

CONSTRUCTION CAMP RULES AND REGULATIONS

For Construction Camp Accommodations

Approved by the

BUILDING TRADES OF ALBERTA

and

CONSTRUCTION LABOUR RELATIONS – an ALBERTA ASSOCIATION

2018 - 2025

CAMP RULES AND REGULATIONS

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ABBREVIATIONS

In the body of this Agreement two abbreviations are used. They are identified as follows:

- BTA** Building Trades of Alberta.
- CLR-A** Construction Labour Relations - an Alberta Association.

ARTICLE I - INTENTION OF THE PARTIES

- 1.01** The purpose of this Agreement is to promote unionized construction and outline the camp accommodations rules, regulations and standards that shall apply on camp accommodations jobs. This Agreement has been prepared to promote harmonious relations between the Parties; to eliminate unnecessary expense, work stoppages or delays arising from this Agreement; and to facilitate the peaceful adjustment of all disputes and grievances. In all instances, applicable legislation as it may affect relocatable industrial accommodation will be adhered to.

ARTICLE II - SCOPE OF AGREEMENT

- 2.01** This Agreement shall apply to Building Trades of Alberta Unionized Construction Camp accommodations in the Province of Alberta where the Parties to a Collective Agreement have incorporated these Camp Accommodations Rules and Regulations by reference into their Collective Agreement. This Agreement does not apply to Hotels, Motels, Inns, Lodges, Bed and Breakfasts, or other facilities covered by the Innkeepers Act of Alberta.
- 2.02** It is understood that camp accommodations that are owned or leased by a provider of camp accommodations that is not a Party to a Collective Agreement as described in the paragraph above, will only be covered by the terms of this agreement where such Camp Accommodations Provider agrees to apply these conditions and only to the extent that they have agreed to apply the specifications herein. A provider of camp accommodations that does agree to abide by the terms of this Agreement and whose camp accommodations meets or exceeds these camp accommodations specifications will be provided with a certificate indicating that their camp accommodations are approved by the BTA – CLR Camp Review Committee (hereinafter referred to as the “Review Committee”). This certificate may be rescinded by the Review Committee if the camp accommodations provider refuses to allow for camp accommodations inspections as specified in this agreement or in accordance with Clause 12.04 of this agreement.
- 2.03** A non-signatory Camp Accommodations Provider that does not agree to abide by the terms of this agreement will have any disputes involving members of a Building Trades Union living in that facility resolved under the processes stipulated in Appendix A of this Agreement.
- 2.04** Both Parties to this Agreement acknowledge that the promotion of unionized construction is paramount and, in certain areas or under certain conditions, variations to this Agreement may be acceptable. Upon receipt of a request for variance to this Agreement the Review Committee will, within fifteen (15) days, advise the applicants. Agreement to requested variations shall not be unreasonably withheld and the Review Committee shall consider relevant factors including but not limited to the following:

- (a) Reasonableness of the variation requested
- (b) Nature of the project, and
- (c) Market conditions

ARTICLE III - CAMP ACCOMMODATIONS SITE

- 3.01** Every camp accommodations shall be located a safe distance from the construction site so that the best possible drainage can be provided to guard against year round climatic conditions; prevailing winds carrying obnoxious odors and objectionable noises away from the jobsite shall also be a determining factor.

ARTICLE IV - INSPECTION AND APPROVAL

- 4.01** Both Parties to this Agreement shall establish a Review Committee and it shall be comprised of four (4) representatives of the BTA and four (4) representatives of the CLR-A. In the event of the absence of a named representative an alternate may be named. The approved form will be used for all inspections.
- 4.02** The Review Committee may appoint two members from each Party to form an Inspection Committee (hereinafter referred to as the “Inspection Committee”). While the Parties recognize it is preferable to have four representatives (two CLR-A representatives and two BTA representatives) involved in an inspection, it is acceptable to proceed with an inspection with at least one representative of each Party.
- 4.03** A camp accommodations inspection will be limited in its scope to an inspection of those facilities having standards set by this agreement. In general only those areas included in the camp accommodations inspection checklist as approved by the Parties will be subject to inspection. The camp accommodations inspection checklist may be amended from time to time by agreement of the Parties to this agreement.

Dispute Procedure

- 4.04** In the event the Review Committee fails to reach a majority agreement every effort will be made to agree on an Arbitrator whose decision will be final and binding on the Parties. The Arbitrator shall be restricted to pass judgement only on those items in dispute.
- 4.05** If the Review Committee fails to agree on the Arbitrator within seven (7) days the Parties shall request the Minister of Labour appoint an Arbitrator in accordance with the Labour Relations Code.
- 4.06** When the Inspection Committee has satisfied itself that the camp accommodations have met all the specifications as herein provided a certificate of approval shall be issued for that camp accommodations for that particular project only. The certificate shall carry the date of issue and shall be valid for the duration of the project, provided that camp accommodations standards are maintained. The certificate shall indicate the maximum number of occupants that can be accommodated and shall be signed by the Inspection Committee. The foregoing inspection procedure shall apply to any and all additions.

- 4.07** Failure of the Review Committee to issue a certificate shall proceed under the Dispute Procedure of this Article.

ARTICLE V - ANNUAL REVIEW COMMITTEE MEETING

- 5.01** There shall be a semi-annual meeting of the Review Committee convened each year. This meeting shall be convened for the purpose of maintaining a dialogue on current development in camp accommodations operations. If required this meeting will determine any accommodations facilities that need to be reinspected.
- 5.02** This meeting shall consist of representatives of the two (2) Parties signatory to the Agreement and may include other Parties operating camp accommodations under this Agreement as required by either Party.

ARTICLE VI - CAMP STRUCTURES

Temporary Quarters

- 6.01** If it is necessary to provide temporary quarters for workers who are erecting the camp accommodations such quarters will be subject to approval by the Review Committee on the basis of reasonable standards, taking the circumstances into consideration.

Camp Accommodations Setup and Maintenance

- 6.02** All camp accommodations on site shall be set up, altered, maintained and/or repaired by members of Unions affiliated to the BTA where practicable; except in the case of third party camps.
- 6.03** All hot water tanks and domestic water lines shall be flushed out prior to camp accommodations opening.
- 6.04** All hot water tanks supplying multi-shower washrooms shall be a minimum of 75 gallons. Hot water tanks in all dormitory units manufactured subsequent to the date of signing of this Agreement and all replacement hot water systems shall be capable of a minimum of 300 US gallons per hour recovery at 100°F (56°C) differential. Hot water tanks or individual shower units shall be equipped with anti-scald devices.
- 6.05** All heating and ventilation ducts will be vacuumed prior to camp accommodations opening.
- 6.06** All existing carpeting shall be shampooed prior to camp accommodations opening or replaced if necessary by lino or tile.
- 6.07** All living accommodation shall be fumigated prior to camp accommodations opening if deemed necessary by the Review Committee.
- 6.08** There shall be no public posting of the names of workers and their corresponding living accommodations or room numbers.
- 6.09** Camp accommodations must provide segregated minority gender living accommodation when two or more persons of the same minority gender are housed on site. The parties recognize that the provision of such segregation must be

reasonably practicable in all of the circumstances, having due regard for the location of the camp accommodations, and the location of alternative accommodation. Accordingly, any request for a variation of this Clause shall be made in accordance with Article 2.02 of the Agreement.

- 6.10** Culinary workers are exempt from the calculation made for the purpose of Clause 6.09 and may share multiple gender living accommodations when there are washrooms available in the living accommodation and when the culinary worker consents in writing.
- 6.11** Mortice locks will be provided on outside doors of all segregated minority gender living accommodations with access keys provided to the residents of those accommodations.
- 6.12** For the purpose of this Agreement, segregated living accommodation means individual resident's room, washrooms, laundry and adjoining hallways.
- 6.13** Where segregated living accommodation is established, persons may not enter a living accommodation which is segregated for the opposite sex (i.e. males may not enter female living accommodation and females may not enter male living accommodations). Persons found in a living accommodation which is segregated for the opposite sex, along with anyone found to have facilitated their entry into the accommodation, are subject to discipline up to and including loss of the privilege of living in the camp accommodations. Persons of either gender in the following positions shall be entitled to enter any accommodation in the usual course of their duties:
- (a) Camp accommodations attendants
 - (b) Maintenance employees
 - (c) Security personnel
 - (d) Camp accommodations management
 - (e) Emergency response personnel
 - (f) Person(s) authorized by the Accommodations Committee
- 6.14** Where private vehicles are allowed at camp, sufficient parking facilities will be provided. A reasonable number of automobile plug-ins will be provided and determined on an individual camp accommodations basis.
- (a) Where required, plug-ins are to be in place no later than November 30th.
 - (b) Plug-ins will operate on the basis of fifty percent (50%) turned on for one-half (1/2 hr.) hour at a time on an alternating basis. Plug-ins will be in operation at a minimum on those days between November 1 and March 31 where the ambient air temperature is expected to drop below minus 10 degrees celcius.
 - (c) A backup boosting system will be available on-site in case of power failure.

- 6.15** If private vehicles are not allowed access, suitable transportation will be provided from camp accommodations parking lot to the bunkhouse complex on initial hiring and termination.
- 6.16** Fire security will be determined on an individual camp accommodations basis with an enunciator panel or similar warning system located in a guard shack or other location accessible to emergency personnel.
- 6.17** Security shall be determined on an individual camp accommodations basis.

ARTICLE VII - LIVING ACCOMMODATION

- 7.01** Each occupant shall be provided with a single room of not less than eighty (80) square feet of floor space. The interior walls and ceilings of the room shall be covered with a suitable material properly finished. The floor shall be covered with a suitable material such as tile, or linoleum. Any rooms where flooring is replaced will be lino or tile flooring. Carpeting will be subject to the approval of the Review Committee. The room shall be properly insulated to guard against year-round climatic conditions and the walls between rooms shall be soundproofed to a standard to meet or exceed Alberta Building Code STC 50 sound rating standards for partitions between sleeping rooms. All walls to be insulated. Each room shall be fully enclosed with a door and a mortise-type lock and the occupant shall be supplied with one (1) key at no cost. Doors shall have a slot for room number or name. There shall be a weather-proof window of a size complying with the Alberta Building Code in each room which shall be covered by a screen and equipped with window blinds, venetian blinds, or drapes.

Room Furnishings and Fixtures

The following furnishings and fixtures shall be supplied to each room:

- 7.02** A lockable clothes closet of minimum dimensions of twenty four (24) inches in depth and thirty inches (thirty-six (36) inches for those units built after Jan. 1/99) in width. The closet shall be of sufficient height to permit the hanging of overcoats and such-like personal belongings, have a shelf to serve as a luggage rack and a drawer minimum ten (10) inches deep, twenty-four (24) inches long and fifteen (15) inches wide.
- 7.03** A single household-type bed of box spring or pallet board and mattress construction shall be installed complete with pillows and bedding. The bed shall not be less eighty (80) inches in length and not less than thirty-nine (39) inches in width and shall be of good quality.
- 7.04** A desk equipped with a regular drawer.
- 7.05** A metal waste basket and an ash tray.
- 7.06** A padded chair.
- 7.07** At least four (4) coat hooks on interior walls.
- 7.08** A mirror-type cabinet, light with electrical outlet over cabinet (or alternatively a central fluorescent light fixture), a towel rack, soap dish and glass holder.

- 7.09** Electrical outlets and fixtures, i.e. a ceiling light with a wall switch, a bed light and two (2) duplex receptacles.
- 7.10** A television jack accompanied by a receptacle to plug it in. A television shall be provided in camp accommodations where rooms are not permanently assigned (i.e. workers are required to check out of their rooms at the end of their shift cycle).
- 7.11** A boot mat, measuring approximately 17” by 27”, will be included in each room. These mats must not be removed from the room. If an unacceptable number of mats are missing or the experience is otherwise not positive, the use of boot mats will be reconsidered for future camp accommodations.

Bedding

- 7.12** Bed linen shall be changed once a week (two sheets and pillow cases).
- 7.13** Blankets to be changed every two (2) months and sterilized before re-issue.
- 7.14** Bedspreads and mattress covers (or fitted bottom sheet) will be provided and will be sterilized before re-issue.

HVAC

- 7.15** Heating for the complex shall be a dual heat system using forced air flow set at 20 degrees Celsius and thermostatically controlled electric baseboard heaters. The individual heat control system to include infloor ducting approved tight sealing registers and deflectors and thermostats located five (5) feet above the floor level on the opposite wall to the baseboard heater.
- 7.16** Air conditioning will be installed in the dining hall and recreation room provided the camp accommodations will be occupied during at least one of the months of June, July, or August.
- 7.17** Providing a camp accommodations facility will be in place for a minimum of six (6) months, including at least two of the months of June, July or August, there will be air conditioning in the sleeping rooms. A request to waive the air conditioning requirement may be made to the Review Committee.

General

- 7.18** Corridors are to be completely enclosed and heated. Non-slip material is to be used in hallways. An underlay of adequate material to deaden objectionable noises, covered by a waterproof runner shall be used. The corridors are to be cleaned regularly in order to maintain a reasonable standard of cleanliness. Exterior doors shall be weather-proof and fitted with door closures, double doors four (4) feet apart, which shall be screened from May 15th to October 15th.
- 7.19** Each dormitory shall have a heated laundry/drying room of sufficient size equipped with washing and drying machines for cost free use by the occupants and one (1) slop sink. The ratio of two (2) automatic washers and three (3) dryers for each forty-nine (49) occupants of the bunkhouse shall prevail. It is understood that, on camp accommodations located in remote areas where occupants may not be able to regularly return home on weekends, an additional dryer may be required.
- 7.20** All camp accommodations cleaning shall be done by the camp accommodations staff. All occupied rooms shall be cleaned regularly in order to maintain a

reasonable level of cleanliness. It shall be the responsibility of camp accommodations residents to advise the appropriate responsible authority of their intention to occupy their unit on scheduled days of rest. Failure to do so will negate the requirement to clean that room. The rooms shall be checked on furloughs or days of rest.

- 7.21** Trailers must be closed from floor to ground by sheeting or banking from October 15th to May 15th.
- 7.22** There shall be at least ten (10) meters (34 feet) or in accordance with the Alberta Provincial Building Regulations between banks (back to back) of trailers.
- 7.23** Washrooms to be separated from sleeping rooms by full partitions and doors and to have separate ventilation with suction fan.
- 7.24** Properly constructed and maintained walkways of suitable material from bunkhouse to dining room shall be provided (wood, asphalt or concrete are recommended materials). Gravel may be utilized in limited circumstances.
- 7.25** Where practical, where night shifts are worked on a project there will be designated night shift bunkhouses, or a portion of a bunkhouse will be designated where numbers of affected workers are not sufficient to justify a full bunkhouse, and black out drapes will be provided in each room so designated, if practicable within 48 hours of checkin.

ARTICLE VIII - LIVING ACCOMODATION WASHROOM UNIT

- 8.01** Except where rooms have shared washrooms (Jack and Jill units) or individual washrooms, the following ratios for flush toilets, urinals, wash basins and showers shall apply:
- (a) Flush Toilets shall be furnished according to the following ratios:
- 1 toilet for 1 to 5 persons
 - 2 toilets for 6 to 10 persons
 - 3 toilets for 11 to 15 persons
 - 4 toilets for 16 to 30 persons
 - 5 toilets for 31 to 45 persons
 - 6 toilets for 46 to 60 persons
 - 7 toilets for 61 to 75 persons
 - 8 toilets for 76 to 90 persons
- With the addition of one (1) toilet for each fifteen (15) persons thereafter.
- (b) Urinals shall be furnished at the ratio of one (1) per twenty-five (25) men.
- (c) A wash basin of stainless steel, porcelain or its equivalent shall be provided at the ratio of one (1) per five (5) persons with one (1) mirror over each basin.
- (d) Individual shower units with non-slip flooring shall be furnished at the ratio of one (1) to eleven (11) persons.
- 8.02** Multi user washroom units shall be cleaned daily by members of the camp accommodations staff. Individual user washrooms shall be cleaned regularly to

maintain a reasonable level of cleanliness. Washrooms and toilets shall be part of the same building. Adequate supplies of paper towels, toilet tissue and a cooler style fountain for potable water shall be supplied.

- 8.03** A dressing cubicle adjacent to the shower shall be provided with curtains, a hinged seat on the wall or a bench seat and two (2) double clothes hooks.

ARTICLE IX - RECREATIONAL FACILITIES

- 9.01** Recreational facilities shall be provided on the basis of at least six (6) square feet of recreational floor space per man (not including offices, or commissary space). These facilities may include a card room, TV room and space for such activities as pool; shuffle board and other games. Current movies may be included on a pay to see basis. In addition to the above six (6) square feet per man, the dining room or other space may be utilized for lectures, films and meetings.
- 9.02** Recreational facilities will be supplied bearing in mind camp accommodations size, location and length of job, all of which shall be reviewed by the Review Committee.
- 9.03** The recreation space shall be in an insulated building with positive air movement, adequately heated and contain washrooms that are properly vented.
- 9.04** On camp accommodations having a minimum of two hundred (200) occupants and which are established for a minimum of four (4) months, TV reception shall be enhanced by satellite or cable to be signal fed to each individual room and all recreation rooms. There shall be a minimum of five (5) channels which will be selected by the Accommodations Committee.
- 9.05** The recreation space shall be cleaned by members of the camp accommodations staff regularly in order to maintain a reasonable level of cleanliness. .
- 9.06** A commercial type ice-making machine of adequate capacity shall be installed in the recreation room.
- 9.07** Access to phone service and free internet will be provided where practicable.

ARTICLE X - CAMP ACCOMMODATIONS COMMISSARY

- 10.01** A camp accommodations commissary or vending machines shall be adequately stocked with items such as tobacco supplies, soft drinks, magazines and newspapers, soaps and toilet articles including feminine hygiene products. The prices in the commissary and vending machines shall be no more than twenty percent (20%) higher than current area convenience store prices.
- 10.02** Working clothing, i.e. gloves and socks, shall be made available at prices not exceeding the retail rates of the area.

ARTICLE XI - CATERING SPECIFICATIONS

Quality of Food Purchased

- 11.01** Meat must be "AAA" standard. Turkeys, chickens and other fowl must be equivalent to "AAA" Grade.
- 11.02** Canned fruit or fruit and vegetables must be Canada Standard, Canada Choice or Canada Fancy quality.

Menu Requirements

- 11.03** There shall be a variety of juice available for all meals including at least one sugar free option. The weekly menus shall be varied and include vegetarian and diabetic options. The Chairperson of the Accommodation Committee and the Catering Manager can agree to organize ethnic food evenings for variety (i.e. Italian, Chinese, Mexican, etc.)

Breakfast

- (a) Specific: Three varieties of chilled juices (including a sugar free option), hot porridge, assorted dry cereals, bacon, fried and boiled eggs, white and brown toast, tea, coffee and milk.
- (b) Variables: One of 1/2 grapefruit or other fruit. Ham and sausage at least twice a week and one other assorted meats on other days. Two egg dishes (i.e. scrambled, poached eggs or omelettes). Two hot side dishes (i.e. hash browns, fried potatoes or baked beans). One of hot cakes, or french toast.

Lunch

- (c) Specific: Soup (to include clam chowder on Fridays). First, second or third line meats (one of each but can substitute second line or third line). Boiled potatoes, two vegetables. Assorted cold cuts (must include cold roast beef and ham). Two types of salad. Salad dressing and oils. Pickles. Brown and white bread and rolls, cake, cookies and pastry. One type of pie. Tea, coffee and milk.
- (d) Variables: Mashed potatoes and rice plus one of baked, scalloped, or french fried potatoes. Two choices from among the following; celery, carrot sticks, radishes, sliced tomatoes, sliced cucumbers, green onions, boiled or pickled eggs, cheeses. One of jello or puddings. Canned fruit once per week. Ice cream twice per week. One of lemonade, kool-aid or freshie.

Dinner

- (e) Specific (same as lunch except as follows): First line meat must be beefsteak or prime rib (served on either a Tuesday or Wednesday on a 4 day per week schedule, served twice per week on a five day per week schedule), roast beef (served every second week on a 4 day per week schedule, once per week on a five day per week schedule). There will be no duplication of First Line choice in a four day per week schedule.
- (f) Variables: Same as lunch except canned fruit three times per week and ice cream twice per week.

Non-Working Weekends

- 11.04** On non-working weekends dinner on Friday and Saturday will be one line only, chef's choice. Sunday dinner will be full menu. Brunch will be served between 10:00 a.m. and 12:00 noon.

Hot Lunches

- 11.05** The Building Trades of Alberta (BTA) will be consulted regarding the practicality of providing a hot lunch at the pre-job conference if one is held. A request to provide a hot lunch will not be unreasonably denied. The following factors should be considered when determining if a hot lunch is practical:

- (a) The distance the worker(s) must travel from their work location to the camp accommodations kitchen;
- (b) The length of time it would take to travel the distance referred to in (a) above by the mode of travel currently used by employees to get to the work location;
- (c) The climatic conditions expected during the period cold lunches would be provided and the availability of adequate heated shelter at the work location where lunch breaks could be held in the event of adverse weather conditions;
- (d) The provisions in relevant collective agreements which relate to the scheduling of lunch breaks;
- (e) where the request applies to a second or third shift, the number of employees working those shifts and the cost to open and operate the kitchen for a second or third shift must also be considered.

Bagged Lunches

- 11.06** Where the Prime Contractor on site and/or the Project Owner have determined that it would be practical to provide a bagged lunch, sandwiches shall be made available. When practical, a pre-order system may be utilized if required by the caterer and a good assortment of sandwiches must be available.
- 11.07** Sandwiches shall be date coded and prepared utilizing the following assortment of fills. A selection of at minimum eight (8) of these to be made available each day; cold roast beef, ham and pork, prepared meats, egg salad, fish, lettuce and cheese along with the appropriate dressings. Pickles plus three of the following must be provided for packing with lunches; celery, carrot sticks, radishes, sliced tomatoes, sliced cucumbers, green onions, and boiled or pickled eggs. Cakes, pastries and pies plus tea, coffee, milk and soup for thermos fillings must also be provided.
- 11.08** Fresh Fruit is to be available for all packed lunches or to be picked up in the dining room at the meal hours. This ensures that those who do not take a packed lunch have an opportunity for fresh fruit each day.

Serving Specifications

11.09 Residents are entitled to eat all the food they want. The size of individual servings may be limited, free access must be provided for those who wish to return for additional servings. Should the serving line run out of first line meat choice during regular meal periods, it must be replaced immediately by another first line choice.

11.10 Meals shall be prepared in accordance with specifications contained herein and may be subject to review where there is an infraction of minimum requirements at a mutually agreed time by the Chairperson of the Accommodations Committee and the Catering Manager.

(a) First Line

Veal or pork cutlets, roast pork, roast beef, ham, ham steak, chicken, turkey, pork chops, veal chops, roast lamb, roast veal, beef steak, roast duck, prawns, shrimp, oysters, prime rib, spare ribs, scallops, trout, salmon, halibut, sable fish.

(b) Second Line

Fish, short ribs, spare ribs, stews, swiss steak, meat pies, liver, curried dishes, salisbury steak, pasta and sauce, sausages, ground beef, corned beef and lamb chops, beef, chicken or pork stir frys, Chinese food, chicken balls, chicken wings, perogies, burgers, pork hocks, pizza, meatballs.

(c) Third Line

Weiners, omelettes, chili con carne, baked beans, chicken and turkey turnovers, fried rice, chicken nuggets, tacos, tortillas, fajitas, donairs, dishes utilizing leftover meats or other dishes designated as chef's choice.

Premium Coffee, Pastries and Fresh Fruit

11.11 In addition to meal hours, fresh premium coffee, fresh fruit and pastries shall be available in the recreation hall or other appropriate camp accommodations facility during at least two (2) evening hours.

Kitchen and Dining Hall

11.12 Tables shall be not less than three (3) feet in width. Settings at the table shall be not less than thirty (30) inches per person with adequate width and space between tables.

11.13 Subject to Provincial Health Regulation, kitchen facilities, equipment and food supplies shall be subject to inspection by the duly authorized representative of the Review Committee at any and all times.

11.14 The menu shall be posted in the entrance hall in a conspicuous position.

11.15 Dinner plates are to be kept warm prior to the serving of meals.

- 11.16** The following stations shall be located so as not to impede serving of the steam tables:
- (a) Beverage Station, i.e. tea, coffee, milk, cold drinks, etc.
 - (b) Fresh Fruit Station, i.e. apples, oranges, bananas, pears, plums, grapes, watermelon, etc.
 - (c) Cold Table, i.e. salads, cold meats, green vegetables, cheese, etc.
- 11.17** The workers shall not be required to stand outside of the entrance hall waiting for the line-up to go through.
- 11.18** The entrance to serving lines shall be fully enclosed, heated and provided with clothes hooks and adequate shelves to accommodate the hanging of outer clothing and hard hats. Soiled clothing or coveralls and hard hats will be prohibited in the dining room.
- 11.19** To expedite meal service, meal hours may be staggered.
- 11.20** Food, other than fruit and lunch packs, is not to be removed from the kitchen/dining hall. Food is for consumption on the camp accommodations site and/or the job site. Persons found removing food beyond those perimeters may have camp accommodations privileges revoked.
- 11.21** For health reasons the practice of food in any form being left in the living accommodation is discouraged.
- 11.22** The kitchen shall have at least one (1) hot line so that plates and all breakfast foods may be served hot. It shall also have large enough grill space, ovens, bake ovens, dishwashing facilities, adequate refrigeration and storage, all of which shall be kept in a clean condition at all times. Positive air flow shall be provided.

Serving Lines

- 11.23** Recognizing that camp accommodations kitchen design may change, or circumstances may vary from camp accommodations to camp accommodations, the following guidelines shall apply in determining the minimum number of serving lines acceptable in a camp accommodations kitchen.
- (a) One serving line should be able to accommodate service of up to 450 camp accommodations residents in one hour at lunch or dinner service.
 - (b) Alternatively, where meal times are staggered or non-traditional serving line designs are used, there should be no longer than an eight minute wait between the time a camp accommodations resident lines up for a meal and the time they are served their first portion.
 - (c) For breakfast service, every effort should be made to keep this time at or below five minutes from time of line up to service of first portion.
 - (d) Where the above noted service standards are not being met by a camp accommodations kitchen, the Inspection Committee will meet to inspect the situation, and make recommendations to alleviate the situation.

- 11.24** The dining room shall be of sufficient size and employ sufficient culinary staff to adequately serve the camp accommodations occupancy in a reasonable time period. Positive air flow shall be provided.
- 11.25** There shall be no cracked or chipped dishes used.
- 11.26** Garbage areas adjacent to kitchens shall be screened, sprayed and kept clean at all times.
- 11.27** Garbage cans retained in the kitchen to be washed daily with steam or scalding water.

ARTICLE XII - CAMP ACCOMMODATIONS DISPUTES RESOLUTION PROCEDURE

Local Camp Accommodations Committee

- 12.01** The Local Camp Accommodations Committee (herein referred to as the “Accommodations Committee) shall consist of one (1) Head Job Steward from each trade living in camp accommodations. The Union may appoint a representative to act on behalf of the Job Steward, however, any reporting to the Camp accommodations Manager shall be through the Official Chief Accommodations Steward as elected in 12.03.
- 12.02** In an open facility the Owner / Operator will establish an Accommodation Committee. The Accommodation Committee shall be comprised of residents and every Building Trades Affiliate residing there shall have a Steward on the Committee. The Spokesperson shall be elected from the members of the Committee. The BTA Chief Job Steward shall be a member of the Committee.

Chief Camp Accommodations Steward

- 12.03** The Job Stewards of all trades shall elect from their number, one (1) Steward to serve as Chief Camp Accommodations Steward.
- 12.03** The Chief Camp Accommodations Steward shall arrange regular meetings during non-working hours, with all the Stewards of each trade attending. The Chief Camp Accommodations Steward will ensure that the Proceedings are recorded. The Chief Camp Accommodations Steward shall Chair the meetings and be the general spokesman in the presentation of Grievances to the Camp accommodations Management or its designated representative. It is understood that, where extenuating circumstances may require immediate attention to a problem, before a meeting may be called during normal working hours, the Chief Camp Accommodations Steward shall endeavour to resolve the problem with the responsible authority.
- 12.04** In all open facilities all BTA affiliates residing shall have a representative seat on the Accommodation Committee. The spokesperson for the Accommodation Committee shall be elected and shall be governed as per Article 12.
- 12.05** The Chief Camp Accommodations Steward shall only have jurisdiction over any matter concerning the general comfort of the residents of the camp accommodations.

- 12.06** The Chief Camp Accommodations Steward may be replaced by a majority vote of those Stewards present at a regular meeting, providing such vote is approved by the BTA, when it is evident that the Chief Camp Accommodations Steward has not acted in the best interests of the camp accommodations residents.

Camp Accommodations Management

- 12.07** The person holding the responsibility for the management of the camp accommodations and the catering facilities shall cooperate with the Stewards by attending the camp accommodations meetings. That person will endeavour, within their power, to answer all issues as they are presented or by the next scheduled meeting.
- 12.08** The Camp Accommodations Management and the Accommodations Committee shall have an opportunity to present any issues they may have concerning the camp accommodations residents and they shall receive an answer, when possible, to their issues as they are presented.
- 12.09** Camp Accommodations Management reserves the right to establish and enforce additional camp accommodations rules and regulations that may be required from time to time. Before such rules and regulations are enforced the Accommodations Committee will be advised.

Grievance Procedures

- 12.10** It is recognized that in the interest of all camp accommodations occupants, camp accommodations grievances should be dealt with as expeditiously as possible. If a camp accommodations grievance is not resolved satisfactorily by the Job Stewards the details shall be set forth, in writing, on the official Camp accommodations Grievance Report and signed by all of the Job Stewards and the Report shall be dispatched to the Secretary of the Building Trades of Alberta. Upon receipt of a properly completed Camp Accommodations Grievance Report the Secretary shall arrange a meeting of the Review Committee to deal with the Camp Grievance Report. The Review Committee member(s) may request access to the project from the Camp Owner / Manager to deal with or investigate a camp accommodations grievance.
- 12.11** No resident of the camp accommodations shall complain directly to an employee of the catering staff. If a resident finds they have a grievance they shall first present it, in writing, to their Job Steward or Committee Spokesperson.
- 12.12** The Job Steward will discuss all grievances with the Chief Camp Accommodations Steward who will record same. The Chief Camp Accommodations Steward will hold the grievances until the next regular meeting of the Accommodations Committee provided, however, such grievances are not of an urgent nature.
- 12.13** The Chief Camp Accommodations Steward shall present the grievances to the Accommodations Committee at the meeting to examine the validity of the grievances. Decisions shall be determined by a majority vote of those present.
- 12.14** When the Stewards have listed all the valid grievances in their proper order they shall present them to the Camp Accommodations Management or its designated representative in order, the disposition of each grievance shall be recorded.

- 12.15** When all the grievances have been dealt with the Chief Camp Accommodations Steward will have the record of grievances and disposition read out in the presence of the Camp Accommodations Management before the meeting is adjourned.
- 12.16** At the conclusion of the meeting the Chief Camp Accommodations Steward shall ensure that a copy of the proceedings be sent to the Secretary of the Building Trades of Alberta and to the Co-chairs of the Review Committee.
- 12.17** If a grievance is not resolved pursuant to Section 12.04 of this Article, the details shall be set forth in writing on the official Grievance Report by the Chief Camp Accommodations Steward and signed by all of the Camp Accommodations Stewards attending the meeting. The report shall be dispatched to the Secretary of the Building Trades of Alberta.
- 12.18** Upon receipt of a properly completed Grievance Report the Secretary shall arrange a meeting of the Review Committee to deal with the Grievance Report. A representative of the camp accommodations owner / manager shall have the right to attend such meeting if they wish.
- 12.19** Where a settlement of a camp accommodations grievance has been reached at a Review Committee meeting the disposition of the grievance will be discussed with representatives of the Camp Owner / Manager. The proposed resolution will be promoted by both Parties to the Owner / Manager. Where the Camp Owner / Manager accepts the recommendation or provides an alternative solution acceptable to the Review Committee the matter will be considered resolved. If the Camp Owner / Manager rejects the proposed resolution without providing an acceptable alternative, the Review Committee may suggest that the “approved” status of the Camp accommodations may be rescinded.

ARTICLE XIII - DURATION

- 13.01** The provisions of these camp accommodations rules and regulations shall remain in full force and effect from the date of signing to **December 31st, 2025**. Where changes in technology or legislation affect the operations or necessary standards of Camp accommodations, either Party may request to meet prior to the expiry of this agreement to discuss the matter.

ARTICLE XIV - CAMP ACCOMMODATIONS CONDUCT AND PROCEDURAL RULES

- 14.01** In recognition of the great improvement of camp accommodations conditions over the past few years, and in consideration of the efforts of the Building Trades of Alberta in cooperation with the various Employers' groups, to improve the standard of living for Building Tradespeople certain regulations have to be laid down and adhered to in order to ensure that the camp accommodations conditions are maintained.
- 14.02** It must be realized that a camp accommodations and equipment costing many thousands of dollars and, in some cases, in excess of a million dollars will soon deteriorate if subjected to the whims of vandals without any measure of control over such situations.

- 14.03** There are camp accommodations in existence today where the population is greater than many of the villages and towns in the Province and these communities have set up some form of authority such as a Town Council to govern the population.
- 14.04** Accommodations Committees on construction projects are, for the most part, playing a very vital role in the Labour/Management relationships which, through cooperation of both Parties, are able to make a Building Tradesperson's life away from home as pleasant as possible under the circumstances.
- 14.05** Their job is no small task. Therefore, with this in mind the following Camp accommodations Regulations have been set forth to be administered by the Accommodations Committee who shall have full authority to enforce these regulations.
- (a) All acts of vandalism shall be investigated and the responsible party or Parties are to be exposed and such acts, together with the names of the party or Parties, permanently recorded with the BTA and the Review Committee. Repeated offences may result in expulsion from camp accommodations under the jurisdiction of the Review Committee.
 - (b) Any occupant of the camp accommodations found guilty of willful damage to camp accommodations property shall be made responsible for all costs as the result of such damage.
 - (c) The Accommodations Committee shall have authority to recommend the dismissal of any occupant found guilty of willful damage to camp accommodations property.
 - (d) Occupants of the camp accommodations shall be cooperative with the camp accommodations attendants in maintaining cleanliness of the rooms.
 - (e) No resident of the camp accommodations shall complain directly to an employee of the camp accommodations or catering staff. If a resident finds they have a grievance they shall first present it, in writing, to their Job Steward as per Section 12.04, Grievance Procedure.
 - (f) Occupants of the camp accommodations shall show consideration for their neighbours in respect to unreasonable noise.
 - (g) No occupant of the camp accommodations shall utilize laundry facilities that are located in the same building as the living quarters after 11:00 p.m.
 - (h) Fighting or violence of any sort in any part of the camp accommodations will result in instant expulsion from camp accommodations. The expulsion will be subject to review under Article XII Camp Grievance Procedure.
 - (i) Any camp accommodations occupant who is abusive to any member of the Accommodations Committee or Catering staff in the conduct of their duties shall appear before the Accommodations Committee to account for their behavior. Refusal to appear before the Committee may result in instant expulsion from camp accommodations.

- (j) The Accommodations Committee shall be authorized to summon any resident of the camp accommodations to appear before them to deal with grievances raised by the Camp Management.
- (k) Possession or storage of guns, ammunition, explosive devices, illegal drugs, or any other dangerous or illegal material is prohibited in camp accommodations. Violations will be dealt with in accordance with camp accommodations provider/owner policy.
- (l) In the event of a lost room key the camp accommodations resident will pay the replacement cost of three dollars (\$3.00) before a new one is issued.
- (m) No occupant of the camp accommodations will harass any other camp accommodations occupant. Camp accommodations residents engaging in bullying, harassment, or violence of camp accommodations residents may be subject to expulsion from camp accommodations. This expulsion is subject to the grievance procedure contained in Article 12.

14.06

Where an infraction of the rules contained within the Camp Accommodations Rules and Regulations has resulted in dismissal from the camp accommodations but not from their employment no subsistence or travel time shall be allowed when this action is taken.

CERTIFICATE OF APPROVAL

This is to certify that the camp accommodations and catering facilities of:

_____ at _____

have been inspected and approved by the duly authorized
Review Committee of

THE BUILDING TRADES OF ALBERTA

and

CONSTRUCTION LABOUR RELATIONS - ALBERTA

This Certificate is valid only if it bears the signature of a duly authorized representative of the Building Trades of Alberta and the Construction Labour Relations - Alberta.

Date of Approval: _____,

Maximum No. of Occupants: _____

BTA - CLR-A CAMP ACCOMMODATIONS REVIEW COMMITTEE

SIGNATORY PAGE

Signed this _____ day of _____, 2018.

BUILDING TRADES OF ALBERTA

**CONSTRUCTION LABOUR RELATIONS
- AN ALBERTA ASSOCIATION**

Original Signature on File
Terry Parker
Executive Director, BTA

Original Signature on File
R. N. Tidsbury
President, CLR-A

Original Signature on File
Ian Robb
BTA Negotiations Chair

Original Signature on File
Aaron Mireau
CLR-A Negotiations Chair

APPENDIX A

Issue Resolution Process for Use on Camp Accommodations Provided by Non-Signatory Camp Accommodations Providers

Purpose: For the Review Committee to use in situations where non-signatory camp accommodations providers do not agree to apply the provisions of the Camp accommodations Agreement

Definition: Review Committee means BTA – CLR-A Camp Review Committee referenced in Article 4 of the Camp Accommodations Rules and Regulations.

No Bargaining Relationship Created

- 1.01** It is understood between the parties hereto that no bargaining relationship is created herein between the owner or third party camp accommodations provider and the Building Trades of Alberta or any affiliated union.
- 1.02** Where an owner or third party camp accommodations provider has participated in any way in the processes and administrative matters contemplated herein, it is only for the purposes outlined in this Appendix and in no way can be construed to be creating a bargaining relationship, extending a voluntary recognition or taking actions which, by action of law, would bind the owner or third party camp accommodations provider to any Collective Agreement with the Building Trades of Alberta, or any affiliate of the Building Trades of Alberta.
- 1.03** Where the owner or third party camp accommodations provider is mentioned in this Appendix or any other Construction Camp Accommodations Rules and Regulations document, the term shall be taken to mean the person or persons designated by the owner or third party camp accommodations provider in respect to participation or non-participation in the administration of portions of this Appendix, wherever that context is appropriate.

The Process for Dealing with Camp Accommodations Complaints

- 2.01** The Review Committee advises owners and third party providers to set up processes to receive feedback from residents, and address and respond to issues that arise in the operation of the camp accommodations.
- 2.02** The Review Committee recommends owners and third party providers adopt the best practice process proven effective and equitable as outlined in Article XII of the Camp Accommodations Rules and Regulations. In any event, residents shall utilize the complaint processes set up by the owner or third party camp accommodations provider to have issues resolved.

- 2.03** In the event an issue or issues are not resolved as per section 2.01 and 2.02 above, the resident shall inform his/her job steward who will raise the issue with the resident's employer. The employer shall be given an opportunity to investigate the complaint and, if the complaint is substantiated, shall undertake to find a resolution with the owner or third party camp accommodations provider.
- 2.04** In the event the issue or issues do not get resolved as per sections 2.01, 2.02 and 2.03 above, the matter may be referred to the Review Committee. The Review Committee shall investigate the matter and undertake to resolve the issue.
- 2.05** In the event the Review Committee is unable to agree to a resolution, the matter shall be referred to a balanced panel appointed by the Coordinating Committee Council of the Registered Employers' Organizations and the Building Trades of Alberta for final and binding resolution.
- 2.06** In the event a resolution regarding specifications cannot be achieved with the owner or third party camp accommodations provider, the Review Committee may amend or revoke the Certificate of Approval issued for the Camp accommodations.