

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING AGENDA FOR MAY 11TH, 2022

Note: The Public Hearing to receive submissions regarding OCP Amendment Bylaw No. 474, 2022 and Zoning Amendment Bylaw No. 475, 2022 will be held at 7pm, both in the council chambers and virtually via “Zoom”.

Zoom info:

**Meeting ID: 882 123 4110
Passcode: Radium**

**Dial in: 1-204-272-7920
Meeting ID: 882 123 4110
Passcode: 600461**

PRESENT:

1. ORDER:

LAND ACKNOWLEDGEMENT:

2. ADDITIONS TO AGENDA:

3. MINUTES:

- a) Adoption of Minutes from Regular Council Meeting held on April 27th, 2022

Recommended Resolution:

That Council approves the Regular Council Meeting minutes from April 27^h, 2022, as presented.

4. DELEGATIONS:

5. COMMITTEE REPORTS:

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

7. BYLAWS:

- a) Financial Plan Bylaw No. 476, 2022 – for adoption

Recommended Resolution:

That “*Financial Plan Bylaw No. 476, 2022*” be adopted.

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING AGENDA FOR MAY 11TH, 2022

- b) Tax Rate Bylaw No. 477, 2022 – for adoption

Recommended Resolution:

That “*Tax Rate Bylaw No. 477, 2022*” be adopted.

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Report to Council – CAO Bergles – Addition of Arne Dohlen to MIABC Insurance

Recommended Resolution:

Resolved, that Council adds Arne Dohlen, Building Inspector and Development Services Contractor, as an associate member to the Village’s Municipal Insurance Association of British Columbia Policy for Liability and Errors and Omissions Purposes until December 31, 2022.

- b) Report to Council – CFO Sharp – 2021 Statement of Financial Information

Recommended Resolution:

Resolved, that Council approves the 2021 Statement of Financial Information.

- c) Report to Council – CFO Sharp – March cheque register

Recommended Resolution:

Resolved, that Council receives the cheque register, for information.

- d) Report to Council – CAO Bergles and CFO Sharp – Vacation & Statutory Holiday Policy

Recommended Resolution:

Resolved, that Council approves the Vacation & Statutory Holiday Policy, as presented.

9. NEW BUSINESS:

10. ROUNDTABLE:

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

12. ADJOURNMENT:

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING MINUTES FROM APRIL 27TH, 2022

PRESENT: Acting Mayor Logan, Councillors Shudra, Gray and McCauley, Adrian Bergles, Kent Kebe, Karen Sharp, Jill Logan, members of the public and the Columbia Valley Pioneer

REGRETS: Mayor Clara Reinhardt

1. ORDER: Acting Mayor Logan brought the meeting to order at 7:30 p.m.

LAND ACKNOWLEDGEMENT:

Acting Mayor Logan acknowledged the First Nation's heritage for the lands upon which this meeting is being held.

NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

2. ADDITIONS TO AGENDA:

Resolved, that the following items be added to the Agenda under Item 8 - New Business:

8b) Report to Council from CFO Karen Sharp – Draft Resort Municipality Initiative
3-year Strategic Plan 2022-2024

8c) AKBLG Report from Mayor Reinhardt
(Moved by Councillor Gray) Carried

3. MINUTES:

Resolved that Council approves the Regular Council Meeting minutes from April 13th, 2022, as presented.

(Moved by Councillor Gray) Carried

4. DELEGATIONS:

None

5. COMMITTEE REPORTS:

- Councillor Gray reported that he had recently attended AKBLG in Nelson, and the Radium Chamber AGM.
- Councillor Logan reported that the Rotary Community Garden committee had met and discussed the garden work-bee on May 7th, and the water supply issues and work being done to connect the garden to the Park's building supply lines.

VILLAGE OF RADIUM HOT SPRINGS

Regular Council Meeting Minutes from April 27th, 2022 continued...

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

Councillor Gray recused himself from the mobile vendor discussion.

Council received CAO Bergles' Report to Council – Mobile Vendors, with recommendations. The following was resolved:

- a) That Council resolves to select option (a) relating to the possibility of seasonal mobile vendor operations in the Village of Radium Hot Springs.
(Moved by Councillor McCauley) Carried

As a result of Option (a), Council and staff set May 24th at 2pm for a Committee of the Whole meeting.

Councillor Gray returned to the Chambers.

7. BYLAWS

- a) Resolved, that "*Financial Plan Bylaw No. 476, 2022*", be read a third time.
(Moved by Councillor Gray) Carried
- b) Resolved, that "*Tax Rate Bylaw No. 477, 2022*", be read a third time.
(Moved by Councillor McCauley) Carried

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Resolved, that Council receives the email dated April 18th, 2022 from ColumbiYEA, for information.
(Moved by Councillor Gray) Carried
- b) Resolved, that Council approves the Draft Resort Municipality Initiative 3-year Strategic Plan 2022-2024.
(Moved by Councillor McCauley) Carried
- c) Resolved, that Council receives Mayor Reinhardt's AKBLG Report, as presented.
(Moved by Councillor Shudra) Carried

VILLAGE OF RADIUM HOT SPRINGS

Regular Council Meeting Minutes from April 27th, 2022 continued...

9. NEW BUSINESS:

- a) That Council resolves to change the standing agenda matter “Sundry Matters and Questions” to “Roundtable” on a go forward basis.
(Moved by Councillor Gray) Carried

10. SUNDRY MATTERS & QUESTIONS:

- Councillor Shudra expressed his pleasure that the Spray Park has finally received its operating permit.
- Councillor Gray commented that he had attended several in-person meetings (AKBLG, Radium Library, Chamber AGM) and that it felt ‘good’ to be back in-person.
- Bylaw Officer Kebe advised he has been in an animal control course all week and that Short Term Rental applications have come to a standstill.
- CFO Sharp advised that she was busy with annual reporting.

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

None

12. ADJOURNMENT: 8:44p.m.

HEREBY CERTIFIED CORRECT:

Acting Mayor Todd Logan

Clerk, Jill Logan

VILLAGE OF RADIUM HOT SPRINGS

BYLAW NO. 476, 2022.

Being a bylaw respecting the Financial Plan for the years 2022 - 2026.

WHEREAS Section 165 of the Community Charter provides that a municipality must adopt a Financial Plan before the annual property tax bylaw is adopted.

NOW THEREFORE the Council of the Village of Radium Hot Springs, in open meeting assembled *enacts*, as follows:

1. That Schedule "A" attached hereto and made part of this bylaw is hereby declared to be the Five-Year Financial Plan of the Village of Radium Hot Springs for the year ending December 31, 2026, and;
2. That Schedule "B" attached hereto and made part of this bylaw is hereby declared to be the Financial Plan Policy Statements of the Village of Radium Hot Springs for the year ending December 31, 2022, and;
3. That the Financial Plan comes into effect on January 1, 2022, and;
4. That this bylaw may be cited as "Financial Plan Bylaw No. 476, 2022".
5. *Village of Radium Hot Springs 2021 – 2025 Financial Plan Bylaw 462, 2021* and any amendments thereto, are hereby repealed in their entirety.

READ A FIRST, AND SECOND TIME THIS 13th DAY OF APRIL, 2022.

READ A THIRD TIME THIS 27th DAY OF APRIL, 2022.

RECONSIDERED AND ADOPTED THIS _____ DAY OF MAY, 2022.

Mayor Clara Reinhardt

Corporate Officer Adrian Bergles

Hereby certified as a true copy of Bylaw No. 476, 2022.

Clerk

SCHEDULE "B" TO BYLAW NO. 476, 2022.

VILLAGE OF RADIUM HOT SPRINGS FINANCIAL PLAN POLICY STATEMENTS 2022

The Community Charter requires that municipalities provide explicit policy and objective statements as part of the financial plan that relate specifically to the proportions of revenue proposed to come from the various funding sources, the distribution of property taxes among property classes, and the use of permissive tax exemptions.

1. It is the objective of Council to operate an efficient and self-sufficient municipality while maintaining a well-served, safe, and livable community. Our focus is providing for maximum efficiency with appropriate taxation to maintain services levels as set by Council, while also making provision for future infrastructure and service needs.
2. With respect to the proportions of revenue proposed to come from the various funding sources the following applies:
 - (a) The assessed values for the residential and commercial tax classes saw a market change of 23% and 13% respectively. Major Industry saw a market decrease of -2.09%. There will be a 5% additional tax increase added to the rates to raise revenue for the overall general operational costs and funding the new capital, fire department and road reserves. Additional revenues will also come from the new construction of the prior year.
 - (b) The revenue from water and sewer parcel taxes will primarily be used to finance existing capital debt, new capital projects, operations, and to maintain or build reserves for future purposes.
 - (c) The Village supports an approach based on fee for service and supports provincial regulation that ties fees to the actual cost of providing a service. For this reason, demand for services largely dictates projected fee revenues.
 - (d) Revenue from other services is largely dependent on grants and transfers from senior governments. The municipality will pursue such funding whenever the programs advance municipal goals. We will support provincial objectives, often attached as funding conditions, in any way that compliments or advances municipal policy or direction.
 - (e) The municipality will borrow when necessary, to achieve our objectives, while being cognizant of the additional costs imposed by borrowing, and of how these costs get transferred to the future users of infrastructure financed through borrowing.

Table one: proportions of total revenue (operating)

Revenue Source	% Total Revenue
Property value taxes	14%
Parcel taxes	7%
User fees and charges	8%
Proceeds from borrowing	0%
Other sources	52%
Reserves & Surplus	19%
TOTAL	100%

SCHEDULE “B” TO BYLAW NO. 476, 2022.

**VILLAGE OF RADIUM HOT SPRINGS
FINANCIAL PLAN POLICY STATEMENTS 2022**

3. With respect to the distribution of taxes among property classes:

Council is satisfied that the existing tax distribution equitably shares the tax burden amongst classes in relation to the services used, while considering the classes of property that have revenue producing potential. The following table represents the gross tax revenue by sector, not the relationship between tax rates.

Table two: distribution of property tax revenue

Property class	% Property Value Tax
Residential (1)	67.88%
Utilities (2)	1.03%
Major Industry (4)	12.03%
Business (6)	16.44%
Managed Forest (7)	0.01%
Rec/Non-Profit (8)	2.57%
TOTAL	100.00%

4. With respect to permissive tax exemptions:

- (a) Council will consider the merits of each tax exemption application on a case-by-case basis.

VILLAGE OF RADIUM HOT SPRINGS

BYLAW NO. 477, 2022.

Being a bylaw to levy rates for Municipal, Hospital, and
Regional District purposes for the year 2022.

The Council of the Village of Radium Hot Springs, in open meeting assembled, *enacts*, as follows:

1. That the following rates are hereby imposed and levied for the year 2022:
 - (a) For all lawful general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of Schedule "A" attached hereto and forming part of this bylaw.
 - (b) For hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in column "B" of Schedule "A" attached hereto and forming part of this bylaw.
 - (c) For purposes of the Regional District of East Kootenay on the value of land and improvements taxable for Regional District purposes, rates appearing in column "C" of Schedule "A" attached hereto and forming part of this bylaw.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited as the "Tax Rates Bylaw No. 477, 2022".
4. This bylaw shall come into full force and effect upon the date of final passage.
5. *Village of Radium Hot Springs 2021 Tax Rates Bylaw 463, 2021* and any amendments thereto, are hereby repealed in their entirety.

READ A FIRST AND SECOND TIME THIS 13th DAY OF APRIL, 2022.

READ A THIRD TIME THIS 27th DAY OF APRIL, 2022.

RECONSIDERED AND ADOPTED THIS _____ DAY OF MAY, 2022.

Mayor Clara Reinhardt

Corporate Officer Adrian Bergles

Hereby certified a true copy of Bylaw No. 477, 2022:

CLERK



The Village of Radium Hot Springs *Report to Council*

Meeting Type and Date: Meeting – May 11, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, Chief Administrative Officer
Subject: **Resolution to add Arne Dohlen, Building Inspector and Development Services Contractor, to the Village's Municipal Insurance Association of British Columbia Policy**

Recommendation: That Council of the Village of Radium Hot Springs Resolves to add Arne Dohlen, Building Inspector and Development Services Contractor, as an associate member to the Village's Municipal Insurance Association of British Columbia Insurance Policy for Liability and Errors and Omissions Purposes until December 31, 2022.

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: Y: Insurance
OCP: Y: Development
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

Arne Dohlen, Building Inspector and Development Services Contractor, has requested to be added to the Village's Municipal Insurance Association of British Columbia Insurance Policy for Liability and Errors and Omissions Purposes.

Administration is supportive of this request as it facilitates Mr. Dohlen's contracting work for the Village. If approved, this would replace a previous "Service Provider Agreement" which accomplished the above and expired in April, 2022, at the time of Mr. Dohlen's last contracted service to the Village.

It is Mr. Dohlen's intention to continue as a contractor to the Village until the end of 2022. By that time alternative building inspection and planning services support will be required by the Village.

Respectfully submitted:

Adrian Bergles
Chief Administrative Officer

VILLAGE OF **radium
hot springs**

The Village of Radium Hot Springs
Report to Council

Meeting Type and Date: Regular Meeting – May 11th
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Karen Sharp, Chief Financial Officer
Subject: **Statement of Financial Information**

Recommendation: THAT Council of the Village of Radium Hot Springs approves the 2021 Statement Of Financial Information report.

Request for Decision ☒ **Department Report** ☐ **Information Report** ☐

Implications of Recommendation:

Asset Management: N
Financial: Y - This is a requirement by the provincial government.
OCP: N
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

The Statement of Financial Information (SOFI) is a report that must be approved by the Council as per the section 2 of the *Financial Information Act*. The details of this report are set out as per the Financial Information Regulation.

Respectfully submitted:



Karen Sharp
CFO

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Village of Radium Hot Springs
Statement of Financial Information
For the Year Ended December 31, 2021

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**Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)**

TABLE OF CONTENTS

1. Management Report
2. Audited Financial Statements
3. Schedule of Debt
4. Schedule of Guarantee and Indemnity Agreements
5. Schedule of Remuneration and Expenses
 - (a) Elected Officials
 - (b) Employees
 - (c) Reconciliation
6. Schedule of Payments to Receiver General of Canada
7. Statement of Severance Agreements
8. Schedule of Payments to Suppliers of Goods and Services
9. Statement of Grants Paid
10. Statement of Inactive Corporations
11. Financial Information Act Submission Checklist
12. Statement of Financial Information Approval

Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and in conjunction with public sector accounting recommendations. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Mayor and Council of the municipality are responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls. This responsibility is exercised through frequent financial information presentations and reports made to Council by management. Additionally, this information is publicly presented at the regular meetings of council and at special financial information meetings given special notice.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to any additional schedules as required by the *Act*. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. As well, the audit assesses the accounting principles used, the significant estimates made by management, and reviews and evaluates the Village's system of internal control and procedures to provide reasonable assurance that the overall financial statements are presented fairly. The auditors present the results to Council once a year.

On behalf of the Village of Radium Hot Springs



Karen Sharp, Chief Financial Officer
May 11, 2022

**Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)**

2. AUDITED FINANCIAL STATEMENTS

- (a) Management's Responsibility for Financial Reporting
- (b) Independent Auditor's Report
- (c) Consolidated Statement of Financial Statements
 - (i) Consolidated Statement of Financial Position
 - (ii) Consolidated Statement of Operations
 - (iii) Consolidated Statement of Changes of Cash Flows
 - (iv) Consolidated Statement of Changes in Net Financial Assets
 - (v) Summary of Significant Accounting Policies
 - (vi) Notes to Consolidated Financial Statements
 - (vii) Consolidated Operations by Segment - Schedule I
 - (viii) Consolidated Operations by Segment - Schedule II
 - (ix) Statement of Financial Position by Fund
 - (x) Statement of Operations by Fund
 - (xi) Consolidated Statement of Reserves
 - (xii) Schedule for BC Safe Covid Restart Grant

Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)

3. SCHEDULE OF DEBT

Additional information on all long-term debt can be found in the Village of Radium Hot Springs 2021 Audited Financial Statements and notes and which, form part of this package.

FUNDS	Amount Outstanding	Interest Rate	Maturity Date	Debt Reserve Fund Balance
<u>Water Capital Fund</u>				
No Debts existing for Water Capital				
<u>Sewer Capital Fund</u>				
No Debts existing for Sewer Capital				
<u>General Capital Fund</u>				
MFA Sinking Fund Bylaw 337	\$176,657	2.65%	23-Apr-28	\$5,874
MFA Sinking Fund Bylaw 425	\$2,831,904	3.20%	19-Sep-38	\$34,240

4. SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The Village of Radium Hot Springs has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

5. SCHEDULE OF REMUNERATION AND EXPENSES:

A. Elected Officials:	Remuneration	Expenses
Councillor Mike Gray	\$ 8,808	\$ 979
Councillor Todd Logan	8,808	599
Councillor Tyler McCauley	8,808	504
Mayor Clara Reinhardt	15,398	2,404
Councillor Dale Shudra	8,808	714
Total of A. Elected Officials:	\$ 50,630	\$ 5,200

Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)

5. SCHEDULE OF REMUNERATION AND EXPENSES CONTINUED:

B. Other Employees:		Remuneration	Expenses
Read, M	Chief Administrative Officer	\$ 120,554	\$ 481
Sharp, K	Chief Financial Officer	93,962	1,641
Zwiers, B	Public Works Superintendent	90,487	2,669

Consolidated Total of Employees Under \$75,000:

Consolidated Total	\$ 450,526	\$ 7,793
Total of B. Other Employees:	\$ 755,530	\$ 12,584

C. Reconciliation:

Total Remuneration (Part A&B)	\$ 806,160
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Reconciling Item*:

Employer Portion Payable	145,721
Non Payroll Adjustments	176,955

Total Per Consolidated Statement of Operations And Expenditure	1,128,836
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Variance	\$ -
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*Reconciliation listing not provided due to way expenses are classified on Audited Financial Statements.

6. SCHEDULE OF PAYMENTS TO THE RECEIVER GENERAL OF CANADA:

Employer Portion	
Canada Pension Plan	\$ 29,217
Employment Insurance	\$ 10,730

Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3), (4), (5) and (6)

**Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)**

7. STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement under which payment commenced between the Village of Radium Hot Springs and its non-unionized employees during fiscal year 2021. This agreement represents 19 months of compensation.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)

8. SCHEDULE OF PAYMENTS TO SUPPLIERS OF GOODS AND SERVICES

A. Aggregate payments exceeding \$25,000: -see attached list 8.(a)	\$ 3,653,455
B. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less:	\$ 839,912
C. Consolidated total payments to suppliers for Grants and contributions exceeding \$25,000	\$ 75,205

Reconciliation:

Total Aggregate payments exceeding \$25,000	\$ 3,653,455
Total Aggregate payments less than \$25,000	839,912
Total Grants & Contributions exceeding \$25,000	75,205
Subtotal	4,568,572
Reconciling items*: Refunds & Adjustments	788,419
Total per Consolidated Statement of Operations	3,780,153

Variance	\$ -
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*Reconciliation listing not provided due to way expenses are classified on Audited Financial Statements. The schedule of payments to suppliers of goods and services are based on actual disbursements processed through its Account Payable system. This provides assurance on completeness as the reported amounts are reconciled to the financial system cheque register and electronic funds transfer records. The schedule of payments is a "cash basis" listing. This figure therefore will differ significantly from the expenditures in the consolidated financial statements which are reported on an accrual basis resulting in timing differences. Furthermore, there are disbursements which are not considered expenditures including payments made to other taxing authorities, employee payroll deductions, debt principal repayments. Conversely, there are expenditures which do not involve an actual disbursement (in addition to accruals) like holdbacks.

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, section 2

**Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)**

**8. (a) SCHEDULE OF PAYMENTS TO SUPPLIERS OF GOODS
AND SERVICES OVER \$25,000**

1	BC HYDRO	149,313
2	BDO CANADA LLP	36,141
3	CAPRI INSURANCE	49,787
4	CHAMBERLAIN, LISA	25,973
5	CURRENT EDGE ELECTRIC LTD	42,415
6	ENVIROCULTURE LANDSCAPE MAINTENANCE	50,464
7	FR RENTALS	76,290
8	FRATER ENTERPRISES	115,608
9	FRED SURRIDGE LTD	26,538
10	GOLDIGGER EXCAVATING LTD	63,058
11	GUILLEVIN INTERNATIONAL	25,335
12	IDEA 64 PROJECTS LTD	163,124
13	KOOTENAY COMMUNICATIONS	33,132
14	KOOTENAY DISASTER RESTORATIONS LTD	83,461
15	LIBRARY - RADIUM HOT SPRINGS MUNICIPAL	75,205
16	MANULIFE	45,707
17	MINISTER OF FINANCE-SCHOOL TAX	542,824
18	MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE	87,115
19	MUNICIPAL PENSION PLAN	111,158
20	PGX CONTRACTING	62,451
21	PLAYQUEST	226,399
22	POWER PAVING	116,920
23	PROCESCO INC.	169,893
24	RECEIVER GENERAL OF CDA - 001/002	210,560
25	REGIONAL DISTRICT OF EAST KOOTENAY	648,936
26	SHEBLIME ROOFING	28,628
27	SOUTHERN IRRIGATION	29,463
28	STEEDMAN ENTERPRISES	32,208
29	TOURISM RADIUM	180,470

Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)

**8. (a) SCHEDULE OF PAYMENTS TO SUPPLIERS OF GOODS
AND SERVICES OVER \$25,000 CONTINUED**

30	URBAN SYSTEMS LTD	59,052
31	WATERHOUSE ENVIRONMENTAL SERVICES CORPORATION	26,719
32	ZAMMTEK SERVICES INC	33,347
33	ZUMUNDO COMMUNITY & ENVIRONMENT PLANNING	25,760
Total for Suppliers who received aggregate payments exceeding \$25,000		<u><u>\$ 3,653,455</u></u>

9. STATEMENT OF GRANTS PAID (Local Government Assistance)

For the 2021 fiscal year the following amounts were paid to the following organizations as contributions:

Hospice Society	\$ 1,500
Radium Hot Springs Library	75,205
	<u><u>\$ 76,705</u></u>

10. STATEMENT OF INACTIVE CORPORATIONS

The Village of Radium Hot Springs does not have any inactive corporations.

**Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)**

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: Village of Radium Hot Springs

Fiscal Year End: 2021

Contact Name: Karen Sharp

Date Submitted: May 11, 2022

Phone Number: 250-347-6455

E-mail: karen.sharp@radiumhotsprings.ca

For the Ministry:

Ministry Name: _____

Date Received: _____

Reviewer: _____

Date Reviewed: _____

Deficiencies: _____

Approved (SFO): _____

Deficiencies Addressed: _____

Further Action Taken: _____

Yes		No	
Yes		No	

Distribution:

☐ Legislative Library

☐ Ministry Retention

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
General					
1 (1) (a)	Statement of assets and liabilities	X			
1 (1) (b)	Operational statement	X			
1 (1) (c)	Schedule of debts	X			
1 (1) (d)	Schedule of guarantee and indemnity agreements	X			

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST CONTINUED

FIR	Item	Yes	No	N/A	Comments
Schedule 1 Section					
1 (1) (e)	Schedule of employee remuneration and expenses	X			
1 (1) (f)	Schedule of suppliers of goods and services	X			
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	X			
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	X			
Statement of Assets & Liabilities					
2	<ul style="list-style-type: none"> A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and Show changes in equity and surplus or deficit due to operations 	X X			
Operational Statement					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> a Statement of Income or Statement of Revenue and Expenditures, and a Statement of Changes in Financial Position 	X X			
3 (2)	The Statement of Changes in Financial Position may be omitted if it provides no additional information			X	Statement is included.

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST CONTINUED

FIR	Item	Yes	No	N/A	Comments
Schedule 1 Section					
3 (3)	<ul style="list-style-type: none">The omission must be explained in the notes			X	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	X			
Schedule of Debts					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	X			
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	X			
4 (3)	<ul style="list-style-type: none">The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information			X	Schedule is included.
4 (4)	<ul style="list-style-type: none">The omission must be explained in a note to the schedule				
Schedule of Guarantee and Indemnity Agreements					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	X			
5 (2)	State the entities involved, and the specific amount involved if known			X	

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST CONTINUED

FIR	Item	Yes	No	N/A	Comments
Schedule 1 Section					
5 (3)	<ul style="list-style-type: none">The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information			X	
5 (4)	<ul style="list-style-type: none">The omission must be explained in a note to the schedule				
Schedule of Remuneration and Expenses					
(See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	X			
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	X			
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	X			
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	X			
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	X			

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST CONTINUED

FIR	Item	Yes	No	N/A	Comments
Schedule 1 Section					
Schedule of Remuneration and Expenses					
(See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	X			
6 (7) (a)	Include a statement of severance agreements providing:	X			
6 (7) (b)	<ul style="list-style-type: none"> the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and 				
	<ul style="list-style-type: none"> the range of equivalent months' compensation for them (see Guidance Package for suggested format)				
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses			X	
Schedule of Suppliers of Goods or Services					
(See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	X			
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	X			

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST CONTINUED

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	X			
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	X			
Inactive Corporations					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI			X	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible			X	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)			X	
Approval of Financial Information					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)			X	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	X			

11. FINANCIAL INFORMATION ACT SUBMISSION CHECKLIST CONTINUED

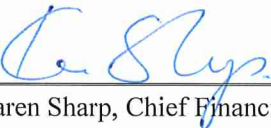
FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/)	X			
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	X			
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	X			

Village of Radium Hot Springs
2021 Statement of Financial Information (SOFI)

12. STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Clara Reinhardt, Mayor
May 11, 2022



Karen Sharp, Chief Financial Officer
May 11, 2022



The Village of Radium Hot Springs *Report to Council*

Meeting Type and Date: Regular Meeting – May 11th
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Karen Sharp, Chief Financial Officer
Subject: **MARCH Cheque Register**

Recommendation: THAT Council of the Village of Radium Hot Springs receives the cheque register for information.

Request for Decision ☐ Department Report ☐ Information Report ☒

Implications of Recommendation:

Asset Management: N
Financial: Y - This is the information of payments issued for the month.
OCP: N
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

Attached is the cheque register for the month of MARCH for a total of \$172,599.18.

Included on the cheque register is the BMO MasterCard representing the total of both the Village's and the Library's expenses as they share one account. The Village MasterCard total is a separate document providing supplier and amount information. For the month of MARCH the total Village's expenses was \$22,926.35.

Respectfully submitted:

Karen Sharp
CFO

VILLAGE OF RADIUM HOT SPRINGS
Cheque Register-Summary-Bank



Supplier : 00ABA1 To ZWI001
Pay Date : 01-Mar-2022 To 31-Mar-2022
Bank : 01 - Kootenay Savings - VOR

Seq : Cheque No. Status : All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
2284	23-Mar-2022	LAN001	LAND TITLE & SURVEY AUTHORITY OF BC	Issued	45	C	30.09
00102-0001	09-Mar-2022	CAM004	CAMPBELL, ROBERT	Issued	37	T	2,000.00
00102-0002	09-Mar-2022	CHA003	CHAMBERLAIN, LISA	Issued	37	T	1,507.92
00102-0003	09-Mar-2022	FRR001	FR RENTALS	Issued	37	T	1,207.64
00102-0004	09-Mar-2022	FRA001	FRATER ENTERPRISES	Issued	37	T	18,900.00
00102-0005	09-Mar-2022	GOL001	GOLDIGGER EXCAVATING LTD	Issued	37	T	2,646.00
00102-0006	09-Mar-2022	PGX001	PGX CONTRACTING	Issued	37	T	1,433.25
00102-0007	09-Mar-2022	RFE001	RFE ALARMS LTD	Issued	37	T	591.36
00102-0008	09-Mar-2022	STE004	STEADMAN, GORDON	Issued	37	T	144.00
00102-0009	09-Mar-2022	YOU001	YOUNG ANDERSON	Issued	37	T	241.75
00102-0010	09-Mar-2022	ZAM001	ZAMMTEK SERVICES INC	Issued	37	T	1,953.06
00102-0011	09-Mar-2022	ZUM001	ZUMUNDO COMMUNITY & ENVIRONMENT PL	Issued	37	T	2,700.90
00103-0001	23-Mar-2022	CHA003	CHAMBERLAIN, LISA	Issued	46	T	262.50
00103-0002	23-Mar-2022	DIE001	DIEKRI TECHNOLOGY INC	Issued	46	T	499.52
00103-0003	23-Mar-2022	HFP001	HF PROTECTION SYSTEMS INC	Issued	46	T	1,432.20
00103-0004	23-Mar-2022	RFE001	RFE ALARMS LTD	Issued	46	T	157.50
00103-0005	23-Mar-2022	SIG001	SIGN ARTISTS	Issued	46	T	185.70
00103-0006	23-Mar-2022	UNI001	UNION OF BC MUNICIPALITIES	Issued	46	T	679.35
00103-0007	23-Mar-2022	URB004	URBAN MATTERS CCC LTD.	Issued	46	T	5,074.13
00103-0008	23-Mar-2022	URB001	URBAN SYSTEMS LTD	Issued	46	T	14,852.88
00000-4912	31-Mar-2022	MUN005	MUNICIPAL PENSION PLAN	Issued	52	E	7,080.89
00000-4913	31-Mar-2022	REC002	RECEIVER GENERAL OF CDA - 001/002	Issued	52	E	18,361.66
00000-4918	31-Mar-2022	BCH001	BC HYDRO	Issued	58	E	28,216.83
00000-4919	31-Mar-2022	BDO001	BDO CANADA LLP	Issued	58	E	33,705.00
00000-4920	31-Mar-2022	BMO001	BMO MASTERCARD	Issued	58	E	23,988.48
00000-4921	31-Mar-2022	CAS001	CASTLE FUELS (2008) INC	Issued	58	E	172.52
00000-4922	31-Mar-2022	FIR007	First Data Global Leasing	Issued	58	E	117.18
00000-4923	31-Mar-2022	MAN001	MANULIFE	Issued	58	E	3,652.87
00000-4924	31-Mar-2022	MIN002	MINISTER OF FINANCE-SCHOOL TAX	Issued	58	E	0.23
00000-4925	31-Mar-2022	MIN004	MINISTER OF FINANCE - PST	Issued	58	E	58.08
00000-4926	31-Mar-2022	NOR002	NORTH STAR HARDWARE & BUILDING SUPP	Issued	58	E	457.00
00000-4927	31-Mar-2022	RIC002	RICOH CANADA INC	Issued	58	E	288.69
Total Computer Paid :		30.09	Total EFT PAP :	116,099.43	Total Paid :		172,599.18
Total Manually Paid :		0.00	Total EFT File :	56,469.66			

Cheque Register-Summary-Bank



Date : May 04, 2022

Time : 2:26 pm

Supplier : 00ABA1 To ZWI001
 Pay Date : 01-Mar-2022 To 31-Mar-2022
 Bank : 02 - MasterCard Payments-VOR

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
00000-4857	03-Mar-2022	911001	911 SUPPLY	Issued	43	E	94.47
00000-4858	03-Mar-2022	ACE001	A.C.E. COURIER SERVICES	Issued	43	E	67.37
00000-4859	03-Mar-2022	ALB002	ALBERTA WASTE WATER & WATER OPERATC	Issued	43	E	776.25
00000-4860	03-Mar-2022	ALS001	ALS ENVIRONMENTAL	Issued	43	E	420.53
00000-4861	03-Mar-2022	AMA001	AMAZON.CA	Issued	43	E	35.64
00000-4862	03-Mar-2022	BAY001	BAY RESOURCE GROUP	Issued	43	E	134.56
00000-4863	03-Mar-2022	BRO004	BROTHER CANADA	Issued	43	E	478.19
00000-4864	03-Mar-2022	CAN001	CANADA POST CORPORATION	Issued	43	E	360.47
00000-4865	03-Mar-2022	CAN004	CANADIAN TIRE - VARIOUS	Issued	43	E	175.76
00000-4866	03-Mar-2022	CAN015	CANADIAN LINEN & UNIFORM SERVICE	Issued	43	E	106.30
00000-4867	03-Mar-2022	CIV001	CIVICINFO BC	Issued	43	E	84.00
00000-4868	03-Mar-2022	COL001	COLLEGE OF THE ROCKIES	Issued	43	E	250.00
00000-4869	03-Mar-2022	COL004	COLUMBIA VALLEY FREIGHT	Issued	43	E	304.70
00000-4870	03-Mar-2022	COL006	COLUMBIA VALLEY PIONEER	Issued	43	E	498.75
00000-4871	03-Mar-2022	CON004	CONNECT HEARING	Issued	43	E	252.00
00000-4872	03-Mar-2022	DIS004	DISPLAYS2GO CANADA	Issued	43	E	1,309.41
00000-4873	03-Mar-2022	ELE001	ELECTROGAS MONITORS LTD	Issued	43	E	50.40
00000-4874	03-Mar-2022	ESS001	ESSO - VARIOUS	Issued	43	E	121.76
00000-4875	03-Mar-2022	GAS001	GAS PLUS, RADIUM HOT SPRINGS	Issued	43	E	804.70
00000-4876	03-Mar-2022	GLO002	GLOBAL INDUSTRIAL CANADA	Issued	43	E	405.26
00000-4877	03-Mar-2022	GUI001	Guillevin International Co	Issued	43	E	378.00
00000-4878	03-Mar-2022	HOR001	HORSETHIEF CREEK PUB & EATERY	Issued	43	E	185.77
00000-4879	03-Mar-2022	HUS001	HUSKY OIL OPERATIONS LTD - RADIUM	Issued	43	E	149.31
00000-4880	03-Mar-2022	INT001	INTERIOR HEALTH	Issued	43	E	250.00
00000-4881	03-Mar-2022	INV003	INVERMERE HARDWARE & BLDG SUPPLIES	Issued	43	E	469.36
00000-4882	03-Mar-2022	KOO020	KOOTENAY TRUCK & SAW SERVICE	Issued	43	E	776.05
00000-4883	03-Mar-2022	LOR001	LORDCO AUTO PARTS	Issued	43	E	28.98
00000-4884	03-Mar-2022	MIS002	MISC - TRAVEL EXPENSES - ALL COMBINED	Issued	43	E	992.67
00000-4885	03-Mar-2022	MIS008	MISC - VENDOR ONE-TIME	Issued	43	E	198.45
00000-4886	03-Mar-2022	MOU001	MOUNTAINSIDE MARKET RADIUM HOT SPRIN	Issued	43	E	43.48
00000-4887	03-Mar-2022	NOF001	NO FRILLS (JOE'S)	Issued	43	E	28.62
00000-4888	03-Mar-2022	PAL001	PALLISER PRINTING & PUBLISHING LTD	Issued	43	E	54.18
00000-4889	03-Mar-2022	PAL005	PALL CORPORATION	Issued	43	E	940.29
00000-4890	03-Mar-2022	PET001	PETRO-CANADA, RADIUM HOT SPRINGS	Issued	43	E	269.00
00000-4891	03-Mar-2022	PIT001	PITNEY BOWES GLOBAL CREDIT SERVICES	Issued	43	E	515.73
00000-4892	03-Mar-2022	PRO002	PROMAG ENVIRO SYSTEMS LTD	Issued	43	E	1,125.60
00000-4893	03-Mar-2022	ROG003	ROGERS WIRELESS	Issued	43	E	356.23
00000-4894	03-Mar-2022	SHA002	SHAW CABLESYSTEMS LTD (1057)(18915)	Issued	43	E	179.20
00000-4895	03-Mar-2022	SHA003	SHAW CABLESYSTEMS - FIREHALL (2317)	Issued	43	E	134.25
00000-4896	03-Mar-2022	SHA004	SHAW CABLESYSTEMS - COLUMBARIUM (47	Issued	43	E	68.27
00000-4897	03-Mar-2022	SHA006	SHAW CABLESYSTEMS - CENTRE	Issued	43	E	936.33
00000-4898	03-Mar-2022	STA001	STAPLES/BUSINESS DEPOT	Issued	43	E	2,967.05
00000-4899	03-Mar-2022	STO001	STOKES INTERNATIONAL	Issued	43	E	48.20
00000-4900	03-Mar-2022	SUP001	SUPERIOR PROPANE A DIVISION OF SUPERI	Issued	43	E	4,485.29
00000-4901	03-Mar-2022	TEL001	TELUS COMMUNICATIONS INC	Issued	43	E	34.02
00000-4902	03-Mar-2022	THE005	THE FIRM INC	Issued	43	E	204.75
00000-4903	03-Mar-2022	TIM001	TIM HORTONS - VARIOUS	Issued	43	E	15.00
00000-4904	03-Mar-2022	VIT001	VITALAIRE	Issued	43	E	20.16
00000-4905	03-Mar-2022	WAS001	WASTE MANAGEMENT OF CANADA CORP	Issued	43	E	319.19
00000-4906	03-Mar-2022	ZOO001	ZOOM VIDEO COMUNICATIONS INC	Issued	43	E	22.40

VILLAGE OF RADIUM HOT SPRINGS
Cheque Register-Summary-Bank



Supplier : 00ABA1 To ZWI001
Pay Date : 01-Mar-2022 To 31-Mar-2022
Bank : 02 - MasterCard Payments-VOR

Seq : Cheque No. Status : All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
----------	-------------	----------	---------------	--------	-------	--------	--------

Bank : 02 MasterCard Payments-VOR

Total Computer Paid :	0.00	Total EFT PAP :	22,926.35	Total Paid :	22,926.35
Total Manually Paid :	0.00	Total EFT File :	0.00		

io Total No. Of Cheque(s) ...

The Village of Radium Hot Springs
Report to Council

Meeting Type and Date: Meeting – May 11, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles and Karen Sharp
Subject: **Vacation and Statutory Holiday Policy**

Recommendation: **THAT** Council of the Village of Radium Hot Springs approve the Vacation and Statutory Holiday Policy as presented.

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: Y: This policy will standardize allotment of Vacation Accrual moving forward
OCP: N
Policy: Y: Vacation and Statutory Holidays
Strategic Plan: N

SUMMARY INFORMATION

KS -- During the 2021 audit, our auditor identified the need for a policy to address vacation time. To standardize the Vacation time allotted, this policy draft takes into consideration, and is compliant, with current employee contracts and the British Columbia Employment Standards Act. This policy draft clearly lays out the purpose of vacation time, the guidelines, how to schedule and document it, and how it will be accounted for at the end of employment. This policy includes the statutory holidays available to staff and how this relates to vacation time.

AB – Previously vacation allotment has been a component of employee contracts and has not been uniform. Some staff started at 12 days vacation, others 10 and in year two went to 15 days. Most employees were capped at 25 days after several years of service, however some have individual allotments made by administration that were larger than 25 days.

The proposed allotments in this policy draft (found on the table on page 2 of 4) are in a low-average range from, and is competitive with, a random assortment of unionized municipalities viewed across the province.

These are the maximum allotments and time required to get there from this random assortment of Municipalities: Mission, BC 30 days after 15 years; Chetwynd, BC 40 days after 20 years; Tofino, BC 40 days after 20 years; Salmon Arm, BC 30 days after 20 years; Osoyoos, BC 30 days after 25 years plus one additional day per year of service thereafter; Sicamous, BC 30 days after 20 years.

It is recommended that a competitive vacation allotment will help attract and retain qualified, high-quality, non-unionized municipal staff.

Key changes in this draft policy are an implementation of a 15 day starting vacation accrual, as well as a top-out of 30 days after 18 years of service.

This policy is a needed step forward – as indicated in the summary from Karen Sharp, and will allow the Village to proceed with hiring of needed, new, permanent staff in many departments without delay.

This is the first of a series of employee policies that administration plans to draft for Council's consideration, including: an employee conduct policy; an overtime and banked time policy; policies related to sick leave and leaves of absence; and a Staff and Council E-bicycle and bicycle Financing policy.

OPTIONS FOR COUNCIL

- a) Adopt the policy as presented (recommended)**
- b) Do not adopt the policy and direct staff to bring a revised version of this policy back to a future meeting.**

Respectfully submitted:

Adrian Bergles
Chief Administrative Officer

Karen Sharp
Chief Financial Officer

Vacation and Statutory Holiday Policy

Intent

Village of Radium Hot Springs understands the importance of personal time off for its employees. Employees are encouraged to use their accrued, paid, vacation time for rest, relaxation, and personal pursuits. The Village recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for vacation time off for all employees with regards to vacation and statutory days.

Guidelines

All employees are encouraged to use their allotted vacation time in full every year. The following policy statements are intended to guide paid vacation procedures for employees.

1. For vacation purposes, the reference year spans Village of Radium Hot Springs' fiscal year, running from January 1st to December 31st.
2. Vacation days will be accrued in January each year; however, they will not be considered earned by an employee for the reference year until the full year has been worked. For clarity, if an employee leaves the Village's employment during the year, the vacation allotted for that year will be pro-rated until the last day of employment.
3. The vacation anniversary date for all full time and part time employees shall be January 1st after their starting year.
4. Vacation days taken will be deducted from the total accrued and may not exceed the balance at any time.
5. This policy is based on an employee being a full-time equivalent employee.
6. The employee is entitled to vacation pay or time off subject to mutual agreement.
7. Part time employees will accrue vacation days based on the percentage of the number of hours they work per week divided by the total hours of a full-time equivalent, pro-rated as per the allocation schedule below.
8. For part time employees, time taken will be prorated to a full-time equivalent's hours of work.
9. Employees working irregular hours will accrue vacation days based on the percentage of the total hours contracted to work in a year divided by the total hours of a full-time equivalent, pro-rated as per the allocation schedule below.
10. Temporary or seasonal employees shall receive four percent (4%) of total wages with each pay.
11. Vacation time granted on January 1st of each year to an employee should be used in its totality within the reference year in which it was accrued.
12. For extenuating circumstances, vacation time not taken in the reference year may be carried forward to the following year up to a maximum of five (5) vacation days

with the Chief Administrative Officer's written approval.

13. If there is a balance of more than five (5) vacation days at the end of the reference year, they shall be paid out at year end (Dec 31st).
14. While on general leave of absence without pay exceeding one (1) month, WorkSafeBC injury leave exceeding one (1) month, long-term disability, sabbatical, or suspension from the employer, employees are not entitled to earn vacation time, which may affect the annual allocation.
 - a) If working a partial year due to section above, vacation time accrued will be prorated to the number of full months worked divided by twelve (12).
15. Brief illness that occurs during vacation time may not be converted to sick pay.
16. The Chief Administrative Officer shall be able to administer this policy in addition to a direct supervisor. If the Chief Administrative Officer enacts this policy in place of a direct supervisor, the Chief Administrative Officer will inform that supervisor as soon as is practicable. It is the intention of this policy that in most cases authority for vacation time will be granted by an individual's direct supervisor.

Allocation Schedule

Regular employees shall receive annual paid vacation based on tenure as follows:

Year	# of days	Year	# of days
1 st (Prorated if partial)	15	11 th	23
2 nd	15	12 th	24
3 rd	15	13 th	25
4 th	16	14 th	26
5 th	17	15 th	27
6 th	18	16 th	28
7 th	19	17 th	29
8 th	20	18 th	30
9 th	21	& beyond	30
10 th	22		

The 1st year of employment is fifteen (15) days vacation accrual, however they will be prorated based on number of full months employment divided by twelve (12) days.

Scheduling

1. The 'Leave of Absence and Vacation Leave' form is to be completed prior to taking a vacation day. It must be:
 - Signed by the Employee

- Signed by the Supervisor or Chief Administrative Officer
 - Provided to the Payroll Assistant
2. If two (2) or more days in a row are being requested, employees are required to submit to their supervisor a 'Leave of Absence and Vacation Leave' form at least two (2) weeks in advance.
 3. Time off requests during peak vacation seasons (i.e. Spring break, summer, Christmas, etc.) must be submitted at least four (4) weeks in advance, unless extenuating circumstances
 4. Vacation may only be taken once approval is received from the employee's supervisor or the Chief Administrative Officer.
 5. Unless otherwise approved by the Chief Administrator Officer and their supervisor, employees shall limit their use of vacation time to a maximum of two (2) weeks within each two (2) month period. This limit has been established to ensure that Village of Radium Hot Springs may continue to operate using optimal staffing levels.
 6. Any conflict in vacation requests between employees will be decided based on employee seniority, municipal needs, and earliest date of the vacation request.
 7. Vacation requests are the responsibility of department supervisor while considering the efficiency of the department.
 8. If a mutually acceptable time for vacation cannot be found, Village of Radium Hot Springs reserves the right to schedule vacations for employees as a method of ensuring that accrued vacation time is utilized prior to year-end. The employee will receive at least two (2) weeks' written notice of the start date of their vacation.

End of Employment

1. If an employee's services end either through termination, resignation, or retirement, vacation pay will be reviewed to determine if:
 - a) The employee has earned, and unused, vacation time or
 - b) If the employee has taken accrued time that has not yet been earned.
2. Where an employee has earned vacation time and not used said time, the employee will be paid out their vacation time, according to applicable labour laws.
3. Where an employee has taken vacation time off and employment has ended prior to the employee having earned that vacation time, the employee's final pay cheque shall be adjusted by the Village deducting any unearned vacation time that has been taken or paid. For clarity, if an employee leaves the Village's employment during the year, the vacation allotted for that year will be pro-rated until the last day of employment.

Statutory Holidays

1. The Village recognizes the following as paid holidays:

New Year's Day	BC Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
BC Day	Labour Day	Truth and Reconciliation Day
Thanksgiving Day	Remembrance Day	Christmas Day
		Boxing Day
2. For statutory holidays:

Statutory holiday eligibility and pay is per applicable BC Employment Standards.

 - a) Employees are eligible for the statutory holiday if they have been:

Employed for 30 calendar days before the statutory holiday; and have worked or earned wages on 15 of the 30 days immediately before the statutory holiday.
 - b) Permanent full-time employees shall be paid for the normal number of hours worked by the employee in a day providing the employee worked their last scheduled working day prior to the holiday and their first scheduled working day after, unless on approved leave.
 - c) Permanent part-time employees shall be paid as follows:
 - (i) In the four (4) weeks immediately preceding the week in which the statutory holiday occurs, the regular hours worked by the employee shall be totaled and
 - (ii) divided by the number of working days in the period to provide the number of hours to be paid,
 - (iii) providing the employee has worked their last scheduled working day prior to the holiday and
 - (iv) their first scheduled working day after, unless on approved leave.
3. If a statutory holiday occurs during an employee's vacation period, the statutory holiday will be treated as a working day and paid as statutory pay. It will not be considered as a vacation day.

Exceptions to this Policy:

1. If an employee's Vacation allotment specified in an agreement or contract which predates this policy is more generous than this policy the agreement or contract shall prevail over this policy.
2. Council may determine vacation allotment for Chief Administrative Officer at the time of employment.

Acknowledgement and Agreement:

I, _____ (Employee Name), have read and understood the foregoing Vacation Policy for the Village of Radium Hot Springs.

Signature: _____

Date: _____

Supervisor: _____

LEAVE OF ABSENCE AND VACATION REQUEST FORM

Employee Name: _____ Date submitted: _____

Date(s) of Absence: From _____ To: _____

Number of Workdays Absent: _____

If half day, please indicate ☐ a.m ☐ p.m Day: _____ # of Hours: _____

Reason for Absence:

REASON FOR ABSENCE	
<input type="checkbox"/> Vacation	Sick Time Allocations:
<input type="checkbox"/> Banked Time	<input type="checkbox"/> Medical Appointment
<input type="checkbox"/> Compassionate/Bereavement	<input type="checkbox"/> Personal Illness/Injury
<input type="checkbox"/> Without Compensation	<input type="checkbox"/> Family Illness/Medical
<input type="checkbox"/> Other	<input type="checkbox"/> Mental Health

Other (Please provide short explanation):

Authorization:

☐ APPROVED

☐ DENIED

If denied, reason: _____

Supervisor / Administrator Signature: _____ Date: _____