



AGENDA

Agenda for the Regular Meeting of the Tahsis Village Council
to be held on October 16th, 2018 in the Council Chambers
Municipal Hall, 977 South Maquinna Drive

- A. Call to Order** Acting Mayor Taylor called the meeting to order at 7:00 p.m.
- Acting Mayor Taylor would like to acknowledge and respect that we are upon Mowachaht/Muchalaht territory.
- B. Introduction of Late Items**
- C. Approval of the Agenda**
- D. Petitions and Delegations** None.
- E. Public Input # 1**
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- F. Adoption of the Minutes** 1 Minutes of the Regular Council meeting held on October 2nd, 2018
- G. Rise and Report**
- H. Business Arising** 1 Report to Council Re: Review of Rec Centre usage post-bylaw adoption
- J. Council Reports**
1. Acting Mayor Taylor
 2. Councillor Overton
 3. Councillor VanSolkema
 4. Councillor Bellanger

K. Bylaws

- 1 **Bylaw No. 609, 2018 Being a bylaw for the purposes of exempting certain lands and improvements from municipal property taxation for the 2019-2028 taxation years**
Adoption

L. Correspondence

- 1 **Letter from the Honourable Katrine Conroy, Minister of Children and Family Development Re: Foster Family Month**

M. New Business

- 1 **UBCM Age Friendly Communities Grant Application**

- 2 **Service Provider Agreement between the Village and Sierra McGerrigle Re: Restorative Yoga Program**

Public Exclusion

None.

O. Adjournment



Minutes

Meeting	Regular Council
Date	October 2, 2018
Time	7:15 PM
Place	Municipal Hall - Council Chambers

In accordance with Council Procedure Bylaw No.495 (as consolidated), Section 15 - Appointment of Acting Chair - Mayor and Acting Mayor Absent, which states that if a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor, under Section 10, do not attend within fifteen minutes of the scheduled time for a Council meeting: a) the Corporate Officer must call to order the members present, and by a resolution the council, must appoint a Councillor as chair for that meeting until the Mayor or Acting Mayor arrives.

Bellanger/VanSolkema: VOT 435/2018
THAT Councillor Overton be appointed by council as Chair for the Regular meeting of October 2, 2018 **CARRIED**

Present Councillor Louis VanSolkema
 Councillor Brenda Overton
 Councillor Kathy Bellanger

Regrets Acting Mayor Randy Taylor

Staff Mark Tatchell, Chief Administrative Officer
 Janet St.Denis, Finance and Corporate Services Manager
 Deborah Bodnar, Director of Finance
 Amanda Knibbs - Finance Assistant

Public 4 members of the public

A. Call to Order

Councillor Overton called the meeting to order at 7:15 p.m. and acknowledged and respected that we are upon Mowachaht/ Muchalaht Territory.

B. Introduction of Late Items

1 Business Arising - Banking Resolution - H1

C. Approval of the Agenda

VanSolkema/ Bellanger: VOT 436/2018

THAT the Agenda for the October 2, 2018 Regular Council meeting be adopted as amended. **CARRIED**

D. Petitions and Delegations

None.

E. Public Input # 1

None.

F. Adoption of the Minutes

1 Minutes of the Regular Council meeting held on September 18th, 2018

Overton/ Bellanger: VOT 437/2018

THAT the Regular Council Meeting minutes from September 18, 2018 be adopted as presented. **CARRIED**

G. Rise and Report

None.

H. Business Arising

1 The Bank of Montreal: Banking Resolution

VanSolkema/ Bellanger: VOT 438/2018

THAT this Banking Resolution be received. **CARRIED**

VanSolkema/ Bellanger: VOT 439/2018

THAT all cheques of the Village of Tahsis drawn on its General account(s) be signed on its behalf by Randolph Taylor - Acting Mayor, Mark Tatchell - Chief Administrative Officer, Janet St.Denis - Budget and Finance Manager, Deborah Bodnar - Director of Finance, Amanda Knibbs - Finance Assistant or any two to sign **CARRIED**

J. Council Reports

None.

K. Bylaws

- 1 **Bylaw No.609, 2018 Being a bylaw for the purpose of exempting certain lands and improvements from municipal property taxation for the 2019-2028 taxation years**

Bellanger / VanSolkema: VOT 440/2018

That Bylaw No.609, 2018 be introduced and receive a first reading. CARRIED

Bellanger / VanSolkema: VOT 441/2018

That Bylaw No.609, 2018 receive a second reading. CARRIED

Bellanger / VanSolkema: VOT 442/2018

That Bylaw No.609, 2018 receive a third reading. CARRIED

L. Correspondence

- 1 **Jack Masson Letter to Council Re: Head Bay FSR**

- 2 **Lisa Hendra letter to Mayor and Council Re: The Village's intent to erect a fence around 176 Alpine View**

- 3 **Lisa Hendra letter to Mayor and Council Re: ATV's on the public Tahsis Roads**

- 4 **Lisa Hendra letter to Mayor and Council Re: ATVs driving erratically on the public Tahsis Roads**

- 5 **Dr. Charmaine Enns, Medical Health Officer, Island Health Re: A Public Health Approach to Non-Medical Cannabis**

- 6 **Kelly Daniels, ad Resource Re: Review of the Auditor General Local Government Act and Office**

VanSolkema/ Bellanger: VOT 443/2018

THAT these correspondence items be received. CARRIED

M. New Business

- 1 **Grant-in Aid Application Re: Share a Smile Society**

Bellanger / VanSolkema: VOT 444/2018

THAT this grant in aid be received. CARRIED

Bellanger / VanSolkema: VOT 445/2018

THAT this grant in aid be approved.

CARRIED

2 Shaun Koopman, Protective Services Coordinator- Strathcona Regional District

VanSolkema/ Bellanger: VOT 446/2018

THAT this letter be received.

CARRIED

VanSolkema/ Bellanger: VOT 447/2018

THAT Council support a regional submission of an application by Strathcona Regional District to the Community Emergency Preparedness Grant ESS funding stream to procure lodging supplies.

CARRIED

Public Input #2

None.

Adjournment

Overton/ Bellanger: VOT 448/2018

THAT the Regular Council meeting adjourn at 7:25 p.m.

CARRIED

Certified Correct this

16th Day of October, 2018

Chief Administrative Officer

H/I

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council
From: Director of Recreation
Date: October 4, 2018
Re: Review of Rec Centre usage post-bylaw adoption

PURPOSE OF REPORT:

To provide Council with Rec Centre attendance and revenue statistics pre-and post-elimination of many Rec Centre user fees.

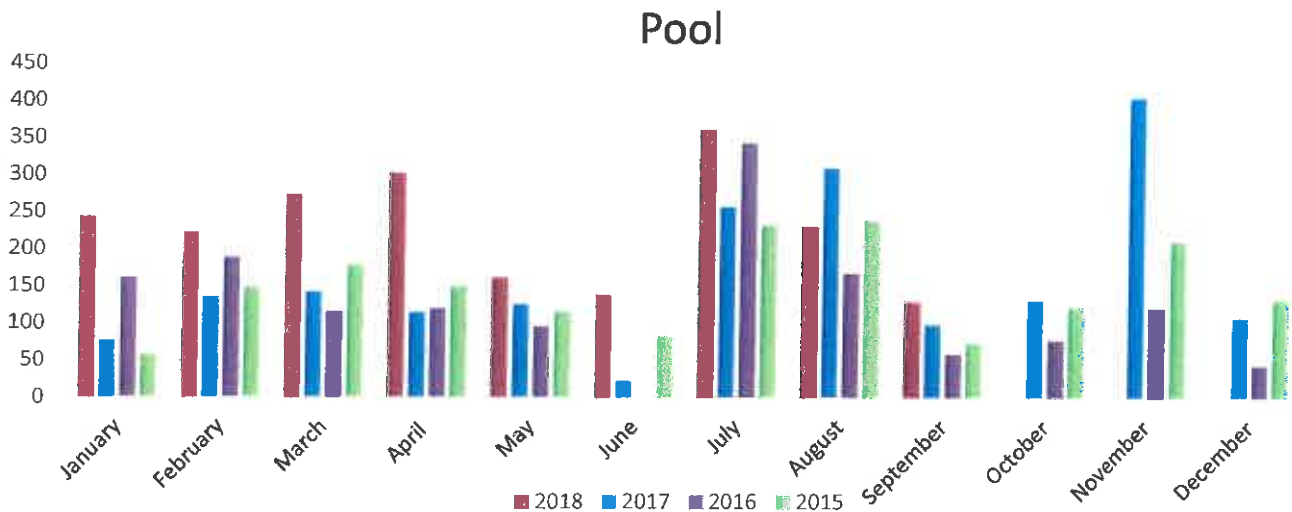
OPTIONS/ALTERNATIVES

1. Receive the Report for information
2. Receive the Report and direct staff to collect further information and provide a further report to council

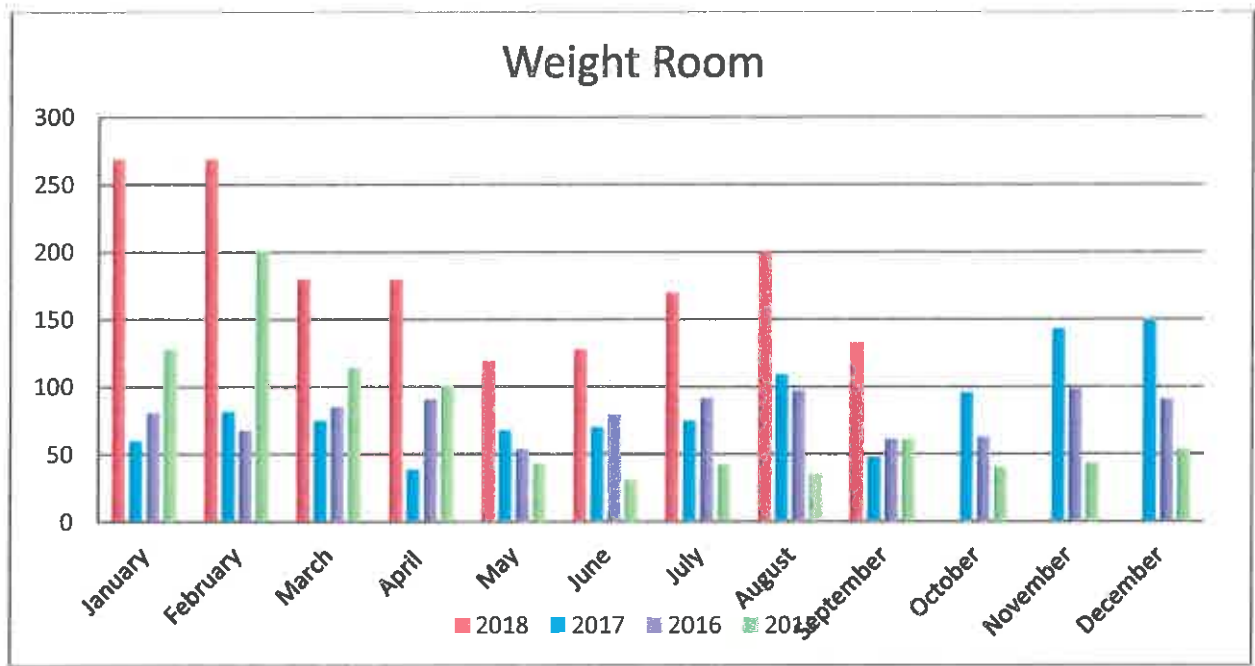
BACKGROUND:

On October 17, 2017 Council adopted Fees and Charges Bylaw No 594 which eliminated user fees for the Rec Centre pool, gym, weight room and sauna.

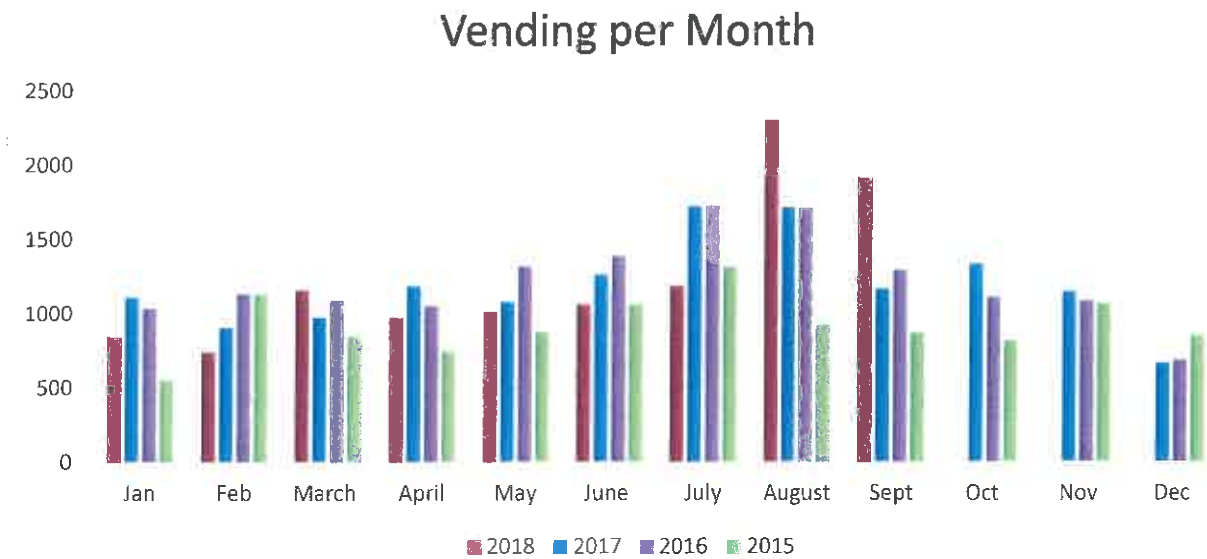
This decision was made to encourage greater use of the facility which, in turn, was expected to improve the overall health and wellness of Tahsis residents. Council concluded that the social and health benefits outweighed the relatively small amount of revenue (about \$7,000) generated annually in user fees



The pool was open: July – 21 days August -12 days September- 11 days



During the 2018 third quarter, no weight room orientations or workout programs were offered due to staff shortages and fewer requests.



POLICY/LEGISLATIVE REQUIREMENTS:

1. N/A

FINANCIAL IMPLICATIONS:

It is premature to conclude the overall financial implications of the elimination of user fees. Rec Centre staff are considering other revenue generating proposals to increase vending revenue.

RECOMMENDATION:

Option 1: That Council receive the staff report for information.

Respectfully submitted:

Sarah Jepson



K1

**VILLAGE OF TAHSIS
BYLAW No. 609, 2018**

**BEING A BYLAW FOR THE PURPOSES OF EXEMPTING CERTAIN LANDS AND IMPROVEMENTS FROM MUNICIPAL
PROPERTY TAXATION FOR THE 2019-2028 TAXATION YEARS**

WHEREAS it is provided by Section 224 of the *Community Charter* that on or before October 31 in any year, Council may, by bylaw, exempt from taxation for not longer than 10 years, certain lands, improvements or both, as provided by Section 224(4)(a) of the *Community Charter*,

AND WHEREAS notice of the proposed bylaw has been given in accordance with the *Community Charter* pursuant to Section 227 of the *Community Charter*,

NOW THEREFORE Council of the Village of Tahsis in open meeting assembled enacts as follows:

TITLE

This bylaw may be cited for all purposes as the "Village of Tahsis 2019-2028 Property Tax Exemption Bylaw No. 609, 2018".

EXEMPTIONS

1. The property as described in Schedule "A" being properties related to properties that are statutorily exempt under Section 224(2)(f) of the *Community Charter* shall be exempt from municipal property taxation for taxation years 2019-2028.
2. Pursuant to Section 227(d) of the *Community Charter*, an estimate of the amount of taxes that would be imposed on the property described in Schedule "A" if it were not exempt, for 2019 in which the proposed bylaw is to take effect and the following 2 years is described in Schedule "B".

ATTACHMENT

Schedule "A" attached hereto forms part of this bylaw.

READ a first time this 2nd day of October, 2018

READ a second time this 2nd day of October, 2018

READ a third time this 2nd day of October, 2018

Reconsidered, Finally Passed and adopted this 16th day of October, 2018.

MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No.609, 2018 duly passed by the Council of the Village of Tahsis on this 16th day of October, 2018.

CORPORATE OFFICER

Bylaw No 609, 2018

SCHEDULE "A"

PLACE OF WORSHIP

Roll #	Legal Description	Civic Address	Owner/Occupier	Conditions
400.222	Lot 74, Plan 26880; DL 443	744 Nootka Road	Bishop of Victoria	50% of land value

SCHEDULE "B"

Place of Worship - Estimated Municipal Property Tax for the Years 2019 – 2021

<u>Property Classification</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Class 08 – Recreation/Non-Profit	\$582	\$593	\$605

Janet St. Denis

Subject: FW: Letter from the Honourable Katrine Conroy, Minister of Children and Family Development

From: Kuharic, Rhea MCF:EX <Rhea.Kuharic@gov.bc.ca>
Sent: Thursday, October 4, 2018 2:03 PM
To: Reception Account <Reception@villageoftahsis.com>
Subject: Letter from the Honourable Katrine Conroy, Minister of Children and Family Development
Ref: 239103
His Worship Mayor Randolph Taylor and Council
Village of Tahsis
E-mail: reception@villageoftahsis.com

Dear Mayor Taylor and Council:

As Minister of Children and Family Development, I am honoured and delighted to once again proclaim October as Foster Family Month in British Columbia. It is the month that we acknowledge and celebrate foster caregivers for their invaluable support and commitment to children and youth placed in their care.

Foster Family Month is a marvelous opportunity to show our appreciation and thank caregivers for their incredible kindness and generosity in sharing their homes and their lives with vulnerable children and youth in care.

Since commencing my role as Minister, I have had the opportunity to travel around the province and meet with many amazing foster caregivers, as well as former and current children and youth in care. I have been continually struck by the strength of character and depth of commitment in these caregivers. They undertake heroic work which often goes unrecognized, and I invite you to help ensure these families know their work is appreciated.

The Ministry of Children and Family Development and Delegated Aboriginal Agencies provide supports and services for approximately 6,500 children and youth in care across British Columbia. Government relies on foster caregivers to provide day-to-day stability, care and support to these young people.

I encourage you to get involved – take time to host, celebrate, and participate in Foster Family Month appreciation events in your community. Please join me in recognizing the important role of foster caregivers. Extend a heartfelt thank you, express your gratitude, and acknowledge and recognize the commitment and hard work of these remarkable individuals, and their families.

A new provincial recruitment campaign was launched on October 1, 2018, and will conclude March 31, 2019. In combination with regional recruitment events, the provincial foster caregivers’ recruitment campaign ensures that the ministry continues to support a vibrant and growing community of foster caregivers to meet the needs of British Columbia’s children and youth in care into the future.

The campaign consists of social and digital media, radio public service announcements, and a new, streamlined Web site, FosterNow.ca, with a direct recruitment focus. The messaging emphasizes success stories of real foster families and former youth in care and how foster caregivers have supported young people to achieve their full potential.

On behalf of the Government of British Columbia, thank you for your continued recognition and support of foster caregivers in your community who care for this province’s children and youth in care.

Sincerely,

Original Signed by

Katrine Conroy

Minister of Children and Family Development

Age-friendly Communities

2019 Application Form for Stream 1

Age-friendly Assessments, Action Plans & Planning

Please complete and return the application form by Friday, November 2, 2018. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177.

SECTION 1: Applicant Information

Local Government: Village of Tahsis

Complete Mailing Address: 977 South Maquinna

Contact Person: Sarah Jepson

Position: Director of Recreation

Phone: 250-934-6443

E-mail: sjepson@villageoftahsis.com

SECTION 2: Project Information

1. Project Information

A. Project Title: Developing an age friendly action plan

B. Proposed start and end dates. Start: January 10, 2019 End: December 31, 2019

C. Total proposed project budget: \$24290

2. Proposed Focus Areas. Please indicate which age-friendly components will be the primary focus of the proposed planning activities:

- | | |
|--|---|
| <input type="checkbox"/> Outdoor spaces and buildings | <input checked="" type="checkbox"/> Social participation |
| <input type="checkbox"/> Transportation (including traffic safety) | <input type="checkbox"/> Communications and information |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Civic participation and employment |
| <input checked="" type="checkbox"/> Respect and inclusion | <input checked="" type="checkbox"/> Community support and health services |
| | <input checked="" type="checkbox"/> Plan/assessment dealing with all features |

3. Age-friendly Accomplishments to Date & Recognition. Many BC communities have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:

- Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.

Passed a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.

Conducted an age-friendly assessment in consultation with older adults.

Developed and published an action plan.

Can BC Healthy Communities Society contact you to discuss completing Age-friendly Community recognition?

Yes No

4. Proposed Activities. Please describe the specific activities you plan to undertake. Refer to Section 4 of the Program & Application Guide for eligible activities under Stream 1.

We plan to work with the Seniors Society and other local stakeholders such as the Community Cupboard (our local food bank) and Vancouver Island Health Authority (VIHA) to develop an Age Friendly survey as a tool to gather information from local seniors.

5. Program Goals & Objectives. How will the proposed planning activities meet the goals of the 2019 Age-friendly Communities grant program? How will this make your community more age-friendly?

Our project, a Community wide Age Friendly Action Plan, will be based on the World Health Organization's Age-friendly Community Initiative. WHO has established eight pillars for assessing and developing strategies to create age-friendly communities. These eight pillars provide a framework for the plan development and structure.

Our plan will be "community driven" by engaging seniors to participate in the preparation of the survey, peer led survey work and World Cafes.

One of the Village's key goals is to create a "Catalyst for Action ". The action plan will identify community activities that are the catalysts which community and community partners rely on to enhance and improve services for older adults.

The Age Friendly Action Plan will make it possible for the Village to "Focus on Funding Priorities" as per the grant program. The action plan will provide a road map to identify relevant funding priorities which will help the Village to focus on activities which have clear outcomes.

The Village's demographic profile necessitates an age-friendly lens on all municipal programs, services, policies and operating and capital budget deliberations. The action plan will be a foundational resource to inform all of these functions. The Village will seek opportunities to leverage existing resources to maximize age-friendly programs and services thus demonstrating flexibility.

6. Intended Outcomes, Deliverables & Impacts What will your project achieve? What will be the specific deliverables? List any policies, practices, plans or documents that will be developed or amended as a result of your project.

This project will result in an Age Friendly Action Plan for Tahsis

The specific deliverables will be:

1. survey (conducted by the seniors) - summary report
2. World Cafes (2): which will generate focussed conversations on the survey report as well as identify local priorities
3. Input from the World Cafes will be transcribed and added to the survey information
4. A plan will be developed, using input from stakeholders, World Cafes and other sources
5. An Age Friendly Action Plan/document will be created.

7. Community Partners & Participation by Seniors

- A. All applicants are encouraged to work with their local Health Authority. How will the proposed planning activities include your health authority?

VIHA will be invited to the initial stakeholder consultation meetings to help set the context and approach for the seniors survey. Having VIHA participate in the initial stakeholder workshops will allow knowledge and expertise to be tapped which will help to ensure that we are asking our seniors appropriate and relevant questions.

- B. List all confirmed partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

Seniors Society - community consultation + project development

BC Ambulance - Tahsis Station - community consultation

Tahsis Community Garden Society - community consultation

International Lion's Club - community consultation

Ubedam Theatre Society - community consultation

The following groups have been contacted but not yet confirmed:

Tahsis Literacy Society

Tahsis Salmon Enhancement Society

Vancouver Island Health Authority

Tahsis Health Centre Auxillary

Tahsis Heritage Society

- C. Describe any direct participation by seniors in the proposed planning activities.

Developing the survey

Leading the World Cafes

Drafting the Action Plan

8. **Evaluation.** How will the project be evaluated (performance measures and/or benchmarks be used to measure outcomes)? How will this information be used?

Participant evaluations will be conducted after each World Cafe

Recording/tracking the number of individuals engaged through survey process, events, community partners meetings etc

Evaluation tools and benchmarks will be included in the action plan

Longer term - integrating age-friendly objectives within municipal planning and programming

- 9. Support from BC Healthy Communities (BCHC) Society.** Applicants approved under the 2019 Age-friendly Communities grant program may be eligible to apply for a range of services from BCHC Society.

The purpose of this support is to: 1) engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) determine the next wise actions to achieve the community's age-friendly goals.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

Yes No

- 10. Additional Information.** Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

Please submit the following with your application:

- Council/Board or Band Council Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- Detailed budget

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note "2019 Age-friendly" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 4: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.

Name: Sarah Jepson

Title: Director of Recreation

Signature:	Date:
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Proposed Tahsis Age Friendly Project Schedule & Budget

Task		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Consultant's Hours	Total	
		2	3	4	1	2	3	4	1	2	3	4	1	2
	On-going Project Management & Communications	[Gantt bar]										10	10	
A	1 Startup meeting with staff and tour of key community sites	[Gantt bar]										8	8	
	2 Review and analysis of background information	[Gantt bar]										8	8	
	3 Review of best practices and proven action ideas, focusing on strategies from comparable communities.	[Gantt bar]										8	8	
	4 Advisory Committee meeting #1: Key Issues & Priorities	[Gantt bar]										12	12	
	5 Prepare background Summary Brief. Deliverable #1.	[Gantt bar]										4	4	
B	1 Co-develop details of consultation strategy with staff	[Gantt bar]										4	4	
	2 Prepare & implement community survey – on paper and online	[Gantt bar]										12	12	
	3 Plan and implement public World Cafe session (2)	[Gantt bar]										20	20	
	4 Prepare engagement Summary Brief. Deliverable #2	[Gantt bar]										8	8	
C	1 Identify a set of suggested strategies and actions. Discuss preliminary directions with staff by phone.	[Gantt bar]										12	12	
	2 Advisory Committee meeting #2: Action Planning	[Gantt bar]										12	12	
	3 Prepare a draft Age Friendly Action Plan. Deliverable #3	[Gantt bar]										24	24	
	4 Review Action Plan w/ staff and update draft.	[Gantt bar]										8	8	
	5 Make draft Action Plan available for public review online.	[Gantt bar]										4	4	
	6 Final review w/ staff and update.	[Gantt bar]										8	8	
	7 Submit Final Assessment and Action Plan. Deliverable #4.	[Gantt bar]										2	2	
	OPTIONAL: Advisory Committee meeting #3: Implementation	[Gantt bar]												
											Consultant Total Hours	154	154	
											Consultant Fees (@\$135/hour)	\$20,790	\$20,790	
											Consultant Travel		\$1,500	
											Catering		\$2,000	
											Project Total (excluding tax)		\$24,290	

18

On-going Work

Meeting or Teleconference

Key Event or Deliverable

In kind costs that will be covered from the Village:

- In kind**
- Photocopying - \$100
- Room Rental Costs - \$1260
- Staffing Costs- \$500



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

M2

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this 18th day of September, 2018 by and in between VILLAGE OF TAHISIS (the "Local Government") and Sierra McGerrigle (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Restorative Yoga

The term of the Agreement is from the 18th day of September, 2018 and the 18th day of September, 2019.

The term of the Agreement is perpetual commencing the 18th day of September, 2018.

M-5A

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF <LOCAL GOVERNMENT>

Name: MARK TATCHEL

Title: CAO


Signature: 

Date: October 01, 2018

ON BEHALF OF <SERVICE PROVIDER>

Name: Sierra McGerrigle

Title: Yoga Instructor

Signature: 

Date: Sept 20, 2018

VILLAGE OF TAHSIS

INSTRUCTOR CONTRACT DETAILS

Instructor Name:	Sierra McGerrigle
Program Name:	Yoga for all levels
Program Dates:	Sept 18 – Dec 4, 2018
Program Time:	Tuesdays and Thursdays 6:30-7:30PM
Program Location:	Tahsis Recreation Center Gym
Rate:	\$20/ per hour of class.
Instructor Information:	

Contract Agreement:

1. The Village of Tahsis (“the Village”) agrees to pay the Contract Instructor the rate above.
2. The Contractor must submit an invoice to the Director of Recreation for payment.
3. Contract Instructors are not employees of the Village.
4. The Village has the right to cancel a program due to lack of registration or scheduling conflicts without compensation to the Contract Instructor.
5. The Contract Instructor is responsible for set up and clean up unless otherwise arranged with Village staff.
6. Travel, set up or clean up time is not paid.
7. One week notice is required from the Contract Instructor for cancelling.
8. The Village is responsible for providing generally liability insurance for this program and the Contract Instructor.

Your signature indicates that you have read and accepted the terms of this contract:


Contract Instructor

Sept 20, 2018
Date


Director of Recreation

Sept 20, 2018

