
May be exposed to noxious odors, raw and/or treated sewage, and dirty conditions.
- Work can be repetitive and include long hours with constant movement, including stooping, bending, reaching, twisting, and kneeling
- Required to work periodically for emergencies, including after hours, stand-by, weekends, and holidays.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent
- Possession of a valid class 3 BC Driver's license
- Certified TCP (Traffic Control Person)
- WHMIS
- Three years' experience working with heavy equipment including loaders, trail maintenance machines, snow removal equipment and mowers
- Two years Labourer experience working with trimmers and chainsaws
And
- A minimum of one-year full time experience directly supervising employees
Or
- An equivalent combination of education and experience

CONDITIONS

Membership eligibility in CUPE Local 2087.

SCHEDULE "D" - SUPPLEMENTAL UNEMPLOYMENT BENEFIT (SUB) PLAN

This plan is established for the purpose of meeting the conditions of Subsection 37(2) of the Employment Insurance Regulations effective until February 29, 2028.

The purpose of the SUB Plan is to encourage and facilitate opportunities for continuous training of City of Rossland Employees.

- (a) The following groups of Employees are covered by the Plan:
 - 1. All City of Rossland Employees covered by the C.U.P.E. Collective Agreement;
 - 2. All City of Rossland full-time exempt Employees.
- (b) The Plan is to supplement the EI income benefits received by workers for temporary unemployment caused by the City of Rossland approved training programs.
- (c)
 - 1. Employees must prove that they have applied for and are in receipt of EI income benefits in order to receive payment under the Plan. Benefiting Employees shall be required to produce cheque stubs.
 - 2. SUB is payable for a period during which an Employee is not in receipt of EI income benefits if the only reason for non-receipt is that the claimant is serving the one (1) week waiting period.
- (d)
 - 1. The benefit level paid under this plan is set at the difference between the weekly compensation received from EI income and ninety-five percent (95%) of the Employee's weekly earnings
 - 2. In any week, the total amount of SUB payments and the weekly rate of EI income benefits will not exceed ninety-five percent (95%) of the Employee's weekly earnings.
 - 3. This SUB benefit will be paid for a maximum of ten (10) weeks per calendar year.
- (e)
 - 1. The Plan is financed by the City of Rossland's general revenues.
 - 2. A separate record of the SUB payments will be kept by the City of Rossland for audit purposes.

- (f)
 - 1. The duration of the Plan is from March 1, 2025 to February 29, 2028.
 - 2. The City of Rossland will inform the HRDC in writing of any changes to the Plan within thirty (30) days of the effective date of the change.
- (g) Employees do not have the right to SUB payments except for supplements for EI income benefits for the unemployment period as specified in the Plan.
- (h) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the Plan.

LETTER OF UNDERSTANDING NO. 1

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

RE: Hours of Work – Office and Support Staff Modified Work Week

The parties hereby agree a modified work week as described herein be implemented.

1. A Modified Work Week

A modified work week shall comprise of a regular work week plus an accumulated two (2) hour at straight time within a five-day work week, excluding all paid or unpaid leaves under the Collective Agreement, for those working a paid 40 hours a week. The accumulated straight time hours shall be carried in a bank for a scheduled day off comprising of 8 hours.

Employees cannot accumulate beyond 8 hours in the "modified work week bank" and this time must be scheduled and used before additional time can be accumulated.

2. Banked Time and Cash Payout

Schedules must be prepared and submitted by the Employees participating in the program for approval by their supervisor for the upcoming month three (3) working days prior to the commencement of the month. These schedules will reflect time worked, time used, and any accumulated time carried forward.

The accumulated banked time of 8 hours must be taken as a paid day off on the scheduled day, or if this is not possible, within 60 days of the last modified day worked.

A cash payout shall not be available for any hours banked under the modified work week. Banked times for all other purposes shall remain in accordance with the Collective Agreement without any modification.

3. Overtime Accumulation and Compensation

For the purpose of a modified work week only, each thirty (30) minutes accumulated in a work day between Monday to Thursday, shall not be considered overtime and shall not be compensated as overtime. For all other purposes, the overtime provisions of the Collective Agreement shall apply.

4. Time Worked

For the purpose of a modified work week, time worked towards the accumulation of 8 hours in the bank shall be based on time worked excluding sick leave, vacation, statutory holidays and any other paid or unpaid leaves as specified in the Collective Agreement.

5. Wage Rate Relieving in High Rated Position

For the purpose of modified work week which results in a scheduled day-off, no wage rate adjustment shall be made to an individual if required for partially relieving in a higher-rated position unless the individual was assigned to work in a higher-rated position to the scheduled day off under the modified work week and in such case the provisions of the Collective Agreement shall apply. At all times, relieving in a higher rated position shall be avoided through scheduling; however, partial work for short periods may be necessary to service customers.

6. Hours of Work

Banked time will only accumulate between 4:30 p.m. and 5:30 p.m., or as mutually agreed to by the City and the Employee depending on the operational needs of the City.

7. Modified Work Week Bank

A modified work week bank shall not contain more than 16 hours in a 60-day period worked. This banked time shall remain as a separate bank. It must be taken as paid time off as scheduled and is not subject to cash payout. Employees will only be permitted to bank and utilize a maximum of six (6) days in a calendar year.

8. Scheduled Paid Day Off – Monday and Friday

The participating members shall take a paid day off as per schedules drawn and subject to the availability of personnel in the affected areas and work requirements. The scheduled paid day off shall be a Monday or a Friday or any other day if prior approval by a supervisor has been obtained prior to the commencement of the scheduled paid day off.

9. Participation

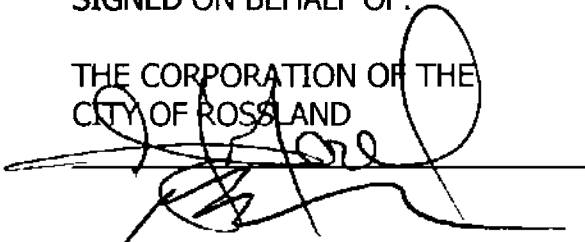
For the purpose of the modified work week, participation is limited to individuals in the office and support classifications who are not in any shift work which precedes or extends between 7:00 a.m. to 5:30 p.m. These Employees are classified as regular full-time Employees. Participation is optional.

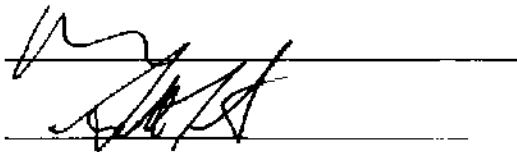
10. General – Monetary Gain and Interpretation

The modified work week shall not incur any monetary increase to any participants other than a paid day off as per schedules drawn and as per time banked under the modified work week. The modified work week shall be interpreted within the context of this Letter of Understanding and not within the context of the Collective Agreement as a whole unless specifically stated.

SIGNED ON BEHALF OF:

THE CORPORATION OF THE
CITY OF ROSSLAND

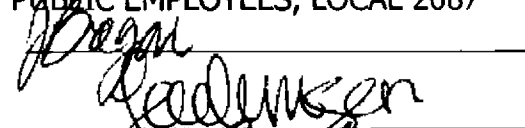


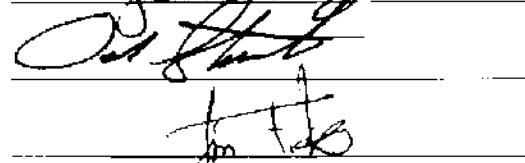


DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087





DATE: Oct. 14/25

LETTER OF UNDERSTANDING NO. 2

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

RE: Building and Plumbing Official II/III

It is hereby agreed between the City of Rossland and CUPE Local 2087 that, at the discretion of the City, this position may look to be recruited for and/or filled in the future by either Management and/or a third party contractor.

SIGNED ON BEHALF OF:

THE CORPORATION OF THE
CITY OF ROSSLAND

DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087

DATE: OCT. 14/25

LETTER OF UNDERSTANDING NO. 3

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

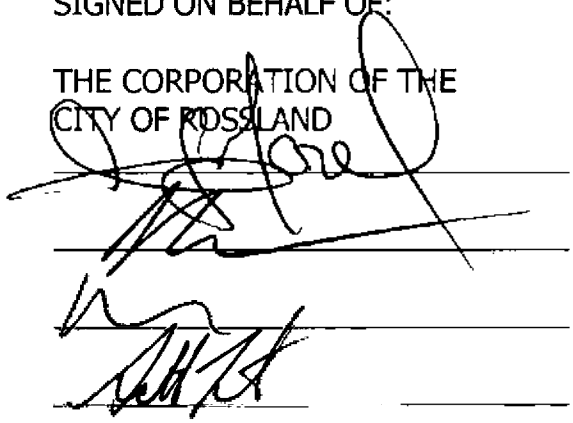
RE: Article 15.16 Benefits and Health Care Plans

City of Rossland and CUPE 2087 hereby agree to establish the attached procedural requirements for reimbursement of expenses related to a Wellness/Physical Fitness Program with a goal to:

1. Promote better health of Employees by improved physical fitness and/or emotional health,
2. Motivate Employees to choose and follow a healthy lifestyle,
3. Provide an environment which supports healthy lifestyle choices, and
4. Enhance the overall wellness of Employees by enhancing current benefits.

SIGNED ON BEHALF OF:

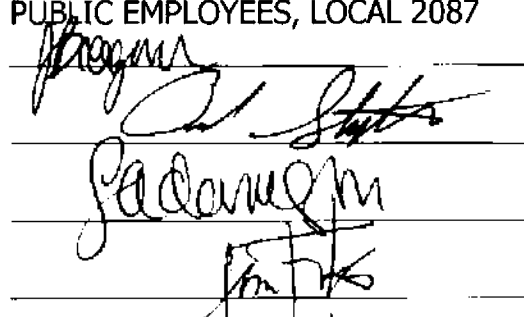
THE CORPORATION OF THE
CITY OF ROSSLAND

Handwritten signatures for the City of Rossland, including a large signature at the top and a smaller one below it, both over horizontal lines.

DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087

Handwritten signatures for the Canadian Union of Public Employees, Local 2087, including a signature at the top and another below it, both over horizontal lines.

DATE: Oct. 14/25

CITY OF ROSSLAND WELLNESS/PHYSICAL FITNESS PROGRAM

Why Workplace Wellness?

Over sixty (60%) percent of the population is in the workforce and they spend much of their waking day during a typical week working as well as commuting to and from their workplace. The competing demands of today's life means there is less time and energy to be engaged in health promoting behaviours leading to physical, mental and emotional health issues. The majority of an employer's (BC Stats, 2009) benefits costs are incurred the following disease categories: cardiovascular, musculoskeletal, respiratory, digestive, cancer and stress. Due to the amount of time spent at work, the work site is a great place to influence a large portion of the population.

Healthier Employees result in:

- Improved productivity
- Improved Employee morale
- Reduced absenteeism
- Lower turnover rates
- Lower health-care claims/ costs

What is a Best Practice Approach to Workplace Wellness?

A comprehensive approach consists of elements from the following categories:

1. Health Practices - enabling and supporting healthy lifestyles, behaviours and coping skills.
2. Physical Environment - addressing the health and safety of the worksite.
3. Social Environment and Personal Resources - enhancing the culture of an organization.

Each of the three (3) categories involves a variety of strategies across the following areas:

- Increasing awareness and education
- Assisting behaviour change and skill building
- Providing a health promoting environment
- Mobilizing and building capacity

Steps Towards a Best Practice Model for Workplace Wellness

The following ~~steps~~ are instrumental for a success:

- Serious commitment and involvement from senior management.
- All levels of staff are involved with planning.

- The focus is on the Employee's needs.
- Use of on-site experts and facilities.
- The mission, vision, values and goals are supported by policy.
- Integration of lifestyle choices, social conditions and work environment.
- Individualized to the needs of the worksite.
- Ongoing evaluation of key indicators, measures and outcomes.
- Long term planning and commitment.

PROGRAM GUIDELINES

Full time municipal Employees are eligible to receive a financial incentive of up to \$500. Per payroll year towards fitness and/or mental and emotional health that is intended to improve the Employee's physical or emotional wellness. (Article 15.16 of the CA)

Those working less than full time will be eligible for a prorated amount based on their previous years hours and will be eligible in their second year of employment based on a payroll year.

Eligible expenses/programs include, but are not limited to:

1. Fitness centre and pool membership or drop in fees;
2. Structured exercise classes;
3. Tobacco cessation programs;
4. Team or individual sport registration;
5. Ski passes;
6. Golf passes;
7. Ebikes, mountain bikes, or street bikes;
8. Fitness and sport equipment (such as skis, running shoes, paddle boards, kayaks, tennis rackets, golf shoes, etc); and
9. Any other expenses that are not listed which will be reviewed to ensure there is a fitness related aspect to the claim and supports the goals of the wellness program.

Ineligible expenses include but are not limited to:

1. Time off in lieu; and
2. Use of sick time to participate in fitness/programs as preventative healthcare measures.

Other Rules:

1. Unused incentive cannot be carried forward.
2. If the program straddles a year the incentive must be claimed in the year it was paid by the Employee.
3. The fulltime Employee will be eligible for a prorated amount in their first year of employment based on hours worked.

4. The deadline for annual claims will correspond with payroll year request for the last timesheet of the year. If that deadline is missed, the claim will be forfeited. This is to comply with CRA guidelines and ensure that the incentive and taxable benefit lines up with the corresponding payroll year.
5. Only the used portion of the incentive represents a taxable benefit.
6. Receipt of payment and completion of application form is required for reimbursement.
7. Individual total expense claims must exceed \$50 per submission unless last claim of year.

The workplace wellness policy will be evaluated through use of data and trends indicating outcomes. A program review will be conducted on an annual basis by the OHS Committee and a report provided to the Senior Leadership Team and Municipal Council to determine if Employee workplace wellness needs are being met.

Each qualifying Employee may receive wellness expense reimbursements to the maximum annual allowance in each payroll year starting pay period #1. Unused portions of the annual allowance for wellness expense reimbursement may not be carried over to the following years. If the Employee uses the annual allowance and their employment with the City ends before December 31, a pro-rated amount will be calculated and the amount will be deducted from their final paycheque when their employment with the employer ends.

PARTICIPATION IN THE PROGRAM IS VOLUNTARY

¹ - <https://www.healthlinkbc.ca/physical-activity/workplace-wellness-model>

² - <https://www.antigonishcounty.ns.ca/wp-content/uploads/2018/02/Policy-42-Health-and-Wellness>

LETTER OF UNDERSTANDING NO. 4

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

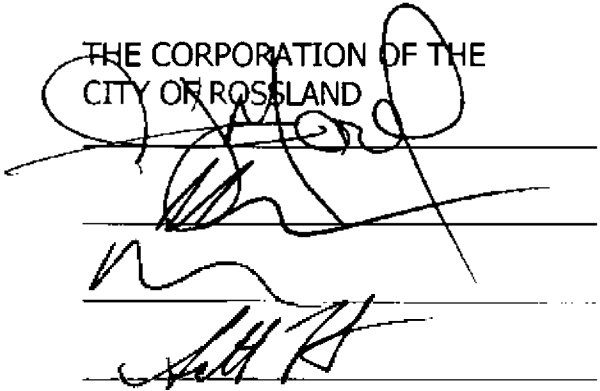
**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

RE: Bylaw Compliance & Enforcement Officer Position

It is hereby agreed between the City of Rossland and CUPE Local 2087 that the City reserves the sole right to provide notice of discontinuation of the position to CUPE Local 2087 at any time by providing six (6) months written notice.

SIGNED ON BEHALF OF:

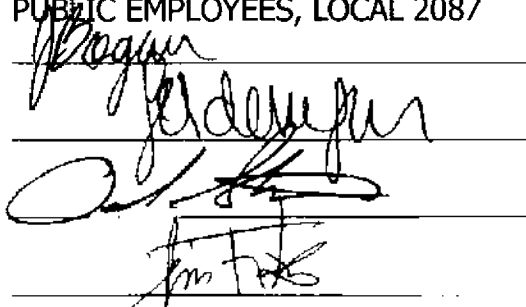
THE CORPORATION OF THE
CITY OF ROSSLAND



DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087



DATE: Oct. 14/25

LETTER OF UNDERSTANDING NO. 5

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

RE: Extended Medical Care Leave/ Modified Work Hours

It is hereby agreed between the City of Rossland and CUPE Local 2087 that we will extend, for Brent Huska, the allowable (4) days per annum in personal preventative medical health care to an unlimited amount as long as it does not exceed the Employee's sick leave credits. At this time, the Employees will be allowed to modify their workday to attend medical care without pay but extend their work hours so they are paid a full eight (8) hours a day. The Employee is making a great effort to be at work as much as possible while having to attend multiple appointments in dealing with their illness.

SIGNED ON BEHALF OF:

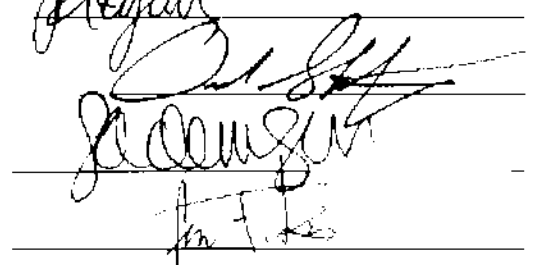
THE CORPORATION OF THE
CITY OF ROSSLAND



DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087



DATE: OCT 14/25

LETTER OF UNDERSTANDING NO. 6

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

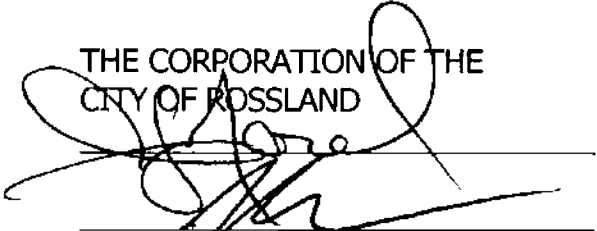
**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

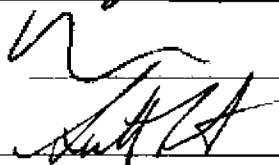
RE: Building and Plumbing Official I Position

It is hereby agreed between the City of Rossland and CUPE Local 2087 that City reserves the sole right to provide notice of discontinuation of the position to CUPE Local 2087 at any time by providing six (6) months written notice.

SIGNED ON BEHALF OF:

THE CORPORATION OF THE
CITY OF ROSSLAND

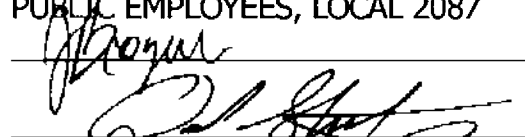


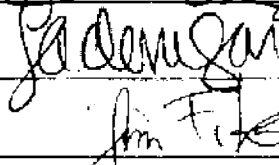


DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087





DATE: Oct. 14/25

LETTER OF UNDERSTANDING NO. 7

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

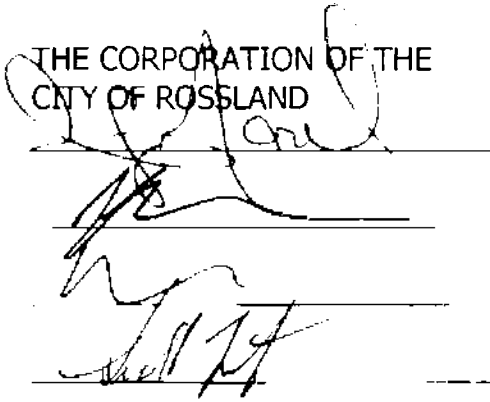
RE: Trails Maintenance Operator Position

It is noted that this proposed position will be a regular part-time, permanent position and is subject to Management Rights provisions of the Collective Agreement. At any time, this position may or may not be recruited for at the sole discretion of the City.

It is further noted that on occasion, the position may be required to work a variety of different days and/or hours than stated in Article 10.01 of the Collective Agreement. Any further schedules of work requirement will be presented in writing from the supervising Manager in an appropriate fashion.

SIGNED ON BEHALF OF:

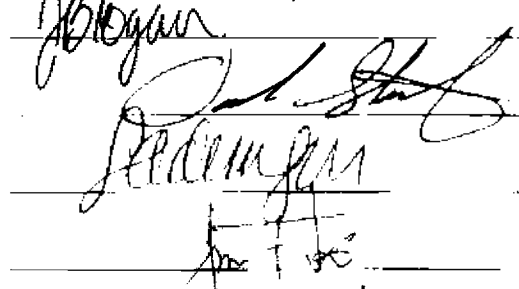
THE CORPORATION OF THE
CITY OF ROSSLAND



DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087



DATE: 00/14/25

LETTER OF UNDERSTANDING NO. 8

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

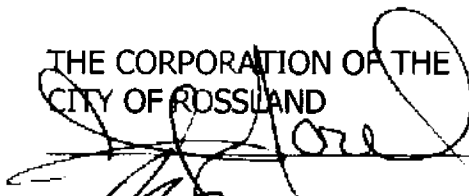
RE: Chief Utility Operator


It is noted that this proposed position will be a regular full-time, permanent position and is subject to Management Rights provisions of the Collective Agreement. At any time, this position may or may not be recruited for at the sole discretion of the City.

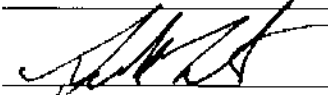
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SIGNED ON BEHALF OF:

THE CORPORATION OF THE
CITY OF ROSSLAND



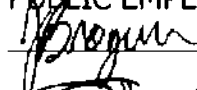





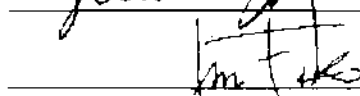
DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087







DATE: OCT. 14/25

LETTER OF UNDERSTANDING NO. 9

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

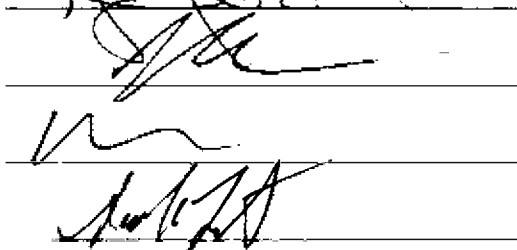
RE: Job Description / Classification for Warfield Pool Slide Attendant and 2025 Rate of Pay

It is hereby agreed between the City of Rossland and CUPE Local 2087 to temporarily incorporate the Village of Warfield's current Slide Attendant Job Description and 2025 rate of pay into the City's current/future Collective Agreements, as the City of Rossland will provide personnel management and related services for the Village of Warfield in 2025 to help with Warfield Outdoor Pool operations.

The attached new Job Description will be the recognized Job Description in the Collective Agreement for the 2025 fiscal year only.

SIGNED ON BEHALF OF:

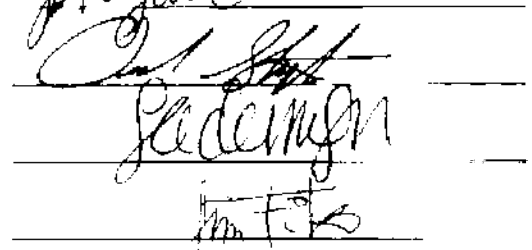
THE CORPORATION OF THE
CITY OF ROSSLAND



DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087



DATE: Oct. 14/25

WATERSLIDE ATTENDANT

The successful candidate must be reliable and self-motivated who can work independently and as a team player.

The Waterslide Attendant is responsible for the safety of the users of the Waterslide and is under the supervision of the Pool Manager/Head Guard.

DUTIES AND RESPONSIBILITIES:

- Provide quality customer service and remain positive with the public.
 - Provide supervision and be attentive and to ensure the public's safety while using the Waterslide.
 - Monitor and manage the flow of traffic on the Waterslide.
 - Knowledgeable and able to enforce the Rules & Regulations of the Waterslide.
 - Performs assigned maintenance and janitorial duties as required.
 - Reports problems and concerns to the Pool Manager/Head Lifeguard.
 - Perform other tasks and duties as assigned by the Pool Manager/Head Lifeguard
-

EDUCATION, KNOWLEDGE AND SKILLS:

EDUCATION: Minimum Grade 10 (minimum 15 years of age)

EXPERIENCE: Previous experience working in a municipal pool (asset)

LICENCES/CERTIFICATES:

1. Standard First Aid (completed within the last two years)
2. Bronze Cross
3. CPR – C (completed within the last year)

LETTER OF UNDERSTANDING NO. 10

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

RE: Operation of the Warfield Outdoor Pool for the 2025 Pool Season

The Village of Warfield and City of Rossland have entered into an Agreement under which the City will provide management services for the operation of the Warfield Pool. This Letter of Understanding (LOU) between the Village of Warfield and City of Rossland and CUPE Local 2087 establishes the roles, responsibilities, and conditions governing the City of Rossland provide personnel management in alignment with the applicable Collective Agreements.

This LOU ensures that all employment-related matters, including hiring, scheduling, and payroll, adhere to the terms of the existing Collective Agreements as they pertain to the services provided by the City under the aforementioned Agreement.

TERM OF AGREEMENT

The LOU is effective from March 1, 2025 to October 1, 2025, unless otherwise extended or terminated. Extension shall proceed only upon mutual agreement of all parties and termination is governed by provisions contained in this LOU.

GENERAL PROVISIONS

This LOU ensures that:

1. Staff roles and responsibilities are clearly outlined.
2. All personnel matters comply with applicable Collective Agreements.
3. Transparent processes exist for managing staffing, payroll, and operational concerns.

PROVISION OF SERVICE – CITY

The City of Rossland shall be responsible for the recruitment, hiring, scheduling, payroll, and supervision of all staff required for the operation of the Warfield Outdoor Pool, including:

- Lifeguards,

- Swim instructors,
- Slide attendants, and
- Cashiers.

The City of Rossland will ensure all staff receive the required training and certifications prior to commencing any duties pursuant to this LOU.

Should any performance concern be raised by the Village regarding City-hired staff, concerns will be reviewed in good faith by both parties and appropriate action will be taken to ensure service quality.

PROVISION OF SERVICE – VILLAGE

The Village shall retain responsibilities for general public works maintenance and operational activities at the Warfield Outdoor Pool during the course of the Agreement.

OPERATIONAL HOURS

Operational hours of the Warfield Outdoor Pool shall be mutually agreed upon by the Village and the City and will aim to maintain historic service levels. Any changes must be communicated to all parties in writing at least thirty (30) days in advance, unless otherwise mutually agreed. No significant changes of previous operational hours and/or levels of service at the Rossland Outdoor Pool are expected to occur during the City's provision of services to the Village.

COMPENSATION AND FINANCIAL ARRANGEMENTS

All compensation and financial arrangements between the Village and City shall be consistent with the terms and conditions of any Collective Agreement entered into between the individual parties. For clarity, the City will hire Employees in accordance with the Collective Agreement between the City and CUPE and the Village shall reimburse the City for all payroll expenses related to pool staff, including wages, benefits, and applicable payroll taxes for all City provisions of service conducted at the Warfield Outdoor Pool facility for 2025.

COMPLIANCE WITH COLLECTIVE AGREEMENTS

1. The City's CUPE Collective Agreement shall govern all employment terms for staff hired to operate the Warfield Outdoor Pool, including pay rates, working conditions, and grievance procedures.
2. Any positions not currently covered under the City's Collective Agreement but required for that pool's operation (e.g., Slide Attendant) shall be temporarily incorporated into the City's

CUPE agreement through a separate Letter of Understanding between the City and CUPE.

TERMINATION AND TRANSITION

1. Either party may terminate this LOU with ninety (90) days' written notice.
2. In the event of termination, the City shall continue to provide services for a transition period of up to sixty (60) days to ensure the Village has adequate time to arrange alternative services.

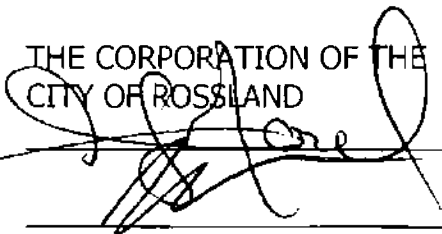
DISPUTE RESOLUTION

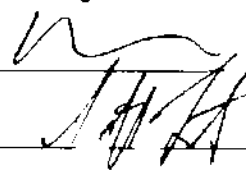
Disputes arising under this LOU shall first be addressed through direct discussions between the parties. If unresolved, disputes shall be referred to mediation or arbitration as per the terms of the applicable Collective Agreements.

If a dispute proceeds to mediation or arbitration, all parties shall equally share the cost of the arbitration process, unless otherwise determined by the Arbitrator.

SIGNED ON BEHALF OF:

THE CORPORATION OF THE
CITY OF ROSSLAND




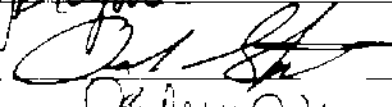



DATE: October 6, 2025


SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087









DATE: Oct 14 / 25

LETTER OF UNDERSTANDING NO. 11

Between

THE CORPORATION OF THE CITY OF ROSSLAND

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 2087**

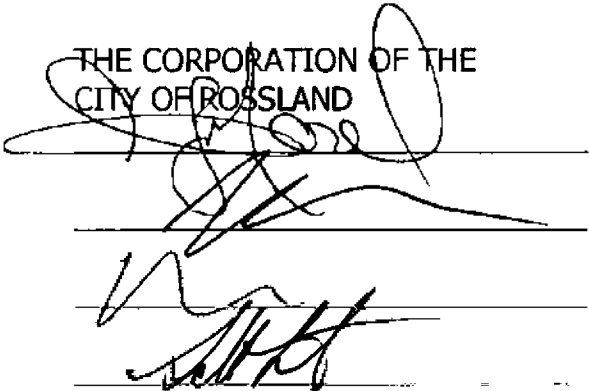
RE: Job Description Review

The Parties agree to review the Job Descriptions for all positions and classifications for which the Union is the bargaining agent. This review will commence by October 31, 2025 and be completed by March 2026. Each party will appoint up to four (4) members to a Job Description Review Committee. The Job Descriptions shall be presented to the Union and shall become the recognized Job Descriptions, if mutually agreed to by the Job Description Review Committee. Employee's will not suffer any loss of pay for time spent with the committee.

If there is no agreement of the parties to a Job Description, and the Job Description Review Committee is unable to resolve the difference, then it shall be submitted to the grievance procedure at Article 5.01 – Step 4 of the Grievance Procedure.

SIGNED ON BEHALF OF:

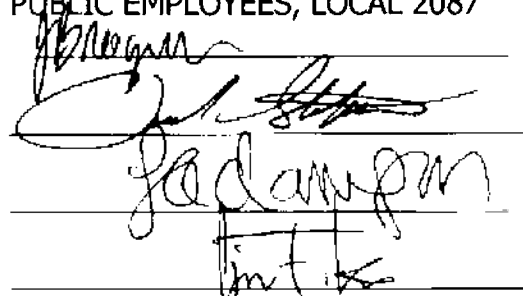
THE CORPORATION OF THE
CITY OF ROSSLAND



DATE: October 6, 2025

SIGNED ON BEHALF OF:

CANADIAN UNION OF
PUBLIC EMPLOYEES, LOCAL 2087



DATE: Oct. 14/25

