



**TOWN OF CRESTON
REGULAR COUNCIL MEETING AGENDA
HELD IN ACCORDANCE WITH MINISTERIAL ORDER NO. M192**

Tuesday, June 23, 2020, 4:00 P.M.

Council Chambers, 238-10th Avenue North, Creston, BC

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

- a. Regular Council Meeting Minutes - June 9, 2020
- b. Special Committee of the Whole Meeting Minutes - June 9, 2020
- c. Committee of the Whole Meeting Minutes - June 16, 2020

4. DELEGATIONS

None

5. ITEMS OF BUSINESS

- a. Recommendations from the Special Committee of the Whole Meeting held June 9, 2020, for adoption

RECOMMENDATION NO. 1:

THAT the Council Direction Request from the Chief Administrative Officer, regarding the Union of BC Municipalities Group Benefit Coverage for elected officials, be received; AND FURTHER, THAT Group Benefit coverage for elected officials, under the Union of BC Municipalities Pacific Blue Cross Program, be brought forward for consideration by Council following the 2022 municipal election.

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Chief Administrative Officer, regarding policy development for public participation and consultation, be received; AND FURTHER, THAT staff bring forward a draft policy for public participation and consultation for Council's consideration at a future meeting.

RECOMMENDATION NO. 3:

THAT the correspondence from the Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund, be received; AND FURTHER, THAT the correspondence from the Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund, be referred to a Committee of the Whole meeting in September 2020 for further consideration.

- b. Recommendations from the Regular Committee of the Whole Meeting held June 16, 2020, for adoption

RECOMMENDATION NO. 1:

THAT the Council Direction Request from the Chief Administrative Officer, regarding the existing Employee Benefits Policy and the updated draft of the Employee Benefits Policy, be received; AND FURTHER, THAT staff bring forward the updated draft of the Employee Benefits Policy for Council's consideration at a future meeting.

RECOMMENDATION NO. 2:

THAT the verbal report from the Chief Administrative Officer, regarding the Wildfire Mitigation Team and Firesmart Program, be received.

RECOMMENDATION NO. 3:

THAT the Council Direction Request from the Director of Community Services regarding an amendment to Zoning Bylaw No. 1123, 1989, be received; AND FURTHER, THAT staff bring forward further information to a future Committee of the Whole Meeting, regarding a proposed consultation process for the request to rezone a portion of 1640 – 1st Avenue Northwest, from Single Family Residential (R-1) to Community Use (P-1), prior to proceeding to first and second readings of an amending bylaw to Zoning Bylaw No. 1123, 1989 with respect to this property.

RECOMMENDATION NO. 4:

THAT the request from the Creston Valley Blossom Festival Association to change the scope of their 2020 application for Columbia Basin Trust / Community Initiatives Program grant funding, be received; AND FURTHER, THAT, Council approves the request from the Creston Valley Blossom Festival Association to change the scope of their 2020 application for Columbia Basin Trust/ Community Initiatives Program grant funding, to allow funding awarded from the 2020 Columbia Basin Trust / Community Initiatives Program to be applied to the 2021 Annual Creston Valley Blossom Festival held May 21 to 24, 2021.

RECOMMENDATION NO. 5:

THAT the correspondence from the Regional District of Central Kootenay, regarding the request from the Kootenay-Columbia Discovery Centre Society to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Wetland Education and Awareness Program, be received; AND FURTHER THAT, Council approves the request from the Kootenay-Columbia Discovery Centre Society to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Wetland Education and Awareness Program to September 30, 2020.

RECOMMENDATION NO. 6:

THAT the verbal report from the Chief Administrative Officer, regarding the re-opening status of the Regional District of Central Kootenay's recreation services and facilities due to the COVID-19 Pandemic, including indoor activities at the Creston and District Community Complex, be received.

- c. Verbal Report from the Chief Administrative Officer, regarding Canada Day 2020 Activities
- d. Request for Decision from the Chief Administrative Officer, regarding Public Participation and Engagement Policy

- e. Request for Decision from the Chief Administrative Officer, regarding the Employee Benefit Policy
- f. Request for Decision from the Chief Administrative Officer, regarding the Splash Park Re-Opening Policy

6. BYLAWS

7. NEW BUSINESS

8. REPORTS OF REPRESENTATIVES

9. GIVING OF NOTICES

- Special Committee of the Whole Meeting - June 30, 2020
- Special Council Meeting - June 30, 2020
- Regular Council Meeting - July 14 & 28
- Regular Committee of the Whole - July 21, 2020

10. ACTING MAYORS SCHEDULE - 2020

January: Cllr. Unruh
February: Cllr. Wilson
March: Cllr. DeBoon
April: Cllr. Tzakis
May: Cllr. Comer
June: Cllr. Elford
July: Cllr. Unruh
August: Cllr. Wilson
September: Cllr. DeBoon
October: Cllr. Tzakis
November: Cllr. Comer
December: Cllr. Elford

11. QUESTION PERIOD

12. RECESS AND MOVE TO CLOSED MEETING

Pursuant to Sub-section 90(1)(c) labour relations and (k) negotiations regarding a proposed provision of a municipal service of the *Community Charter*.

13. RECONVENE TO REGULAR MEETING

14. RESOLUTIONS FROM CLOSED MEETING

15. ADJOURNMENT

TOWN OF CRESTON **REGULAR COUNCIL MEETING MINUTES**

Tuesday, June 9, 2020, 4:00 PM
Council Chambers, 238-10th Avenue North, Creston, BC
Held in Accordance with Ministerial Order No. M139

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jen Comer
Councillor Jim Elford
Councillor Ellen Tzakis
Councillor Karen Unruh
Councillor Joanna Wilson

STAFF: Mike Moore, Chief Administrative Officer
Steffan Klassen, Director of Finance & Corporate Services
Ross Beddoes, Director of Community Services
Ferd Schmidt, Director of Infrastructure Services
Jared Riel, Fire Chief
Bev Caldwell, Corporate Officer
Marsha Neufeld, Executive Assistant
Kirsten Dunbar, Community & Corp. Services Research & Policy
Coord.

MEDIA: Jensen Shields, Juice FM
Robert Wisla, Creston Valley Advance

1. CALL TO ORDER

The Mayor called the Regular Council Meeting to order at 4:00 pm.

2. ADOPTION OF AGENDA

Resolution #: 173-20

Moved by Councillor Tzakis
Seconded by Councillor DeBoon

THAT the agenda for the Regular Council Meeting of June 9, 2020, be adopted as amended, with the addition of items: 11) Recess and Move to Special Committee of the Whole; and, 12) Rise and Report from the Special Committee of the Whole Meeting and Reconvene to the Regular Council Meeting. MOTION CARRIED

3. ADOPTION OF MINUTES

a. Regular Council Meeting Minutes - May 26, 2020

Resolution #: 174-20

Moved by Councillor Wilson
Seconded by Councillor Elford

THAT the minutes of the Regular Council Meeting held May 26, 2020, be adopted. MOTION CARRIED

b. Special Committee of the Whole Meeting Minutes - May 26, 2020

Resolution #: 175-20

Moved by Councillor DeBoon
Seconded by Councillor Unruh

THAT the minutes of the Special Committee of the Whole Meeting held May 26, 2020, be adopted. MOTION CARRIED

4. DELEGATIONS

None

5. ITEMS OF BUSINESS

- a. Columbia River Treaty Local Governments Committee, regarding an update on Committee Activities

Resolution #: 176-20

Moved by Councillor Elford

Seconded by Councillor DeBoon

THAT the correspondence from the Columbia River Treaty Local Governments Committee, regarding an update on Committee Activities, be received.

MOTION CARRIED

- b. The City of North Vancouver and the City of Nanaimo, regarding their request to the Province with respect to Liquor Licensing Regulations

Resolution #: 177-20

Moved by Councillor Unruh

Seconded by Councillor Comer

THAT the correspondence from the City of North Vancouver and the City of Nanaimo to the Ministry of the Attorney General, regarding liquor licensing regulations, be received.

MOTION CARRIED

- c. Request for Decision from the Director of Finance and Corporate Services, regarding the 2019 Statement of Financial Information

Resolution #: 178-20

Moved by Councillor DeBoon

Seconded by Councillor Elford

THAT the Request for Decision from the Director of Finance and Corporate Services regarding the Statement of Financial Information for the Town of Creston, be received; AND FURTHER, THAT Council approves the Statement of Financial Information for the Town of Creston for 2019, with the Mayor and Director of Finance and Corporate Services being authorized to sign the Statement of Financial Information Approval, as per Financial Information Regulation, Schedule I, Subsection 9(2), under the *Financial Information Act*.

MOTION CARRIED

- d. Request for Decision from the Chief Administrative Officer, regarding Playground Equipment-Opening Policy

Resolution #: 179-20

Moved by Councillor Tzakis

Seconded by Councillor Unruh

THAT the Request for Decision from the Chief Administrative Officer, regarding Playground Equipment Opening Policy (SER-003-051), be received; AND FURTHER, THAT Policy SER-003-051 (Playground Opening Policy (COVID-19 Pandemic)), a copy of which is attached to and forms a part of these minutes as Appendix "I", be adopted.

MOTION CARRIED

- e. Request for Decision from the Chief Administrative Officer, regarding Public Washrooms Re-Opening Policy

Resolution #: 180-20

Moved by Councillor Comer

Seconded by Councillor Wilson

THAT the Request for Decision from the Chief Administrative Officer, regarding Public Washrooms Re-Opening Policy (SER-003-052), be received; AND FURTHER, THAT Policy SER-003-052 (Public Washrooms Re-Opening Policy (COVID-19 Pandemic)), a copy of which is attached to and forms a part of these minutes as Appendix "II", be adopted.

MOTION CARRIED

- f. Verbal Update from the Emergency Operations Centre (EOC) Director, regarding the status of the EOC and the COVID-19 Pandemic

Resolution #: 181-20

Moved by Councillor Wilson

Seconded by Councillor DeBoon

That the verbal update from the Emergency Operations Centre (EOC) Director, regarding the status of the EOC and the COVID-19 Pandemic, be received.

MOTION CARRIED

- g. Verbal Update from the Chief Administrative Officer, regarding the Council Meeting Schedule

Resolution #: 182-20

Moved by Councillor Tzakis

Seconded by Councillor Comer

THAT the verbal update from the Chief Administrative Officer, regarding the Council Meeting Schedule, be received; AND FURTHER, THAT Council return to the regular Council Meeting Schedule for 2020 as posted pursuant to subsection 127(1)(a) and (b) of the *Community Charter*.

MOTION CARRIED

- h. Verbal Update from the Emergency Operations Centre (EOC) Director, regarding the May 30, 2020 Storm

Resolution #: 183-20

Moved by Councillor Wilson

Seconded by Councillor DeBoon

THAT the verbal update from the Emergency Operations Centre (EOC) Director, regarding the Storm that occurred in the Creston Valley on May 30, 2020, be received.

MOTION CARRIED

6. BYLAWS

None

7. NEW BUSINESS

None

8. REPORTS OF REPRESENTATIVES

- a. Council Member Verbal Reports

Mayor Toyota reported on his meeting with Robert Wisla of the Creston Valley Advance and his attendance at the Creston Valley Services Committee Meeting.

Councillor Comer reported on her attendance at an Economic Response Committee Meeting and a Creston Valley Tourism Meeting and Roundtable.

Councillor Tzakis reported on her attendance at a Creston Community Housing Meeting, Creston Valley Chamber of Commerce Meeting and a Creston Valley Networking Meeting.

Resolution #: 184-20

Moved by Councillor Elford

Seconded by Councillor DeBoon

THAT the verbal reports from Council, be received.

MOTION CARRIED

9. GIVING OF NOTICES

Committee of the Whole – June 16, 2020

Council – June 23, 2020

10. QUESTION PERIOD

Mr. Shields asked for clarification regarding the phone line set up by the Town of Creston for volunteers. The Fire Chief advised that the Town of Creston has established a dedicated phone line for the Creston Community Support Volunteer Group.

11. RECESS AND MOVE TO SPECIAL COMMITTEE OF THE WHOLE MEETING**Resolution #: 185-20**

Moved by Councillor Elford

Seconded by Councillor Wilson

THAT the Regular Council Meeting of June 9, 2020, be recessed at 4:52 pm and Council move to a Special Committee of the Whole Meeting. MOTION CARRIED

12. RISE AND REPORT FROM THE SPECIAL COMMITTEE OF THE WHOLE MEETING AND RECONVENE TO REGULAR MEETING AT 5:02 PM.

No report from the Special Committee of the Whole Meeting.

13. RECESS AND MOVE TO CLOSED MEETING**Resolution #: 186-20**

Moved by Councillor DeBoon

Seconded by Councillor Comer

THAT the Regular Council Meeting of June 9, 2020, be recessed at 5:02 pm and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting being closed from the public and/or news media pursuant to subsection 90(1) (c) labour relations, (e) land and 90(2)(b) negotiations with the Provincial Government of the *Community Charter*. MOTION CARRIED

14. RECONVENE TO REGULAR MEETING

The Regular Council Meeting reconvened at 5:57 pm.

15. RESOLUTIONS FROM CLOSED MEETING**Resolution #: 187-20**

Moved by Councillor Comer

Seconded by Councillor Elford

THAT Resolutions Nos. 48-20 and 49-20 from the June 9, 2020, Closed Council Meeting be reported to the June 9, 2020 Regular Council Meeting as follows:

Resolution #: 48-20

THAT the Request for Decision from the Chief Administrative Officer, regarding life insurance coverage for Class 1 Town of Creston employees (exempt staff), be received; AND FURTHER, THAT Council authorizes an increase to the non-evidence and overall life insurance indemnity for Class 1 Town of Creston employees (exempt staff) from a maximum of \$200,000 to a maximum of \$300,000, through the Union of British Columbia Municipalities Group Benefit Pool (Pacific Blue Cross).

Resolution #: 49-20

THAT the Request for Decision from the Chief Administrative Officer, regarding long-term disability insurance non-evidenced and overall maximum benefits for Class 1 Town of Creston employees (exempt staff), be received; THAT Council authorizes an increase to the non-evidenced long-term disability maximum benefit to \$5,200 per month for Town of Creston Class 1 employees (exempt staff); AND FURTHER, THAT Council authorizes an increase to the overall long-term disability maximum benefit to \$7,500 per month for Town of Creston Class 1 employees (exempt staff), under the Union of British Columbia Municipalities Group Benefit Pool (Pacific Blue Cross). MOTION CARRIED

16. ADJOURNMENT

Resolution #: 188-20

Moved by Councillor Unruh

THAT the Regular Council Meeting of June 9, 2020, be adjourned at 5:58 pm.

MOTION CARRIED

CERTIFIED CORRECT:

Ron Toyota
Mayor

Bev Caldwell
Corporate Officer

TOWN OF CRESTON
SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, June 9, 2020, 4:52 pm
Council Chambers, 238-10th Avenue North, Creston, BC
Held in Accordance with Ministerial Order No. M139

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jen Comer
Councillor Jim Elford
Councillor Ellen Tzakis
Councillor Karen Unruh
Councillor Joanna Wilson

STAFF: Mike Moore, Chief Administrative Officer
Steffan Klassen, Director of Finance & Corporate Services
Ross Beddoes, Director of Community Services
Ferd Schmidt, Director of Infrastructure Services
Jared Riel, Fire Chief
Bev Caldwell, Corporate Officer
Marsha Neufeld, Executive Assistant
Kirsten Dunbar, Community & Corp. Services Research & Policy
Coord.

MEDIA: Jensen Shields, Juice FM
Robert Wisla, Creston Valley Advance

CALL TO ORDER

The Mayor called the Special Committee of the Whole Meeting to order at 4:52 pm.

ADOPTION OF AGENDA

Moved by Councillor Unruh
Seconded by Councillor Wilson

THAT the agenda for the Special Committee of the Whole meeting of June 9, 2020, be adopted.
MOTION CARRIED

DELEGATIONS

None

BUSINESS

a. Council Direction Request from the Chief Administrative Officer, regarding UBCM Group Benefit Pool Coverage for Elected Officials

RECOMMENDATION NO. 1:

THAT the Council Direction Request from the Chief Administrative Officer, regarding the Union of BC Municipalities Group Benefit Coverage for elected officials, be received; AND FURTHER, THAT Group Benefit coverage for elected officials, under the Union of BC Municipalities Pacific Blue Cross Program, be brought forward for consideration by Council following the 2022 municipal election.

b. Council Direction Request from the Chief Administrative Officer, regarding Policy - Public Participation and Consultation

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Chief Administrative Officer, regarding policy development for public participation and consultation, be received; AND FURTHER, THAT staff bring forward a draft policy for public participation and consultation for Council's consideration at a future meeting.

c. Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund

RECOMMENDATION NO. 3:

THAT the correspondence from the Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund, be received; AND FURTHER, THAT the correspondence from the Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund, be referred to a Committee of the Whole meeting in September 2020 for further consideration.

QUESTION PERIOD

There were no questions from members of the gallery.

ADJOURNMENT

The Special Committee of the Whole Meeting of June 9, 2020, adjourned at 5:01 pm.

AS TO THE MINUTES OF THIS SPECIAL COMMITTEE OF THE WHOLE MEETING:

Ron Toyota, Mayor

Bev Caldwell, Corporate Officer

TOWN OF CRESTON
REGULAR COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, June 16, 2020, 4:00 PM
Council Chambers, 238-10th Avenue North, Creston, BC
Held in Accordance with Ministerial Order No. M139

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jen Comer
Councillor Jim Elford
Councillor Ellen Tzakis
Councillor Karen Unruh
Councillor Joanna Wilson

STAFF: Mike Moore, Chief Administrative Officer
Steffan Klassen, Director of Finance and Corporate Services
Ross Beddoes, Director of Community Services
Bev Caldwell, Corporate Officer
Kirsten Dunbar, Community & Corp. Services Research & Policy
Coord.
Marsha Neufeld, Executive Assistant

GALLERY: Eric Zook, Heartland Mennonite Brotherhood
Eldon Mast, Heartland Mennonite Brotherhood
Gerry Waddel, Heartland Mennonite Brotherhood

MEDIA: Jensen Shields, Juice FM
Robert Wisla, Creston Valley Advance

CALL TO ORDER

The Mayor called the Regular Committee of the Whole Meeting to order at 4:00 pm.

ADOPTION OF AGENDA (and additional items if necessary)

Moved by Councillor Tzakis
Seconded by Councillor Wilson

THAT the agenda for the Regular Committee of the Whole Meeting of June 16, 2020, be adopted as amended, with the addition of items: d) Creston Valley Blossom Festival Association, regarding their 2020 Columbia Basin Trust /Community Initiatives Program Grant Application, e) Regional District of Central Kootenay, regarding the Kootenay-Columbia Discovery Centre 2019 Columbia Basin Trust / Community Initiatives Program Grant; and, f) Chief Administrative Officer, regarding Regional District of Central Kootenay's Recreation Services and Facilities' Re-Opening Status.

MOTION CARRIED

DELEGATIONS

None

BUSINESS

a. Council Direction Request from the Chief Administrative Officer, regarding the Employee Benefits Policy

Councillor Comer left the meeting at 4:04 pm, declaring a conflict of interest with respect to the Employee Benefits Policy, as she has family employed by the Town of Creston.

RECOMMENDATION NO. 1:

THAT the Council Direction Request from the Chief Administrative Officer, regarding the existing Employee Benefits Policy and the updated draft of the Employee Benefits Policy, be received; AND FURTHER, THAT staff bring forward the updated draft of the Employee Benefits Policy for Council's consideration at a future meeting.

Councillor Comer returned to the meeting at 4:20 pm.

b. Verbal Report from the Chief Administrative Officer, regarding the Wildfire Mitigation Team and Firesmart Program

RECOMMENDATION NO. 2:

THAT the verbal report from the Chief Administrative Officer, regarding the Wildfire Mitigation Team and Firesmart Program, be received.

c. Council Direction Request from the Director of Community Services, regarding OCP/Zoning Amendment Application 01/20

RECOMMENDATION NO. 3:

THAT the Council Direction Request from the Director of Community Services regarding an amendment to Zoning Bylaw No. 1123, 1989, be received; AND FURTHER, THAT staff bring forward further information to a future Committee of the Whole Meeting, regarding a proposed consultation process for the request to rezone a portion of 1640 – 1st Avenue Northwest, from Single Family Residential (R-1) to Community Use (P-1), prior to proceeding to first and second readings of an amending bylaw to Zoning Bylaw No. 1123, 1989 with respect to this property.

d. Creston Valley Blossom Festival Association, regarding their 2020 Columbia Basin Trust / Community Initiatives Program Grant Application

RECOMMENDATION NO. 4:

THAT the request from the Creston Valley Blossom Festival Association to change the scope of their 2020 application for Columbia Basin Trust / Community Initiatives Program grant funding, be received; AND FURTHER, THAT, Council approves the request from the Creston Valley Blossom Festival Association to change the scope of their 2020 application for Columbia Basin Trust/ Community Initiatives Program grant funding, to allow funding awarded from the 2020 Columbia Basin Trust / Community Initiatives Program to be applied to the 2021 Annual Creston Valley Blossom Festival held May 21 to 24, 2021.

e. Regional District of Central Kootenay, regarding the Kootenay-Columbia Discovery Centre Society 2019 Columbia Basin Trust / Community Initiative Program Grant

RECOMMENDATION NO. 5:

THAT the correspondence from the Regional District of Central Kootenay, regarding the request from the Kootenay-Columbia Discovery Centre Society to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Wetland Education and Awareness Program, be received; AND FURTHER THAT, Council approves the request from the Kootenay-Columbia Discovery Centre Society to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Wetland Education and Awareness Program to September 30, 2020.

f. Verbal Report from the Chief Administrative Officer, regarding the Regional District of Central Kootenay's Recreation Services and Facilities' Re-Opening Status

RECOMMENDATION NO. 6:

THAT the verbal report from the Chief Administrative Officer, regarding the re-opening status of the Regional District of Central Kootenay's recreation services and facilities due to the COVID-19 Pandemic, including indoor activities at the Creston and District Community Complex, be received.

QUESTION PERIOD

Councillor DeBoon inquired as to the size of the Heartland Mennonite Brotherhood's church congregation. Mr. Zook of the Heartland Mennonite Brotherhood clarified that the congregation consisted of approximately 80 to 90 individuals.

Councillor Unruh inquired as to the number of students who would attend the proposed private school. Mr. Zook noted that there would be approximately 20 students in attendance.

Mr. Wisla asked if the Heartland Mennonite Brotherhood provided a layout of the proposed church and school. The Director of Community Services clarified that the school would be run out of the existing house and the existing shop on the property would be converted for church use.

ADJOURNMENT

The Regular Committee of the Whole Meeting of June 19, 2020, adjourned at 4:57 pm.

AS TO THE MINUTES OF THIS REGULAR COMMITTEE OF THE WHOLE MEETING:

Ron Toyota, Mayor

Bev Caldwell, Corporate Officer

**TOWN OF CRESTON**PO Box 1339, 238-10th Avenue North, Creston, BC V0B 1G0

Phone: 250-428-2214 Fax: 250-428-9164

email: info@creston.ca**FOR IMMEDIATE RELEASE****Town of Creston's 2020 Canada Day Celebrations and Fireworks Cancelled**

CRESTON, B.C., June 12, 2020 – Due to the current COVID-19 pandemic restrictions placed on large gatherings, the Town of Creston has announced that this year's Canada Day celebrations and fireworks (typically held July 1) have been cancelled.

"We all look forward to the Canada Day celebrations that are traditionally held throughout the Creston Valley on July 1, including the fireworks display", said Mayor Ron Toyota. "The current provincial order regarding *Mass Gathering Events* prohibits the gathering of more than 50 people or 50 vehicles for the purpose of the event. We know that the fireworks easily draws in people and vehicles well over this number to the Rec Centre parking lot alone, not to mention along the streets and alleyways surrounding the Rec Centre. Therefore, it will not be possible for the Town to host the fireworks at this time".

Mayor Toyota said while it is disappointing to not have the Canada Day celebrations take place this year in the Creston Valley, he is not ruling out the possibility that the Town will be able to put on the fireworks display at a later date.

"As BC continues to move forward through the pandemic, we may see restrictions on large gatherings eventually lifted", he said. "We look forward to the opportunity to be able to gather and celebrate our community, when it is safe to do so".

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For more information, contact:

Marsha Neufeld, Executive Assistant

Phone: (250) 428-2214 ext. 120

Email: marsha.neufeld@creston.ca

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: June 23, 2020

File: 0340.50

SUBJECT: Policy Adoption – Public Participation and Community Engagement

RECOMMENDATION: *THAT the Request for Decision from the Chief Administrative Officer, regarding Public Participation and Community Engagement Policy (PUB-001-020), be received; AND FURTHER, THAT Policy PUB-001-020 (Public Participation and Community Engagement, be adopted.*

CAO COMMENTS: The CAO is submitting this report.

RECOMMENDATION

Report / Document:

Attached ☐

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: There is no existing policy directing the level of inclusion of public input and consultation related to policy, program or asset development. The attached policy provides a framework for staff to plan for a consistent approach to engaging the public on community projects and has been reviewed by senior management. The framework is consistent with current practices and applicable legislative requirements. Sections 4 to 6 were added to provide clarity on when “Assent Voting” is required. All additions since last Council review of the draft policy are highlighted for convenience. The highlighting will be removed upon adoption.

RELEVANT POLICY: Community Charter, Part 4, Division 2 - Approval of the Electors

STRATEGIC RELEVANCE: A focus on service excellence.

DESIRED OUTCOME(S): A consistent framework for Council, staff and the public related to public consultation and engagement on municipal projects.

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Approve the attached policy.
2.	Approve the attached policy with Council amendments.
3.	Not approve the attached policy.

PREFERRED STRATEGY: Option 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Provides a framework for staff to follow for projects.

ORGANIZATIONAL: Minimal change to staff time as the policy is consistent with existing practice and legislation.

FINANCIAL: May have some additional costs for projects in ensuring public consultation is undertaken.

FOLLOW UP ACTION: N/A

COMMUNICATION: Review policy with staff to ensure consistent implementation.

OTHER COMMENTS: N/A

Submitted by:


Michael Moore, CAO

Endorsed by: Other

Reviewed by: CAO

Reviewers



Town of Creston

COUNCIL POLICY

POLICY:

PUB-001-020

Public Participation and Community Engagement

PURPOSE The Town of Creston believes that decisions are improved by engaging citizens and other stakeholder groups.

SCOPE This policy applies to members of Council and Staff for the Town of Creston.

POLICY Council and Staff are committed to undertaking public participation on issues that affect citizens' lives and their municipality.

Council and Staff are committed to reporting back to citizens on how their views have been considered in the decision making process.

Council and Staff are committed to transparent and inclusive processes that are supported by factual information, are inclusive of the diversity of the Town of Creston and are within the municipality's ability to finance and resource.

GUIDELINES

Guiding Principles

1.0 The following principles will guide public participation activities conducted by the municipality;

- a) Inclusiveness - The municipality will endeavour to involve and enable the participation of all interested parties by using informative tools such as:
 - the municipal website (newsflash, calendar and event postings),
 - the Town of Creston Newsletter (or direct mail out), and
 - social media (Facebook, Twitter, Instagram, etc.)
- b) Transparency - The municipality will endeavour to ensure decision processes, procedures and constraints are understood and followed. The purpose and limitations on public participation will be made clear. Respective roles and responsibilities will be clearly communicated. Feedback will be provided on what stakeholders said and how their opinion was considered by decision makers.
- c) Access - The municipality will ensure that accurate information is available to participants in a timely manner.
- d) Respect - Public participation requires the mutual respect of all participants. The municipality will listen with an open mind and show consideration and value for another person's point of view.
- e) Honesty - In conducting public participation the municipality will demonstrate our core value of honesty; We will tell the truth, follow through on commitments, and act in a trustworthy manner.

Town of Creston

POLICY NO. PUB-001-020

COUNCIL POLICY

2.0 Whenever the Town of Creston undertakes a public participation process, the objective of the participation, the commitment for performance and the level of the framework will be clarified at the beginning of the process.

3.0 Each level describes a type or depth of participation that may be appropriate to support the pending decision. Examples of issues and techniques that determine the appropriate level of public participation is outlined in bold.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
OBJECTIVES OF THE PUBLIC PARTICIPATION	<ul style="list-style-type: none"> To provide balanced and objective information to support understanding by the public 	<ul style="list-style-type: none"> To obtain feedback on analysis, alternatives, issues and/or decisions 	<ul style="list-style-type: none"> To work with the public to ensure that concerns and aspirations are understood and considered. 	<ul style="list-style-type: none"> To facilitate discussions and agreements between public parties to identify common ground for action and solutions 	<ul style="list-style-type: none"> To place final decision making in the hands of the public
TOWN OF CRESTON COMMITMENT	<ul style="list-style-type: none"> To inform the public by way of the municipal website, Town's Newsletter or other social media opportunities 	<ul style="list-style-type: none"> To listen to and consider public's concerns. 	<ul style="list-style-type: none"> To work with the public to exchange information, ideas and concerns. 	<ul style="list-style-type: none"> To seek advice and innovations from various public parties. 	<ul style="list-style-type: none"> To work with the public to implement agreed upon decisions
EXAMPLES OF ISSUES / TECHNIQUE THAT MIGHT FALL IN THESE CATEGORIES	<ul style="list-style-type: none"> Repair or replace existing park asset Open house Notice of construction / repair 	<ul style="list-style-type: none"> Change of program format Capital project planning or designing 	<ul style="list-style-type: none"> New park asset such as new playground or new trail Climate Change Adaptation Plan Trail network 	<ul style="list-style-type: none"> Strategic plan Integrated Community Sustainability Plan Official Community Plan 	<ul style="list-style-type: none"> Referendum Election / by-election Alternative approval process
PARTICIPANTS RESPONSIBILITY	<ul style="list-style-type: none"> To become informed 	<ul style="list-style-type: none"> To provide feedback 	<ul style="list-style-type: none"> To be open to other points of view and work with staff and other members of the public 	<ul style="list-style-type: none"> To put aside personal agendas and participate in discussions 	<ul style="list-style-type: none"> To work with staff to implement agreed upon decisions.

4.0 Assent voting (referendum) is an option any time a matter requires assent of the electors, or approval of the electors. Where the legislation specifies that 'assent of the electors' must be obtained, assent voting is the only method of approval that can be used.

5.0 In general, decisions that have the potential to fundamentally change the structure and

Town of Creston
COUNCIL POLICY

POLICY NO. PUB-001-020

governance of an area must proceed directly to assent voting to gain elector approval.

6.0 Legislation requires that the following initiatives by a municipality requires the 'assent of the electors' to proceed:

- a) Amalgamation or creation (incorporation) of municipalities,
- b) Disposal of a local government water or sewage system,
- c) Fluoridation of a local government water system,
- d) Creation of a local community commission in an electoral area,
- e) Municipal boundary reduction,
- f) Establishment of a municipal forest reserve, and
- g) Reduction of the size of municipal council.

Commitment & Resources

- 7.0 The Town of Creston, within its ability and capacity, will allocate adequate financial, human and technical resources for effective public participation and legislative requirements.
- 8.0 The Town of Creston will support citizens and stakeholder groups to develop their skills and ability to participate effectively. This support will involve education and information about the Town of Creston's processes, initiatives and policies.
- 9.0 The Town of Creston may, depending on the issue, consider the cost-effectiveness in mediums used for communicating with the public (i.e. – direct mailings, newspaper, radio, etc.). Certain legislative requirements may require the use of newspaper for legal ads.

Accountability and Evaluation

- 10.0 The Town of Creston will be accountable for acting in accordance with this policy. Public participation processes will be measured for consistency with the stated objective and commitment.
- 11.0 The Town of Creston will report, on an annual basis, on the public participation activities that have been conducted.

POLICY RECORD

Date Approved by Council:		Resolution No.
Next Review Date:	June 23, 2025	Policy No: PUB-001-020
Last Review Date:	June 23, 2020	Replaces: N/A - New
Administrative Review:	June 23, 2022	

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2020-06-23

File: 1910.10/
0340.50

SUBJECT: Policy – Employee Benefits

RECOMMENDATION: *THAT the Request for Decision from the Chief Administrative Officer regarding the existing policy on employee benefits and the updated Employee Benefits Policy (HUM-001-006), be received; AND FURTHER, THAT Policy HUM-001-006 (Employee Benefits Policy) (attached), be approved.*

CAO COMMENTS: The Chief Administrative Officer is submitting the report.

RECOMMENDATION

Report / Document:

Attached ☒

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: The existing policy has not been updated since March 2004. The existing policy is attached and has text in red that is not consistent with current practice. The draft policy for consideration provides clear Council approved maximums for benefits for staff. The identified maximums provide Council more efficiency and transparency in reviewing employee benefits. Senior staff have reviewed the policy. The updated policy does not affect existing employment agreements, only new or updated employment agreements.

RELEVANT POLICY: Current policy does not align with current practices. BC Employment Standards Act.

STRATEGIC RELEVANCE: Focus on Service Excellence.

DESIRED OUTCOME(S): Updated policy adopted by Council that reflects current practice and a framework for updated and new employment agreements with exempt staff.

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Council adopts the updated policy.
2.	Council adopts the updated policy with amendments.
3.	Council not adopt the updated policy.

PREFERRED STRATEGY: Option 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Provides Council adopted maximums for employee benefits.

ORGANIZATIONAL: No organizational changes.

FINANCIAL: No budget changes, aligns with existing practice and employment agreements.

FOLLOW UP ACTION: N/A

COMMUNICATION: N/A

OTHER COMMENTS: N/A

Submitted by: Mike Moore, CAO
Writer's Name

Endorsed by: Other _____

Reviewed by: CAO _____

Reviewers _____

COUNCIL REPORT

Town of Creston



TO: Mayor and Council

CC:

FROM: Michael Moore, Chief Administrative Officer

DEPARTMENT: Administration

SUBJECT: Employment Benefits Policy

APPENDIX: ☐ ATTACHED ☐ OTHER DOCUMENT ☐ NOT APPLICABLE

KEY ISSUE(S) / CONCEPTS:

Existing policy HUM-001-006 has not been reviewed or updated since March 2004.

BACKGROUND:

Recent discussions related to the change in employee benefits with Council identified that the policy is outdated and not reflective of current employment agreements.

Policy items not aligned with current practice and employment agreements:

- Current employment agreements do not allow for salaried exempt staff to bank overtime hours,
- The vacation allotment within the agreement is higher than recent Council direction on more recent employment agreements,
- Allowed for banking of time up to 50 days (10 weeks) in last five years of employment,
- Identifies UBCM benefits package in the policy, and
- Compassionate leave not aligning with current practice and the union's collective agreement.

CURRENT STATUS:

A draft updated policy was provided to Council for the June 16, 2020 Committee of the Whole Meeting.

Senior staff have reviewed the updated policy.

The existing employment agreements that do not align with the policy supersede policy change. New employment agreements would be reflective of the policy. For example, the maximum number of holidays that can be accrued.

FINANCIAL:

No operational budget change.

COUNCIL REPORT

Town of Creston



ORGANIZATIONAL / POLICY DISCUSSION:

Provides a more efficient layout for Council to review the policy to adjust in the future as it reflects current practice.

OPTIONS FOR CONSIDERATION:

Council approves the policy as presented.

Council approves the policy with amendments.

Council not approve the policy updates.

COMMUNICATION:

Review updated policy with staff.

CONCLUSION:

Provide for an updated policy reflecting current practice.

Submitted by:

A handwritten signature in black ink, appearing to read 'Michael Moore'.

Michael Moore, CAO

Reviewed by:

CAO

Michael Moore, CAO



Town of Creston

COUNCIL POLICY

DRAFT POLICY:**HUM-001-006**

Employee Benefits Policy

PURPOSE	To inform Town of Creston employees about benefits provided.
SCOPE	Town of Creston full-time and part-time employees (excluding paid-on call firefighters).
POLICY	Employee health is important to the Town of Creston.

The Town of Creston believes that a comprehensive and competitive package of health / medical insurance in concert with other employee benefits, are a key component of the municipality's compensation strategy and support employee and family health and wellbeing.

In keeping with the goal of being an employer of choice, although there is no legal requirement, the Town of Creston provides benefits as a supplement to government benefit programs.

Town of Creston is committed to:

- Offering a balanced benefit program to help support employees and their families during times of unexpected illness or accident;
- Providing the best value for the dollars spent;
- Supporting workplace health; and
- Remaining competitive relative to market position and attracting and retaining qualified and experienced employees of choice.

The Town of Creston does not discriminate against people with disabilities or health conditions, but as an employer, the Town of Creston wants to assist employees in staying healthy.

The Town of Creston will ensure that all benefits meet or exceed the requirements of the *Employment Standards Act*.

The Town of Creston wants to ensure consistency across all of its municipal departments. The intent of this policy is to encourage and promote good employer-employee relations through fair, equitable and transparent application.

Given the wide variety of occupational groups employed by Town of Creston, the terms and conditions of this policy may be modified from time to time to meet the uniqueness of particular occupational categories. These modifications will occur in consultation with the affected employees (or Union), but are subject to the final approval of the employer.

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DEFINITIONS

Exempt staff – non-union staff members with individual employment agreements. Examples of exempt staff may include executive assistant, technicians, program supervisors, and assistants. These employees will have individual employment agreements and typically have some manager or executive duties.

Manager / Director – The *Employment Standards Regulation* defines a "manager" as:

"A person whose principal employment responsibilities consist of supervising or directing, or both supervising and directing, human or other resources, or a person employed in an executive capacity".

Typically, managers have the ability to act independently and make decisions using their own discretion. This may include things such as:

- Ensuring company policies are followed
- Authorizing overtime, time off or leaves of absence
- Calling employees in to work
- Altering work processes
- Establishing or altering work schedules
- Training employees
- Committing or authorizing the use of company resources

A Director works in an executive capacity when he or she makes key decisions or provides recommendations to Council which are critical to the organization, such as:

- How many employees are to be employed;
- What products should be purchased;
- What services should be provided;
- How a service should be provided;
- From whom should supplies be purchased; and
- At what cost recovery should services be recovered at.

Unionized staff – unionized staff that are part of a collective bargaining agreement between the Town of Creston and a trade union as defined in the *Labour Relations Code*.

GUIDELINES

Overtime

1.0 Exempt employees paid hourly;

- a) Accumulated overtime is calculated at one and one-half times the employees regular wages for any time worked over an employee's regular scheduled day of seven (7) hours or eight (8) hours, and is calculated at double time for the employees regular wages for any time worked over eleven (11) hours.
- b) Part-time employees who normally work less than seven (7) hours per day

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COUNCIL POLICY

will be paid straight time up to seven (7) hours and overtime is calculated in accordance with 2.1.1 after seven (7) hours of work.

- 2.0 Unionized staff will be paid overtime in accordance with the current collective agreement.
- 3.0 Exempt staff positions defined as “Manager” (excluding the Chief Administrative Officer) and paid a salary shall be granted five (5) paid days off per year in lieu of extra hours worked required to discharge duties, in addition to regular paid vacation time:
 - a) The time off shall be subject to the approval of the Chief Administrative Officer or designate;
 - b) Unless an alternative is agreed to by Council in advance, these days must be taken and scheduled in the year in which they are earned and cannot be banked;
 - c) The Chief Administrative Officer may recommend to Council to increase the amount of paid days off to a maximum of ten (10) days for individual exempt staff based on unique circumstances related to the position. For example; after hours emergency call-outs.
- 4.0 The Chief Administrative Officer shall be granted ten (10) paid days off per year in lieu of any extra hours worked required to discharge duties, in addition to regular paid vacation time. Unless an alternative is agreed to by Council in advance, these days must be taken and scheduled in the year in which they are earned and cannot be banked.

Banked Time

- 5.0 Banked time shall not be allowed to accumulate in excess of the equivalent of ten (10) working days at any one time.
- 6.0 A pay-out of banked time shall be allowed for at the end of December each year, at the discretion of the department Director.
- 7.0 Unionized Employees will have all banked time cleared annually as per the current collective agreement.
- 8.0 Banked time shall (additions or subtractions) shall be recorded through the payroll system and approved by the department Director.

Vacation, Statutory Holidays, Special Leaves

- 9.0 Subject to operational requirements, the Director or Chief Administrative Officer shall make every reasonable effort to grant vacation leave as requested by staff.
- 10.0 Time off for vacation or use of banked time can be taken in either one-week blocks or split at the discretion of the employee, subject to approval of the Department Director or the Chief Administrative Officer.
- 11.0 Vacation and/or use of banked time, can be scheduled up to a maximum of twenty (20)

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COUNCIL POLICY

consecutive business days (4 weeks), other than extraordinary circumstances and with the approval of the Chief Administrative Officer.

12.0 In the case of the Chief Administrative Officer, Council would approve any vacation or leave extending beyond twenty (20) consecutive business days.

13.0 Vacation accrual for Unionized Staff will accrue as per the current collective agreement.

14.0 Vacation accrual for Exempt Staff:

Years of Service	Earned Vacation Days
1 to 5 years	15 working days
6 to 10 years	20 working days
11 to 15 years	25 working days
16 years of service and more	30 working days

15.0 Unused vacation days may be paid out or carried over past the anniversary date, at the discretion of the Chief Administrative Officer but not to exceed ten (10) working days.

16.0 All full-time employees shall receive a paid day off at their normal wage on the following statutory holidays:

- New Year's Day;
- Family Day (third Monday of February);
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day;
- British Columbia Day;
- Labour Day;
- Thanksgiving Day;
- Remembrance Day;
- Christmas Day;
- Boxing Day; and,
- Any other day proclaimed or declared by the Federal, Provincial or local municipal government as a statutory holiday.

17.0 Part-time employees are entitled to the day off work with pay on statutory holidays and shall receive a prorated amount based on the number of hours worked prior to the holiday in conformance with the *Employment Standards Act*.

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POLICY NO. HUM-001-006

Group Benefits

- 18.0 Medical Services Plan (MSP) for the employee and immediate family will be paid by the Town of Creston.
- 19.0 Group Benefits for Unionized Staff are negotiated and agreed upon within the current collective agreement.
- 20.0 Group Benefits for Exempt Staff are:
- a) Life Insurance – 200% of annual salary (\$300,000 maximum)
 - b) Accidental death, dismemberment and specific loss (\$300,000 maximum)
 - c) Long-term disability - 60% of wages to a maximum of \$7,500 month
 - d) Extended health care (paramedical and basic medical expense coverage)
 - e) 100% Dental (basic and accidental) and 50% major coverage
 - f) 50% Orthodontics to \$2,500 lifetime
 - g) 100% Vision care for eye examinations only
 - h) Out of country coverage
- 21.0 The Town of Creston reserves the right to change benefit providers from time to time.
- 22.0 The Town of Creston shall review group benefit maximums for Exempt Staff every five (5) years for inflationary cost adjustments.
- 23.0 Short-Term disability benefits for Exempt Staff are self-insured by the Town of Creston and will be 100% of monthly earnings for a maximum of 26 weeks.
- 24.0 Vision care benefits for Exempt Staff are self-insured by the Town of Creston and include:
- a) \$400 every two years per employee and dependent for eyewear; and
 - b) Can be carried over to a maximum of \$1000

Sick Leave

- 25.0 Paid days off for sick leave for Unionized Staff are negotiated and agreed upon within the current collective agreement.
- 26.0 Paid days off for sick leave for Exempt Staff shall be six (6) paid sick days per year, renewed in January of each year, with the option to carry-over unused sick days to a maximum of twelve (12) days (the current year and carry-over maximum).
- 27.0 A part time Exempt Staff shall earn sick leave credits according to that employee's full-time equivalency ratio.

Compassionate Leave

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COUNCIL POLICY

POLICY NO. HUM-001-006

- 28.0 All employees shall be granted three (3) days leave with pay and an additional two (2) days without pay to attend the funeral of a spouse, common-law spouse, grandparent, mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, sister-in-law or brother-in-law. (Common-law, step, in-law, and foster shall apply where appropriate when considering relationship).
- 29.0 If the employee travels to and from the funeral located more than 500 km from Creston, the additional two (2) days noted above shall be with pay.
- 30.0 At the discretion of the Chief Administrative Officer, additional days may be reasonably granted to any employee based on extenuating or special individual circumstances.

Leave of Absence Without Pay

- 31.0 Leave of absence without pay, may be granted to an employee at the discretion of the Chief Administrative Officer.

Municipal Pension Plan

- 32.0 All municipal full-time employees are enrolled in BC's Municipal Pension Plan, a defined benefit pension plan and the Town of Creston agrees to pay employer contributions required under the pension plan.
- 33.0 Full-time fire department employees enrolled in BC's Municipal Pension Plan will be enrolled in Group 5. Group 5 provides enhanced pensions for police officers and firefighters; members in this group have a higher benefit accrual rate and earlier normal retirement age.

POLICY RECORD

Date Approved by Council:	March 26, 2001	Resolution No.	#273-01
	March 10, 2003		#208-03
	March 24, 2003		#253-03
	March 8, 2004		#58-04
	March 22, 2004		#74-04
Next Review Date:	June 2025	Policy No:	
Last Review Date:	June 2020	Replaces:	
Administrative Review:	June 2022		



Town of Creston

COUNCIL POLICY

**CURRENT
POLICY:**

HUM-001-006

Employee Benefits Policy

PURPOSE To establish guidelines with respect to banked time, vacation, statutory holidays, sick and compassionate leave, leave of absences (without pay) and group benefits.

SCOPE This policy applies to all Town of Creston employees.

POLICY Banked Time

Banked time for staff members is as follows:

- (a) accumulated overtime is calculated at one and one-half times the employees regular wages for any time worked over an employee's regular scheduled day of seven (7) hours, seven and one half hours (7.5) or eight (8) hours, and is calculated at double time for the employees regular wages for any time worked over eleven (11) hours.; (RM March 24, 2003 - Res. #253-03)
- (b) such time off shall be subject to the approval of the Chief Administrative Officer; and
- (c) in the last five (5) years of employment, prior to retirement, staff may accumulate two (2) weeks per year to a total of ten (10) weeks, banked overtime.

Notwithstanding subsection (c) above, banked time shall not be allowed to accumulate in excess of the equivalent to ten working days at any one time and a pay-out of banked time shall be allowed for staff members at the end of December each year, at the discretion of the Chief Administrative Officer.

- (d) Employment agreements for all management positions (Administrative Assistant position exempt), for use in future position vacancies, include the following provisions with respect to banked time:

- i) Management Staff Positions (excluding Chief Administrative Officer):

In lieu of overtime, exempt staff positions defined as "Manager" in accordance with the Employment Standards Regulations (namely Director of Financial Services, Director of Corporate Administration, Fire Chief, Director of Municipal Services, Works Superintendent, Utilities Supervisor, Municipal Services Co-ordinator) shall be granted five (5) paid days off per year in lieu of extra hours worked, in addition to regular paid vacation time; such time off shall be subject to the approval of the Chief Administrative Officer; banked time shall not be allowed to accumulate in excess of the equivalent of ten (10) working days at any one time, and a pay-out of banked time shall be allowed for staff members at the end of December each year, at the discretion of the Chief Administrative Officer; and in the last five (5) years of employment, prior to retirement, staff may accumulate

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POLICY NO. HUM-001-006

up to two (2) weeks per year to a total of ten (10) weeks, banked overtime.

ii) Chief Administrative Officer's Position:

The Chief Administrative Officer shall be granted ten (10) paid days off per year in lieu of any extra hours worked, in addition to regular paid vacation time; these extra paid days may be taken as paid time off or paid out during, or at the close of, the year earned, or may be banked to a maximum of fifty (50) days, to be reclaimed in subsequent years or at retirement/termination as time off only.

- e) All additions and subtractions to overtime and banked time shall be reported to and recorded by the Payroll Clerk, during the pay period that such action is taken.

Group Benefits Package (Life; Accidental Death and Dismemberment; Short Term/Long Term Disability Income; Weekly Indemnity; Extended Health; Dental; and BC Medical)

The non-union staff shall be covered by the Benefits Package as per the agreement entered into with the Union of B.C., Municipalities in 1983, with benefits paid in full by the Town, following a successful completion of the probationary period.

Vacation

Subject to operational requirements, the Chief Administrative Officer shall make every reasonable effort to grant vacation leave as requested by staff and staff members are encouraged to take their annual holidays in one block consisting of not less than three weeks. Remaining holidays are to be taken in either one-week blocks or split at the discretion of the employee, subject to approval by the Chief Administrative Officer.

The following vacation accrual applies to non-union staff:

1-5 years of service	21 working days
6-10 years of service	26 working days
11-15 years of service	31 working days
16 years of service and more	36 working days

Unused vacation days may be paid out or carried over past the anniversary date, at the discretion of the Chief Administrative Officer.

Statutory Holidays

Employees shall receive paid holidays at their normal wage on the following days:

New Year's Day; Good Friday; Easter Monday; Victoria Day; Dominion Day; British Columbia Day; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day;

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COUNCIL POLICY

POLICY NO. HUM-001-006

Boxing Day; and any other day proclaimed or declared by the Federal, Provincial or local municipal government.

Sick Leave

Full time permanent employees, including those on probation, shall earn sick leave credits at the rate of eighteen (18) working days per year, non-cumulative. A part time employee shall earn sick leave credits according to that employee's full-time equivalency ratio.

Compassionate Leave

Employees shall be granted three (3) days leave with pay to attend the funeral of a spouse, common-law spouse, grandparent, mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, sister-in-law or brother-in-law.

One (1) additional day with pay will be granted to an employee when the above noted funeral service is held at a location at least four hundred (400) kilometres from the Town of Creston; with the above time subject to extension, without pay, at the discretion of the Chief Administrative Officer

Leave of Absence Without Pay

Leave of absence without pay, may be granted to an employee at the discretion of the Chief Administrative Officer.

POLICY RECORD

	March 26, 2001		#273-01
	March 10, 2003		#208-03
Date Approved by Council:	March 24, 2003	Resolution No.	#253-03
	March 8, 2004		#58-04
	March 22, 2004		#74-04
Next Review Date:		Policy No:	
Last Review Date:		Replaces:	
Administrative Review:			

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: June 23, 2020

File: 0340.50/7130.30

SUBJECT: Splash Park Re-Opening Policy

RECOMMENDATION: THAT the Request for Decision from the Chief Administrative Officer, regarding the Splash Park Opening Policy (SER-003-053), be received; AND FURTHER, THAT Policy SER-003-053 (Splash Park Opening (COVID-19 Pandemic)), be adopted.

CAO COMMENTS: This report is submitted by the Chief Administrative Officer.

RECOMMENDATION

Report / Document:

Attached ☒

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: The attached policy and signage is developed from guidance provided by all health authorities and provided by Interior Health. The policy follows the Provincial Health Orders. The key to this policy is the installation of signage at the splash park providing information to users related to maintaining physical distancing and washing hands.

RELEVANT POLICY: N/A

STRATEGIC RELEVANCE: N/A

DESIRED OUTCOME(S): A policy direction by Council on the re-opening of the splash park.

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Council adopt the policy as presented for the re-opening of the splash park.
2.	Council adopt the policy with amendments as suggested by Council.
3.	Council not adopt the policy.

PREFERRED STRATEGY: Option 1 – Adopt the policy.

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Provides guidance on the reopening of the splash park.

ORGANIZATIONAL: Signage needs to be acquired and installed.

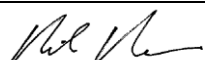
FINANCIAL: \$1000 for the signage.

FOLLOW UP ACTION: N/A

COMMUNICATION: Information on the re-opening will be communicated to the public on website and social media.

OTHER COMMENTS: N/A

Submitted by:


Michael Moore, CAO

Endorsed by:

Other _____

Reviewed by:

CAO _____

Reviewers



Town of Creston

COUNCIL POLICY

POLICY: SER-003-053

Splash Park Opening (Covid-19 Pandemic)

PURPOSE To promote the safety precautions for children, families and individual community members while visiting and utilizing the splash park.

SCOPE All Town of Creston Employees and users of the splash park.

POLICY The Town of Creston has developed a plan for re-opening the splash park. This plan represents the minimum standards that the Town of Creston must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, BC Recreation and Parks Association and WorkSafe BC.

The Town of Creston will continue to follow the direction from the PHO and the Provincial Government.

Interior Health provided in the “Guideline for Public Outdoor Playground Equipment and Splash Parks” that “although there is no evidence of COVID-19 transmission in playground environments, these suggestions can help reduce the potential risks”.

Interior Health provided the following suggestions:

- Sick children must not enter the playground or splash park,
- A physical distance of 2m between parents and guardians should be maintained,
- Children should clean their hands before and after using the playground or splash park,
- Avoid overcrowding, and
- Advise that the playground equipment or splash park equipment is not being cleaned or disinfected.

REFERENCE Recreation and Parks Sector Guideline for Restarting Operations (BC Recreation and Parks Association, May 2020) and Interior Health.

GUIDELINES:

Hazards

During the pandemic response, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces.

Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of playground equipment with easily transmissible viral particles

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COUNCIL POLICY

POLICY NO. SER-003-053

Procedures

The operating procedures detail preventative measures to help reduce the spread of COVID-19 - including physical distancing, self-monitoring, staying at home if feeling unwell, diligent handwashing, limiting travel, limiting interactions to small groups, and wearing a cloth mask in public where physical distancing cannot be maintained. Most of all, it is imperative that splash park users be patient and understanding of others.

The splash park will only operate while there is no ongoing community spread of COVID19 in the region.

SELF-MONITORING	<ul style="list-style-type: none"> Those who are sick or have symptoms related to COVID-19 must not use the splash park. Children are encouraged to avoid sharing toys or other equipment and to limit contact with individuals outside of their household or cohort family. Refrain from touching eyes, nose and mouth with unclean hands. Residents are encouraged to limit the number of people they have contact with.
PHYSICAL DISTANCING	<ul style="list-style-type: none"> Splash park users must maintain physical distancing at all times and limit congregating with people outside their household when entering/leaving the splash park and supervising children playing. Individuals should maintain physical distancing when returning to vehicles or homes.
PERSONAL HYGIENE	<ul style="list-style-type: none"> Practice proper hand hygiene by washing hands frequently. Refrain from touching eyes, nose and mouth with unclean hands. Carry and use hand sanitizer containing at least 60% alcohol content immediately before and after using splash park equipment.
CLEANING DISINFECTING & INSPECTIONS	<ul style="list-style-type: none"> Splash park equipment is not cleaned or sanitized. Documented monthly inspections.
SIGNAGE	<ul style="list-style-type: none"> Signage will be placed at each splash park site displaying the following information: <ol style="list-style-type: none"> If you feel sick or have <u>any</u> cold/flu symptoms, stay home. Keep 2 metres distant from other children at all times. Clean your hands with soap and water, or hand sanitizer before and after use. If splash park is busy, come back another time. The equipment is not being cleaned or sanitized.

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POLICY NO. SER-003-053

POLICY RECORD

Date Approved by Council:

Resolution No.

Next Review Date:

Policy No:

Last Review Date:

Replaces:

Administrative Review:

SPLASH PARK OPEN

Splash park equipment is not cleaned or sanitized

Help keep the splash park open by following these guidelines:



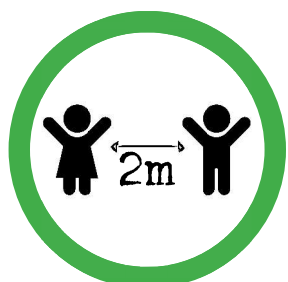
If you feel sick or have any cold/flu symptoms, stay home.



Clean your hands with soap and water, or hand sanitizer before and after use.



Splash park equipment is for children only.



Children and adults must keep 2 metres distant from others at all times.



Take turns and be patient with others.



Avoid overcrowding. If splash park is busy, come back another time.

Thank you for working with us to prevent the spread of COVID-19.

Park / Washroom Hours: 7:00am - 10:00pm

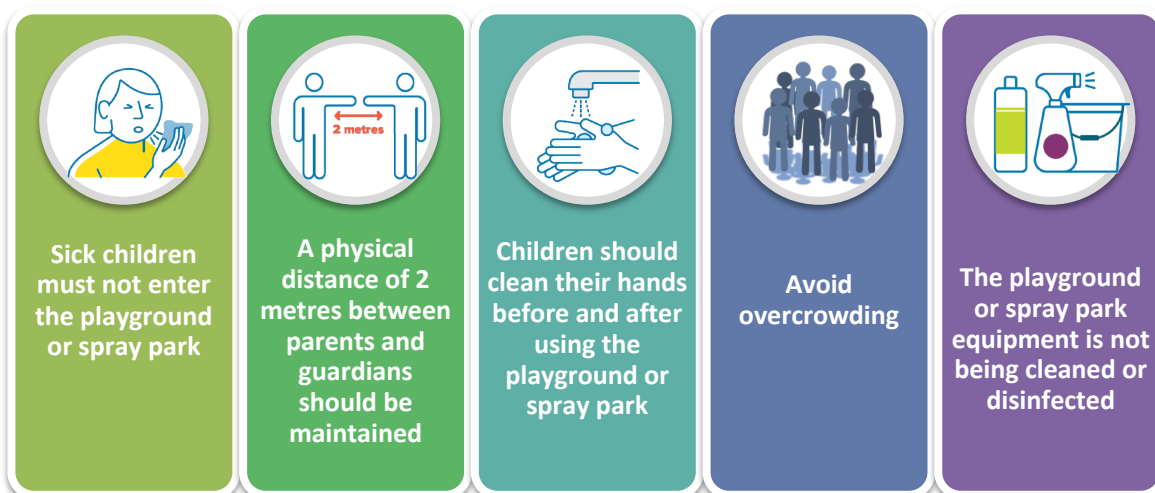
Coronavirus Disease (COVID-19)

Guideline for Public Outdoor Playground Equipment and Spray Parks

We recognize that many parks closed playground equipment as a precaution at the onset of the COVID-19 pandemic, and that spray parks are not typically operational during the spring months. Parks and spray parks are now looking for advice on allowing children to access these facilities. Although there is no evidence of COVID-19 transmission in playground environments, these suggestions can help to reduce the potential risks.

Before opening, carefully inspect equipment to verify its safety.

Post signage around the park to remind users:



Drinking Fountains

Where possible, switch drinking water fountains to touchless or foot pedal operation.



Public Washrooms

Where present, open washrooms and ensure that sinks are stocked and available for handwashing. Clean and disinfect at least once daily.