



## AGENDA

**Committee of the Whole  
to be held on May 23, 2023 10 a.m.**

**977 South Maquinna Drive in Council Chambers and by electronic means**

### Remote Access

**To attend this meeting remotely via Microsoft Teams/ phone**

**Join the Village of Tahsis Microsoft Teams Meeting**

[Click here to join the meeting](#)

**Or call in (audio only)**

**Toronto, Canada**

**+1 437-703-5480**

**Phone Conference ID: 693 613 527#**

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### Call to Order

### Land Acknowledgement

Mayor Davis will acknowledge and respect that we are meeting upon Mowachaht/Muchalaht territory.

### Introduction of Late Items

None.

### Approval of the Agenda

### Business Arising

- H**
- 1 Tahsis Flood Protection Improvements Project Phase 2 – stairs or other conveyance over the dike for public access to the Tahsis River front.**
  - 2 Tahsis Fire Hall Relocation Project – mechanical engineering contractor estimate.**
  - 3 Tahsis Fire Hall Relocation Project – electrical engineering contractor**
  - 4 Extended Benefits and Pension Plan Policy No. 2012 - Amendment #2**

**New Business**

- 1 Community Pavilion – Mayor Davis' Proposal  
<https://islandcoastaltrust.ca/news/cortes-pavillion/>

**Adjournment**

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Item	MMCD Ref.	Description	Unit	Quantity	Upland Contracting Ltd		Revised Amount	Comments
					Unit Price	Amount		
1	01 01 01S	Mobilization & Demobilization	LS	1	\$ 60,600.00	\$ 60,600.00	\$ 50,000.00	Updated
2	01 55 00S	Traffic Control	LS	1	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	
3	01 57 01	Temporary Erosion and Sediment Control	LS	1	\$ 15,570.00	\$ 15,570.00	\$ 60,000.00	Updated to reflect offsetting work
4	01 57 01	Environmental Monitoring	Month	4	\$ 10,000.00	\$ 40,000.00	\$ 55,000.00	Updated to reflect offsetting work
5	<del>03 30 53S</del>	<del>Cast In Place Concrete Curb Wall on Top of Sanitary Station</del>	LS	1		\$ -	\$ -	
6	03 30 53S	Reinforced Concrete Wall and Slab for Stairs	LS	1	\$ 56,300.00	\$ 56,300.00	\$ -	
7	03 40 01S	Lock Block Installation and grouting Type 1	LM	348	\$ 280.00	\$ 97,440.00	\$ 97,440.00	Updated quantity to reflect removal of stairs
8	03 40 01S	Lock Block Installation and grouting Type 2 Incl. concrete mud slab below wall (1.5m wide x 0.3m thick)	LM	75	\$ 1,062.00	\$ 79,650.00	\$ 79,650.00	
9	<del>03 40 01S</del>	<del>Replacement of existing blocks inc. standard or top (optional)</del>	EA	5		\$ -	\$ -	
10	05 51 29S	Supply and install of steel access road gates	EA	2	\$ 15,500.00	\$ 31,000.00	\$ -	Removed from Scope
11	05 51 29S	Metal stairs over floodwall	LS	1	\$ 59,065.00	\$ 59,065.00	\$ -	Removed from Scope
12	31 11 01	Removal & Disposal of all Vegetation	SM	986	\$ 102.00	\$ 100,572.00	\$ 56,406.00	Updated quantity to reflect removal berm work
13	31 23 17	Boulders and Rock Fragments - Blasting not Permitted (Optional)	CM	100	\$ 356.00	\$ 35,600.00	\$ -	Removed from Scope
14	31 22 01	Placement and Compaction of Fill on Alpine View Lots (Optional)	CM	460	\$ 20.60	\$ 9,476.00	\$ 9,476.00	Left in as an optional item
15	31 22 01	Rough Site Grading of Berm Temporary Access Road Work Area	LS	1	\$ 4,200.00	\$ 4,200.00		Removed from Scope
16	31 24 13S	Common Excavation of Roadway at Maquinna Stairs - Asphalt removal	CM	6	\$ 65.00	\$ 390.00	\$ -	Removed from Scope
17	31 24 13S	Replacement of Unsuitable Subgrade (Optional)	CM	7	\$ 391.00	\$ 2,737.00	\$ 2,737.00	Left in as an optional item
18	31 24 13S	Gravel berm, use of owner supplied material stockpiled within 500m if site.	CM	90	\$ 414.00	\$ 37,260.00		Removed from Scope
19	31 24 13S	Common Excavation from Riverbank to be stockpiled on Village owned lots within 4km of site.	CM	460	\$ 42.00	\$ 19,320.00	\$ 19,320.00	Updated description
20	31 24 13S	Common Excavation from access road ditching to be placed on Village owned lots within 2km of site.	CM	60	\$ 74.00	\$ 4,440.00	\$ -	Removed from Scope
21	31 32 19	Supply and Installation of Non-Woven Geotextile Fabric	SM	1052	\$ 7.50	\$ 7,890.00	\$ 7,890.00	
22	31 32 92	Hand Seeding Berm Access Road and Work Area	SM	433	\$ 2.00	\$ 866.00		Removed from Scope
23	31 37 10S	Riprap - MOTI Class 100 kg	CM	925	\$ 305.00	\$ 282,125.00	\$ 282,125.00	
24	31 37 10S	Riprap - MOTI Class 50 kg	CM	183	\$ 360.00	\$ 65,880.00		Removed from Scope
25	32 11 16.1	Road Subbase - 230mm Thick (Optional)	SM	100	\$ 75.00	\$ 7,500.00	\$ 7,500.00	
26	32 11 23	Road Granular Base - 75mm Thick (Optional)	SM	100	\$ 50.00	\$ 5,000.00	\$ 5,000.00	Updated description
27	32 12 16S	Asphalt paving in roadway - 50mm Thick (Optional)	SM	100	\$ 158.00	\$ 15,800.00	\$ 15,800.00	Updated description
28	32 12 16S	Pavement saw cutting	LM	34	\$ 13.00	\$ 442.00	\$ 442.00	
29	33 40 01S	150mm Ø HDPE DR 17 Catchbasin Outlet Pipe	LM	43	\$ 750.00	\$ 32,250.00	\$ -	Removed from Scope
30	33 40 01S	200mm Ø HDPE DR 17 Catchbasin Outlet Pipe	LM	6	\$ 1,260.00	\$ 7,560.00	\$ -	Removed from Scope
31	33 40 01S	250mm Ø HDPE DR 17 Catchbasin Outlet Pipe	LM	20	\$ 680.00	\$ 13,600.00	\$ -	Removed from Scope
32	33 40 01S	450mm Ø PVC DR 35 Catchbasin Outlet Pipe	LM	13	\$ 1,420.00	\$ 18,460.00	\$ -	Removed from Scope
33	33 40 01S	Aluminum Fish Screen	LS	1	\$ 21,100.00	\$ 21,100.00	\$ 21,100.00	
34	33 42 13	300mm Ø Boss 2000 Culvert	LS	1	\$ 4,000.00	\$ 4,000.00	\$ -	Removed from Scope
35	33 42 13	150mm Ø Tideflex TF-1 Check Valve including Riprap Apron	EA	4	\$ 5,900.00	\$ 23,600.00	\$ 23,600.00	
36	33 42 13	200mm Ø Tideflex TF-1 Check Valve including Riprap Apron	EA	1	\$ 4,660.00	\$ 4,660.00	\$ 4,660.00	
37	33 42 13	250mm Ø Tideflex TF-1 Check Valve including Riprap Apron	EA	1	\$ 9,450.00	\$ 9,450.00	\$ 9,450.00	
38	33 42 13	450mm Ø Tideflex TF-1 Check Valve including Riprap Check Valve	EA	1	\$ 21,800.00	\$ 21,800.00	\$ -	Removed from Scope
39	33 44 01	Top Inlet Catchbasins incl. Surface Restoration	EA	5	\$ 3,210.00	\$ 16,050.00	\$ -	Removed from Scope
40	33 44 01	Remove Ex. Top Inlet Catchbasins	EA	5	\$ 420.00	\$ 2,100.00	\$ -	Removed from Scope
41	33 44 01	1200mm Ø Manhole incl. Cast in Place Benched Base	EA	1	\$ 10,057.00	\$ 10,057.00	\$ -	Removed from Scope
42	33 44 01	1200mm Ø Manhole Riser Sections	LM	0.6	\$ 1,500.00	\$ 900.00	\$ -	
43	31 24 13S	Common Excavation from Riverbank to be stockpiled within 2km of site.	CM	310	\$ 42.00	\$ 13,020.00	\$ 13,020.00	

	<b>\$ 1,242,330.00</b>	<b>\$ 825,216.00</b>	
Inflation (7%)		\$ 57,765.12	
Blocks		\$ 52,570.00	Cumberland Ready Mix and Penta Freight
Engineering		\$ 134,952.02	See Engineering Sheet
Offsetting		\$ 113,030.00	See Offsetting Sheet
<b>Revised Total</b>		<b>\$ 1,183,533.14</b>	
<b>Optional Work</b>		\$ 40,513.00	Yellow Highlight
<b>Grant Total</b>		\$ 1,896,920.00	
<b>Ph 1 Construction</b>		\$ 573,768.00	
<b>Ph 1 &amp; Ph 2 Engineering</b>		\$ 249,191.00	
<b>Balance Remaining for Phase 2</b>		<b>\$ 1,073,961.00</b>	
<b>Over Budget</b>		<b>\$ 109,572.14</b>	

TENDER 2221-49140-26B  
 Tahsis Flood Protection Improvements Phase 2  
 Environmental Enhancement and Compensation Costs

**DRAFT**



September 29, 2022

Description	Unit	Quantity	Unit Price	Amount
<b>Soft Costs</b>				
Construction and Environmental Monitoring	LS	1	\$ 73,500.00	
<b>Tahsis River RipRap Zone 1 - Construction Costs</b>				
LWD - Rootwad with 0.6m diameter butt w/ limbs intact up to 4m long and anchored to boulders	EA	4	\$ 2,000.00	\$ 8,000.00
Willow Staking 5 stake clusters every 1.25 m <sup>2</sup>	SM	262	\$ 35.00	\$ 9,170.00
Erosion and Sediment Control (Zone Isolation)	LS	1	\$ 30,000.00	\$ 30,000.00
<b>Tahsis River RipRap Zone 2 - Construction Costs</b>				
LWD - Rootwad with 0.6m diameter butt w/ limbs intact up to 4m long and anchored to boulders	EA	2	\$ 2,000.00	\$ 4,000.00
Willow Staking 5 stake clusters every 1.25 m <sup>2</sup>	SM	170	\$ 35.00	\$ 5,950.00
Erosion and Sediment Control (Zone Isolation)	LS	1	\$ 30,000.00	\$ 30,000.00
<b>McKelvie Creek - Construction Costs</b>				
LWD - Rootwad with 0.6m diameter butt	EA	5	\$ 1,500.00	\$ 7,500.00
Habitat Boulder Clusters	EA	8	\$ 600.00	\$ 4,800.00
Clearing and Grubbing	SM	197	\$ 30.00	\$ 5,910.00
Tote Road 3.5m wide	LM	55	\$ 140.00	\$ 7,700.00
Erosion and Sediment Control (Zone Isolation)	LS	1	\$ 30,000.00	\$ 30,000.00
			<b>Total</b>	<b>\$ 113,030.00</b>

Village of Tahsis  
Flood Mitigation Phase 2

**DRAFT**



2221-49140-2026  
September 29, 2022

Engineering Effort and Fee Table

	M. DeGagne	Patty Burt	D. Cybak	CAD Tech (Andy Criddle)	Inspector (Chris Wall)	Admin	Fee	Disb	Amount
<b>Hourly Rate</b>	<b>\$ 183.64</b>	<b>\$ 175.00</b>	<b>\$ 127.81</b>	<b>\$ 109.31</b>	<b>\$ 112.25</b>	<b>\$ 71.05</b>		<b>(5%)</b>	
Environmental Enhancement and Compensation Works	10	32	40	40		12	\$ 17,774	\$ 890	\$ 18,664
Phase 2 Drawing Set Revision and QMS	10		16	40		4	\$ 8,538	\$ 430	\$ 8,968
Tender Preparation	8	8	20	16		8	\$ 7,743	\$ 390	\$ 8,133
Tender Administration, Addendums (x3), and Award	8	8	24	24		4	\$ 8,844	\$ 450	\$ 9,294
Contract Administration (14-16 weeks)	16	2	64	10	20	20	\$ 16,227	\$ 820	\$ 17,047
Construction Supervision (14-16 weeks & 3 days per week)	16	16	24	12	384	4	\$ 53,506	\$ 10,800	\$ 64,306
Record Drawings and O&M Manuals	4		12	32	16	8	\$ 8,131	\$ 410	\$ 8,541
<b>Total</b>	<b>72</b>	<b>66</b>	<b>200</b>	<b>174</b>	<b>420</b>	<b>60</b>			<b>\$ 134,952</b>



May 16, 2023

Mark Tatchell CAO  
Village of Tahsis  
977 South Maquinna Dr.  
PO Box 219  
Tahsis, BC

Re: HVAC and plumbing mechanical engineering and services during construction for:  
Village of Tahsis Firehall Relocation

Dear Mark:

We are pleased to provide our price for the detailed design and engineering of building heating, ventilation and air-conditioning (HVAC) and plumbing systems for the Relocation of the Village of Tahsis Firehall based on the preliminary design completed May 2022. Drawings will outline the responsibility of the mechanical contractors and the associated mechanical sub trades.

We will provide sealed construction documents, Schedule B and Schedule C letters of assurance as required by the BC Building Code. Services during construction will include review of contractor provided equipment submittals, engineering support for change orders and site instructions during construction.

**Scope of work:**

Mechanical HVAC and plumbing plans and specifications updated and issued for construction  
Tender engineering question support  
Construction shop drawing/submittal review  
Construction engineering support for general and sub-contractors.  
On site reviews and reporting as required and requested.

**Design and Engineering Costs:**

Detailed Design (IFC plans and letter of assurance).....	\$ 2,775.00
Tender Stage: RFI review, tender support.....	\$ 555.00
Construction Stage: Shop drawing review & engineering support .....	\$ 1,200.00
On-site inspections (minimum 3 required**).....	\$ 5,730.00
Post Construction: Record drawings & O&M review .....	\$ 740.00
Design/construction Meetings via online or telephone (est. 8hrs***).....	\$ 1,480.00
	<b><u>\$12,480.00</u></b> + GST

**Exclusions and Additions:**

\*\* Note: On-site inspections/meetings additional to base quotation are charged as required. Please allow \$1,910.00 per site visit. We request at least 7 days notice prior to time sensitive site visits. Included is travel, time on site and meal allowance. If more than 3 hrs is required on site, overnight accommodations and meal expenses will be charged at cost and additional hours at the per diem rate.

\*\*\*Remote meetings will to be charged at the per diem rate.

- Per Diem Rate of \$185.00 per hour for additional changes to plans and specifications after acceptance of IFC design.



**Description of work:**

- Mechanical Design and Engineering to BC Building Code, NFPA, WCB and ASHRAE standards.
- Onsite review and site reports for concealed works and substantial completion/commissioning.
- Review of HVAC and Plumbing: Shop drawings, Requests for Information and Change orders.
- All drawings and reports provided in PDF. Record drawings in PDF and AutoCAD DWG disk format.

**Acceptance:**

- This proposal is valid for the next 60 days. Designed Air Systems Limited reserves the right to revise or renegotiate the proposal if not accepted within 60 days.

Respectfully Submitted:

Designed Air Systems Ltd.

Steve Frazer  
(President)

Project: Village of Tahsis Firehall Relocation – Construction Phase

Accepted for: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Please print name and title)

Dated at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2023  
                                    Location                                      Day                                      Month



May 12, 2023

Village of Tahsis  
977 South Maquinna Dr  
PO Box 219  
Tahsis, BC V0P 1X0

Attn: Mr Mark Tatchell, CAO

**Re: Tahsis Fire Hall Relocation  
Tahsis, BC  
Ref. No.: P23-4293.00**

Dear Mark,

We are pleased to have an opportunity to submit the following proposal for professional services as electrical engineers for the above referenced project.

## **I. SCOPE AND DESCRIPTION**

### **A. Project Description**

The project is the conversion of the existing 4,000 sq ft wood shop building at the Captain Meares School in Tahsis for use as a fire hall by the Tahsis Volunteer Fire Department. The building will include an apparatus bay, an office/communications room, gear storage, utility rooms, washrooms, meeting areas and a kitchen.

The scope of work is based on our Electrical Design Brief dated June 8, 2022.

### **B. Assumptions**

1. Architectural base plans will be provided by the Architect in AutoCAD format.
2. A Mechanical Engineer will be retained by the Owner to design mechanical systems that will be forwarded to the Electrical Engineer for incorporation into the electrical design.



3. A Civil Engineer will be retained by the Owner to coordinate all underground site electrical infrastructure with civil infrastructure.
4. The site servicing will either be provided from a new hydro pole c/w with transformers and overhead feed to the northwest corner of the building, or a new underground service from across Alpine View and into the new electrical room.
5. All existing electrical distribution and circuiting, except lighting, to remain and be reused. New loads shall be provided from new locations.
6. Fire alarm system is not required.
7. The scope of engineering design is limited to on-site only.
8. The Owner will retain a Registered Professional to act as the coordinating professional for the project as required by the BC Building Code. All drawings submissions will be filed through the coordinating professional.

C. Basic Services

RB Engineering will provide professional services as follows:

1. Review electrical systems and make recommendations regarding basic systems for this part of the project. Recommendations will be based on the Engineer's judgment and experience. No exhaustive studies or computer analysis are included.
2. Provide one (1) site visit for project start-up and discovery.
3. Provide two (2) design meetings via teleconference.
4. Provide assistance to coordinate BC Hydro, Telus and Shaw site services.
5. Prepare BC Building Code Schedules B and C-B as required for building permit.
6. Provide assistance to the Architect in establishing space allocations for electrical equipment and distribution systems.
7. Prepare electrical drawings and specifications from drawings approved by the Owner. This proposal is based on a single construction drawing package. Documentation shall include:
  - a) Interior and exterior lighting layout
  - b) Power and communication layout
  - c) Exit and emergency lighting layout
  - d) Connections to mechanical equipment

8. Provide tender administration services including responding to bidder questions and issuing design clarifications as required.
9. Prepare Issued for Construction drawings which incorporate changes during tender.
10. Provide construction administration services including reviewing submittals requested in the construction documents and responding to requests for clarification issued by the contractor.
11. Provide a maximum of two (2) field reviews during construction. Additional field reviews will be done at the Engineer's discretion during construction to ensure compliance with codes and the contract documents. Additional field reviews will be done on a Time and Material basis.
12. Prepare record drawings from electrical contractor mark ups.

## II. ADDITIONAL CONSULTING SERVICES

The following items are not included in the basic services as defined in Section I above and are considered as additional services:

- A. Additional work resulting from permit re-submissions or changes after first complete electrical design.
- B. Additional construction administration services, including extra field visits, attendance at contractor's regular site meetings, review of contractor's progress payments, testing coordination, and inspection programs.
- C. Preparation of CAD background drawings, drawings of existing conditions, or preparation of as-built drawings. Preparation of multiple bid package documents.

## III. COMPENSATION

### A. Basic Services

Compensation for the services identified in Section I "Scope and Description" shall be a lump sum fee of:

Design/Permit	\$10,000
Tender	\$ 750
IFC Drawings	\$ 750
Construction Administration	\$ 8,500
<b>TOTAL</b>	<b>\$20,000 (Excluding GST)</b>

B. Additional Services

Compensation for the services identified in Section II “Additional Consulting Services” shall be done on a time and material basis at the following rates:

Principal	\$175.00/hr
Engineer/Senior Designer	\$145.00/hr
Junior Engineer/Designer	\$130.00/hr
Junior Designer/Senior CAD/Field Tech	\$110.00/hr
CAD	\$ 90.00/hr
Administration	\$ 50.00/hr

C. Reimbursable

Reimbursable expenses will be billed monthly at cost plus a ten percent (10%) handling charge. Reimbursable expenses include:

- Courier
- Plotting
- Printing
- Mileage

And with your prior approval:

- Outside consultants
- Travel outside Vancouver Island (including lodging and food).

D. Payment

RB Engineering Ltd policy requires monthly payments for professional services and expenses in proportion to the progress of our work. RB Engineering will charge interest on all invoices that are not paid within 60 days from the issue date. The invoice interest rate shall be 18% per annum calculated monthly (1.5% per month) beginning one month after the invoice issue date. Delinquent accounts may be turned over to a third party for collection and a reasonable cost of collection added to the invoice.

**IV. SCHEDULE**

The fees stated are in effect until December 2024 and are subject to adjustment for services performed after this date. Delays or interruptions of the project schedule are subject to an adjustment of fee.

This proposal represents our understanding of the project and supersedes all prior negotiations, representation or agreements either written or oral. This proposal constitutes the formal agreement for this project.

Trusting this meets with your approval, please sign and return one copy to our offices authorizing us to proceed. Work will begin upon receipt of your authorization.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Very truly yours,

**RB Engineering Ltd**



**Craig Reitmeier, P.Eng.  
Principal**

Authorized by:

Mark Tatchell, CAO  
Village of Tahsis

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Name

Date

VILLAGE OF TAHSIS			
Policy Title:	Extended Benefits and Pension Plan Policy	Policy No. 2012	
Effective Date	January 20, 2021	Revision to Policy 2012	
Amendment #1 Date	September 7, 2021		
Approval	Council	Resolution Number	0042/2021
Approval Amendment #1	Council	Resolution Number	0319/2021
Approval Amendment #2	Council	Resolution Number	XXXX/2023

### Section 1 - DEFINITION

“Extended Benefits”	means the provision of accidental death and dismemberment, dental care, extended health care, life insurance, short term disability and long-term disability benefits
“Pacific Blue Cross”	means the Blue Cross Insurance Company of Canada which provides extended benefits to Village employees under Policy No. 80244.
“Medical Services Plan”	means the public health insurance system administered by the Province of British Columbia
“Municipal Pension Plan”	means the pension plan established to provide retirement income for local government employees and which is administered by the BC Pension Corporation.
“Probationary period”	means the initial 6 month period of employment of working at least 32 hours per week except if a different probationary period is stipulated by either Pacific Blue Cross or the Municipal Pension Plan.
“Paid Sick day”	means a day an employee does not attend work due to illness, medical appointment or travel to and from a medical appointment. Sick days are paid based on the scheduled shift period. Sick days are a non-vested benefit and do not accumulate.
“Village”	means the Corporation of the Village of Tahsis

## Section 2 – Scope of Policy

- 1.1 The policy applies to all Village employees.

## Section 2 – Eligibility

- 2.1 Eligibility for initial enrollment for extended benefits ~~and the Municipal Pension Plan~~ is based on successfully completing the probationary period. During the probationary period, an employee must work an average of 32 hours/week for six months and meet any other requirements stipulated by the Village's Pacific Blue Cross Policy and the Municipal Pension Plan
- 2.2 Continued eligibility is contingent upon working an average of 32 hours a week between January 1st and December 31<sup>st</sup> each year. On January 1st each year, the eligibility of all enrolled employees is assessed, regardless of the date of initial hire or date of initial enrollment.
- 2.3 Employees who fail to meet the eligibility requirements on January 1st will lose their eligibility until they work an average of 32 hours/week over the six month period between July 1st to December 31st the same year.
- 2.4 Employees whose eligible is lost will receive 30 days written notice that they have lost their benefits eligibility.
- 2.5 Eligibility for initial and continued enrollment in the Municipal Pension Plan is based on requirements set by the Municipal Pension Plan. Enrollment in the Municipal Pension Plan by eligible employees is optional.

## Section 3 – Accidental death and dismemberment, Dental care, Extended health care, Life insurance, Short term disability and Long-term disability benefits

- 3.1 The monthly contributions to Pacific Blue Cross for accidental death and dismemberment, dental, extended health care, life insurance and short term and long term disability premiums are paid one hundred percent (100%) by the Village.
- 3.2 These benefits are provided through the Village's policy with Pacific Blue Cross.

## Section 4 – Municipal Pension Plan

- 4.1 The Municipal Pension Plan rules, made under the Municipal Pension Plan Joint Trust Agreement pursuant to the authority of the Public Sector Pension Plans Act, apply to employees enrolled in the Municipal Pension Plan.

## Section 5 – Paid Sick Days

- 5.1 All Village employees are entitled to paid sick days after completion of the probationary period according to Schedule “A”.

## SCHEDULE “A”

Position	# of Sick Days
CAO	12
Director of Finance	12
Director of Operations	12
Director of Recreation	12
Finance and Corporate Services Manager	12
Information Technology Coordinator	10
Administrative Coordinator	10
Public Works Supervisor	10
Public Works Assistant Supervisor	10
Daycare Coordinator	10
All Other Employees	10