



COMMITTEE OF THE WHOLE
MEETING OF COUNCIL AGENDA

**MEETING TO BE HELD IN THE COUNCIL CHAMBERS,
NORTHWEST COMMUNITY COLLEGE
ON MONDAY, JUNE 12, 2017 AT 7:30 P.M.**

- | | | |
|---------|----|---|
| | 1. | Call to Order |
| | 2. | Public Input / Questions on Agenda Items |
| | 3. | Media Inquiries - For Clarification Only |
| | 4. | Call for New Business / Adoption of the Agenda |
| Page 3 | 5. | UBCM Resolution – Homelessness Partnering Strategy |
| Page 5 | 6. | Municipal Code Review for Fabric Structures |
| Page 9 | 7. | Minette Bay West Concept Plan – Newspaper Advertisement and Stewardship Centre for BC Recognition |
| Page 15 | 8. | Liquor License – Permanent Amendment |
| Page 21 | 9. | Summer Student Employment Policy |

**CLOSED MEETING TO BE HELD FOLLOWING
THE COMMITTEE OF THE WHOLE MEETING
ON MONDAY, JUNE 12, 2017**

Call for Closed New Business Items and Agenda Changes

Moved by _____, Seconded by _____.

THAT the agenda be adopted and Council deal with these matters in closed session.

At this point the public leaves.

1. Adoption of Closed Meeting Minutes – May 29, 2017
2. Land Item – S. 90(1)(e)
3. Land Item – S. 90(1)(e)
4. Release of Closed Items
5. Adjournment

COUNCIL REPORT

Date: 12 June 2017
 File: 1.6.3.12
 To: Warren Waycheshen, CAO - for Mayor and Council
 From: Ethan Anderson, Deputy Director of Corporate Administration
 Re: Homelessness Partnering Strategy UBCM Resolution



Recommendation:

Action: Council suggest amendments to the following resolution to be submitted to the UBCM for consideration.

Recommended Motion:

THAT the following resolution be submitted to the Union of British Columbia Municipalities for consideration at the 2017 UBCM Convention being held September 25 to 29, 2017;

Whereas

The Government of Canada funding for the Homelessness Partnering Strategy no longer gives priority to communities with population bases less than 25,000.

Whereas

The changing focus of this program has left small communities under-serviced and unable to work with the vulnerable populations in finding adequate housing and facilitating social services for individual clients. Without this funding, small local governments are unable to fund outreach workers for these services without creating further financial pressure by downloading of provincial and federal responsibilities.

Therefore let it be resolved

That UBCM lobby the federal government to refocus Homelessness Partnering Strategy funding to those programs in communities of less than 25,000 population.

Background:

Council passed the following motion on the Homelessness Partnering Strategy;

“THAT UBCM support the reinstatement of federal government funding for Housing Resource Workers in rural communities under a population of 25,000.”

Staff drafted the above motion in an attempt to reflect Council's desire to see UBCM consider lobbying of the federal government to return the focus of this strategy to those below the population of 25,000.

If Council would like to make amendments to the proposed motion, it is requested that they do so now as the deadline for a submission of a direct resolution is June 30, 2017.

The Kitimat Community Development Centre has reviewed the above resolution and are in favour of it.

Alternative Options:

1. Another option as developed through discussion of Council.

Budget Implications:

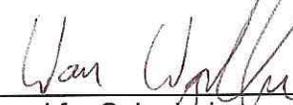
Not Applicable.



 Director of Finance Initials



 Submitted by:
 Ethan Anderson
 Deputy Director of Corporate Administration



 Approved for Submission:
 Warren Waycheshen, CAO

/ea

COUNCIL REPORT

Date: 12 April 2017
File: 7.17.19
To: Warren Waycheshen, CAO for Mayor and Council
From: Director of Community Planning & Development
Re: Municipal Code Review for Fabric Structures



1. Recommendation

THAT staff complete a review of zoning options for temporary and permanent fabric structures;

THAT zoning options for temporary and permanent fabric structures be referred to Advisory Planning Commission (APC) for comment and a recommendation;

THAT staff prepare a Zoning Amendment Bylaw for Council consideration, incorporating recommendations to address temporary and permanent fabric structures;

AND FURTHER THAT during the preparation of a Zoning Amendment Bylaw addressing fabric structures, any building permit application for a permanent fabric structure outside of Industrial (M) Zones be withheld for up to 90 days, in accordance with Section 463 of the *Local Government Act*.

2. Background

In 2016, at the request of the Engineering and Building Departments, Community Planning & Development commenced a preliminary review of potential zoning options to regulate temporary and permanent fabric structures on private property. For the purposes of this report, "Fabric Structures" are:

Pre-manufactured structures intended to be temporary or permanent, consisting of wood framing, tubular metal, tubular plastic frame or other framing, and covered with fabric, reinforced plastic, vinyl or other sheet material. Fabric Structures can be fully enclosed or open on one or more sides.

Temporary fabric structures (TFS) –such as automobile, boat and trailer covers – can be purchased at retail stores and generally have a limited lifespan. TFS typically are not secured on a foundation and can be easily installed, relocated or removed. Staff at the District of Kitimat and many other municipalities throughout BC have experienced challenges with these structures as they vary in quality and durability, may be damaged by inclement weather, and have negative impacts on neighbouring properties and neighbourhood aesthetics. There are various ways to address these challenges through zoning, including but not limited to: time limits, size limits, and siting or screening regulations.

Permanent fabric structures (PFS) are typically engineered and pre-fabricated to a high quality, have a design life of up to two decades or longer, and are warrantied. These structures are often installed on a foundation or secured through other methods such as concrete blocks. PFS may house a shop, garage or provide covered storage areas for vehicles, equipment and materials. Although PFS are more resilient than TFS, the large size of most PFS can result in negative impacts to neighbouring properties and neighbourhood aesthetics. Provided PFS meet the requirements of the *BC Building Code*, they can be used for a principal permitted use or as an accessory building or structure. These structures fit well

and already exist in Industrial (M) zones, but may not be appropriate in Residential (R) and/or Greenbelt (G) zones where residential is the principal land use (e.g., Cable Car, Strawberry Meadows). Permanent fabric structures also may be inappropriate in the C1 – City Centre zone and/or other Commercial zones where strong urban design and revitalization are priorities.

3. Current DOK Regulations for Fabric Structures

The *Kitimat Municipal Code* does not currently distinguish fabric structures from other types of buildings and structures. For example, all accessory buildings and structures in Kitimat – including sheds, greenhouses, detached garages, fabric structures and others – currently fall under a broad permitted land use: “Accessory Buildings and Structures”. This use is permitted in most zones within the District subject to general site coverage, height, setbacks and other requirements.

4. Recommended Next Steps

Staff recommend a comprehensive review of zoning options for temporary and permanent fabric structures. This review would include research of best practices and approaches used by other municipalities in British Columbia. Options would then be tailored to suit Kitimat’s context and climate. The results of this review would be presented to the Advisory Planning Commission (APC) for comment and a recommendation. Staff would then prepare a Zoning Amendment Bylaw for Council consideration. A public hearing will be required before any new regulations are adopted.

5. Options

1. THAT staff not review zoning options for temporary and permanent fabric structures; or
2. THAT staff complete a review of zoning options for permanent fabric structures; or
3. THAT staff complete a review of zoning options for temporary fabric structures; or
4. Alternative identified during Council debate.

6. Budget Implications: None


Treasurer Initials

7. Council Initiatives

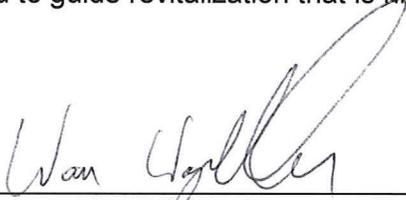
Strategic Plan

2. Community planning and asset management must be disciplined with a long-term view

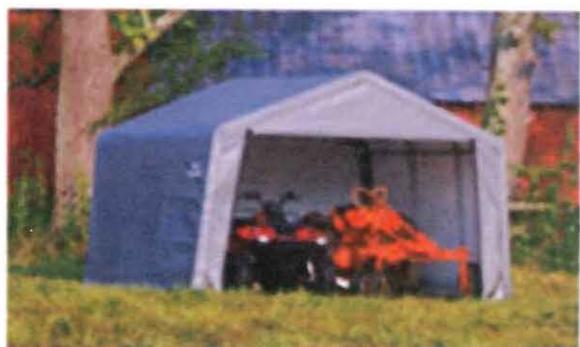
Official Community Plan

- 4.3.5 Explore opportunities to encourage owners and renters to improve the quality (e.g., aesthetics) of their housing.
- 4.1.18 City Centre serves as Kitimat’s core... the Downtown Revitalization Area has been designated to guide revitalization that is high quality in appearance.


Submitted by:
Gwendolyn Sewell, MCIP RPP
Director of Community Planning & Development


Approved for Submission:
Warren Waycheshen,
Chief Administrative Officer

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Sand and Salt Storage



Penticton Sportsplex



COUNCIL REPORT

Date: 8 June 2017
 File: 7.2.35
 To: Warren Waycheshen, CAO - for Mayor and Council
 From: Director of Community Planning & Development
 Re: Minette Bay West Concept Plan – Newspaper Advertisement
 and Stewardship Centre for BC Recognition



Recommendation:

THAT the “Minette Bay West Concept Plan – Newspaper Advertisement and Stewardship Centre for BC Recognition” report dated 8 June 2017 be received for information.

1. Newspaper Advertisement

Open, transparent and frequent communication with the community has been a fundamental part of the Minette Bay West Concept Planning process. In keeping with this commitment, staff are placing an advertisement in the June 14 edition of the Kitimat Northern Sentinel. Our ad (see attached) provides information about the Bear Study, community engagement, our recent recognition by the Stewardship Centre for BC, and a timeline for completion of a final Concept Plan for Minette Bay West.

2. Stewardship Centre for BC Recognition

The concept planning process for Minette Bay West was recently recognized by the Stewardship Centre for BC (SCBC) for environmental leadership and commitment to Green Shores. Articles were published on the SCBC and Green Shores websites on 6 June 2017 (see attached) and information was shared via SCBC’s social media accounts.

Budget Implications: None

Council Initiative/Other Relevant Plans

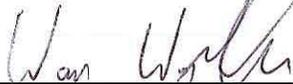
Strategic Plan - 4. We value and protect our waterfront as key to our natural beauty and strategic importance.

- Ensure recreational access to the Kitimat Waterfront for residents.

OCP - Policy 4.2.4 - Provide public access to the ocean, in the south and at Minette Bay, where possible.

Policy 4.4.10 - Permit some public access and limited development (i.e. parks, open space and public / private passive recreation) in the Kitimat River Estuary and Minette Bay subject to access agreements, impact assessment report findings and design that retains natural attributes.


 Submitted by:
 Gwendolyn Sewell, MCIP, RPP
 Director of Community Planning & Development


 Approved for Submission:
 Warren Waycheshen, CAO

Minette Bay West Concept Plan

Project Update



www.kitimat.ca/mbw

Environmental Sustainability

Stewardship Centre for British Columbia (SCBC) has recognized DOK for environmental leadership and commitment to Green Shores. Minette Bay West is the first park project in BC to be premised on, and enrolled in Green Shores from the outset. For more information, please visit: <http://stewardshipcentrebc.ca/minettebaywest>

Bear Study

Experts are completing a study of bears & bear habitat at Minette Bay West. Field work is complete and a report will be released in late June

Community Engagement

We have had over 1,100 contacts with community members and continue to collect input. Please e-mail dok@kitimat.ca if you would like to comment on any aspect of this project. A 52-page summary of engagement is available at www.kitimat.ca/mbw

Final Concept Plan

A final concept plan, cost estimate and phasing schedule will be prepared in July. Expect this plan to be unveiled in summer 2017

First park project in BC going for Green Shores certification: Minette Bay West, Kitimat, BC

Jun 06, 2017 | by SCBC Communications | 0 Comment
[certification](#)
[green shores](#)
[Kitimat](#)
[Minette Bay West](#)



The District of Kitimat has shown strong leadership in shoreline sustainability by enrolling their new Minette Bay West park project in Green Shores.

While other parks in BC have achieved Green Shores certification retroactively, the District of Kitimat is the first municipality in BC to incorporate Green Shores into a park master planning process from the outset.

In the park concept preparation for Minette Bay West, the Stewardship Centre for BC's Green Shores program guided the planning and design process, including the project conceptualization and Request for Proposals (RFP) stages. The four broad [Green Shores principles](#) and the [Green Shores for Coastal Development Guide](#) have since provided a foundation and guide for the concept planning process.

The District has hired a consulting team consisting of industry-leading experts in landscape architecture and coastal biology who are familiar with, and passionate about, Green Shores. Some of the team members were involved in the initial development of Green Shores and continue to work with the Stewardship Centre as Green Shores advisors and educators.

The planning team is currently evaluating three concept plan options for Minette Bay West park. Considerations include community input from over 1,100 contacts, site investigation (environment, archaeology, wildlife), Green Shores credits, our vision and guiding principles, and more. The target for refining the options into a final concept plan is summer 2017.

For more details about the Minette Bay West Concept Planning process, please see www.kitimat.ca/mbw. See [Green Shores](#) for further information on Green Shores certification.

Social Share



Latest News


[First park project in BC going for Green Shores certification: Minette Bay West, Kitimat, BC](#)
 Jun 06, 2017


[Survey on ecological stewardship](#)
 May 25, 2017


[AGM 2017 and Panel Presentation](#)
 May 23, 2017


[New Stewardship Champion: Sue Hemphill](#)
 May 17, 2017


[2 New Champions!](#)
 May 02, 2017

Tweets by @StewardshipBC


 The District of Kitimat has...
[stewardshipcentrebc.ca](#)


 StewardshipCentreBC Retweeted
 @SafeCatSafeBird
 Nominations are now open for the Safe...
[Embed](#)
[View on Twitter](#)

SCBC Programs

- + [Green Shores](#)
- + [Strengthening Stewardship](#)
- + [Wildlife & Species at Risk](#)
- + [Creating Stewardship Legacies](#)



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Related Posts

Latest News



First park project in BC going for Green Shores certification: Minette Bay West, Kitimat, BC



Free webinars now online!



Level 2 Green Shores workshop in Vancouver May 29-30



Green Shores included in new Living Shorelines publication



New Publication: Your Marine Waterfront

COUNCIL REPORT

Date: June 7, 2017
 File: 1.4.2.1
 To: Warren Waycheshen, CAO - for Mayor and Council
 From: Dustin Rutsatz, Deputy Director of Finance
 Re: Application for Permanent Change to Liquor License – Chilly
 Dancer Entertainments Ltd.



Recommendation Motion:

THAT Council passes a resolution not to comment on the permanent change to increase the occupancy load from 170 to 227 patrons for Chilly and Dancer Entertainments Ltd.

Action:

STEP 1 – Decide to Comment or Not Comment

Council should decide, by resolution, whether to comment on the application and thereby conduct a public consultation on behalf of the LCLB; or alternately, not to comment and allow the LCLB to conduct its own public consultation.

STEP 2 – If Decision is Not to Comment

Council will pass a resolution and a letter (as attached) will be forwarded to the LCLB.

STEP 3 – If Decision above is to Comment, Conduct Public Review

Should Council decide in STEP 1 to comment, subsequent to receiving public input, Council must consider and comment on certain criteria stipulated by the LCLB, as follows:

1. The location of the establishment
2. The proximity of the establishment to other social or recreational facilities and public buildings
3. The person capacity and hours of liquor service
4. The number and market focus or clientele of liquor primary license establishments within a reasonable distance of the proposed location
5. Traffic, noise, parking, and zoning
6. Population, population density, and population trends
7. Relevant socio-economic information
8. The impact on the community if the application is approved

Application for Permanent Change to Liquor License – Chilly
Dancer Entertainments Ltd.

Page 2 of 4

STEP 4 – If Decision above is to Comment, Response to LCLB after completion of Public Review

After considering all of the above criteria, Council must decide by resolution whether to endorse or oppose the application, and must communicate this decision in writing to the LCLB within 90 days after the District receives notice. The District of Kitimat's letter to the LCLB must include:

1. A statement that Council has considered all of the required criteria (see Step 3 above);
2. A statement as to whether the views of residents were gathered, what those views are, the method used to gather the views;
3. Comments and recommendations respecting the views of residents;
4. Recommendations with respect to whether the license should be issued; and
5. The reasons for its recommendations;
6. A certified copy of Council's resolution.

Background:

A. Introduction

The Liquor Control and Licensing Board (LCLB) is responsible for licensing all establishments that sell liquor in the Province of British Columbia. The LCLB allows the local government or first nations to extend input into applications for licenses and into applications for permanent and temporary changes to licenses.

The LCLB requests local government input in the form of a resolution by Council to be received by LCLB within 30 days of the application. The Council has two alternatives:

1. Choosing to comment - If Council chooses this option, they must follow LCLB criteria in conducting a public review and on the input they receive. The LCLB criteria are listed below. Out of the public review, Council should pass a resolution that comments on the criteria and includes a recommendation on whether the amendment be approved
2. Choosing not to comment – if Council chooses this option, they must pass a resolution to this effect. The LCLB will then conduct its own review of the application and make a decision.

B. Applicant

Attached is an Application for a Permanent Change to a Liquor Licence from the Licensee, Chilly and Dancer Entertainments Ltd. The owner, Ms. Elly Castilho is requesting Council's support for their application to the LCLB for the following purpose:

- to change patron capacity on their liquor license
- (Attached is a copy of the relevant page of the permanent change application)

Application for Permanent Change to Liquor License – Chilly
Dancer Entertainments Ltd.

Page 3 of 4

C. Change Requested

The bar's current occupant load is 170 patrons plus staff. The application is to increase this to 227 patrons plus staff

D. Rationale for Change

The change is due to renovations that have been done previously to remove walls. The upstairs area is now one open area. The RCMP has no issue with this change. 227 patrons meets the building and fire code.

Alternatives

Council can provide comments on an application and first must gather public input by using any one or combination of:

- a) Receiving written comments,
- b) Conducting a public comment process or meeting,
- c) Holding a referendum,
- d) Another method the local government deems appropriate.

If this is Council's direction staff recommends soliciting public input by:

- 1. Posting notice on the District's website and other social media,
- 2. Distribute notices to properties within 90 metres of the property.

If this is the direction the following is provided for Council's consideration:

THAT public comments regarding the Chilly and Dancer Entertainment Ltd. application for a permanent liquor license change to increase the occupant load from 170 patrons (plus staff) to 227 patrons (plus staff) be requested by posting notice on the District's website and other social media, and, distributing notices to properties within 90 metres of the subject property. AND THAT staff compile the comments and report back to Council with options for responding to the Liquor Control and Licensing Branch.

Another option as directed by Council. This may include newspaper advertising or holding a public meeting to gather feedback.

Application for Permanent Change to Liquor License – Chilly
Dancer Entertainments Ltd.

Page 4 of 4

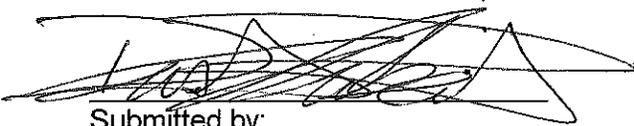
Budget Implications:

The liquor license fees bylaw for this change have not yet been adopted. Therefore there may be costs from a public review with no offsetting revenue.

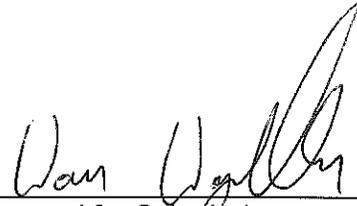

Director of Finance Initials

Budgeted:

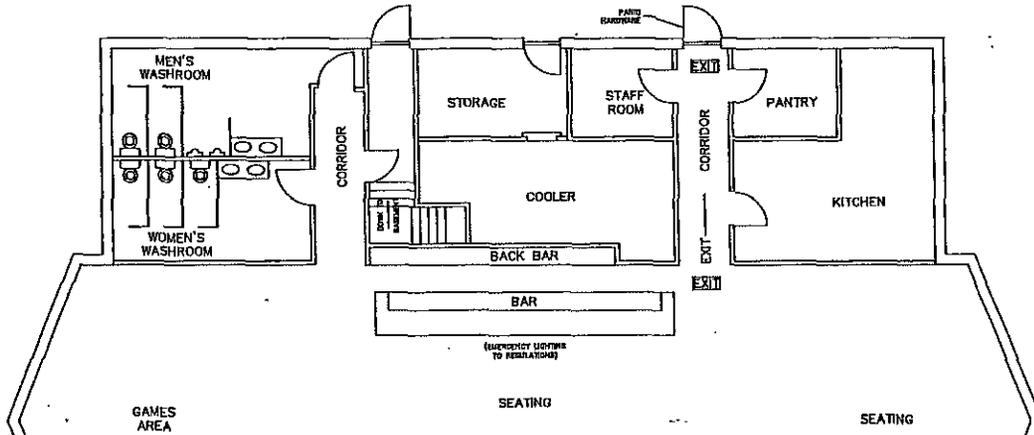
Unbudgeted:



Submitted by:
Dustin Rutsatz, Deputy Director of Finance


Approved for Submission:
Warren Waychesen, CAO

DR



FLOOR AREA	
LOUNGE SEATING	--- 730 SQ. FT.
DANCE AREA	--- 176 SQ. FT.
GAMES AREA	--- 438 SQ. FT.
ENCLOSED DECK	--- 310 SQ. FT.
MAIN SEATING AREA	--- 1272 SQ. FT.
KITCHEN	--- 272 SQ. FT.

Lounge seating - 57
 Dance area - 14
 Games area - 34
 Enclosed deck - 24
 Main Seating - 98
 Total O.L. 227

DISTRICT OF KITIMAT

APPROVED

SUBJECT TO THE PROVISIONS OF THE KITIMAT MUNICIPAL CODE, B.C. BUILDING CODE & NATIONAL FIRE CODE OF CANADA

INSPECTOR

DATE

April 20, 2011

DATE

SEATING
EXISTING DECK, ADJACENT
TO FULLY ENCLOSED
(APPROX. 310 SQ. FT.)

- ① new exit doors to be clearly marked, 3-3-118(1) 1998 B.C. Building.
- ② fire detector connected with existing alarm system required.
- ③ no windows opened over new windows.
- ④ fire extinguishers used per City Department requirements.
- ⑤ existing floor beams to be independently supported per code.
- ⑥ emergency lighting to be provided.
- ⑦ all new light fixtures or exhaust systems to be seismic design.
- ⑧ glass in doors to be laminated or tempered glass conforming to CAN/CSA-12.1, 3-3-118(6) 1998 B.C. Building Code.
- ⑨ if panels adjacent to new areas to each door would be in violation for part of means of egress glazing must be made inaccessible by barrier or walls, 3-3-118(5) 1998 B.C. Building Code.

DISTRICT OF KITIMAT
APPROVED
 SUBJECT TO THE PROVISIONS OF THE KITIMAT MUNICIPAL CODE, B.C. BUILDING CODE & NATIONAL FIRE CODE OF CANADA
 Building Inspector
 DATE
 BUILDING PERMIT NO. 15070

DRAWN BY: F. BARRIE	THE OL' KEG PUB FLOOR PLAN LAYOUT KITIMAT B.C.
DATE: 12/04/02	
SCALE: 1/4"=1'-0"	
PLAT SCALE: 1/1	

COUNCIL REPORT

Date: June 01, 2017
 File: 3.2.2.1
 To: Warren Waycheshen, CAO - for Mayor and Council
 From: Bev Gibaldi, Human Resources Manager
 Re: STUDENT SUMMER EMPLOYMENT POLICY



Recommendation:

THAT the Summer Student Employment Policy Section 4. Hiring Criterion be revised to consider full-time students those who are attending a secondary school, or a post-secondary institution and carrying a minimum of three full credit (3 credit) courses in the both the Fall and Spring session.

Background:

The Summer Student Employment Policy was last reviewed in 1995.

In 1995 it was common policy among employers and local governments to require students to be enrolled in four, three credit courses for the Fall and Spring sessions to be considered eligible for summer employment.

Over the past few years it has been noted that many students no longer meet this eligibility requirement and are therefore not eligible for summer employment.

Some of the reasons for this are:

Students may be enrolled in five courses in the Fall session (September – December) and three courses in the Spring session (January to April).

A student may be enrolled in the sciences where they are taking three courses and a lab, however, the lab is not considered a three credit course.

Students are asked to provide a copy of their transcript and also a letter from the Registrar's Office stating that they are a student in good standing. It was noted that many of these letter's stated that the student was a full-time student taking three, 3 credit courses.

Thompson Rivers University (TRU), the University of British Columbia (UNBC), the University of British Columbia (UBC) and Northwest Community College (NWCC) were contacted and asked what their criteria is for a student to be considered full-time. All four schools advised that a student who is enrolled in a minimum of three, 3 credit courses is considered a full-time student.

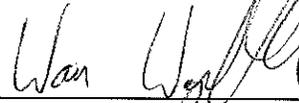
If a student applies for a student loan, in order to be approved as a full-time student they must be enrolled in three, 3 credit courses.

Rio Tinto's summer student hiring criteria changed approximately five years ago. Eligibility for hiring is now based on a student providing documentation from the post-secondary institution they are attending which states that they are a full-time student. They must also provide documentation proving that they are returning to school in the Fall.

For these reasons we would like to ask that Council consider a change to our current policy to allow students who are enrolled in at least three, 3 credit courses in the Fall and Spring sessions and who are returning to school in the Fall be considered eligible for summer employment with the District of Kitimat.



Submitted by:
Bev Gibaldi, Human Resources Manager



Approved for Submission:
Warren Waycheshen, CAO

:bmg

POLICY-PROCEDURE MANUAL**TITLE: STUDENT SUMMER EMPLOYMENT**

Page 1 of 2

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
D.G. Morris	Council	May 24, 1988
J. Gustafson	Council	May 25, 1992
J. Iannarelli	Council	February 7, 1994
W. McLellan	Council	April 3, 1995

General

1. It shall be the policy of Council to promote educational upgrading by providing students with summer employment opportunities within the District's operation, as far as practicable, on special programs and projects, as summer vacation replacements, and as summer casuals and temporaries within the regular work force.
2. It shall further be the policy of Council to participate in Senior Government Student Employment Programs, as appropriate.

General Requirements

3. All applicants for Student Summer Employment shall meet the following requirements:
 - a. legally entitled to work in Canada;
 - b. meet acceptable physical standards;
 - c. possess the best qualifications for the job;
 - d. established local residence base; and
 - e. committed to continuing education in the fall and winter semesters.

...../2

Hiring Criterion

4. Preference will be given to full time students registered at and attending a secondary school or post secondary institute and carrying a minimum of ~~three~~ four full credit courses in both the Fall and Spring sessions.
5. Generally, students will not be hired for more than three summers at Union rates. Exceptions may be made where specific qualifications are required and/or they are enrolled in a longer program and/or there are not enough suitable candidates for vacancies.
6. Applicants attending Grade 12 shall be given preference over applicants attending Grade 11.
7. The appropriate Department Head shall determine whether any specific qualifications or experience is required for the position.
8. Hiring shall be on the basis of the best eligible candidate for the position.
9. Special government program criterion shall be adhered to when participating in such programs.
10. Wherever feasible, and in consideration of any specialized skills or qualifications required, a system of random selection shall be used among qualified applicants to hire new employees. Previous student employees with successful work experience at the District will be given priority to return to their previous work area.