



CITY OF WEST KELOWNA REGULAR COUNCIL AGENDA

Tuesday, June 9, 2020, 1:30 P.M.
COUNCIL CHAMBERS
2760 CAMERON ROAD, WEST KELOWNA, BC

Pages

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

It is acknowledged that this meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.

In response to the Provincial Health Officer and the Province of BC Ministerial Order No. M139, the Council meeting space is not open to the public. The meeting is however, available to the public via a live webcast which will be archived on the City's website.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

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| 4.1 | Minutes of the Special Council Meeting held Tuesday, May 19, 2020 at the Municipal Hall and Via Zoom | 4 |
| 4.2 | Minutes of the Special Council Meeting held Tuesday, May 26, 2020 at the Municipal Hall and Via Zoom | 6 |
| 4.3 | Minutes of the Regular Council Meeting held Tuesday, May 26, 2020 at the Municipal Hall and Via Zoom | 8 |

5. MAYOR AND COUNCILLOR'S REPORTS

5.1 Mayor Milsom

5.1.1 Regional Economic Recovery Task Force - Update

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| 5.1.2 | Regional District of Central Okanagan Highlights from the May 25, 2020 Regional Board Meeting | 12 |
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6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 DEVELOPMENT SERVICES

8.1.1 DVP 20-05, Development Variance Permit, 2184 Sunview Drive 14

Recommended Motion:

THAT Council authorize the issuance of a Development Variance Permit (DVP 20-05) for Lot 62 District Lot 1119 Osoyoos Division Yale District Plan KAP83716 (2184 Sunview Drive) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 4.4.2 (a) to reduce the required length of two off-street parking spaces from 6.0 m (19.7 ft) required to 4.46 m (14.6 ft) existing for a two-bedroom secondary suite.

8.1.2 Z 19-13; Zoning Amendment Bylaw No. 0154.87, 2020 (Adopt); 1130 Thomas Rd. 26

Recommended Motion:

THAT Council adopt City of West Kelowna Zoning Amendment Bylaw No.0154.87, 2020 (File: Z 19-13).

8.1.3 Temporary Expanded Service Area Authorization, LCRB Blanket Approval 32

Recommended Motion:

THAT Council provide pre-approval for all liquor primary and manufacture establishments in West Kelowna who apply for an expanded service area in accordance with the LCRB Policy 20-13.

8.1.4 Council Appointment of Bylaw Enforcement Officer 37

Recommended Motion:

THAT Council appoint Tracey Biro as a Bylaw Enforcement Officer for the City of West Kelowna effective June 11, 2020.

8.2 ENGINEERING / PUBLIC WORKS / PARKS

8.3 FIRE RESCUE SERVICES

8.4 CORPORATE INITIATIVES

8.5 FINANCIAL SERVICES

8.5.1 2019 Draft Consolidated Financial Statements – Audited 39

Recommended Motion:

THAT Council accept the 2019 Draft Consolidated Financial

Statements for the City of West Kelowna as attached in “ Attachment 1”.

8.6 CORPORATE SERVICES / RECREATION AND CULTURE

8.6.1 Parks and Recreation Facilities Re-Opening Plan – Covid 19

72

Recommended Motion:

THAT Council adopt the Parks and Recreation Facilities Opening Plan – Covid 19 Policy dated June 1, 2020.

8.7 CHIEF ADMINISTRATIVE OFFICER

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The next Committee of the Whole meeting is scheduled for Tuesday, June 16, 2020.

The next regular Council meeting is scheduled for Tuesday, June 23, 2020.



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, May 19, 2020
VIA ZOOM
MUNICIPAL HALL, 2760 CAMERON ROAD, WEST KELOWNA, BC

CWK MEMBERS PRESENT: Mayor Gord Milsom
Councillor Rick de Jong
Councillor Doug Findlater
Councillor Jason Friesen
Councillor Stephen Johnston
Councillor Carol Zanon
Councillor Jayson Zilkie

WFN MEMBERS PRESENT: Chief Christopher Derickson
Councillor Jordan Coble
Councillor Lorrie Hogaboam
Councillor Andrea Alexander
Councillor Fernanda Alexander

CWK Staff Present: Paul Gipps, CAO
Tracey Batten, Deputy CAO / Corporate Officer
Sandy Webster, Director of Corporate Initiatives

WFN Staff Present: Pat Fosbery, Director of Operations, WFN

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 2:59 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

In response to the COVID-19 pandemic, the orders of the Provincial Health Officer and the Province of BC Ministerial Order No. M139, the Special Council meeting space was not open to the public.

Additionally, in accordance with the Province of BC Ministerial Order No. M139, the Council of the City of West Kelowna attended the meeting by electronic means.

2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

3. ADOPTION OF AGENDA

4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C136/20

THAT Council close the meeting in accordance with Section 90(2) of the *Community Charter* for:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED UNANIMOUSLY

5. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 4:30 p.m.

MAYOR

DEPUTY CAO/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, May 26, 2020
MUNICIPAL HALL AND VIA ZOOM
2760 CAMERON ROAD
WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Rick de Jong (via WebEx)
Councillor Doug Findlater (via WebEx)
Councillor Jason Friesen (via WebEx)
Councillor Stephen Johnston (via WebEx)
Councillor Carol Zanon (via WebEx)
Councillor Jayson Zilkie (via WebEx)

Paul Gipps, CAO
Tracey Batten, Deputy CAO / Corporate Officer (via WebEx)
Allen Fillion, Director of Engineering / Public Works
Warren Everton, Director of Finance / CFO
Jason Brolund, Fire Chief
Sandy Webster, Director of Corporate Initiatives
Mark Koch, Director of Development Services
Shelley Schnitzler, Legislative Services Manager

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 4:13 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

In response to the Provincial Health Officer and the Province of BC Ministerial Order No. M139, the Council meeting space was not open to the public.

Additionally, in accordance with the Council's Procedure Bylaw, some members of Council attended the meeting by electronic means.

2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

(g) litigation or potential litigation affecting the municipality. (see Item 4 under Procedural Motion)

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C137/20

THAT the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C138/20

THAT Council close the meeting in accordance with Section 90(1) of the *Community Charter* for:

(c) labour relations or other employee relations;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and

THAT Council close the meeting in accordance with Section 90(2) of the *Community Charter* for:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED UNANIMOUSLY

5. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 5:06 p.m.

MAYOR

DEPUTY CAO/CORPORATE OFFICER



CITY OF WEST KELOWNA
MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, May 26, 2020
MUNICIPAL HALL
2760 CAMERON ROAD
WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Rick de Jong (via Zoom)
Councillor Doug Findlater (via Zoom)
Councillor Jason Friesen (via Zoom)
Councillor Stephen Johnston (via Zoom)
Councillor Carol Zanon (via Zoom)
Councillor Jayson Zilkie (via Zoom)

Paul Gipps, CAO
Tracey Batten, Deputy CAO / Corporate Officer
Allen Fillion, Director of Engineering / Public Works
Warren Everton, Director of Finance / CFO
Sandy Webster, Director of Corporate Initiatives
Mark Koch, Director of Development Services
Jason Brolund, Fire Chief
Brent Magnan, Planning Manager
Bob Dargatz, Development Services/Approving Officer
Terry Savin, Fire Prevention Officer
Brandon Mayne, Help Desk Assistant

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

The meeting was called to order at 7:33 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

In response to the Provincial Health Officer and the Province of BC Ministerial Order No. M139, the Council meeting space was not open to the public. The meeting was however, available to the public via a live webcast which is archived on the City's website.

Additionally, in accordance with the Council's Procedure Bylaw, some members of Council attended the meeting by electronic means.

2. INTRODUCTION OF LATE ITEMS

2.1 Correspondence dated May 23, 2020, from Verna Duckworth, re DVP 20-03 (see Item 8.1.2 under Division Reports)

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C139/20

THAT the Agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council Meeting held Tuesday, May 12, 2020 at the Lions Community Centre

It was moved and seconded

Resolution No. C140/20

THAT the minutes of the Special Council Meeting held Tuesday, May 12, 2020 at the Lions Community Centre be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Regular Council Meeting held Tuesday, May 12, 2020 at the Lions Community Centre

It was moved and seconded

Resolution No. C141/20

THAT the minutes of the Regular Council Meeting held Tuesday, May 12, 2020 at the Lions Community Centre be adopted.

CARRIED UNANIMOUSLY

5. MAYOR AND COUNCILLOR'S REPORTS

5.1 Mayor Milsom

5.1.1 Regional Economic Recovery Task Force - Update

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 DEVELOPMENT SERVICES

8.1.1 DP 20-03; Commercial and Multiple Family and Intensive Residential Development Permit; 2411 Apollo Road

It was moved and seconded

Resolution No. C142/20

THAT Council authorize the issuance of a Development Permit (DP 20-03) to construct a mixed commercial and residential building consisting of eight (8) residential units and 110 sq. m. of commercial space located at 2411 Apollo Road, subject to conditions outlined in the attached Development Permit; and

THAT if the Development Permit has not been issued within one year from the date of approval, the Permit shall be deemed to have been refused and the file closed.

CARRIED UNANIMOUSLY

8.1.2 DVP 20-03; Development Variance Permit; 2751 Cameron Road

It was moved and seconded

Resolution No. C143/20

THAT Council authorize the issuance of a Development Variance Permit (DVP 20-03) for Lot A, District Lot 3486, ODYD, Plan 26784 (2751 Cameron Road) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 4.4.1a. to reduce the number of off-street parking spaces from 20 required to 5 proposed to facilitate the installation of up to four additional portable classrooms.

CARRIED UNANIMOUSLY

8.1.3 P20-01; Update on Community Visioning (Phase 1 OCP Review)

Information Report from the Senior Planner

8.2 ENGINEERING / PUBLIC WORKS / PARKS

8.3 FIRE RESCUE SERVICES

8.3.1 Fire Inspection Frequency

It was moved and seconded

Resolution No. C144/20

THAT Council adopt the attached policy "*West Kelowna Fire Rescue - Fire Inspection Frequency*" with the amendment of removing the words "discretionary" in the table and replacing with the words "initial only".

CARRIED UNANIMOUSLY

8.4 CORPORATE INITIATIVES

8.5 FINANCIAL SERVICES

8.6 CORPORATE SERVICES / RECREATION AND CULTURE

8.7 CHIEF ADMINISTRATIVE OFFICER

8.7.1 City of West Kelowna Reopening

It was moved and seconded

Resolution No. C145/20

THAT Council consider and resolve to direct the CAO to reopen services at the City of West Kelowna in a manner that meets the requirements of the Public Health Officer and WorkSafe BC regulations and orders around re opening.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 9:33 p.m.

MAYOR

DEPUTY CAO/CORPORATE OFFICER

Highlights of the Regional Board Meeting – May 25, 2020

SILGA Award Winning Entry

The Regional District has received an award from the Southern Interior Local Government Association (SILGA). The RDCO won the Association's Community Excellence Award for Environmental Sustainability. In 2018 the Regional District partnered with the Okanagan Basin Water Board on a multi-stakeholder committee representing 13 local governments, four First Nations and several local and provincial agencies in the Okanagan to coordinate the Okanagan Flood Collaboration Project. This effort saw risk assessments undertaken along with flood mapping to help the valley become more resilient to precipitation extremes in the wake of the 2017 floods.

Treatment Plant DCC Bylaw Adopted

The Regional Board has adopted the new Development Cost Charges (DCC) Bylaw for the Westside Regional Wastewater Treatment Plant. It updates the DCC's that will be collected from new development projects in the City of West Kelowna, District of Peachland and Westbank First Nation reserves that receive wastewater treatment service from the regional facility. Funds collected will assist the Regional District with the capital costs of future development driven expansion at the RDCO plant located off Gellatly Road in West Kelowna.

Proposed Land Use Contract Discharge

The Regional Board has directed Community Services Planning staff to begin a RDCO initiated process to discharge Land Use Contract (LUC) No. 225 affecting Lake Okanagan Resort along with an amendment to the zoning bylaw to provide that lands will be appropriately zoned. The Provincial Government will automatically terminate all LUC's on June 30, 2024.

License of Occupation Agreement

The Regional Board approves entering into a five year License of Occupation agreement with the City of Kelowna. The agreement will formalize the existing small parking and bird viewing area along the Curtis Road right-of-way, adjacent to Robert Lake Regional Park.

Zoning Amendment Bylaw Application

The Regional Board has deferred consideration of a Zoning Amendment Bylaw for a property at 4345 Maxwell Road in the Central Okanagan West Electoral Area. The applicant is proposing a Cannabis Production Facility that does not meet the minimum property size allowed for the use and to vary a setback for a building intended for this purpose. The applicant must address concerns and requirements identified by several agencies. The Board has also directed Planning staff not to consider any further zoning amendment applications until specific outstanding non-compliance issues are addressed related to an existing accessory building.

Regional Floodplain Management Plan

The Regional Board has received information and an update regarding the second phase of the Regional Floodplain Management Plan. The RDCO and City of Kelowna partnered to complete a flood mapping and dike breach analysis of Mission Creek in order to support identification of potential hazard areas and help with flood mitigation planning, future land use decisions and flood related works.

Planning Applications

The Regional Board considered the following additional planning applications:

- Approval of a Development Variance Permit (VP-20-01) at 3625 N. Westside Road (J & H Denison/J Knight, owners) – to allow an increase of the maximum accessory building height.
- Second and Third Reading and adoption of Zoning Amendment Bylaw No. 871-261 at 6880 Sierra Drive (S. Tulloch, owner) – to add a secondary suite to the existing single detached house.
- Conditional approval for Development Permit (DP-20-02) at 2677 Westside Road North (B Gordon, owner) to rectify non-compliance with unauthorized placement of fill along Okanagan Lake foreshore on Crown land.
- Conditional approval for Development Permit (DP-20-01) at 7379 Fintry Delta Road (T Robinson, owner) for works associated with construction of a single family dwelling, detached garage and septic field.

Regional Board Meetings

Regional District office – 1450 KLO Road, Kelowna (Woodhaven Boardroom).

- **Thursday, June 11** – following 8:30 am Governance and Services Committee
- **Monday, June 22** – 7:00 pm

Audio of the Regional Board meeting at:

rdco.com/media/285469/Audio_20_05_25brd.mp3

KLO Road Building Closure



The health and safety of the public and staff is our top priority.

In-person services at the RDCO office have been suspended in support of health authorities efforts to reduce the spread of the COVID-19 virus.

Staff are available weekdays 8:00 am - 4:00 pm by phone or by email. Responses will be provided as quickly as possible during regular hours of operation. During this health emergency, the RDCO will continue to provide essential services such as garbage and recycling, water and fire services, dog control and the Westside Regional Wastewater Treatment Plant.

The Regional District continues to follow the direction of public health experts for the safety of its staff and residents to reduce the impact on our community and our health system.

For updates on the RDCO response to COVID-19 and our provision of essential services visit rdco.com/covid-19.

The Board Report is published monthly after each regular meeting of the Board of the Regional District of Central Okanagan. The Regional Board meets twice a month in regular session in the Woodhaven Boardroom at the Regional District office, 1450 KLO Road. The public is welcome to attend.



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Hailey Rilkoff, Planner II

File No: DVP 20-03

Subject: **DVP 20-05, Development Variance Permit, 2184 Sunview Drive**

RECOMMENDATION

THAT Council authorize the issuance of a Development Variance Permit (DVP 20-05) for Lot 62 District Lot 1119 Osoyoos Division Yale District Plan KAP83716 (2184 Sunview Drive) in general accordance with the attached permit to vary Zoning Bylaw No. 0154 S 4.4.2 (a) to reduce the required length of two off-street parking spaces from 6.0 m (19.7 ft) required to 4.46 m (14.6 ft) existing for a two-bedroom secondary suite.

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity - Quality, innovative urban development (Council's 2020-2022 Strategic Priorities).

BACKGROUND

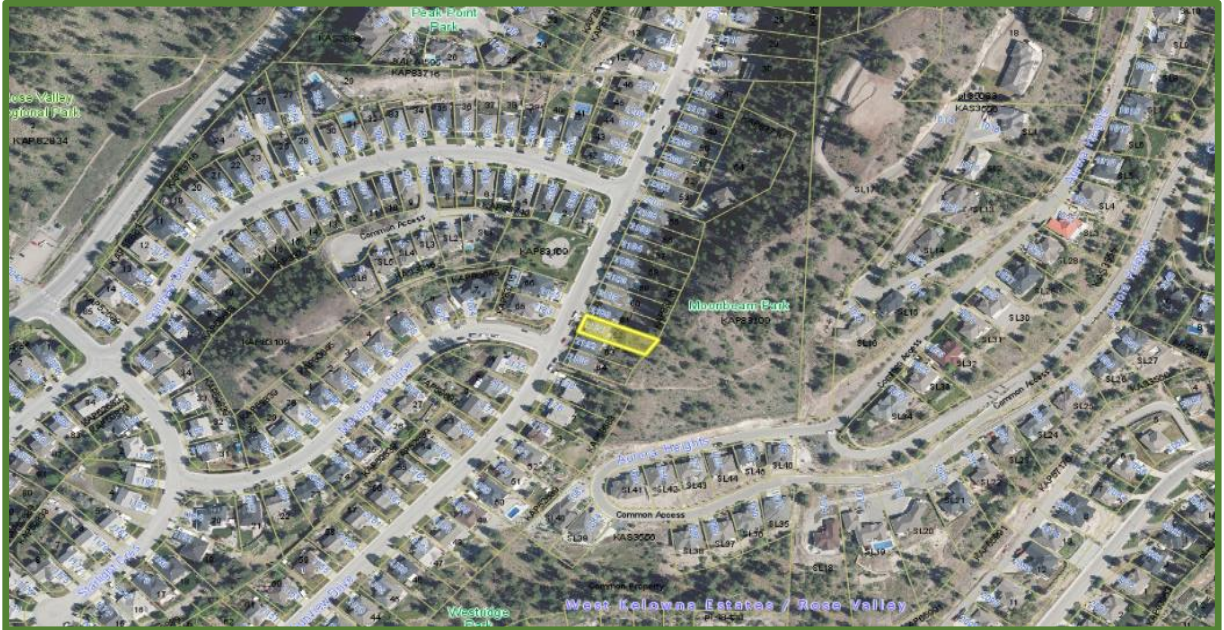
This application proposes to reduce the length of two required off-street parking spaces for a secondary suite. An illegal secondary suite was decommissioned on the property in 2014 and is not occupied. Now the owners intend to legalize the secondary suite. While the parking spaces are not technically long enough to fit on the property, the existing driveway (which extends into the City's road boulevard) is long enough to accommodate the required parking stall length.

PROPERTY DETAILS			
Address		2184 Sunview Drive	
PID		027-060-314	
Folio		36413490.578	
Lot Size		0.16 acres (643 m ²)	
Owner	Richard & Carine Schuhmaucher	Agent	Richard Schuhmaucher
Current Zoning	RC3 – Compact Single Detached Residential	Proposed Zoning	-
Current OCP	SFR – Single Family Residential	Proposed OCP	-
Current Use	Residential	Proposed Use	-
Development Permit Areas	Form & Character; Hillside; Terrestrial		
Hazards	n/a		
Agricultural Land Reserve	No		

ADJACENT ZONING & LAND USES

North	^	RC3 - Compact Single Detached Residential
East	>	P1 - Parks and Open Space
West	<	RC3 - Compact Single Detached Residential
South	v	R1 - Single Detached Residential

NEIGHBOURHOOD MAP



PROPERTY MAP



History

The subject property has been developed with a single detached dwelling which was built in 2008. At the time the house was constructed, the property was zoned RC1 – Compact Housing (*Zoning Bylaw No. 871*), which did not permit secondary suites.

While no secondary suite was approved through the building permit for the home, the main floor was designed in a way to accommodate a secondary suite in the future, and a second kitchen was installed creating an illegal secondary suite. Shortly after the current owners purchased the property, they were advised by the City's Building Department of the suite's illegal status and they decommissioned the suite by removing the stove outlet in 2013. While the owners have rented out the property, they have advised that they have not rented the suite out separately from the principal dwelling.

In 2014, Zoning Bylaw No. 0154 was adopted, and property's zoning changed to RC3 – Compact Detached Residential, which now allows for secondary suites.

Proposal

The owners now intends to legalize the secondary suite in order to create a second rental unit on the property. The proposal meets all of the regulations contained in Section 3.16 Secondary Suites of the Zoning Bylaw such as maximum floor area, separate exterior entrance and connection to a community sewer system.

However, the property cannot meet the requirements outlined in Section 4 – Off-Street Parking and Loading as the driveway length between the existing garage and the property line is shorter than the required parking stall length.

Variance

The variance requested is to reduce the required parking stall length, for the two spaces required for a two bedroom secondary suite, from 6.0 m to 4.46 m. The driveway itself is over 6.0 m in length from the back of the street curb to the garage (9.07 m), with just over half of driveway within the City's Road Right of Way for Sundance Drive. *Figure 1* shows a surveyed site plan of the driveway with measurements.

Applicant's Rationale

The owners have provided a letter which outlines their rationale for the proposed variance (*Attachment 2*). The owners wish to create an additional rental unit and as the residence is already set up for a suite (separate entrance, rough in for a stove, and kitchen) this can be done easily. The owners have advised that they have discussed their proposal with their neighbours to address any concerns.



Figure 1 - Proposed Suite Parking

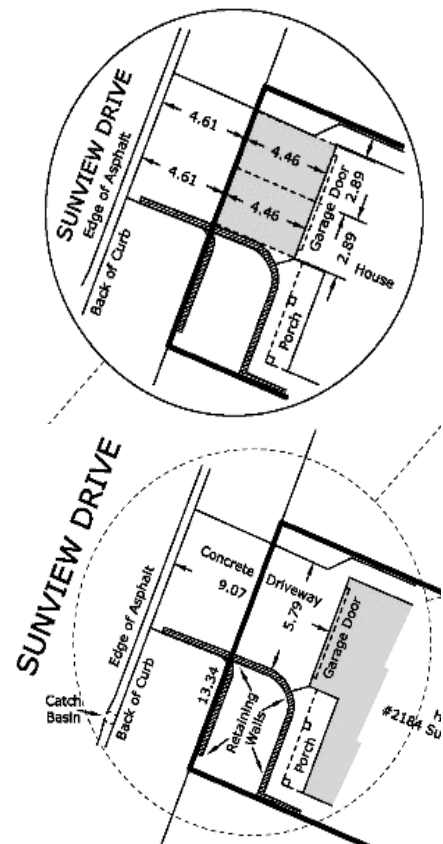


Figure 2 - Driveway Plan & Measurements

Policy and Bylaw Review

Official Community Plan Bylaw No. 0100

The City's OCP includes various objectives and policies for residential lands which encourage sensitive infill housing, in various forms, which complement the form and scale of adjacent buildings¹. Secondary suites are supported as an affordable form of infill housing in the City².

Zoning Bylaw No. 0154

When the subject property was developed, the RC1 – Compact Housing zone in place (*Zoning Bylaw No. 871*) did not permit Secondary Suites. The front parcel setback was only 2.0 m under the old Zoning Bylaw.

When Zoning Bylaw No. 0154 was adopted in 2014, the Zoning of this property changed to the RC3 – Compact Single Detached Residential zone. The RC3 zone does permit secondary suites, however the Secondary Suite regulations in the Section 3.16 of the Zoning Bylaw must be met, and required parking must be provided in accordance with Part 4 of the Zoning Bylaw.

Table 1 - Zoning Comparison

	RC1 Zone (Bylaw 871)	RC3 Zone (Bylaw 0154)	Existing/Proposal
Permitted Uses			
Relevant Permitted Uses	Single Detached House	Single Detached House Secondary Suite	Single Detached House Secondary Suite
Development Regulations			
Max Density	1 single detached home	1 single detached dwelling 1 secondary suite	1 single detached dwelling 1 secondary suite
Max Parcel Coverage	60%	40%	~ 30%
Siting Regulations			
Front	2.0 m	6.0 m for front facing garage or carport	4.46 m
Required Parking			
Single Detached House	2 per dwelling	2 per dwelling	2 spaces in garage
Secondary Suite	1 per 1 bedroom dwelling 2 per 2 bedroom or more dwelling	1 per 1 bedroom dwelling 2 per 2 bedroom or more dwelling	2 spaces in driveway (variance to length)

Section 4.4.1(a) of the Zoning Bylaw requires 2 parking spaces per single detached dwelling unit and 2 parking spaces per two or more bedroom secondary suite. Section 4.4.2(a) provides the minimum dimensions for parking spaces, and requires spaces to be a minimum of 2.75 m wide by 6.0 m long. The proposed parking spaces for the secondary suite are 2.89 m wide by 4.46 m long within the property boundaries. However, the actual driveway length is 9.07 m.

Transportation Master Plan

Sunview Drive currently has a sidewalk constructed on the north-west side of the road, which was constructed based on the RDCO's Bylaw No. 704 which only required sidewalks on one side of the road for Collector and most Local Roads. The City's Transportation Master Plan (TMP) has identified Sunview Drive as a Minor Collector Road. The typical Minor Collector Road cross section includes sidewalks on both sides of the road (*Figure 3*). The City's Public Works

¹ OCP 3.3.1 Residential Objectives 2. & 3.

² OCP 3.8.3 Affordable Housing Policy 2.

department has advised that it is unlikely that a second sidewalk would be constructed in the near future.

Legislative Requirements:

Section 498 of the *Local Government Act* gives Council the authority to issue a Development Variance Permit that varies, in respect of the land covered in the permit, the provisions of the Zoning Bylaw.

Public Notification

In accordance with the *Local Government Act*, 52 notification letters were sent to all property owners and their tenants within 100 metres of the subject property (*Attachment 3*) and a notice of application sign has been placed on the subject property in accordance with the Development Applications Procedures Bylaw No. 0260. At the time of writing this report, no submissions from the public had been received.

DISCUSSION

The proposal results in tandem parking, when vehicles park one directly behind another. The 2 car attached garage provides the two required parking spaces for the principal dwelling, while the driveway would provide the 2 parking spaces for the suite. Tandem parking can often be inconvenient for the users of the tandem parking stalls when “shuffling” of vehicles is required in order for vehicles to depart the garage or rear tandem parking space.

Functionally, the existing driveway can accommodate 2 vehicles parked side-by-side without extending into the street. If the setback were increased between the property line and the current garage, no variance would be required to accommodate the required secondary suite parking spaces with the proposed tandem parking configuration (*Figure 4*).

Many of the RC3 zoned lots along Sunview Drive have narrow frontages, which limits the amount of available on street parking. The subject property has a 13.34 m frontage which includes a 5.79 m wide driveway. This can become a concern for infill residential development in neighbourhoods which experience parking congestion and issues in the neighbourhood that could arise include

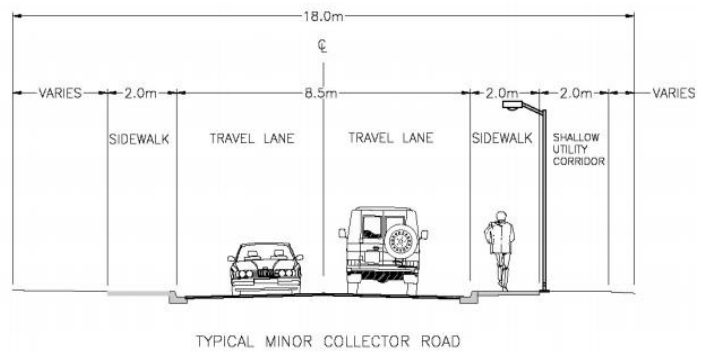


Figure 3 – Collector Road Cross-Section (TMP Section 6.1.3)



Figure 4 - Approximate Property Line Location

blocked sightlines, narrow passing of two way vehicle traffic and blocked driveway access. However, within 100m of the subject property there is space for approximately 50 on-street parking spaces (*Figure 5*). The City does not manage on-street parking in residential areas through a residential parking permit program. The City's Traffic Bylaw does limit on-street parking to 24 hours within one block³.

Currently, the south-east side of Sunview Drive has been constructed with a curb only, no sidewalk is constructed within this side of the road ROW. As the City has no long-term plans for further road improvements along Sunview Drive, there would be no future impact to vehicles parking on-street within the ROW. The slope of the driveways along the south-east side of Sunview Drive would also make it challenging for any future road/sidewalk expansions to occur.



Figure 5 - Approximate locations for on-street parking

If the variance is approved, a Building Permit application will be required to legalize the secondary suite. The Building Permit process will address any building code requirements between the two dwelling units, such as fire separation.

CONCLUSION

It is recommended that Council approve the proposed variance application DVP 20-05. The secondary suite is existing and provides an additional rental unit which supports the City's infill and affordable housing policies. The proposed variance is not anticipated to result in significant negative impact on the neighbourhood as the parking spaces, principal dwelling and suite are already existing. Existing on-street parking regulations can be enforced if parking becomes a concern for the neighbourhood.

Alternate Motion 1:

THAT Council postpone consideration of a Development Variance Permit (DVP 20-05) for Lot 62 District Lot 1119 Osoyoos Division Yale District Plan KAP83716 (2184 Sunview Drive).

Should Council postpone consideration of the requested variance, further Council direction to staff is required.

³ Bylaw No. 0092 Section 12.1 (a)

Alternate Motion 2:

THAT Council deny the issuance of a Development Variance Permit (DVP 20-05) for Lot 62 District Lot 1119 Osoyoos Division Yale District Plan KAP83716 (2184 Sunview Drive).

Should Council deny the requested variance, the file will be closed. As the secondary suite would not meet required parking, it could not be legalized through a Building Permit and could not be rented as a separate dwelling unit. As per the City's Development Applications Procedures Bylaw No. 0260, the applicant could re-apply for a similar proposal 6 months after initial Council consideration.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. Draft Permit DVP 20-05
2. Applicant's Rationale Letter
3. Public Notification Map



**CITY OF WEST KELOWNA
DEVELOPMENT VARIANCE PERMIT
DVP 20-05**

To: Richard & Carine Schuhmacher
1907 Rosealee Lane
West Kelowna, BC V1Z 3Z5

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the City of West Kelowna applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands within the City of West Kelowna described below, and any and all buildings, structures and other developments thereon:

Lot 62 District Lot 1119 ODYD Plan KAP83716 (2184 Sunview Drive)

3. This Permit reduces the required parking stall length for two required parking spaces, located on the subject property's driveway, for an existing secondary suite. Specifically, this permit varies section 4.4.2 (a) of Zoning Bylaw No. 0154 to reduce the required parking stall length from 6.0 m to 4.46 m.
4. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit.
5. **This Permit is not a Building Permit.**

AUTHORIZING RESOLUTION NO. CXXX/XX PASSED BY THE MUNICIPAL COUNCIL ON.

ISSUED ON

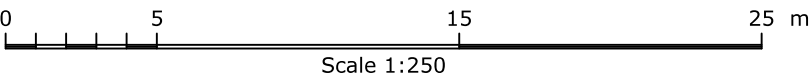
Signed on

City Clerk

Schedules:
A. Site Plan

SITE PLAN OF DRIVEWAY PARKING FOR LOT 62, DISTRICT LOT 1119, ODYD, PLAN KAP83716

Schedule A - Site Plan (DVP 20-05)



The intended plot size of this plan is 432mm in width by 280mm in height (B-size) when plotted at a scale of 1:250.

Address: 2184 Sunview Drive, West Kelowna, BC
PID: 027-060-314

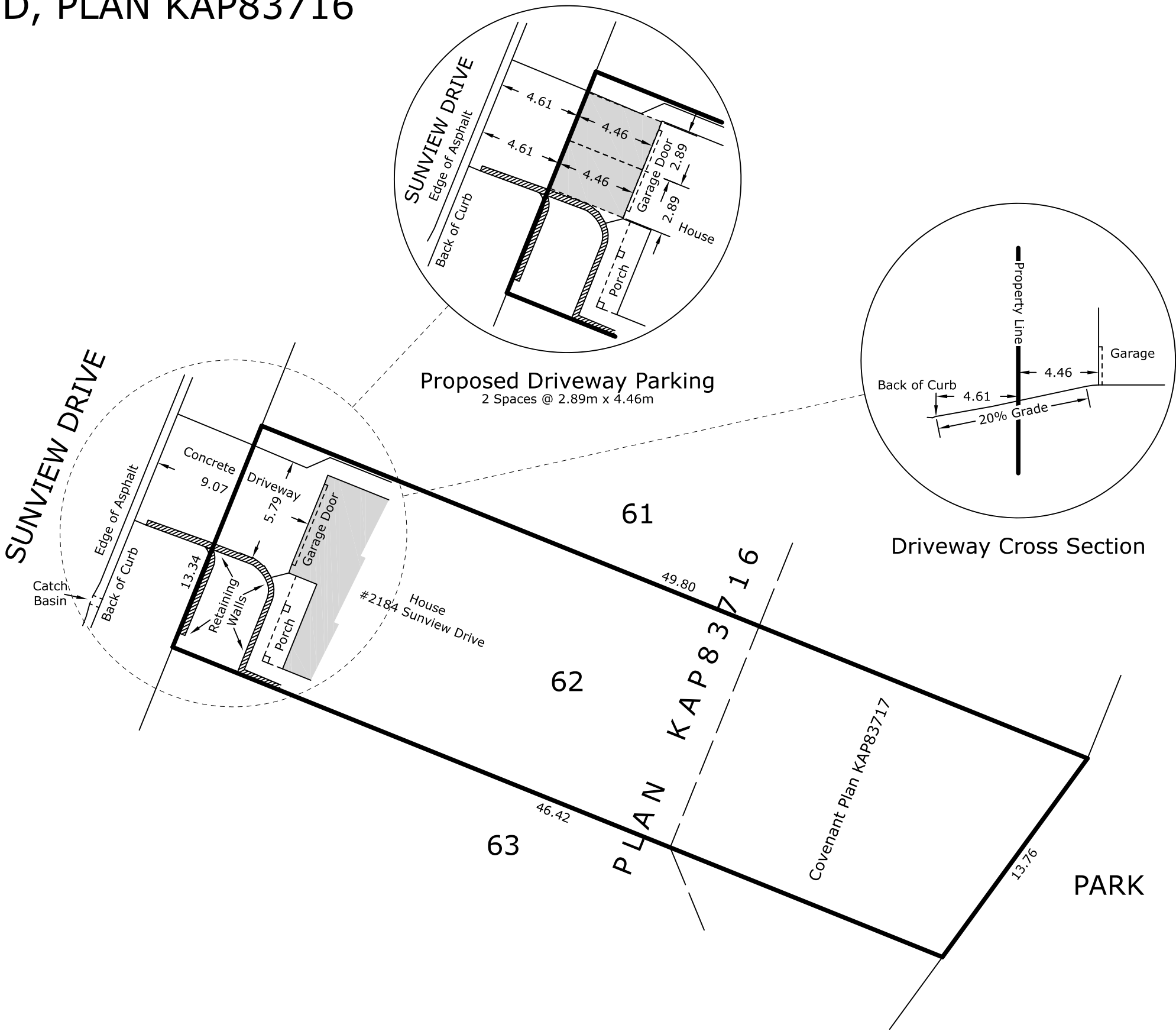
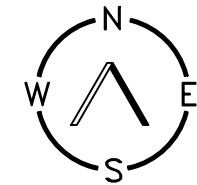
NOTES

- Lot dimensions shown may vary upon completion of a comprehensive legal survey.
- Offsets from house shown are to exterior siding.
- Unregistered interests have not been included or considered.

The parcel is subject to charges on title:

- Statutory Right of Way LB6091
- Covenant LB47687, LB47689, LB47691, LB47693 & LB47695
- Statutory Building Scheme LB47729

Field survey dated March 13, 2020.



Richard and Cari Schuhmacher
1907 Rosealee Lane, West Kelowna
250-769-4810 (home)
250-870-4570 (cell)

City of West Kelowna
2760 Cameron Road, West Kelowna

Re: File No: DVP-20-05


2184 Sunview Drive

To whom it may concern,

First off, thank-you for taking time to review our request for Variance for 2184 Sunview Drive. My wife and I had purchased the property in 2012 from the Developer who had built numerous residences in the area. The Developer had built all the homes with secondary suites installed to assist with rental income for the home owners, as there was a clear need for this in the City. When we purchased the property, I contacted the City of West Kelowna who advised suites were not permitted in the area, due to the zoning issues of the day. At the time, I was well aware of numerous illegal suites in the area, but chose to follow the rules and rent out the dwelling to one family. At no time have we ever rented the suite out as a stand-alone unit. Moreover, I have been in contact with West Kelowna Bylaw twice over the last 8 years and permitted them to enter the property to confirm this.

Recently, our current renter (of two years), [REDACTED] approached my wife and I about installing a secondary suite [REDACTED] At first, we were very hesitant about changing the set up for the residence [REDACTED] My wife and I [REDACTED] wanted to assist her in every way we could. [REDACTED]

As the residence was already set up for a suite (separate entrance, rough-in for stove, kitchen already installed), we decided that this may be an opportunity for us along with current renter. We followed all the applicable rules and reached out to the City to start the process.



As we can understand anytime there is a change in an area, local residents may have concerns, so we have taken the necessary steps of speaking to nearby neighbors and educating them about the reasoning for the Variance along with the Secondary Suite request.

As parking is always a raised issue I want to clarify that the current renter only has one vehicle and always parks in the garage, leaving an additional spot in the garage and parking on the driveway if permitted by pending variance. As my wife and I fully understand some of the discussion in regards to tandem parking (sometimes inconvenient for homeowners to do), we have decided if the variance and suite are approved we will only be renting out to a single person. Furthermore, we will be require any future tenant (in either unit) to sign off in the rental contract, to only park on the driveway and no street parking will be permitted.

My wife and I are very involved landlords and do as much as we can to keep the property up to and above standards for area. We screen our tenants to the best of our ability and only rent to people who we believe would be somebody we would enjoy living next door to.

Please feel free to reach out to myself or the current renter if you feel any of this provided information needs to be clarified.

Again thank-you for taking the time to read this letter and for the consideration of the variance.










Sincerely,

Richard and Cari Schuhmacher

GIS Notification Map DVP 20-05

Legend

Landmarks

-  Cemetery
-  City Hall
-  Community Centre
-  Dam
-  Fire Hall
-  Museum
-  RCMP
-  School
-  Tax Parcels

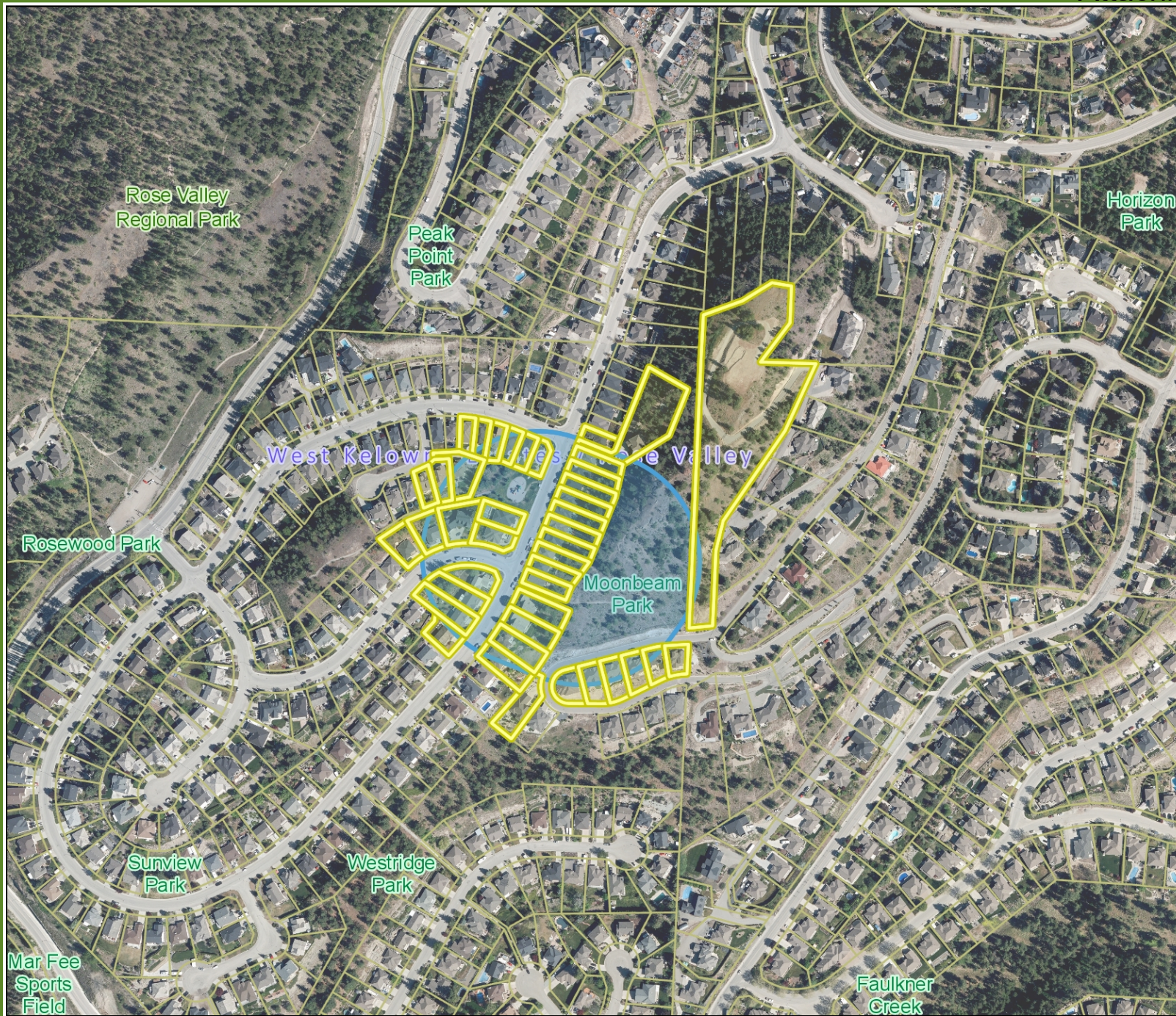
Basemap Parcel Type

- | | |
|---|--|
|  Ownership |  Lease |
|  Land Strata |  Park |
|  Building Strata |  Road Right-Of-Way |
|  Common Property |  Walkway |
|  Crown Land |  Common Access |



Scale 1 : 5,000

Notes



0 127 254 Meters

Map Projection: NAD_1983_UTM_Zone_11N

© City of West Kelowna

Map Produced on: 5/27/2020 2:00:40 PM



This map has been produced by the City of West Kelowna's Geographic Information System. The data provided is derived from a variety of sources with varying levels of accuracy. The City of West Kelowna makes no warranty or representation, expressed or implied, with the regard to the correctness, accuracy and/or reliability of the information contained herein.



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Jayden Riley, Planner II

File No: Z 19-13

Subject: **Z 19-13; Zoning Amendment Bylaw No. 0154.87, 2020 (Adopt); 1130 Thomas Rd.**

RECOMMENDATION

THAT Council adopt City of West Kelowna Zoning Amendment Bylaw No.0154.87, 2020 (File: Z 19-13).

STRATEGIC AREA(S) OF FOCUS

Economic Growth and Prosperity (Strategic Plan Priorities, 2020-2022).

BACKGROUND

This application proposes to amend the zoning designation of an 800 sq. m. portion of the subject property from Single Detached Residential (R1) to Duplex Residential (R2) to facilitate subdivision and subsequent duplex development. All conditions from 3rd reading have been satisfied, including the condition that the applicant register a S. 219 No-Build Covenant on the parcel to ensure no building occurs until subdivision is registered. Discharge of the no-build covenant may occur following subdivision of the parcel.

PROPERTY DETAILS			
Address		1130 Thomas Road	
PID		007-121-792	
Folio		36412746.390	
Lot Size		1,456 sq. m.	
Owner	Roberta and Michael Kay	Agent	N/A
Current Zoning	Single Detached Residential (R1)	Proposed Zoning	Duplex Residential (R2) – specific to 800 sq. m. portion of property
Current OCP	Single Family Residential (SFR)	Proposed OCP	N/A
Current Use	Single Family Dwelling	Proposed Use	Duplex
Development Permit Areas		No	
Hazards		No	
Agricultural Land Reserve		No	

ADJACENT ZONING & LAND USES

North	^	Agriculture (A1) / ALR
East	>	Single Detached Residential (R1)
West	<	Concord Road / Highway 97C
South	v	Single Detached Residential (R1)

NEIGHBOURHOOD MAP



PROPERTY MAP



Legislative Requirements

Council has authority under S.479 of the *Local Government Act* to amend the Zoning Bylaw.

DISCUSSION

Modification of Condition

The condition established at third reading to register a S. 219 No-Build Covenant over the 800 sq. m. portion of the property, i.e. the portion proposed for rezoning, was instead registered over the entire parcel. This option was provided to the applicant in order to reduce survey costs while still maintaining the intent of the covenant, which is to restrict building on the property until subdivision registration has occurred.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
February 11, 2020	THAT Council give first and second reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.87, 2020 (File Z 19-13); and THAT Council direct staff to schedule the proposed amendment for Public Hearing	C044/20
February 25, 2020	Public Hearing held	N/A

March 10,
2020

THAT Council give third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.87, 2020 (File: Z 19-13); and
THAT Council direct staff to schedule the bylaw for consideration of adoption following the registration of a S.219 No Build Covenant over “Lot A” as identified by *Attachment 3*.

C075/20

CONCLUSION

Conditions established at third reading have been satisfied. Staff recommend Council adopt the zoning amendment bylaw.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No **X**

Attachments:

1. Zoning Bylaw Amendment 0154.87

CITY OF WEST KELOWNA

BYLAW NO. 0154.87

A BYLAW TO AMEND "ZONING BYLAW NO. 0154"

WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA ZONING BYLAW NO. 0154" under the provisions of the *Local Government Act*.

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

1. Title

This Bylaw may be cited as "CITY OF WEST KELOWNA ZONING AMENDMENT BYLAW NO. 0154.87, 2020".

2. Amendments

"Zoning Bylaw No. 0154" is hereby amended as follows:

- 2.1 By changing the zoning on Lot 1, District Lot 506, ODYD, Plan 22046 as shown on Schedule 'A' attached to and forming part of this bylaw from Single Detached Residential (R1) to Duplex Residential (R2).
- 2.2 By depicting the change on "Zoning Bylaw No. 0154 Schedule B" (Zoning Bylaw map).

READ A FIRST AND SECOND TIME THIS 11TH DAY OF FEBRUARY, 2020

PUBLIC HEARING HELD THIS 25TH DAY OF FEBRUARY, 2020

READ A THIRD TIME THIS 10TH DAY OF MARCH, 2020

APPROVED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE THIS 18TH DAY OF MARCH, 2020

ADOPTED THIS _____ DAY OF _____, 2020

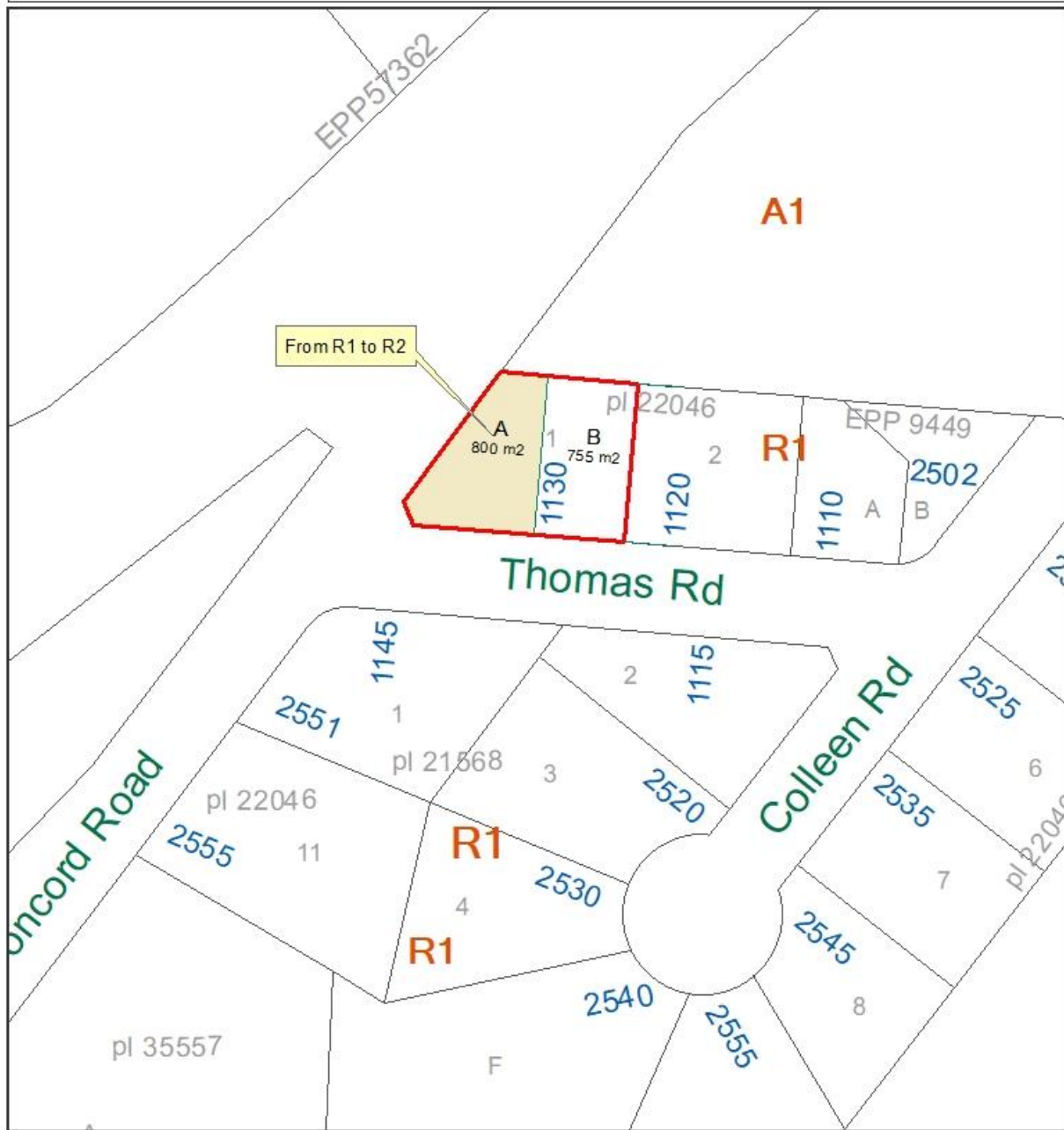
MAYOR

CITY CLERK



CITY OF
WEST
KELOWNA

SCHEDULE 'A' of BYLAW NO. 0154.87



Legend

- subject property
- R1 to R2

0 25 50 100 Metres

1:1,200



Date: 2020-01-30



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Chris Oliver, Planner III

Subject: **Temporary Expanded Service Area Authorization, LCRB Blanket Approval**

RECOMMENDATION

THAT Council provide pre-approval for all liquor primary and manufacture establishments in West Kelowna who apply for an expanded service area in accordance with the LCRB Policy 20-13.

STRATEGIC AREA OF FOCUS

Economic Growth and Prosperity

We support initiatives that promote the community's livability, local business growth, agriculture, wineries, natural beauty, amenities, rich culture, and other attributes that position West Kelowna as a place to live, invest, work and play.

BACKGROUND

The Liquor Control and Regulation Branch (LCRB) is aware of the significant ramifications the pandemic has had on B.C.'s hospitality sector and we understand that with reopening efforts underway, it is critical that licensees are supported in their needs to adhere to Provincial Health Officer's (PHO) direction and recommendations as they aim to resume operations.

As such, the LCRB has announced Policy Directive 20-13 (Attachment 1) that permits food primary, liquor primary and manufacturing licensees to temporarily expand their service area footprint until October 31, 2020.

Helping licensees increase their service area will allow them to decrease the density of patrons in their establishments and to continue to serve patrons while complying with PHO orders and guidelines regarding physical distancing.

To support this directive, the LCRB has implemented an expedited process for the authorization of temporary expansions to service areas. These temporary authorizations will be focused on expanding licensee service areas only and will not increase currently approved person/patron capacities or occupant loads. This will allow the LCRB to expedite approvals while mitigating any public safety risks or local government requirements. Licensees will still be subject to any PHO orders requiring reduced occupancy loads and must also comply with all local bylaws and health and fire regulations.

Liquor Primary and Manufacturing Licenses Process

The LCRB has identified that local governments may want applications in their jurisdiction approved as soon as possible, while others may want an opportunity to review individual applications more extensively. Therefore, the LCRB is offering the following two options for local government input into the temporary authorization application process for liquor primary (bar, club, etc.) and manufacturer (brewery, winery, cidery, etc.) licensees:

1. Local governments may provide one pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area (Recommended Motion).

Considerations:

- Enable the fastest processing of applications.
- Streamlines processes for operators facing numerous regulatory requirements from COVID.
- Applicants are required to meet all bylaw requirements and will be required to disclose that they have met all local government requirements when applying.
- The City would receive notice when the expanded service area is authorized by the LCRB.

The LCRB will not require evidence from licensees ensuring they have appropriate permissions (including the use of publicly owned spaces like parking lots, sidewalks, etc.) from local governments, if their local government has selected the blanket-approval approach. It is the responsibility of the licensee to ensure they abide by all local bylaws and acquire any necessary permits. As part of the blanket approval process all applicants will be required to affirm through an online disclosure that they have met all local government requirements. If an applicant was in contravention to a Bylaw requirement, the City would have the ability to work with the applicant to rectify the issue.

2. Local governments may choose to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB (Alternate Motion).

Considerations:

- Increase the time required for businesses to begin operating their expanded areas.
- The City would have the ability to determine what information is required from applicants seeking our approval, and we would have the ability to withhold approval there are concerns.
- If the City approves the application, we would provide written approval directly to the applicant. The applicant will be required to include this information with their application to the LCRB.
- The City would receive notice when an expanded service area is authorized by the LCRB.

Other Application Processes

Since food primary (restaurant) establishments are not required to obtain prior local government approval to expand their service areas, the LCRB will continue to process food primary requests for expanded service areas without requiring local government approval. Food primary licensees are also responsible for following all local bylaws and for obtaining any permits as required by their local government (e.g., encroachment agreement). The City will receive notice when an expanded food primary service area is approved by the LCRB.

CONCLUSION

By providing a blanket pre-approval we are streamlining processes for existing operators in our community to meet PHO requirements. Removing one additional hurdle amongst the numerous safety requirements that ensure residents and visitors are safe will allow business to reopen, hire staff, and continue to contribute to our communities economy.

Alternate Motion:

THAT Council require staff to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB.

REVIEWED BY

Brent Magnan, Planning Manager

Mark Koch, Director of Development Services

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments:

1. LCRB Policy 20-13 Temporary Expanded Service Area Authorization

Date: May 22, 2020

To: All LCRB Staff
All Licensees
All Industry Associations
All local government, First Nations and police agencies

Re: **Temporary Expanded Service Area Authorization**

General Manager Authority

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

New Policy

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public

health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Mike Cain, Bylaw Compliance Supervisor

File No:

Subject: **Council Appointment of Bylaw Enforcement Officer**

RECOMMENDATION

THAT Council appoint Tracey Biro as a Bylaw Enforcement Officer for the City of West Kelowna effective June 11, 2020.

STRATEGIC AREA(S) OF FOCUS

In accordance with Section 264 of the *Community Charter*, Bylaw Enforcement Officer positions require appointment by Council for the purpose of issuing a ticket for a bylaw infraction and in accordance with Section 28 of the *Offence Act* for the purpose of serving a summons.

BACKGROUND

Tracey Biro will be filling the “seasonal” position of Bylaw Compliance and Enforcement Officer 1 in the City’s Bylaw Compliance department.

FINANCIAL IMPLICATIONS

This position is a current position within the Bylaw Compliance department and is included in the 2020 City of West Kelowna Financial Plan.

Alternate Motion:

THAT Council postpone consideration of Mr. Biro’s Bylaw Enforcement Officer appointment and requests further information from staff.

REVIEWED BY

Mark Koch, Director of Development Services

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Warren Everton, Chief Financial Officer
Lisa Siavashi, Financial Services Manager

Subject: **2019 Draft Consolidated Financial Statements – Audited**

RECOMMENDATION

THAT Council accept the 2019 Draft Consolidated Financial Statements for the City of West Kelowna as attached in “ Attachment 1”.

STRATEGIC AREA(S) OF FOCUS

The integrity and objectivity of the 2019 year-end and audit results align well with Council's Economic Growth and Prosperity Pillar in the 2020-2022 Strategic Priorities as well as conform to fiscal reporting regulations at the provincial level. Well developed procedures, controls and estimates fiscally strengthen the corporate structure and promote the overall prosperity of the City.

All municipalities are normally required to submit audited financial statements to the Inspector of Municipalities by May 15th of the year following the end of the fiscal year. This year due to the COVID-19 outbreak the Province has extended the date to August 31, 2020.

These financial statements have been prepared in accordance with generally accepted accounting principles for local governments following recommendations and guidance provided by Public Sector Accounting Standards (PSAS). Our auditors, KPMG LPP, have audited the statements and provided a clean audit opinion.

LEGISLATIVE REQUIREMENTS:

Section 167 of the *Community Charter* describes the financial reporting requirements for local governments. Municipal financial statements for a fiscal year must be prepared by the Financial Officer and presented to Council for its acceptance. The 2019 financial statements are to be submitted to the Inspector of Municipalities by August 31, 2020 as instructed by Ministerial Order 0159.

BACKGROUND

This report presents the City of West Kelowna's Draft Consolidated Financial Statements for the year ended December 31, 2019 and provides highlights of the City's financial performance during 2019 and financial condition as of December 31, 2019.

The Draft Consolidated Financial Statements are intended to provide Council and the public an overview of the state of the City's finances at the end of the fiscal year and indicate revenues, expenses and funding for the year.

The preparation, content and accuracy of the Draft Consolidated Financial Statements and all other information included in the financial report are the responsibility of management.

The Draft 2019 Consolidated Financial Statements have been audited by KPMG LLP whose role is to express an independent opinion on the fair presentation of the City's financial position and operating results and to confirm that the statements are free from material misstatement. The external auditor's opinion (in Attachment 1) is to provide comfort to third parties that the financial statements can be relied upon by all stakeholders.

The Consolidated Financial Statements include the following individual statements:

Consolidated Statement of Financial Position

The Consolidated Statement of Financial Position is the municipal equivalent of the private sector's balance sheet. This statement focuses on the City's assets (financial and non-financial) and liabilities. The difference between the liabilities and financial assets is the City's Net Asset, which represents the net liabilities that must be financed from future budgets.

The detailed breakdown of the accumulated surplus, including all of its components:

- amount invested in capital assets; and,
- operating fund, capital fund, reserve and reserve fund balances;

is reflected in Schedule 2 to the Consolidated Financial Statements.

The City has received funds for specific purposes under legislation, regulation or agreements. The recognition of these funds as revenues have been deferred until related expenses occur in the future. For example, development charges and certain Federal and Provincial funding, are not recognized as revenues until such time as the projects are constructed. Another example of material importance is the upfront funds received in the amount of \$13 million for the water treatment plant, received in 2017. These funds are not in the accumulated surplus.

Consolidated Statement of Operations and Accumulated Surplus

The Consolidated Statement of Operations and Accumulated Surplus is considered to be the municipal equivalent to the private sector's Statement of Income and Retained Earnings.

The Consolidated Statement of Operations and Accumulated Surplus provide a summary of the revenues, expenses, and surplus throughout the reporting period and outline the change in accumulated surplus.

The 2019 budget values presented in this statement have been adjusted to reflect the differences between amounts as budgeted at the City on a modified "cash requirements" basis and amounts recorded in these financial statements on a "full accrual" basis. Note 16 outlines the adjustments to the approved budget, particularly exclusion of principal payments, and tangible capital asset purchases, and inclusion of estimated amortization expense. These adjustments to budgeted

values were required to provide comparative budget values based on the full accrual basis of accounting.

Consolidated Statement of Change in Net Financial Assets (Debt)

The Consolidated Statement of Net Financial Assets is unique to governments. This statement focuses on the debt of the City, adjusting the annual surplus for the impact of tangible capital assets: mainly deducting the costs to acquire assets, and adding back amortization charged during the year.

Net financial assets or net debt are terms defined by the Public Sector Accounting Standards (PSAS) representing the difference between financial assets and all liabilities (both shorter and longer term liabilities). Financial assets are anything that could be used to cover existing liabilities or finance future operations. Net Debt (also referred to as net liabilities) may be materially different than the amount of the City's consolidated outstanding debt captured as "Net long-term debt" on the City's Consolidated Statement of Financial Position, details of which are provided in Note 4 of the Consolidated Statements.

The notes to the statements provide further detail about the City's financial results and are an integral part of the statements

2019 FINANCIAL HIGHLIGHTS

For 2019, the City had consolidated revenues of \$69.7M, consolidated expenses of \$65.65M, and a resulting annual accounting surplus of \$4.1M. It is important to note that this is "accounting surplus" is presented on an accrual accounting basis which includes water, sewer, operating and capital functions.

Consolidated Revenues

While the annual budget process focuses primarily on property tax increases, it must be emphasized that property taxes are only one of the City's many revenue sources. Other major revenue sources are:

Sales of Service and Other Revenue

- Sewer Service user fees, actual \$5.24M, budget \$5.18M (includes RDCO charge). The increase is due to growth. No increase in user fees will be required in 2020.
- Water Service user fees, actual \$10M, budget \$9.8M. The increase is due to growth and an increase in user fees which is offset by an increased transfers to reserves.
- Solid Waste Collection user fees actual revenue was \$2.36M Budget was \$3M (budget included an anticipation of and increase in fees which was not required). Materials Management BC (recycling) funds received \$416K, budget was \$350K.
- EOC Flood Recovery \$1.36M
- Transit user fee, actual \$799K, budget \$715K,
- Building permits actual \$1.6M , budget \$1.58M.
- Interest Revenue, actual \$970K. budget \$790K

Consolidated Expenditures

Expense variance explanations by major program area, are as follows:

- Policing contract, over budget by \$270K (due to E Division's reconciliation from 2018 expenses)
- Fire Expenses over budget by \$500K (due to overtime for shift coverage, budget was decrease with added fire fighters in 2019 budget, however they were only added 3rd quarter and required coverage while training.)
- EOC Flood Recovery (2017 & 2018) and 2019 Freshet \$1.7M (approximately 80% reimbursed from Province)
- Transit expenses over budget by \$80K (matched by extra transit revenue)
- Solid Waste under budget by \$800K (\$410K of which was allocated to cover additional costs incurred in between contracts)
- Water expenses under budget by \$221K (combination of small operating items that were not able to be addressed)
- Sewer expenses, under budget by \$696K (lower than expected contract services)

Further financial highlights from information presented in financial statements:

1. Acquisitions of Tangible Capital Assets comparison by year:

	2019	2018	2017
General Fund	7,594,954	24,048,809	3,888,025
Water Fund	2,563,995	3,103,366	678,112
Sewer Fund	171,619	542,148	2,963,218
	\$ 10,330,567	\$ 27,694,323	\$ 7,529,355

Capital acquisitions in 2018 increased dramatically due to the capital projects that were approved for the 2018 budget, namely park acquisitions, water infrastructure upgrades (pipes), and road rehabilitation.

2. Reserve and DCCs available to fund Capital Projects:

December 31, 2019 Reserve Balances and DCCs available to fund capital projects	
	2019 Year End Balance
<u>Reserves</u>	
Capital - General	4,689,694
Capital - Water	3,274,062
Capital - Sewer	215,498
Community projects (Gas Tax)	2,441,608
Equipment Replacement	3,515,592
Future expenses	1,608,615
Municipal Facilities	5,496,558
Other	6,130,553
Policing	553,560
Property Acquisition	132,333
Recreation	255,500
Road Maintenance & Snow Clearing	643,484
Storm Drainage	195,561
Total reserves	\$ 29,152,618
<u>DCCs</u>	
Roads	8,158,718
Water	6,673,224
Parks	1,155,612
Sewer	48,699
Storm Sewer	235
Total DCCs Available	\$ 16,036,488
Available to fund capital projects	\$ 45,189,106

FINANCIAL IMPLICATIONS

The annual surplus each year can be comprised of both cash and non cash transactions. Examples of non cash transactions can be: the recognition of development cost charges to fund capital, donations of infrastructure from developers, and actuarial adjustments on the MFA debt.

For 2019 the consolidated annual surplus breaks down as follows:

2019 Annual Surplus		\$ 4,107,846
<u>Non cash/non general fund:</u>		
DCCs Recognized to fund capital		(1,155,000)
Actuarial Adjustments		(709,197)
Allocate to Sewer Fund		(756,000)
Allocated to Water Fund		(421,000)
Unappropriated General Fund Surplus		\$ 1,066,649
2019 General Surplus comprised of:		
Interest Revenue		180,000
Interest and penalties		118,284
Additional MMBC recycling credit		66,000
Solid Waste		400,000
Building Permits		20,000
Misc Recoveries		230,000
Other Miscellaneous		52,365
		\$ 1,066,649

CONCLUSION

During the 2020 budget deliberations, Council was advised that the projected 2019 surplus would be \$300,000 and could be allocated to 2020 expenses in order to reduce the property tax increase for 2020. In light of the effects of the COVID-19 pandemic in 2020, staff is recommending that the entire 2019 surplus flow through to the general operating reserve to cover any shortfall due to additional COVID related expenditures or due to the reduction of the 2020 tax increase.

Alternate Motion:

THAT Council NOT accept the 2019 Draft Consolidated Financial Statements for the City of West Kelowna as attached in " Attachment 1".

REVIEWED BY

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐

Attachments: City of West Kelowna 2019 Draft Financial Statements



DRAFT
2019 Consolidated Financial Statements

Fiscal Year Ending December 31, 2019

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**City of West Kelowna
December 31, 2019**

Management's Responsibility for Financial Reporting

The Council of the City of West Kelowna has delegated the responsibility for the integrity and objectivity of the financial information contained in the consolidated financial statements to the management of the City of West Kelowna. The consolidated financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are executed and recorded in accordance with authorization, and that financial records are reliable for preparation of financial statements.

Mayor and Council oversee management's responsibilities for the financial reporting and internal control systems. Council annually reviews and approves the consolidated financial statements.

The City of West Kelowna's independent auditors, KPMG LLP, are engaged to express an opinion as to whether these consolidated financial statements present fairly the City's consolidated financial position, financial activities and cashflows in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion in accords with Canadian generally accepted auditing standards.

The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards.

Warren Everton, CPA, CMA
Chief Financial Officer
June 9, 2020

INDEPENDENT AUDITORS' REPORT

To Mayor and Council of the City of West Kelowna

Opinion

We have audited the consolidated financial statements of the City of West Kelowna ("the City"), which comprise:

- the consolidated statement of financial position as at December 31, 2019;
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets (debt) for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2019, and its consolidated results of operations, its consolidated changes in net financial assets (debt) and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for

the purpose of expressing an opinion on the effectiveness of the City's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Kelowna, Canada

June 9, 2020

City of West Kelowna
Consolidated statement of financial position
December 31, 2019

	2019	2018
Financial assets		
Cash and cash equivalents (Note 3)	\$ 56,060,232	\$ 52,328,208
Accounts receivable (Note 4)	<u>18,361,175</u>	<u>21,280,191</u>
	<u>74,421,407</u>	<u>73,608,399</u>
Liabilities		
Accounts payable and accrued liabilities (Note 5)	8,179,785	11,253,727
Security deposits	9,777,243	8,984,020
Deferred revenue (Note 6)	16,969,234	16,670,876
Deferred development cost charges (Note 7)	16,036,488	11,967,830
Debt (Note 8)	<u>16,563,331</u>	<u>18,820,360</u>
	<u>67,526,081</u>	<u>67,696,813</u>
 Net financial assets	 <u>6,895,326</u>	 <u>5,911,586</u>
Non-financial assets		
Prepaid expenses and inventory	1,044,349	1,158,679
Tangible capital assets and work in progress (Note 9)	<u>377,344,351</u>	<u>374,105,915</u>
	<u>378,388,700</u>	<u>375,264,594</u>
 Accumulated surplus (Schedule 2)	 <u>\$ 385,284,026</u>	 <u>\$ 381,176,180</u>

Contingent liabilities and commitments (Notes 13 and 14)
Subsequent event (Note 17)

Warren Everton, CPA, CMA
Chief Financial Officer

Gord Milsom
Mayor, City of West Kelowna

City of West Kelowna**Consolidated statement of operations and accumulated surplus****Year ended December 31, 2019**

	2019	2019 Budget (Note 16)	2018
<hr/>			
Revenue			
Taxation - net (Note 10)	\$ 34,603,407	\$ 34,722,873	\$ 32,557,061
Sales of service and regulatory fees	23,145,843	23,404,579	21,828,684
Government transfers (Note 11)	3,134,271	43,263,793	2,537,243
Other (Note 12)	8,845,263	21,321,669	21,211,985
Total revenues	<u>69,728,784</u>	<u>122,712,914</u>	<u>78,134,973</u>
Expenses (Schedule 3)			
General government services	16,133,306	16,531,491	15,076,639
Protective services	16,762,986	14,577,668	18,449,910
Transportation services	5,723,434	5,132,242	5,650,858
Environmental & health development services	5,205,409	5,914,288	4,545,176
Recreation and cultural services	7,965,619	7,740,822	7,591,393
Water services	7,470,497	7,691,449	6,970,545
Sewer services	5,977,993	6,673,992	5,861,558
Storm drainage	381,694	350,500	333,859
Total expenses	<u>65,620,938</u>	<u>64,612,452</u>	<u>64,479,938</u>
Annual surplus	4,107,846	58,100,462	13,655,035
Accumulated surplus, beginning of year	381,176,180	381,176,180	367,521,145
Accumulated surplus, end of year	<u>\$ 385,284,026</u>	<u>\$ 439,276,642</u>	<u>\$ 381,176,180</u>

City of West Kelowna**Consolidated statement of changes in net financial assets (debt)****Year ended December 31, 2019**

	2019	2019 Budget (Note 16)	2018
Annual surplus (deficit)	\$ 4,107,846	\$ 58,100,462	\$ 13,655,035
Acquisition of tangible capital assets and work in progress	(15,106,946)	(79,997,325)	(26,352,313)
Amortization of tangible capital assets	11,856,221	11,856,220	11,125,328
Loss on disposal of tangible capital assets	12,289	-	8,100
Net change in prepaid expenses and inventory	<u>114,330</u>	<u>-</u>	<u>(230,979)</u>
 Increase (decrease) in financial assets	 983,740	 (10,040,643)	 (1,794,829)
 Net financial assets, beginning of year	 <u>5,911,586</u>	 <u>5,911,586</u>	 <u>7,706,415</u>
Net financial assets, end of year	<u>\$ 6,895,326</u>	<u>\$ (4,129,057)</u>	<u>\$ 5,911,586</u>

City of West Kelowna
Consolidated statement of cash flows
Year ended December 31, 2019

	2019	2018
Cash provided by (used for)		
Operating activities		
Annual surplus	\$ 4,107,846	\$ 13,655,035
Adjustment for non cash items		
Amortization of tangible capital assets	11,856,221	11,125,328
Actuarial adjustment on debt	(709,199)	(640,210)
Acquisition of tangible capital assets through developer & donor contributions	-	(3,563,812)
Loss on disposal of tangible capital assets	12,289	8,100
(Increase) decrease in		
Accounts receivable	2,919,016	(4,293,141)
Prepaid expenses and inventory	114,330	(230,969)
Increase (decrease) in		
Accounts payable and accrued liabilities	(3,073,942)	4,917,424
Security deposits	793,223	1,390,211
Deferred development cost charges	4,068,658	(4,750,279)
Deferred revenue	298,358	824,500
	<u>20,386,800</u>	<u>18,442,177</u>
Financing activities		
Repayment of debt	(1,547,830)	(1,519,847)
	<u>(1,547,830)</u>	<u>(1,519,847)</u>
Capital activities		
Acquisition of tangible capital assets and work in progress	(15,106,946)	(22,788,501)
	<u>(15,106,946)</u>	<u>(22,788,501)</u>
Increase (decrease) in cash and cash equivalents	<u>3,732,024</u>	<u>(5,866,171)</u>
Cash and cash equivalents, beginning of year	<u>52,328,208</u>	<u>58,194,379</u>
Cash and cash equivalents, end of year	<u>\$ 56,060,232</u>	<u>\$ 52,328,208</u>
Supplementary cash flow information		
Interest paid	\$ 965,472	\$ 1,100,207

City of West Kelowna

Notes to the financial statements

December 31, 2019

1. Nature of operations

The City of West Kelowna ("the City") is a local government situated in the province of British Columbia, Canada. The City is subject to the laws and regulations of the provincial statutes of the *Community Charter*, the *Local Government Act*. West Kelowna was officially incorporated as Westside District Municipality on December 6, 2007. In 2008, the name was changed to District of West Kelowna. On June 26, 2015, West Kelowna was reclassified from District to Municipality. At that time, the City had become British Columbia's 51st city. The City provides community services to its taxpayers and is responsible for creating and maintaining an infrastructure to serve a population in excess of the full time residents.

2. Summary of significant accounting policies

The following is a summary of the City's significant accounting policies:

a) Basis of consolidation

The City's resources and operations are segregated into General, Water, Sewer, Storm Drainage, Statutory Reserve and Non-statutory Reserve Funds for accounting and financial reporting purposes. The financial statements include all of the accounts of these funds. All interfund transactions and balances have been eliminated within the financial statements.

b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting and are the responsibility of and prepared by management in accordance with Canadian public sector accounting standards ("PSAS"). The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

c) Cash and cash equivalents

Management classifies all term deposits and highly liquid investments that are cashable on demand as cash equivalents.

City of West Kelowna
Notes to the financial statements
December 31, 2019

2. Summary of significant accounting policies (continued)**d) Tangible capital assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives according to an estimated useful life as follows:

Asset class	Estimated useful life
Buildings	25-50 years
Building improvements	5-30 years
Computer	3-25 years
Infrastructure	3-20 years
Machinery	10-20 years
Office furniture and equipment	10-25 years
Roads	40 years
Sewer infrastructure	20-100 years
Sidewalks	50 years
Small tools and equipment	5-25 years
Solid waste carts	25 years
Storm drain	10-50 years
Vehicles	10-20 years
Water infrastructure	15-100 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

The City has numerous works of art located throughout the City which are not reflected in these financial statements due to the subjectivity as to their value.

Tangible capital assets constructed and contributed by developers are recorded at their fair value and are capitalized into tangible capital assets and reflected in the statement of operations and accumulated surplus as revenue.

e) Work in progress

Work in progress represents capital projects under construction but not yet completed and are recorded at cost. Work in progress is not amortized.

f) Prepaid expenses and inventory

Prepaid expenses consist of amounts paid related to future years' expenses. Inventory consists of supplies held for construction and are recorded at lower of costs or replacement cost.

City of West Kelowna
Notes to the financial statements
December 31, 2019

2. Summary of significant accounting policies (continued)

g) Debt

Outstanding debenture debt is reported net of applicable sinking fund balances.

Interest on debt is charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year.

h) Municipal Finance Authority debt reserve deposits

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These amounts are contingent in nature and are not reflected in these accounts. The details of the cash deposits and demand notes at year end are as follows:

	Demand notes	Cash deposits	2019	2018
General Fund	\$ 350,582	\$ 164,450	\$ 515,032	\$ 511,288
Water Funds	11,423	5,607	17,030	16,902
Sewer Fund	496,094	266,252	762,346	854,946
	<u>\$ 858,099</u>	<u>\$ 436,309</u>	<u>\$ 1,294,408</u>	<u>\$ 1,383,136</u>

i) Reserve funds

Non-statutory reserves represent an appropriation of surplus for specific purposes. Reserves for future expenses represent funds that are available to temporarily finance operations until planned revenues (i.e. property taxes, grants, etc.) are received, or for other operating or capital purposes as determined by Council. Statutory reserves have been established by bylaw in accordance with the *Community Charter* and their use is restricted by legislation.

j) Revenue recognition

Taxation revenues are recorded on the accrual basis and recognized in the year they are levied. Sale of services and regulatory fees are recognized when the service or product is provided by the City. Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met by the City, and a reasonable estimate of the amount to be received can be made. Other revenue from own services is recorded as it is earned and measurable. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the City discharges the obligation that led to the collection of funds.

k) Budget figures

The budget figures are from the 10-Year Financial Plan Bylaw, adopted before May 15th of each year. Subsequent amendments have been authorized by Council to reflect changes in the budget as required by law. Such amendments are not reflected in the financial statement budget figures (Note 16).

City of West Kelowna
Notes to the financial statements
December 31, 2019

2. Summary of significant accounting policies (continued)

l) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts, and disclosure of, assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring the use of management estimates relate to the determination of payroll liabilities, the measurement of an allowance for doubtful accounts receivable, the existence and measurement of any contingent liabilities and tangible capital asset estimated useful life and related amortization expense. Actual results could differ from management's best estimates as additional information becomes available. Adjustments, if any, will be reflected in the financial statements in the period that the change in estimate is made, as well as the period of settlement if the amount is different.

m) Liability for contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the City is directly responsible and accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring.

n) Segmented disclosure

A segment is defined as distinguishable activity of group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. The City has provided definitions of segments as well as presented financial information in segmented format in Note 15 and Schedule 3.

City of West Kelowna
Notes to the financial statements
December 31, 2019

3. Financial assets - Cash and cash equivalents

Cash and cash equivalents held by the City include cash and term deposits with an average interest rate of 2.19%.

4. Financial assets - Accounts receivable

Accounts receivable are recorded net of an allowance for doubtful accounts and are comprised of the following:

	2019	2018
Property taxes	\$ 2,926,110	\$ 2,620,564
Federal government	422,705	1,040,888
Provincial government	4,515,245	6,680,491
Other governments	743	3,280
Sewer funds	6,037,871	6,484,315
Utilities	4,102,153	3,774,146
Other	356,348	676,507
	<u>\$ 18,361,175</u>	<u>\$ 21,280,191</u>

5. Liabilities - Accounts payable and accrued liabilities

	2019	2018
Trade	\$ 4,422,962	\$ 3,874,951
Wages and payroll	2,159,573	1,799,369
Accrued liabilities	673,012	1,811,210
Other governments	645,316	3,577,559
Other	278,922	190,638
	<u>\$ 8,179,785</u>	<u>\$ 11,253,727</u>

City of West Kelowna
Notes to the financial statements
December 31, 2019

6. Liabilities - Deferred revenue

Deferred revenue is comprised of the following:

	2019	2018
Property taxes	\$ 2,979,148	\$ 2,475,229
Recreation program fees	196,491	148,646
Cemetery perpetual care fund	148,106	135,201
Utility fees	171,456	150,118
Other	<u>13,474,033</u>	<u>13,761,682</u>
	<u>\$ 16,969,234</u>	<u>\$ 16,670,876</u>

As at December 31, 2019, other deferred revenue includes \$13,378,656 (2018 - \$13,041,600) in respect of the City's 2018-2022 water infrastructure project.

7. Liabilities - Deferred development cost charges ("DCC's")

Pursuant to the provisions of the Local Government Act, DCC's are held in statutory reserve funds for the purpose for which the charges have been imposed. When the related costs are incurred, the DCC's are recognized as revenue. Because these funds are restricted in nature they are shown as a liability.

	2019	2018
Balance, beginning of year	\$ 11,967,830	\$ 16,718,109
Contributions from developers	4,952,674	3,883,482
Interest on investments	270,728	263,475
Bylaw expenditures	<u>(1,154,744)</u>	<u>(8,897,236)</u>
Balance, end of year	<u>\$ 16,036,488</u>	<u>\$ 11,967,830</u>

DCC's are comprised of the following:

	2019	2018
Roads	\$ 8,158,718	\$ 6,590,408
Water	6,673,224	5,417,740
Parks	1,155,612	(200,141)
Sewer	48,699	45,325
Storm Sewer	235	114,498
	<u>\$ 16,036,488</u>	<u>\$ 11,967,830</u>

City of West Kelowna
Notes to the financial statements
December 31, 2019

8. Liabilities - Debt

	Current interest rate (%)	Year of Maturity	Balance, beginning of year	Additions	Sinking fund payments	Actuarial adjustment	Balance, end of year
General fund							
MFA issue #95	1.80	2025	\$ 1,443,018	\$ -	\$ 120,896	\$ 64,596	\$ 1,257,526
MFA issue #105	2.25	2029	5,325,042	-	277,414	117,433	4,930,195
			<u>6,768,060</u>	<u>-</u>	<u>398,310</u>	<u>182,029</u>	<u>6,187,721</u>
Water funds							
MFA issue #101	2.25	2027	134,041	-	8,228	4,438	121,375
MFA issue #103	2.65	2028	83,878	-	4,720	2,267	76,891
Province of BC	4.95	2027	6,003,112	-	583,116	-	5,419,996
			<u>6,221,031</u>	<u>-</u>	<u>596,064</u>	<u>6,705</u>	<u>5,618,262</u>
Sewer fund							
MFA issue #70	2.10	2019	12,527	-	5,536	6,991	-
MFA issue #71	2.10	2019	38,255	-	16,906	21,349	-
MFA issue #71	2.10	2019	81,761	-	36,133	45,628	-
MFA issue #73	1.67	2020	11,108	-	2,516	2,916	5,676
MFA issue #73	1.67	2020	231,445	-	52,425	60,751	118,269
MFA issue #74	1.75	2021	139,417	-	19,295	24,929	95,193
MFA issue #74	1.75	2021	36,646	-	5,072	6,553	25,021
MFA issue #74	1.75	2021	43,049	-	5,958	7,698	29,393
MFA issue #74	1.75	2021	15,297	-	2,117	2,735	10,445
MFA issue #74	1.75	2021	16,498	-	2,283	2,950	11,265
MFA issue #74	1.75	2021	30,768	-	4,258	5,502	21,008
MFA issue #75	1.75	2021	5,681	-	786	1,016	3,879
MFA issue #75	1.75	2021	207,594	-	28,730	37,120	141,744
MFA issue #75	1.75	2021	83,475	-	11,553	14,926	56,996
MFA issue #77	1.75	2022	544,887	-	57,915	68,506	418,466
MFA issue #79	2.25	2023	680,797	-	59,265	63,942	557,590
MFA issue #85	2.25	2024	387,788	-	28,795	28,217	330,776

City of West Kelowna
Notes to the financial statements
December 31, 2019

8. Liabilities - Long-term debt (continued)

MFA issue #85	2.25	2024	\$ 24,437	\$ -	\$ 1,815	\$ 1,778	\$ 20,844
MFA issue #95	1.80	2025	404,784	-	33,913	18,120	352,751
MFA issue #99	1.75	2027	9,731	-	660	396	8,675
MFA issue #99	1.75	2027	640,735	-	43,433	26,105	571,197
MFA issue #101	2.25	2027	1,420,831	-	87,212	47,047	1,286,572
MFA issue #101	2.25	2027	332,804	-	20,428	11,020	301,356
MFA issue #101	2.25	2027	430,954	-	26,452	14,270	390,232
			<u>5,831,269</u>	<u>-</u>	<u>553,456</u>	<u>520,465</u>	<u>4,757,348</u>
Total long-term debt			<u>\$ 18,820,360</u>	<u>\$ -</u>	<u>\$ 1,547,830</u>	<u>\$ 709,199</u>	<u>\$ 16,563,331</u>

The requirements for future repayments of principal on existing debt for the next five years are as follows:

	2020	2021	2022	2023	2024
General Fund	\$ 398,310	\$ 398,310	\$ 398,310	\$ 398,310	\$ 398,310
Water Funds	625,456	656,330	688,760	722,825	758,607
Sewer Fund	494,879	439,938	359,886	301,971	242,707
	<u>\$ 1,518,645</u>	<u>\$ 1,494,578</u>	<u>\$ 1,446,956</u>	<u>\$ 1,423,106</u>	<u>\$ 1,399,624</u>

9. Tangible capital assets and work in progress

Tangible capital assets and work in progress are comprised of the following:

	2019 Net book value	2018 Net book value
General		
Land	\$ 110,188,962	\$ 108,667,254
Buildings	29,826,398	26,469,711
Equipment	7,179,398	6,420,355
Engineering structures	<u>112,709,871</u>	<u>115,646,150</u>
	259,904,629	257,203,470
Water infrastructure	60,851,046	59,985,666
Sewer infrastructure	<u>51,918,690</u>	<u>52,833,275</u>
Tangible capital assets	<u>\$ 372,674,365</u>	<u>\$ 370,022,411</u>
Work in progress	<u>\$ 4,669,986</u>	<u>\$ 4,083,501</u>
Tangible capital assets and work in progress (Schedule 1)	<u>\$ 377,344,351</u>	<u>\$ 374,105,912</u>

City of West Kelowna
Notes to the financial statements
December 31, 2019

10. Taxation - net

Taxation revenue comprises the following amounts collected less transfers to other governments:

	2019	2018
General municipal purposes	\$ 34,603,407	\$ 32,557,061
Collections for other governments		
Provincial Government - Schools	15,768,358	14,895,183
Central Okanagan Regional Hospital District	2,658,959	2,600,869
Regional District of the Central Okanagan	3,553,276	3,378,614
British Columbia Assessment Authority	436,254	422,112
Municipal Finance Authority	2,153	1,976
	<u>57,022,407</u>	<u>53,855,815</u>
Transfers to other governments		
Provincial Government - Schools	(15,768,358)	(14,895,183)
Central Okanagan Regional Hospital District	(2,658,959)	(2,600,869)
Regional District of the Central Okanagan	(3,553,276)	(3,378,614)
British Columbia Assessment Authority	(436,254)	(422,112)
Municipal Finance Authority	(2,153)	(1,976)
	<u>(22,419,000)</u>	<u>(21,298,754)</u>
	<u>\$ 34,603,407</u>	<u>\$ 32,557,061</u>

11. Government transfers

	2019	2018
Provincial unconditional transfers (repayments)		
Sewer grants	-	(10,539)
Other	64,600	83,061
	<u>64,600</u>	<u>72,522</u>
Provincial conditional transfers		
Okanagan Basin Water Board grant	(25,730)	67,422
Other	50,000	143,900
	<u>24,270</u>	<u>211,322</u>
Federal unconditional transfers		
Traffic fine revenue sharing grant and Federal grants	578,691	450,205
	<u>578,691</u>	<u>450,205</u>
Federal conditional transfers		
Gas tax community works fund	2,466,710	1,803,194
	<u>2,466,710</u>	<u>1,803,194</u>
Total transfers from other governments	<u>\$ 3,134,271</u>	<u>\$ 2,537,243</u>

City of West Kelowna
Notes to the financial statements
December 31, 2019

12. Revenue - other

	2019	2018
DCC contributions (Note 7)	\$ 1,154,746	\$ 8,897,236
Cost recoveries	2,057,465	4,243,431
Development permits	1,614,732	1,301,231
Interest	970,280	874,386
Actuarial adjustment on long-term debt (Note 8)	709,197	640,212
Licenses and permits	281,949	257,875
Penalties and interest on taxes	525,502	482,924
Rentals	532,052	533,665
Donations	816,812	3,639,953
Other	182,528	341,072
	<u>\$ 8,845,263</u>	<u>\$ 21,211,985</u>

13. Contingent liabilities

Regional District of Central Okanagan

Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the City and each member municipality within the Regional District, including the City of West Kelowna. The loan agreements with the Regional District of Central Okanagan and the Municipal Finance Authority provide that if at any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligation with respect to such borrowing, the resulting deficiency becomes a liability of the member municipalities. As at December 31, 2019, the City does not anticipate being required to assume any of the Regional District's debt.

Municipal Insurance Association

The City is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of premiums received, it is possible that the City, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.

Legal actions

The nature of the City's operations are such that the City is subject to potential or ongoing litigation, the outcome of which is not determinable at this time. Accordingly, no provision has been made in the accounts for these actions. The amount of loss, if any, arising from ongoing litigation will be recorded in the accounts in the period in which the loss is realized. The City has insurance policies and financial reserves to offset associated risks.

Pension

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit

City of West Kelowna

Notes to the financial statements

December 31, 2019

13. Contingent liabilities (continued)

Pension (continued)

pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$1,671,513 (2018-\$1,485,052) for employer contributions while employees contributed \$1,382,050 (2018-\$1,233,965) to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021 with results available later in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

14. Commitments

The City has entered into various operating leases for equipment and payments under contracts for services with terms varying from one to five years. The total lease commitments payable in each of the next five years are as follows:

2020	\$	883,032
2021	\$	507,640
2022	\$	279,797
2023	\$	41,704
2024	\$	-
	\$	<u>1,712,173</u>

City of West Kelowna
Notes to the financial statement
December 31, 2019

14. Commitments (continued)

Vacation pay and sick leave

Vacation pay, which may be accumulated up to 10 days, is charged to expense in the year earned. The ALGEU Collective Agreement allows for the accumulation of sick leave to a maximum of 100 days, it is expensed in the year it is accumulated. Earned sick leave vests after 10 years of employment and is paid to a maximum of 50 days. Accrued earned sick leave and vacation pay is included in wages and payroll liabilities.

Letters of Credit

The City is holding letters of credit in the amount of \$4,478,124 (2018-\$6,857,829), which are received as security related to performance deposits.

15. Segmented information

The City of West Kelowna is a diversified municipal government that provides a wide range of services to its citizens. The City's operations and activities are organized and reported by funds and departments. The General Fund reports on operations, funded primarily by property taxes, which include services provided by the City such as general government services, protective services, transportation services, environmental health and developmental services, and recreation and cultural services. The utility operations are comprised of the water, sewer and storm drainage systems, each accounting for its own operations and programs within their own funds. Operating results reported by the following segments are included in Schedule 3.

The various segments are described as follows:

a) General government services

This segment is responsible for a number of different functions including Legislative services, Administration, Finance and Information Services. Legislative services involves staff working closely with Council and community partners to coordinate the delivery of a wide range of functions and services. Administration is responsible for the Human Resources function, which oversees the recruitment and retention of people, management of labour relations, administration of collective agreements, employee compensation and benefit programs, staff training and development, employee health and safety and Work Safe BC regulations. Finance is responsible for the requisition of tax revenues from the Province and other taxing authorities and all treasury and accounting functions. Information Services includes an all-encompassing computer database and mapping system for properties in the City, which is used by City departments, other government agencies and members of the public.

b) Protective services

This segment is responsible for all the various services provided by the RCMP, Fire Services and Bylaw Enforcement designed to protect the lives and property of both citizens and visitors with a focus on emergency response, law enforcement, search and rescue, education and prevention.

City of West Kelowna
Notes to the financial statements
December 31, 2019

15. Segmented information (continued)

c) Transportation services

This segment is responsible for roads and maintenance, street lighting, traffic management and transit system.

d) Environmental health and development services

This segment is responsible for delivering health, planning and development services to the City. The specific functions include planning, building permits and inspections, business licensing, design and engineering services as well as tourism and economic development.

e) Recreation and cultural services

This segment is responsible for recreational program design, delivery and management, municipal facilities/parks development and maintenance and museum operations, as well as coordination of many recreational/sporting activities and groups.

f) Water services

This segment is responsible for the operation and maintenance of the five water systems that provide water services to the residents and businesses within the municipal boundaries of the City.

g) Sewer services

This segment is responsible for the operation and maintenance of the sewer collection system within the municipal boundaries of the City.

h) Storm drainage

This segment is responsible for the operation and maintenance of the storm drainage collection system within the municipal boundaries of the City.

City of West Kelowna
Notes to the financial statements
December 31, 2019

16. Budget

The budget amounts presented reflect the statutory financial plan as adopted by Council on April 23, 2019, adjusted for amortization and other items for comparability with the actual results. The following table reconciles the balanced statutory financial plan to the budget surplus reported on the statement of operations and accumulated surplus.

Surplus as per 10 year Financial Plan Bylaw No. 0263, 2019	\$ -
Adjust for non-operating items included in Financial Plan:	
Acquisition of tangible capital assets	79,997,325
Repayment of principal portion of long-term debt	1,547,830
Net transfers from reserves	<u>(11,588,472)</u>
	69,956,683
Adjust for operating items excluded in Financial Plan:	
Amortization (actual)	<u>(11,856,221)</u>
	<u>(11,856,221)</u>
Budget surplus/(deficit) as per the statement of operations and accumulated surplus	\$ <u>58,100,462</u>

17. Subsequent Event

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the entity has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic.

- Closure of civic facilities (City Hall, administrative buildings, recreation facilities, and playgrounds) from approximately March 17, 2020 to the date of the auditors' report based on public health recommendations
- Temporary layoff of employees
- Social distancing measures taken into account for spacing of work desks and traffic flow within City Hall and administrative buildings
- Experienced temporary decline in recreation revenues due to closing facilities
- Increased the City's available line of credit
- Reduced the planned increase for 2020 taxes from 4.8% to 2.8%, and extended the penalty date from July 3rd to October 1st
- Removed the interest charged on unpaid balances of utility accounts until the end of 2020
- Introduced electronic Council meetings to enable City business to continue while ensuring transparency, openness and engagement through the continued practice of webcasting the meeting live.

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets and liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

December 31, 2019

City of West Kelowna
Schedule 2 - Schedule of accumulated surplus
December 31, 2019

	Balance, beginning of year	Transfer to	Transfer from	Interest	Balance, end of year
Reserves					
Capital - general	5,154,624	3,831,380	(4,410,878)	114,568	4,689,694
Capital - water	3,760,686	1,927,440	(2,486,078)	72,014	3,274,062
Capital - sewer	226,544	120,000	(139,166)	8,120	215,498
Community projects	2,434,312	1,420,117	(1,461,305)	48,484	2,441,608
Equipment replacement	4,145,761	1,160,000	(1,855,187)	65,018	3,515,592
Future expenses	2,006,463	702,803	(1,145,895)	45,244	1,608,615
Municipal facilities	4,696,139	700,000	-	100,419	5,496,558
Other	4,300,213	17,035,392	(15,237,454)	32,402	6,130,553
Policing	640,238	84,500	(182,939)	11,761	553,560
Property acquisition	1,636,612	-	(1,521,707)	17,428	132,333
Recreation	145,549	106,000	-	3,951	255,500
Road maintenance and snow clearing	630,929	-	-	12,555	643,484
Storm drainage	187,958	-	-	7,603	195,561
	<u>29,966,028</u>	<u>27,087,632</u>	<u>(28,440,609)</u>	<u>539,567</u>	<u>29,152,618</u>
Investment in non-financial assets					
Investment in tangible capital assets	<u>351,210,152</u>	<u>16,777,477</u>	<u>(11,856,221)</u>	<u>-</u>	<u>356,131,408</u>
Accumulated surplus	<u>\$ 381,176,180</u>	<u>\$ 43,865,109</u>	<u>\$ (40,296,830)</u>	<u>\$ 539,567</u>	<u>\$ 385,284,026</u>

City of West Kelowna
Schedule 3 - Schedule of segment disclosure
December 31, 2019

	General Fund							2019 Totals	2018 Totals
	General government services	Protective services	Transportation services	Environmental health & development services	Recreation & cultural services	Water services	Sewer services		
Revenue									
Taxation-net	\$ 10,932,326	\$ 10,101,021	\$ 3,556,798	\$ 4,248,815	\$ 5,413,865	\$ -	\$ -	\$ 350,582	\$ 32,557,061
Sale of services and regulatory fees	-	1,959,841	798,538	3,121,897	1,870,161	10,153,369	5,242,037	-	21,828,684
Government transfers	2,966,754	192,680	567	-	-	(69,047)	43,317	-	2,537,243
Other	3,120,555	911,741	952,635	1,653,227	1,394,598	14,456	596,451	201,600	21,211,985
Total revenue	17,019,635	13,165,283	5,308,538	9,023,939	8,678,624	10,098,778	5,881,805	552,182	78,134,973
Expenses									
Amortization of tangible assets	8,956,830	-	-	46,706	-	1,766,482	1,086,203	-	11,125,328
Building and grounds maintenance	331,516	80,641	-	-	347,346	203,977	96	-	896,565
Civic grants	445,283	-	-	-	-	-	-	-	425,308
Contract services	600,791	327,170	2,405,877	2,689,252	1,780,573	671,225	3,623,578	255,645	12,354,111
Interest on long-term debt	354,521	-	-	-	-	267,198	343,753	-	1,100,207
Equipment maintenance and fuel	516,094	259,761	77,374	13,565	253,086	403,392	33,202	5,637	1,538,508
Library	-	-	-	-	1,529,052	-	-	-	1,470,991
Recoverable Emergency Operations	-	1,806,527	-	-	-	-	-	-	4,475,211
MP E-Division Contract	-	4,479,358	-	-	-	-	-	-	4,609,032
Supplies, small tools and equipment	453,411	378,629	107,623	132,322	320,581	833,318	79,816	34,295	2,448,025
Transit	-	-	2,040,995	-	-	-	-	-	2,030,461
Utilities	185,775	125,492	258,675	5,574	659,100	514,601	77,459	-	1,869,999
Wages, benefits & professional development	4,289,085	9,305,408	832,890	2,317,990	3,075,881	2,810,304	733,886	86,117	20,454,537
Total expenses	16,133,306	16,762,986	5,723,434	5,205,409	7,965,619	7,470,497	5,977,993	381,694	64,479,937
Annual surplus (deficit) for the year	\$ 886,329	\$ (3,597,703)	\$ (414,896)	\$ 3,818,530	\$ 713,005	\$ 2,628,281	\$ (96,188)	\$ 170,488	\$ 13,655,036



COUNCIL REPORT

To: Paul Gipps, CAO

Date: June 9, 2020

From: Bob Kusch, Recreation and Culture Manager

File No:

Subject: **Parks and Recreation Facilities Re-Opening Plan – Covid 19**

RECOMMENDATION

THAT Council adopt the Parks and Recreation Facilities Opening Plan – Covid 19 Policy dated June 1, 2020.

BACKGROUND

Covid-19 began appearing in Canada in late February, early March and resulted in the declaration of a Pandemic which eventually transpired into specific orders made by the B.C. Provincial Health Officer. The two primary orders were for people to remain at least 2 meters from another person and no gatherings of more than 50 individuals. As a result of these orders, Municipalities throughout British Columbia made the decision to close specific Parks and Recreation facilities within their communities to make sure the public were adhering to the Provincial Health Officers Orders. Those chosen facilities have remained closed from approximately March 13th until recent weeks where some re-openings are beginning to be realized.

To assist Municipalities in proper procedures to re-open Parks and Recreation Facilities, the B.C. Recreation and Parks Association (BCRPA) was requested by the Provincial Government to bring forward a recommended process and guidelines for re-opening of these Parks and Recreation Facilities. On May 21, 2020 the Provincial Health Officer approved the BCRPA Guidelines (attached) and Municipalities are now using them in the process and requirements of re-opening facilities.

As part of the creation of the guidelines the BCRPA consulted with the Municipal Insurance Association (MIA) in determining the best procedures for ensuring the Municipalities are minimizing their risk in relation to Covid-19 and the re-opening plans. Specific wording for waivers for program registrants and third party organizations utilizing Municipal facilities were provided and are now being utilized in the re-opening plans. One additional requirement recommended by MIA is for each Municipality to adopt and a new policy for the re-opening and restart plan for Parks and Recreation Facilities.

FINANCIAL IMPLICATIONS

There are no financial implications to adopting this policy other than normal operational costs for the facilities and resulting revenues from program registrations and rentals to community organizations.

CONCLUSION

As the BCRPA Guidelines have been adopted by the Provincial Health Officer as the best overall process for opening Parks and Recreation Facilities, staff are presenting a policy for Council's consideration, that adopts those Guidelines as the opening and re-start plan for the City of West Kelowna by way of the attached proposed Policy Statement.

Alternate Motion:

THAT Council postpone consideration of the Parks and Recreation Facilities Opening Plan – Covid 19 Policy dated June 1, 2020 and request staff to bring forward an alternative plan for Council consideration.

REVIEWED BY

Tracey Batten, Deputy CAO/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

Attachments:

Policy - Parks and Recreation Facilities Re-Opening Plan – Covid 19
The Recreation & Parks Sector Guideline for Restarting Operations



CITY OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 of 1

Date:

June 1, 2020

Adoption Date:

SUBJECT: Parks and Recreation Facilities Re-Opening Plan – Covid 19

Purpose:

To establish a policy for the re-opening of Parks and Recreation Facilities owned by the City of West Kelowna as a result of Covid 19.

Policy:

The City of West Kelowna follow the Recreation and Parks Sector Guideline for Restarting Operations – Covid-19: Recovery Through Recreation and Parks dated May 26, 2020 (and any subsequent amendments/updates) which is attached and to be considered part of this policy, as the City of West Kelowna Parks and Recreation Facilities Re-Opening Plan following closures due to the Covid-19 Pandemic.

The City shall re-open Parks and Recreation Facilities utilizing the guideline and at the times the City believes are appropriate for each individual facility opening and within direction of the Provincial Health Officer.

THE RECREATION & PARKS SECTOR GUIDELINE FOR RESTARTING OPERATIONS

COVID-19: Recovery Through Recreation & Parks



RECOVERY THROUGH RECREATION AND PARKS

BC's recreation and parks sector focusses on two foundations:

- The health and wellbeing of individuals – physically, mentally, emotionally, and creatively.
- The health and wellbeing of communities – connecting people, including the most isolated, and helping them to feel a part of something bigger than themselves.

Never before has this mandate been more clearly valued and needed, and never before has the sector's role been more important, than it is right now as the world recovers from the devastation of the COVID-19 pandemic.

Operating more than 500 indoor and outdoor facilities in every community in our province, the sector generates over 80 million visits in a typical year; touching more individuals than any other elective public service. BCRPA members report a 60% increase in parks usage during pandemic times, as people reach outdoors for social connections, physical activity, general respite from isolation and the devastating effects of inactivity.

BCRPA's position is that recreation and parks services are essential to active, healthy and connected communities and citizens. They contribute enormously to the resilience of our province during these turbulent times. The ability to get into parks and to engage in recreation and physical activity protects and supports public physical and mental health.

Recognizing that this Guideline is a starting point, BCRPA will continue to provide opportunities across the Province to collaborate through resource and best practices sharing, and by supporting the connection of members.

May 20, 2020

BC Recreation and Parks Association
#301 - 470 Granville Street
Vancouver, BC V6C 1V5
Tel: 604.629.0965



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1 INTRODUCTION

The provincial government has tasked the British Columbia Recreation and Parks Association (BCRPA) to develop a set of guidelines for how the public recreation and parks sector (“the sector”) can operate safely during the pandemic. In response, we assembled sector leaders across BC to plan a safe and coordinated restart of recreation services province-wide.

The Recreation and Parks Sector Guideline for Restarting Operations (The Guideline) provides a framework for local and regional governments (“local governments”) to apply to the provision of recreation and parks services in the pandemic, and is to be used to develop policies, plans and procedures specific to each organization. Each local and regional government has its own balance of risk, resources, capacity, and public demand to weigh in deciding about their timeline and process for re-opening facilities and offering services.

The impacts of COVID-19 have resulted in a variety of closures done through an abundance of caution in response to the Provincial Health Office (PHO) requirement of physical distancing. Municipal and regional parks did not completely close; all public indoor recreation facilities closed mid-March; most outdoor recreation amenities closed but are now reopening for casual use where physical distancing and other PHO recommendations can be maintained.

The closures were immediate, and restarting is complex and must be done carefully. This Guideline offers considerations for agencies as they make decisions about restarting and operating recreation safely.



The Canadian Parks and Recreation Association defines recreation as “the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.” Physical activities include individual, group, and team endeavours undertaken that contribute to our physical and mental health.

2 GOALS OF THE GUIDELINE

- ▶ To provide information, tools, and strategies for local government decision-making regarding safe operations that will limit transmission of COVID-19 within the recreation and parks sector.
- ▶ To communicate a common approach that can be applied for the sector in Phases 1 through 3 of BC's Restart Plan, and that reflects a collaborative effort among the sector's key partners and agencies.
- ▶ To provide strategies for service areas which are flexible and adaptable to the varied needs of local governments, and a continuum of steps for communities to follow in restarting recreation and parks services (both the expansion and possibly retraction, depending upon the progress of the pandemic).
- ▶ To align the above goals with broader PHO guidelines and directives.



3 PUBLIC HEALTH OFFICE CONSIDERATIONS

BCRPA has kept informed of the Public Health Officer (PHO) orders, notices and guidance. The sector is aware of the guiding principles to reduce the transmission of COVID-19, and representatives of the sector meet weekly to discuss the impacts, challenges, and solutions for safely running our services in a pandemic. Our deliberations have been informed by our national organization, the Canadian Parks and Recreation Association, and the provincial recreation associations in its federation. We have also been in discussion with our stakeholder provincial agencies associated with recreation and parks.

BCRPA and its members recognize that the responsibility of the PHO is to monitor the health of the population across the province, while working with the Centre for Disease Control and Prevention, and BC's Medical Health Officers. As such, during the COVID-19 pandemic, the PHO has established eight [principles](#) for preventing the transmission of the disease:

The Province reinforced these principles in its [BC's Restart Plan, May 6](#), with this chart:

Five Principles For Every Situation

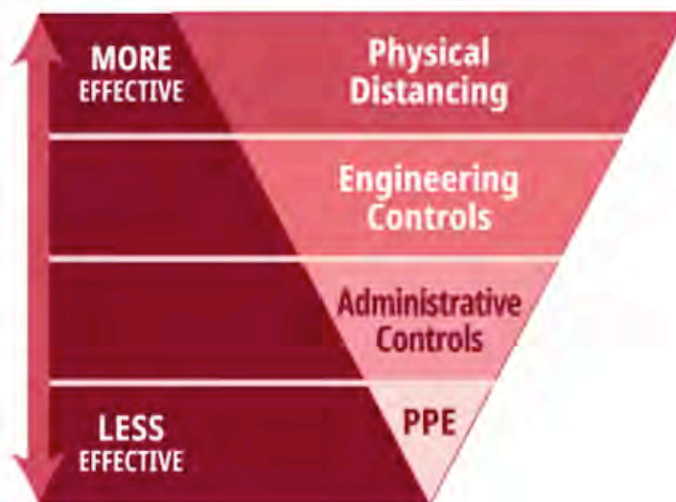
Personal Hygiene:	Stay Home if You Are Sick:	Environmental Hygiene:	Safe Social Interactions:	Physical Modifications:
<ul style="list-style-type: none">• Frequent handwashing• Cough into your sleeve• Wear a non-medical mask• No handshaking	<ul style="list-style-type: none">• Routine daily screening• Anyone with any symptoms must stay away from others• Returning travellers must self-isolate	<ul style="list-style-type: none">• More frequent cleaning• Enhance surface sanitation in high touch areas• Touch-less technology	<ul style="list-style-type: none">• Meet with small numbers of people• Maintain distance between you and people• Size of room: the bigger the better• Outdoor over indoor	<ul style="list-style-type: none">• Spacing within rooms or in transit• Room design• Plexiglass barriers• Movement of people within spaces

The Restart Plan also includes the hierarchy of controls for COVID-19 which are fundamental to the information the recreation sector needs to restart operations.

Hierarchy of Controls For COVID-19

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.

Source: Koehler, K, Rule A. Can a mask protect me? Putting homemade masks in the hierarchy of controls. [Internet] 2020 April 2. Johns Hopkins Education and Research Center for Occupational Safety and Health.



This Recreation and Parks Sector Guideline for Restarting Operations provides recommendations for the recreation sector to comply with these principles, and as directed by the Province, focuses on three main considerations for both patrons and employees:

1. processes to restart safely;
2. measures to keep people safe to avoid further outbreaks;
3. a plan in the event that a case or an outbreak should occur.

To address these three considerations, this Guideline will provide strategies for **physical distancing controls, hand hygiene provisions, and touch point sanitization.**

4 RECREATION AND PARKS RISK REVIEW PROCESS

The risk review process related to COVID-19 for operations of public recreation is represented in this diagram. The decision by local governments to restart, or delay restart of services due to COVID-19 factors, will be based on these risk review principles.

Each of the five areas in this diagram are detailed in [Appendix 1, Recreation and Parks Risk Review Process](#).

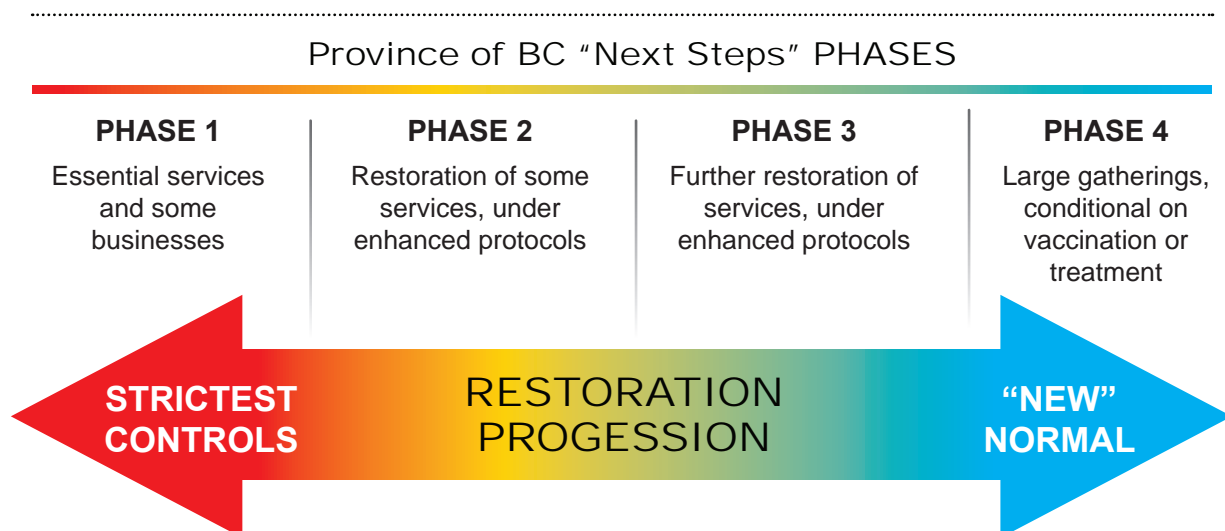


PROGRESSION PLANNING GUIDELINES

The planning framework below is a layered plan that broadly outlines progressive steps forward. The first layer is phases of [BC's "Next Steps" Plan](#); the second layer is a recreation level system designed to enable fluid movement from one level to another. Refer to [Appendix 1, Recreation and Parks Risk Review Process](#) for detailed descriptions.

This Guideline recognizes that it is up to each local government to decide how to provide its services and operations as it scales from level to level. The pace of the transition from level one to level four over time will be unique for each local government. Conditions may arise that require movement forward and back between levels as recreation expands and contracts in response to the many complex conditions in the pandemic period.

PROGRESSIVE PLANNING FRAMEWORK



RECREATION LEVELS of increased restarting of operations

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Limited # of outdoor facilities are open for casual use (e.g. sport fields, racquet courts, washrooms)	Expanded # of outdoor facilities are open for modified casual use (e.g. more washrooms, sport courts, table sports, some playgrounds)	Progressive expansion from some to all outdoor facilities open for modified casual use (e.g. sport groups begin to use amenities)	All outdoor facilities open for "New Normal" use
Indoor facilities closed	Limited access to indoor facilities where physical distancing can be achieved	Progressive expansion from some to all indoor spaces open with measures to ensure physical distancing	All indoor facilities open for "New Normal" use
Programming is all online	Programming is limited outdoor, continues online	Programming is expanded outdoor, is expanded indoor from limited to extensive, continues online	Full programming in "new normal" phase, continues online

5 SERVICE AREA SPECIFIC MEASURES

Recreation services are provided through indoor and outdoor recreation facilities and amenities. Identifying commonalities allows organizations to ensure the safety of spaces and activities as a 'new normal' is created.

The intent is to provide guidelines for these commonalities, not to be fully prescriptive, as each local government is different and has its own unique considerations. Appendix 2, Service Area Specific Measures is a planning template that outlines the commonalities around measures to keep people safe and to avoid further outbreaks with a focus on identifying mitigation procedures.

Considerations for commonalities can be evaluated based on the Province's Five Principles concept (referred in section 3, above).

Each local government will create a plan to reopen facilities, parks and programs based upon this guideline. The following commonalities should be considered for recreation service areas when determining the process to restart an activity, program, or green space safely:

- Creating physical distancing – two metres
- Determining maximum capacity based on five metre radius distancing calculations & unencumbered floor space
- Providing engineered and administrative controls
- Providing non-medical PPE for employees to be used as established in facility policies
- Providing employee training for COVID-19 protocols, measures, and prevention policies
- Ensuring enhanced cleaning and disinfecting
- Creating and following a schedule for enhanced cleaning
- Providing the ability for frequent handwashing or sanitizing
- Ensuring clear and consistent signage/messaging for the public and employees regarding facility and amenity COVID-19 transmission mitigation policies and procedures (date, logo, physical distancing and hand hygiene expectations, special instructions, etc.)
- Providing self-isolation containment area for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home
- Following and ensuring Provincial and Local Health Authority practices are being met
- Insuring user groups have a COVID-19 safe practices plan (e.g. Provincial Sports Organization/Local Sports Organization)
- Ensuring that the facility's local government policies are being followed

All these common factors can be applied to assessing activities or space in terms of:

1. How each commonality is to be factored into the planning and delivery;
2. Consideration of patrons' needs, safety, responsibilities;
3. Consideration of employee needs and safety, as well as employer responsibilities, and;
4. The mitigations to be put into place.

Common service areas include:

OUTDOOR

- Parks and open green spaces
- Trails
- Park amenities including: skateboard parks, bike parks, off leash dog park
- Playgrounds and outdoor gym equipment
- Sports courts (e.g. basketball, racket)
- Sports fields
- Track facilities
- Swimming pools, spray parks, beaches, and waterfronts
- Picnic tables and shelters
- Washrooms
- Golf/disc golf
- Camp-grounds
- Picnic shelters
- Boat Launch
- Cemeteries

INDOOR

- Community Centres (includes amenities activity areas such as fitness, gym, gymnasium, common areas, etc.)
- Swimming Pools
- Ice Arenas



6 SITUATIONS REQUIRING NON-COMMON APPROACHES

While there is significant commonality among local and regional governments that provide recreation and parks programs there are also significant differences. Before re-opening any program or facility consider carefully all of the commonalities and then consider all those elements that make your services unique. Also consider how you will manage those unique situations as they arise.

Refer to [*Appendix 3 Non-Common Approaches*](#) for a list of items that may not have been considered by your employees or user groups.



7 PUBLIC ENGAGEMENT

Community engagement builds community confidence and is imperative to ensure the public is informed of their local government's plans and actions. Keeping the public informed about what their local government is doing to help keep them safe and active, as well as what is expected of them, will reinforce their trust, reduce the spread of misinformation and lack of compliance, and will alleviate general anxiety and confusion.

Communication should be transparent about the factors used in decision-making, and when and where possible, the decision-making process itself, and the stakeholders involved. Local governments should acknowledge where uncertainty exists and provide information about what measures are being taken to reduce that uncertainty.

Each municipality and regional district will utilize their communication resources and platforms to ensure accurate, consistent and timely information is distributed and made available and that feedback and input can be received.

Content of messages should focus on changes in service delivery. Questions beyond the scope of the local government should be referred to federal, provincial, and local health authorities, unless they have been instructed, or received permission, to provide information on their behalf.

Each service area will have its own set of guidelines with respect to usage and conduct. These will need to be part of user and leasehold agreements, reflected in signage posted in and around use areas, noted on websites, etc.

Provide employees and the public with reliable and up-to-date information from the BC Provincial Government through the [BCCDC](#), and the Canada Federal Government through the [Public Health Agency](#). Also provide relevant training and supervision for employees.

Information about COVID-19 is evolving, but what we know from the PHO, is that droplet transmission is much more likely when in close contact in an indoor setting. Transmission is less likely in an outdoor setting where there is more space for people to keep physically distanced.

COVID-19 can also be transmitted through droplets in the environment if someone touches a contaminated area then touches their face or eyes without first cleaning their hands. This speaks to the importance of regularly cleaning one's hands and also the cleaning of high touch areas in the environment.

However, whether indoors or outdoors, physical distancing and avoidance of high-touch surfaces will reduce the risk of transmission.

BCRPA will continue to keep the sector informed and its members connected through the sharing of best practices, restart resources, and member connectedness. bcrpa.bc.ca



EMPLOYEES AND PATRONS WITH SYMPTOMS

As per WorkSafeBC, part of the safe return to operations includes the development of a [COVID-19 Safety Plan](#). The COVID-19 Safety Plan is a requirement by the PHO and must be completed and posted at the worksite. This document along with guidance provided by WorkSafeBC will assist employers in developing their plan. An element of this plan is to establish policies regarding who can be at the workplace, and how to address illness that arises at the workplace. See section 9 for details.

Encourage employees and volunteers to use the British Columbia [COVID-19 Self-Assessment Tool](#).

8 USER GROUPS AND LEASEHOLDERS

Most municipalities lease or rent their facilities to third party user groups such as sport and community organizations. All user groups are required to have a COVID-19 Exposure Control Plan that clearly demonstrates how activities will be provided to align with the directives of the Provincial Health Office, local authorities, and other relevant regulators (ie WorkSafeBC). The purpose of this control plan is to identify the specific control measures that will be taken in order to mitigate the risk of virus transmission, the party responsible for ensuring compliance within the user group, and include but is not limited to, a plan on managing physical distancing, common touch areas, and flow of participants.

Each local sport organization is expected to follow its Provincial Sport Organization's Return to Sport plan approved by its Board of Directors and in reference to the guidelines provided for the sport sector by viaSport. Other user groups are expected to have a similar plan outlining its safe practices to reduce transmission of COVID-19.

In consultation with a local government's insurer (in most cases, this is the Municipal Insurance Association of BC), the recreation facility user group agreement should be amended to include new provisions for COVID-19 transmission mitigation expectations.

A checklist is provided in [*Appendix 4 Exposure Control Planning*](#) intended to offer guidance on requirements and key measures, but may be tailored by a facility owner based on their local context. The checklist was designed for considerations regarding user groups, but is equally applicable to local government considerations for programs and services.



LOCAL GOVERNMENT LIABILITY

At the time of publishing this Guideline, there is no contagion insurance coverage being offered by insurers. Furthermore, most insurance policies will not cover any claims relating to communicable diseases or pandemics, including Directors and Officers Insurance. Many policies will exclude pandemic coverage.

In the case of a claim, the Municipal Insurance Association of BC has noted that while it may be difficult to establish causation for transmission from contaminated surfaces, local governments will certainly be the subject of these claims. Local governments could consider requiring waivers from adults and informed consent from parents or guardians of children and youth as a means of limiting their liability, but these strategies may not adequately protect local governments. In order to enable local governments to continue to provide valuable services for their communities, the immunity from transmission claims granted to essential service providers, including local governments, in Ministerial order No. M094 under the Emergency Programs Act should be extended until the pandemic is declared over.

It is important to have a detailed reopening plan that sets out policies and procedures that comply with public health and WorkSafe orders, requirements and guidance. The reopening plan should be approved by the council or board, which will constitute a legal policy for the purpose of establishing the policy defense.

9 EMPLOYEE & VOLUNTEER SAFETY

All employers in BC have a legal obligation to ensure a healthy and safe workplace. Organizations that rely on volunteers also need to take steps to ensure their safety; the worker safety guidelines also provide support for their safety considerations.

Workers should know and understand their workplace health and safety responsibilities — and those of others. Workers have three key rights:

- the right to know about hazards in the workplace;
- the right to participate in health and safety activities in the workplace; and
- the right to refuse unsafe work.

A requirement for resuming operations following work interruptions related to COVID-19 is that all employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process outlined by WorkSafeBC in its [COVID-19 Safety Plan](#). It is recommended that in order for these plans to be as effective as possible, provisions be made to include worker participation as well as regular review and modification as required.

WorkSafeBC has produced documentation outlining how to return to safe operations, including specific guidelines [for parks and recreation](#). These guidelines include:

- Who should come into the workplace
- Physical distancing and other preventative measures
- Cleaning and hygiene
- Documentation and training, and
- Worker transportation

Specific to parks and recreation the guidelines address:

- Preparing your workplace,
- Shared workspaces,
- Public interface,
- Facility cleaning, and
- Visitor management

The details for each of these guidelines are in [Appendix 5 WorkSafeBC Protocols for Parks](#).





Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and that measures need to be taken to support mental well-being. [The Returning to Safe Operations document](#) also contains helpful resources that can assist with maintaining mental health in the workplace during this time.

The BC Municipal Safety Association (BCMSA) has supported the preparation of this Recreation Sector Guideline for Restarting Operations. BCMSA has developed a template for local governments to use as they prepare site specific plans which is included as a resource template in *Appendix 6 Return to Safe Operations Due Diligence Template*.

In addition to the training guidelines provided by WorkSafeBC and BCMSA, the Lifesaving Society of BC has also created a [Guidelines for Re-opening Pools](#) published May 19, 2020 which establishes protocols and training to support aquatic operations.

10 CONCLUSION

COVID-19 has changed the way British Columbians live and interact with each other and the world. Adjusting to this change, and the heightened need to adhere to health protection measures, requires a carefully considered and detailed approach. This Guideline will help local governments navigate the complexities and nuances of service to and space for their communities in and after the pandemic, maintaining community health and wellbeing as the primary focus.

As a new threat, COVID-19 is still a largely unknown virus and, as such, measures and reactions will continue to be modified as research and our experience with it evolves. For this reason, it is imperative that the Provincial government continue its partnership with the BCRPA to help guide the recreation sector through and past the pandemic, utilizing the BCRPA as the agency capable of facilitating a coordinated and collaborative approach to restoring recreation in our respective communities.

This Guideline is founded upon the understanding that each local government has its own balance of risk, resources, capacity, and public demand to weigh in decisions about re-opening facilities and offering services. As a result, this Guideline is flexible and scalable to allow local governments to use it as necessary.

Although not specifically addressed in the operational sections of this Guideline, it must be stated that reopening and restarting recreation and parks calls for contemplative decision making that elevates the needs and dignity of the most vulnerable community members, as well as the type of access and supports they require to support a healthy lifestyle. We must acknowledge that as a result of this global crisis, our vulnerable communities will evolve to include more people who may not have otherwise been at risk; the numbers of people with mental and physical health issues has the potential to grow dramatically.



As this Guideline is put into practice, it will ensure all British Columbians are transitioned through this pandemic with the necessary care, support and consideration when engaging in recreation.

GUIDELINE DEVELOPMENT

BCRPA would like to acknowledge and thank the following individuals, groups and organizations for their contributions to this document. Contributions have been made through BCRPA's informal regional and province-wide sector senior leaders meetings conducted throughout April and May, co-hosted webinars, and discussions with key stakeholders.

► BCRPA Recreation and Parks Guideline Task Force

- Trisha Davison, Trail, President BCRPA
- Donnie Rosa, Coquitlam, President-Elect BCRPA
- Abby Fortune, Ucluelet
- David Geronazzo, Prince Rupert
- Jim Gabriel, Kelowna
- Joe Chirico, Central Kootenay Regional District
- Maureen Sinclair, Mission
- Steve Kellock, New Westminster
- Thomas Soulliere, Victoria

► Contributors

- BCRPA members, including Brian Johnston (Guideline quality control) and Darryl Condon (HCMA document design)
- Province of BC, Provincial Health Office, Ministry of Tourism, Arts and Culture
- WorkSafeBC
- Recreation Facilities Association of BC
- Lifesaving Society – BC & Yukon
- viaSport
- Municipal Insurance Agency of BC
- BC Municipal Safety Association
- SportBC

The knowledge in this Guideline is based on the following reliable sources:

► BC Provincial Government

[BC's Restart Plan](#)

[BC's Key Steps to Safely Operating Your Business or Organization](#)

► BC Centre for Disease Control

[About COVID-19](#)

[CDC Guide for Recreation Facilities](#)

[Cleaning Guidelines](#)

[CDC COVID-19 Symptom Self-Assessment Tool](#)

[Government of Canada COVID-19 Prevention and Risks](#)

[COVID-19 Guidance to the Accommodation Sector](#)

[COVID-19 Signage and Posters](#)

► WorkSafeBC

[WorksafeBC COVID-19 Returning to Safe Operations - Parks](#)

[WorksafeBC's Municipalities and COVID-19 safety](#)

[WorksafeBC's Returning to Safe Operation](#)

[Worksafe cleaning](#)

In addition to these authorities, each local government will also be referring to the directives established by their regional health authorities:

[Fraser Health](#)

[Interior Health](#)

[Island Health](#)

[Northern Health](#)

[Vancouver Coastal Health](#)

Appendix 1 – Section 4, Risk Review Process

Appendix 2 – Section 5, Service Area Specific Measures, Planning Template

Appendix 3 – Section 6, Non-Common Approaches

Appendix 4 – Section 8, Exposure Control Planning

Appendix 5 – Section 9, WorkSafeBC Protocol for Parks

Appendix 6 – Section 9, Returning to Safe Operation Due Diligence Template

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APPENDIX 1 – SECTION 4

Recreation and Parks Risk Review Process

This Appendix supports Section 4 of the Recreation and Parks Sector Guideline for Restarting Operations.

A – HEALTH & SAFETY

There is a united commitment across the recreation sector to put the health and safety of our communities, our patrons, and our employees as our top priority. Recreation facilities indoors and outdoors provide access to the breadth of activities British Columbians enjoy and which are fundamental to individual and community well-being.

There are various governing agencies that oversee, establish best practices, and regulate the services offered through local governments. These agencies have been taken into consideration in developing this Guidelines, and will continue to be consulted as plans unfold to restart the sector.

Enhanced health & safety measures include:

► Keep People Safe

- *Policies & procedures* - to ensure employees and patrons who are unwell stay home.
- *Public Awareness* – to provide information that helps educate recreation patrons on provincial health restrictions and recommended safe practices – physical distancing, hand hygiene, respiratory etiquette.
- *Adhere to Provincial Health Orders & Guidelines* – physical distancing and mass social gathering limitations.
- *Enhance cleaning & disinfecting* protocols as guided by [WorkSafeBC](#) and the [BC Centre for Disease Control](#)
- *Physical distancing worksite modifications* – office workstation spacing, sneeze guards, hand hygiene stations, operating practices, create appropriate safe work practices, etc.
- *Adjust service offerings and capacity* to allow for physical distancing based on site feasibility.
- *Safe return of organized sport* - partnering with viaSport and SportBC on the sport organizations' return to sport plans for each activity led by a Provincial Sport Organization (PSO), Local Sport Organization (LSO), or league.
- *Safe facility operations* – consulting the Recreation Facilities Association of BC
- Take specific *guidance from local health authorities* as needed.

► Institute Risk Mitigation for Facilities

- *Undertake facility adjustments, reconfiguration, and/or repurposing* to ensure physical distancing.
- *Implement changes advised by certifying agencies* – Lifesaving Society, Technical Safety BC, WorkSafeBC, and Red Cross.
- *“Go slow to go fast”* – methodically restart services at a pace that allows each local government to continuously monitor, evaluate and adjust operations to ensure safe

practices.

- *Follow the PHO instruction to stay home when sick*, and to have a facility protocol to discourage those who are sick or symptomatic from presenting on-site.
- *Develop administrative systems and practices* for programs whereby contact tracing would be available should an outbreak occur.
- *Consult with the Municipal Insurance Association of BC* ([MIABC](#)) on best practices for liability in municipal operations.

► Actively Communicate

- *Participate in BCRPA led provincial, regional, and service specific meetings* with recreation practitioners across the province to maintain a coordinated approach to restarting, and to share best practices for problem-solving as the sector progresses through the phases of recovery.
- *Provide public education* through signage, press releases, and social media that encourages appropriate conduct and emphasizes personal responsibility.
- *Proactively communicate with user groups* outlining expectations with respect to their individual COVID-19 mitigation of transmission plans, and participant behaviours.
- *Keep patrons and employees* updated regarding efforts to slow transmission of the virus; communicate online and at all facilities and amenities.

► Train Employees (details in section 9, Employee and Volunteer Safety)

- *Develop and train all employees on COVID-19 exposure control plans & new procedures.*
- *Provide the [BCCDC COVID-19 Symptom Self-Assessment Tool](#) and the help line 1-888-COVID19*

► Outbreak Mitigation and Recovery (details in section 4)

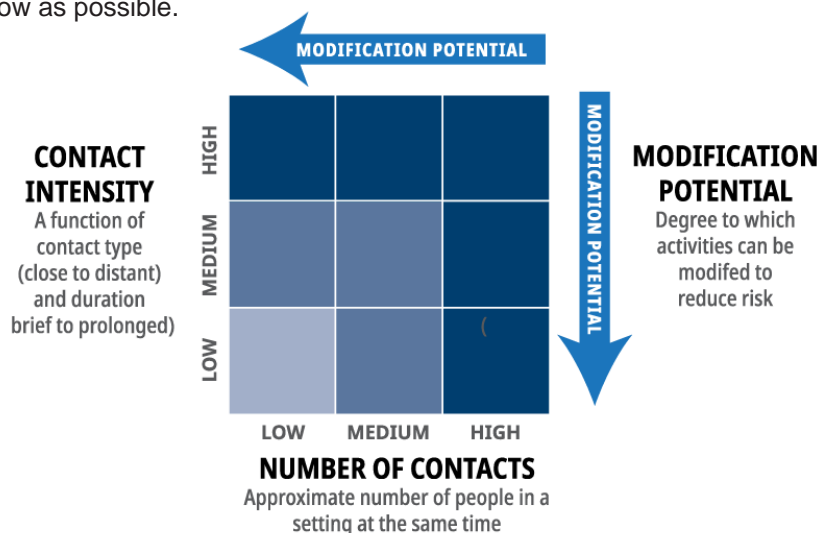
- *If a case or outbreak is suspected, call 911 if it is an emergency, or 811 for health advice*
- *Report any suspected case(s) of COVID-19 like illness among patrons or employees to the local Health Authority Medical Health Officer.*
- *If a case or outbreak is confirmed, follow the orders of the local Health Authority*
- *Enhance cleaning* and infection control measures to reduce risk of transmission in your facility.
- *Ensure Self-isolation for employees who have symptoms of COVID-19 for a minimum of 14 days*

B – RISK REVIEW & CONSIDERATIONS

The recreation sector has a responsibility to reduce the transmission risk of COVID-19 at our indoor and outdoor spaces and services by reducing the contact intensity and number of contacts encountered by users and reducing the risk of transmission for each contact, all while providing opportunities to recreate and improve wellbeing. In a recreation setting, this is primarily accomplished by:

- managing public space to offer physical distancing throughout the facility and during programmed activities,
- providing opportunities for hand washing/sanitizing,
- providing sanitization of high touch point areas, and
- adhering to Public Health Orders on maximum number for single event gathering.

The considerations for the processes and provisions for reducing transmission are guided by the risk rating cited in the [BC's Restart Plan](#). By assessing the two variables of contact intensity and number of contacts, the risk can be rated as low, medium, or high. All three levels of risk are subject to physical distancing and controls (engineering, administrative, PPE) to keep risks as low as possible.



Based on the current physical distancing requirements of 2 metres between individuals, and that reopening will occur in a thoughtful and progressive manner, the recreation sector has translated this into the following principles:

- Focus on outdoor activities more than indoor activities
- Focus on outdoor unstructured usage before program-based activities
- Focus on low risk (e.g. individual) activities before higher risk (e.g. group) activities
- Focus on indoor controlled usage
- Focus on skill development before competition
- Focus on local community before extending to neighbouring communities (and only when the PHO advises that extending the geographical range is acceptable)

While local governments offer similar recreation services across the province, factors that influence how a community rates and is able to mitigate the risk of a service can vary greatly. This could mean that a service restarts in one community but does not get restarted at the same

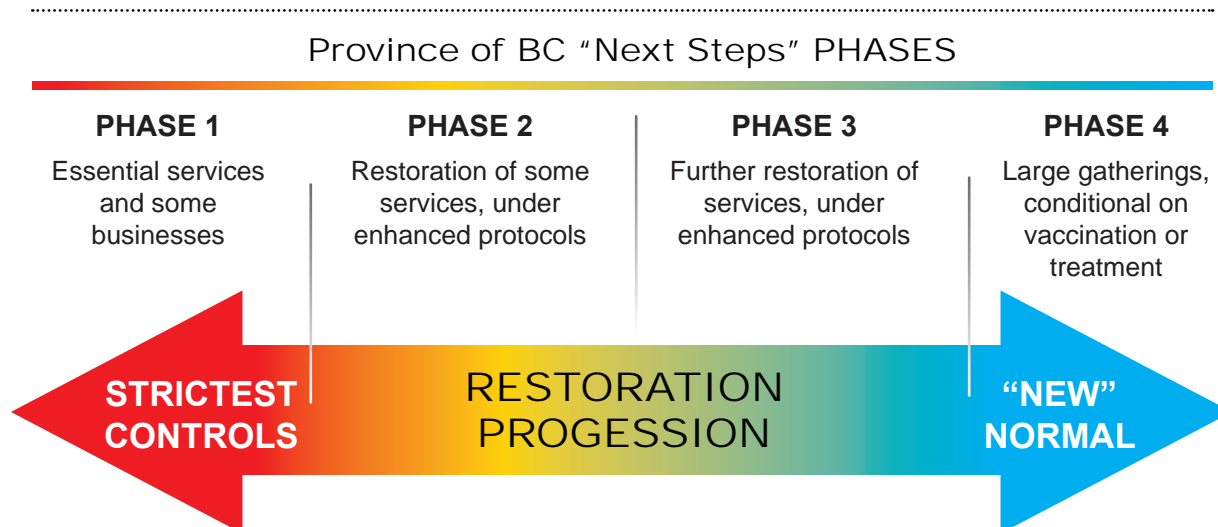
time in another community.

PROGRESSION PLANNING GUIDELINES

The planning framework below is a layered plan that broadly outlines progressive steps forward. The first layer is phases of [BC's "Next Steps" Plan](#); the second layer is a recreation level system designed to enable fluid movement between levels.

This Guideline recognizes that it is up to each local government to decide how to provide its services and operations as it scales from level to level. The pace of the transition from level one to level four over time will be unique for each local government. Conditions may arise that require movement forward and back between levels as recreation expands and contracts in response to the many complex conditions in the pandemic period.

PROGRESSIVE PLANNING FRAMEWORK



RECREATION LEVELS of increased restarting of operations

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Limited # of outdoor facilities are open for casual use (e.g. sport fields, racquet courts, washrooms)	Expanded # of outdoor facilities are open for modified casual use (e.g. more washrooms, sport courts, table sports, some playgrounds)	Progressive expansion from some to all outdoor facilities open for modified casual use (e.g. sport groups begin to use amenities)	All outdoor facilities open for "New Normal" use
Indoor facilities closed	Limited access to indoor facilities where physical distancing can be achieved	Progressive expansion from some to all indoor spaces open with measures to ensure physical distancing	All indoor facilities open for "New Normal" use
Programming is all online	Programming is limited outdoor, continues online	Programming is expanded outdoor, is expanded indoor from limited to extensive, continues online	Full programming in "new normal" phase, continues online

C – Local Government Strategies and Guidelines

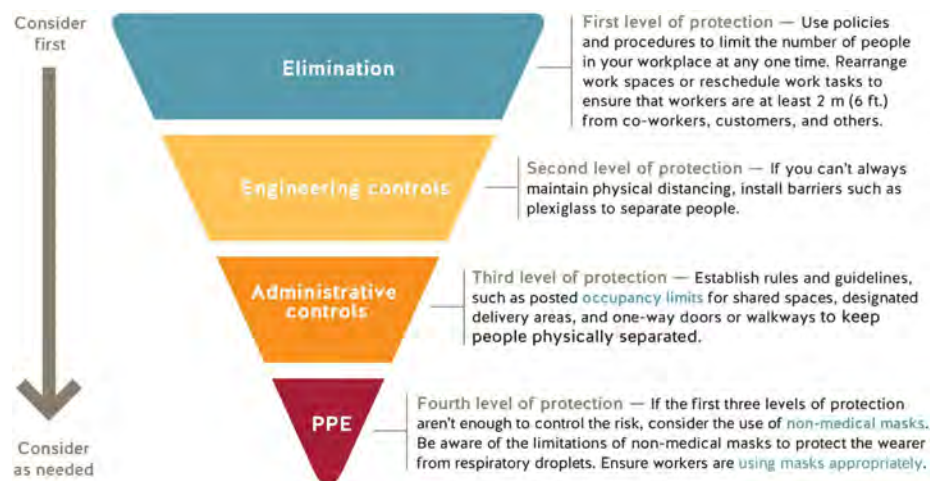
The strategies for reducing transmission risks of COVID-19 will impact all recreation operations in different ways. How each community adapts their unique indoor and outdoor spaces, programming, and support services will vary yet based on the same goals.

For the sector, **the three primary focus areas for limiting the spread of coronavirus are:**

Physical Distancing Controls	Hand Hygiene Provisions	Touch Point Sanitization
------------------------------	-------------------------	--------------------------

1. **Physical Distancing Controls** – This is the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide at least two metres of space between people where possible.

Where physical distancing is not possible, use engineering and administrative controls, including non-medical personal protective equipment (PPE) as recommended for workplaces in [WorkSafeBC's protocol levels](#).



- The first level is the Elimination of exposure which means ensuring a two metre distance between people. This could include physical distancing guides such as:
 - staying home when sick,
 - signage,
 - staff ambassadors,
 - delineated movement pathways (e.g. cones, ropes, floor markers, one-way flow arrows, one-patron limit at staffed stations like registration desk),
 - alternating access to amenities (e.g. close every other urinal/change stall),
 - managing occupancy limits.

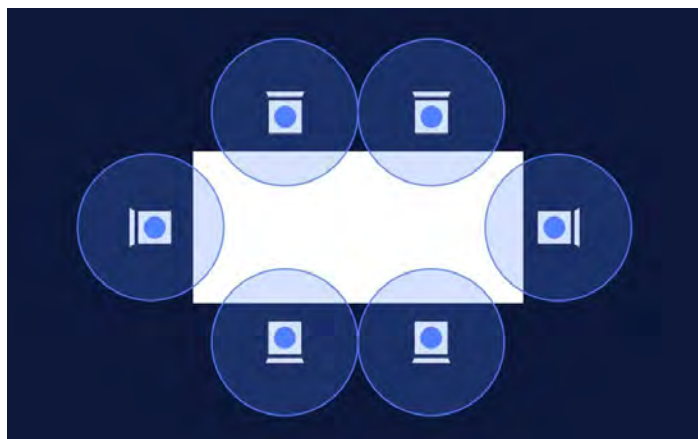
- The second level is the use of Engineering controls for circumstances where the two metre distance cannot be maintained, utilizing barriers such as plexiglass to separate people.
- The third level is the use of Administrative controls which includes signage, implementing one-way passages, touchless or low touch registration procedures, online service options, and reminders to not linger.
- The fourth level is use of PPE (face covering, gloves), in combination with measures taken in level two and three listed above.

PHYSICAL DISTANCING SPACE CALCULATION

To ensure a two metre distance between people, planning of indoor and outdoor space for activities must be calculated. The PHO has stressed that outdoors is safer than indoors for exposure to the virus. The planning required will be greater for indoor spaces and outdoor space amenities (playgrounds, court/sport spaces, skateparks), as the contact intensity and the number of contacts increase in indoor settings and when participants are in motion. Each recreation facility must conduct a risk assessment to identify how physical distancing will be implemented and will impact the use of a particular space.

Traditionally occupancy limits of a space are based upon practical considerations such as fire safety requirements, the number tables and chairs that fit in a space, or the movement area requirements of an activity. To ensure physical distancing, facility owners must consider how many people can fit in a space with adequate physical distancing for active versus static activity. The new physical distancing requirements will in all cases reduce the capacity of a space. Guidelines are:

- Static activities – Calculate space capacity by allowing a 1 metre radius around each person (a 1.3 metre radius from the centre of each person allows two metres between individuals) as is demonstrated in this illustration. Typically, this will reduce room occupancy by approximately 50%



- Active activities (e.g. aerobics) – Calculate space capacity by allowing a 2-5 metre radius depending on the activity. For example, if a typical activity required a two metre radius pre-pandemic, that same activity would now require a three metre radius.

Spacing Guide

- 2 metre minimum distance between people
 - 1 metre radius per person for static activities – see diagram above
 - 2 metre radius or more per person for active activities
 - 5 metre square distance per person suggested to calculate occupancy for ensuring 2 metre distance can be maintained between people
- Total occupancy – [The COVID-19 Guidance to Retail Food and Grocery Stores](#) recommends a five square metre unencumbered floor space (floor space minus fittings, displays, etc.) per person when calculating the occupancy of a store. We recommend this guidance also be applied to recreation facilities.
- Unstructured activities – This type of programming includes activities like public swims, skating, skateboarding and racquet court use. These are the activities that will require participants to self-manage the most. Guidelines to determine capacity are:
 - Calculate the radius of the activity to ensure a two metre distance can be maintained between participants, recognizing this will typically require spacing of up to five metre radius. Refer to the space calculations above.
 - If the activity attracts on-lookers or a queue for participation, space could be designated for this purpose and clear indicators such as signage and/or markings on the ground will reinforce physical distancing requirements.
- Fitness/Workout Equipment Spaces

Fitness rooms are often designed to minimize space occupied by each patron. As these rooms often do not have space to adequately spread out equipment to allow for physical distancing, new strategies may be considered:

 - Using the same calculations for rooms, all equipment must provide for a two metre separation between people. For equipment where the user's relative position is static (e.g. treadmill, bikes) assume a one metre radius around where the person is situated and a larger radius around equipment where the person's relative position is moving (e.g. rowing machine). If this cannot be accomplished, equipment should be removed or closed to allow adequate spacing between equipment that is in use.
 - If a facility has under-used rooms or spaces not required for circulation, some equipment could be moved for use in those spaces. Equipment that requires less supervision for safety should be considered first to move to these new-use spaces.

WorkSafeBC guidelines are now available for [private gyms and fitness centres](#).

- Circulation Hallways, Entrances, Exits, Trails, or Pathways Spaces

The PHO has stated that transmission of the virus in transitory passing is a low risk. Administrative controls such as markings on the ground and signage can be used to guide patrons and employees to be courteous and avoid lingering.

- If pathways are narrow and busy, consider one-way directions.
- If one-way direction is not possible, consider signage to emphasize that the person coming into the space make way for the person leaving by stepping aside.

- Structured Activities

Organizations such as sport and other user groups must establish a common understanding with recreation facility management on how the spaces are planned to be used safely with physical distancing measures. Each local government will determine whether any additional physical distancing administrative or engineering controls are the responsibility of the user group or the host recreation facility. The host recreation facility reserves the right to refuse spectators due to physical distancing concerns.

- Gathering limit

The [PHO order banning mass gatherings](#) over 50 people, which is expected to be enforced through the BC Restart Plan's Phase One through Three, is specific to social gatherings that are singular, one-time events where people are engaged in one common activity. While the spirit of the order applies in all circumstances, according to the [BCCDC](#) the adherence to the 50 person limit does not apply to recreational activities where the size of space enables appropriate physical distancing between people. [The Guidance to Retail Food and Grocery Stores](#) cites guidelines that are applicable to the recreation sector: *"The mass gathering Order does not apply to grocery stores. It applies to one time or episodic events which could result in people gathering closely together. Nevertheless, the spirit of the order with respect to physical distancing should be followed. This means that, for example, in large grocery stores where it is feasible to have more than 50 people, while still following appropriate physical distancing, it is acceptable to have over 50 people present at one time."*

The recreation sector application of the order is as follows:

- Special events larger than 50 will not occur. The mass gathering order eliminates large event rentals and programs such as community meetings, weddings, holiday parties, and fundraising dinners.
- Gatherings of fewer than 50 people for a singular event may be hosted in recreation spaces indoor or outdoor, provided that strict physical distancing measures are in place.
- For facilities that may accommodate more than 50 people for activities that are not episodic, space calculations (see above) will guide the number of people in a space that will adhere to the physical distancing requirement. It is understood that if a space or facility cannot adhere to physical distancing requirements for a desired number of people then the number has to be reduced to that which will ensure two metres between individuals. For example, when multiple programs are taking place resulting there will be more than 50 patrons in the facility, and there must be controls in place to ensure each program space provides adequate physical distancing. Ingress and egress to that space must be managed in order to avoid any density of people in the lobby that does not allow adequate physical distancing.

Although these physical distancing measures may mean that space modifications to accommodate recreation activities, it is entirely possible to offer activities albeit the modifications will decrease participation numbers which typically will result in decreased revenue. As this will have different impacts depending on the community, each community must evaluate the impact of this financial change, and plan accordingly.

Hand Hygiene Provisions

Facility options for providing hand hygiene is very important for employees and patrons and is particularly important in indoor facilities. Ideally, patrons and employees are provided with easy access to places to wash their hands with soap and water. Where this is not possible, [hand sanitizing](#) options should be provided in convenient locations for indoor spaces. Installing hand sanitizers in outdoor spaces is recognizably less feasible; outdoor patrons are encouraged to provide their own hand sanitizers.

- Where possible, provide patrons of outdoor spaces access to indoor spaces for the purpose of hand washing.
- Ensure washrooms are always stocked with liquid soap, running water, and paper towels where touchless dryers are not provided.
- Request patrons to wash their hands before arriving at the facility.
- Encourage patrons to take personal responsibility in bringing their own hand sanitizer, particularly to spaces that do not have plentiful hand cleaning capabilities.
- Clarify with user groups their responsibility in providing hand sanitizers for their participants.
- Provide signage to remind patrons to exercise [public health standards](#) for hand hygiene, to refrain from touching their faces, and to follow respiratory etiquette (cough or sneeze into tissue or elbow).

Touch Point Sanitization

Cleaning and disinfecting practices and protocols have been developed by [WorkSafeBC](#), [BCCDC](#), [Health Canada](#), [Vancouver Coastal Health guide for Washrooms and Showers](#), and [webinar](#) jointly presented by BCRPA and RFABC on COVID-19 cleaning for recreation facilities.

- It is recognized that high contact surfaces need to be cleaned more regularly, especially in situations where there is a high likelihood that you may touch your face before cleaning your hands. BCCDC provides a [frequency guide](#). Follow the industry cleaning standards, and post the facility protocols so that patrons are aware of the frequency they can expect and the risks they will assume.
- Patrons will be instructed to not share their own equipment and to clean shared equipment before and after use.
- The most effective response will be to increase the opportunities for employees, users and visitors to wash their hands. Encourage use of soap and water access in washrooms, and strategically locate sanitizing stations for optimal access in each facility.

Signage & Communications

- Internal and external signage and communications on COVID-19 protocols related to facilities and specific service areas will be required.
- Best practice suggests signs contain information and graphics to convey such as:
 - maximum attendance or other definitions for typical activities (example: singles only for racquet sports)
 - time limits for use
 - recommendation that users to return at a different time if the facility/space is busy,
 - encourage safe behaviour and adherence to physical distancing, hand hygiene, and respiratory etiquette (e.g. coughing into elbow), and
 - reminders to not linger in areas where physical distancing may be difficult to control.
- Ongoing public and employee education to reduce chances of complacency will be essential.

In the event of a Case or Outbreak

Should an outbreak occur, early detection of influenza-like-illness or gastrointestinal symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak. The [BC Hotel Association](#) recommended procedures for managing an exposure or potential exposure to COVID-19 and provides guidance that is applicable for recreation:

- If an employee is concerned they may have come into direct contact with an individual with COVID-19, they should monitor their own health. If they develop **symptoms of COVID-19** (fever over 38 degrees, cough, respiratory issues), employers must instruct the employee not to come to work, to self-isolate, and to visit [the BC Ministry of Health Self-Assessment Tool](#) for further guidance
- Make sure employees know they must report respiratory illness to their employer. If they develop symptoms (cough, fever, fatigue, sore throat, runny nose, difficulty breathing and/or shortness of breath), they must stay home. They must also visit [the BC Ministry of Health Self-Assessment Tool](#) and/or dial 811 and follow any guidance provided by public health.
- Employers should ensure any medical information about an employee is kept in a secure location. It may be necessary to advise other employees there has been a case of COVID-19 confirmed in the workplace. However, any disclosure should avoid identifying information and be limited to the extent it is necessary to take precautions to protect health and safety. Similarly, patron information must remain confidential if a case is confirmed.
- Post your sick policy for employees and patrons noting that illness will not be tolerated in the recreation setting. Those who are ill or symptomatic must stay home; those presenting with symptoms will be sent home.
- Identify the roles and responsibilities for employees if a case/outbreak is reported.
- Provide an isolation room on site in the event an employee or a patron falls ill.
- Develop and implement enhanced infection prevention control measures for managing ill employees or patrons.

D – Service Readiness Checklist

When assessing their risk, local governments will evaluate their various service offerings to determine their level of readiness to reestablish services. The following six areas of consideration offer a check-list of considerations:

1. Physical Distancing and Limiting Gatherings

- ☐ Does the space/facility/program allow for physical distancing of the public and employees?
- ☐ Does the space/facility/program allow for controlling maximum gathering requirements?
- ☐ Have you calculated the new capacities for each programmable facility component?
- ☐ Have policies or procedures been developed for the monitoring and educating patrons about physical distancing and gathering requirements?
- ☐ Have employees been trained on proper procedures for monitoring physical distancing?
- ☐ Do you have a communications plan for sharing information on physical distancing, gathering requirements and monitoring procedures?
- ☐ Has signage been posted reminding community members to physically distance, stay home when sick, avoid lingering, and limit gatherings?
- ☐ Do you have a contingency plan in the event that mitigation and gating measures need to be reinforced due to a resurgence in COVID-19 case counts?
- ☐ Have you adjusted our emergency evacuation protocols and mustering arrangements to consider physical distancing (recognizing that physical safety in an emergency is the primary concern)?

2. Cleaning and Disinfection Practices

- ☐ Can the space/facility/program materials be properly cleaned/disinfected regularly? The [BCCDC](#) offers guidance.
- ☐ Have maintenance plans/checklists outlining cleaning protocols and frequency been created to prepare employees for implementation?
- ☐ Have you established service levels to maintain the cleaning protocols and frequency your facility has planned?
- ☐ Have you secured cleaning/disinfection supplies (see [WorkSafeBC Guide](#)) and non-medical PPE for employees?
- ☐ Do you have a plan in place for securing additional cleaning/disinfection supplies within the supply chain?
- ☐ Have you trained employees on proper cleaning/disinfection?
- ☐ Do you need to provide hand sanitizer to users?
- ☐ Have you posted information for patrons on your cleaning and disinfection practices (e.g. how often spaces are cleaned?)
- ☐ Have you considered requiring patrons to clean equipment after use? If so, have you provided the required cleaning supplies?

3. Staff Capacity

- ☐ Do you have a staffing plan in place to reopen spaces/facilities/programs?
 - ☐ Does your staffing plan include re-orientation of employees who have been off the job for an extended period of time, and overall training of all employees to review all COVID related policies, expectations and opportunities for feedback?
- ☐ Do you need to repurpose employees (e.g. full time to staff seasonal operations; admin shifting to maintenance/sanitization roles, etc.)?
- ☐ Is there a plan in place for protecting vulnerable/high-risk employees?
 - ☐ Does the plan include training, supervision and support for any workers expected to monitor compliance with public and/or may encounter disgruntled patrons? Employers should review working alone and harassment policies and procedures.
- ☐ Is there a contingency plan in place in the event of losses in staff capacity?

4. Measures to Protect Employees and the Public

- ☐ Do you have a clearly stated policy that every employee adheres to regarding the absolute need to stay home if sick or experiencing [symptoms of COVID-19](#)?
- ☐ Have you identified for your employees when and what PPE is needed?
- ☐ Have you secured a supply chain for the necessary PPE?
- ☐ Have you trained employees on the proper use and disposal of PPE?
- ☐ Is there a clear understanding in place regarding hand washing/sanitizing frequency of employees?
- ☐ Do you have updated emergency contact information for employees?
- ☐ Have you updated your first aid protocols, supplies, and dedicated rooms?
- ☐ Are there any processes required for start-up that might introduce risks? Consider the impact of restarting machinery, tools and equipment, or clearing systems and lines of product that may have been left when your business was closed.

5. Site-Based Questions

Based on the specifics of your spaces, facilities and programs, have you created a plan for additional employees and user protective measures that may be required? This may include:

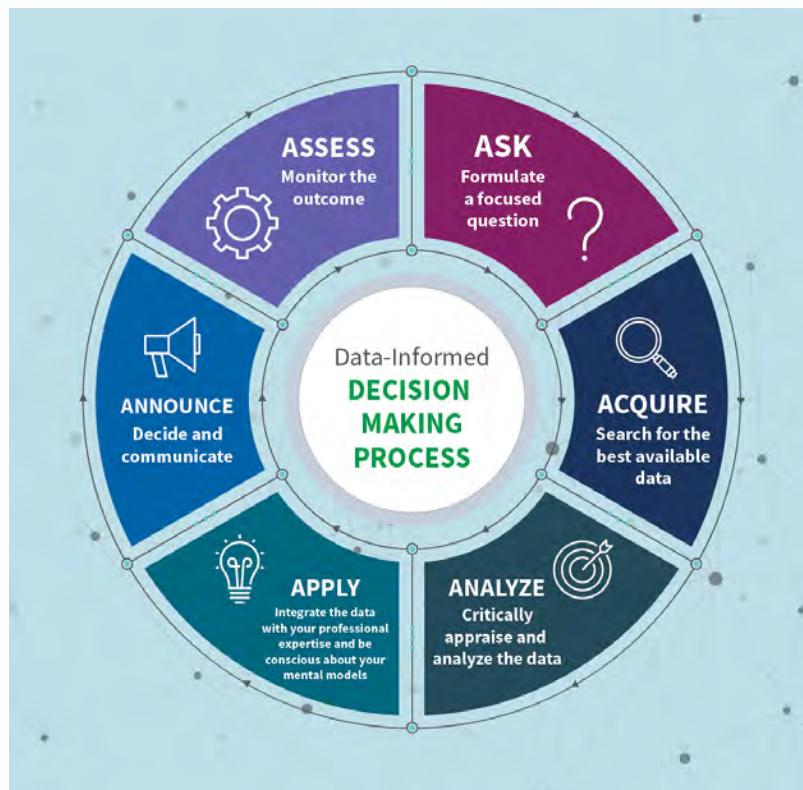
- ☐ Do you need/have updated emergency contact information for patrons?
- ☐ Do you have a plan to offer [health screenings](#) for employees? For patrons?
- ☐ Are you able to limit the number of patrons or stagger entry times?
- ☐ Can signage be installed reminding the public to physically distance, limit gatherings, stay home when sick, wear face coverings if necessary, and practice proper personal hygiene per CDC guidance?
- ☐ Will adjustments to equipment or office space be needed to meet physical distancing and/or reduce common touch points?
- ☐ Have you developed a drop-off system for childcare programs?
- ☐ Is there an isolation room on-site in the event someone falls ill during a program?
- ☐ If you are providing food, what policies are in place for food deliveries and distribution?
- ☐ Do you need additional organization vehicles?
- ☐ Will you need to install physical barriers to keep frontline employees safe?
- ☐ Do you have a plan should a case or outbreak occur on your site?

E – Monitor and Evaluate

As steps forward are taken, the goal is to keep moving forward while recognizing steps back may be necessary. Monitoring and evaluating may include:

- ☐ Change course as PHO orders and directives are announced
- ☐ Identify what is working well – seek feedback from patrons and employees
- ☐ Keep informed through recognized partnering agencies as they evaluate and adjust their practices
- ☐ Monitor incidences and solicit support from local health authority
- ☐ Expect fluidity of movement between levels as evaluation indicates
- ☐ Keeping informed through trusted sources such as the [BCRPA website](#).

The following decision-making model demonstrates an effective process:



APPENDIX 2 – SECTION 5

Service Area Specific Measures

This Appendix appears on the following page due to it's irregular size.

APPENDIX 3 – SECTION 6

Non-Common Approaches

This Appendix supports Section 6 of the Recreation and Parks Sector Guideline for Restarting Operations

Considerations for situations requiring non-common approaches (irregularities) can be evaluated based on the Province's Five Principles concept (referred to in section 3):

NON-COMMON SITUATIONS	Suggested Resolutions
Local Health Considerations	<p>Must follow regional health authority restriction that may differ from the other regional health authorities</p> <p>The availability of health care services is different in rural areas.</p> <p>A community may choose to continue more restrictive measures. This should be decided by the local government.</p>
Providing hand hygiene options is not always possible in outdoor venues	<p>Communicate to users through on-site signage and community websites the importance of hand hygiene, remind everyone to wash their hands before and after being in public outdoor settings, and to bring their own hand sanitizer</p>
Swimming in a chlorinated pool	<p>Communicate to the public that "There is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water." BCCDC</p> <p>Communicate that all other physical distancing requirements remain.</p> <p>Could consider not providing public swimming and only structured programs such as swimming laps (s per guidance from Vancouver Coastal Health).</p> <p>Refer to Lifesaving Society COVID-19 guidelines of May 19, 2020</p>
Swimming in fresh water	<p>Communicate that ocean and fresh water recreational activity is low risk for infection of COVID-19 by</p> <p>Communicate that all other physical distancing requirements remain.</p>
Aquatics	<p>Lifeguards must have PPE supplies available, and must follow the Lifesaving Society COVID-19 guidelines</p>
Spitting	<p>Some team sports have a culture of spitting (e.g. baseball); work with leagues in your community to come to terms with the new normal (no spitting). Reconsider what is being sold at the concession (discontinue sunflower seeds).</p>

PROGRAMMING	Suggested Resolutions
Active play / sports and physical distancing	<p>Increase physical spacing to prevent inadvertent contact (running, basketball, cycling, lacrosse, trail users may all need to widen the gap).</p> <p>Follow best practices from viaSport and PSO's.</p>
Instructor / employee safety	<p>While employees working at reception can be located behind plexiglass shields, most instructors cannot.</p> <p>Use larger spaces and reduce participant numbers, mark off the floor and create a safe zone/ no-go zone for instructional employees.</p> <p>Consider limiting programming offerings if physical distancing cannot be maintained.</p>
Indoor events, programs and activities	<p>Move outdoors when possible and limit participation to enable physical distancing.</p>
Spectators/Parents	<p>If there is space for spectators/parents, communicate strict physical distancing requirements.</p> <p>If space does not allow for strict physical distancing do not allow spectators/parents. Communicate drop off and pickup procedures for participants.</p>

OUTDOOR RECREATION	Suggested Resolutions
Casual play, pick-up leagues, etc.	<p>Post the facility COVID-19 rules.</p>
Picnic areas: gazebos, picnic shelters, bandstands, picnic tables	<p>Where physical distancing may be challenging, remind patrons through signage of their personal responsibility to maintain a two metre distance from others.</p> <p>Consider removing or closing tables to meet physical distancing requirements.</p> <p>Post signage that tables are not to be moved or relocated in the park.</p>
Sports organizations	<p>Require all sports follow their PSO guidelines for COVID. If there is no corresponding PSO, organizations are to refer to viaSport guidelines for best practices.</p>
Sports Courts, Lacrosse, Tennis, etc.	<p>Communicate that participants:</p> <ul style="list-style-type: none"> • Use their own equipment, do not share equipment • Only be less than two metres physical distance with members of the same household • Physically distance two metres with people not in your household • Do not share water bottles • Limit participants playing at one time • Consider limiting the amount of playing time at high traffic locations • Consider directions to create a queue

OUTDOOR RECREATION	Suggested Resolutions
Benches, bleachers, dugouts	<p>These are generally fixed in place. Consider:</p> <ul style="list-style-type: none"> • If physically distancing is possible, marking places to sit and directional markings to access • If physical distancing is not possible, close off the area • Communicate with signage the need to physical distance
Golf Courses	<p>Seek direction from the Allied Golf Association COVID-19 Protection Best Practices.</p> <p>Consider only allowing on-line bookings</p> <p>Close locations and spaces where physical distancing rules cannot be met</p> <p>Provision of food will be determined by each municipality.</p>
Water fountains and water bottle filling stations	<ul style="list-style-type: none"> • Public drinking water is safe to drink, however the surfaces around the fountain including the spout, button/lever and nozzles could pose a risk for the transmission of COVID-19 and other germs. Find a way to communicate: <ul style="list-style-type: none"> ○ Don't place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling. ○ Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking. ○ If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow. ○ Clean your hands afterwards with an alcohol-based rub or wash them with soap and water. • Consider more frequent cleaning of drinking water fountains. • Consider leaving fountains closed if additional cleaning cannot be provided
Campgrounds	<ul style="list-style-type: none"> • Complete a risk assessment for the campground • Follow COVID-19 Guidance to the Hotel Sector • Refer to BC Parks Response to COVID-19

OPERATIONAL ISSUES	Suggested Resolutions
First aid for patrons in your facility	Follow protocols provided by governing bodies such as Red Cross and Lifesaving Society for COVID-19 protocols, and follow hygiene and distancing as guided by occupational first aid attendants in your workplace. Also see WorkSafeBC OFAA protocols .
Food Services	Follow British Columbia Restaurant and Foodservices Association Blueprint .
Contractor and Community Association Partnership Considerations	<p>Provide contractors/partners with the municipal WorkSafe exposure mitigation plans.</p> <p>Ensure the contractor/partner has a WorkSafeBC exposure mitigation plan.</p> <p>Have a site safety meeting to plan the work according to WorkSafeBC plans.</p>
Cash Handling	<p>Follow the organization's safe work procedure for exposure mitigation.</p> <p>While there will be varying exposure control plans, ensure that your employees are well-trained in your organization's control plans. Where possible, provide online payment options or tap.</p>
Indoor Touch Points	<p>Evaluate, create a list and an exposure control plan for all frequent touch points</p> <p>Include vending machines, key pads, bank machines, shared computers and other office equipment, POS locations, as well as the common switches, door handles, pay phone or public access phones, elevator buttons, indoor furnishings, etc.</p> <p>Consider propping open doors or installing motion sensor to reduce need to touch door handles, etc., while not contravening existing fire safety rules.</p>

APPENDIX 4 – SECTION 8 EXPOSURE CONTROL PLANNING

This Appendix supports Section 8 of the Recreation and Parks Sector Guideline for Restarting Operations

The checklist is was designed for considerations regarding user groups, but is equally applicable to local government considerations for programs and services.

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER	LOCAL GOVERNMENT TO CONSIDERATIONS
Physical Distancing of at least 2m	<p>Procedures outlining how participants will maintain minimum distance; establish minimum distance based on type activity; may include a site plan.</p> <p>Procedures outlining how spectators will maintain physical distancing.</p> <p>Procedures for access and egress from facility including parking lots.</p>	<p>Provided: engineering and administrative controls for physical distancing.</p> <p>Will spectators be allowed?</p> <p>Are there potential congestion areas requiring additional controls?</p> <p>Whose responsibility are those controls?</p>
Frequent Hand Hygiene	Procedures to promote hand hygiene, including advising users to wash hands before arrival and after play, to provide personal hand sanitizer.	<p>Provided: Infrastructure to enable hand hygiene, including details on the location of washrooms or stations.</p> <p>Will hand sanitizer be provided in addition to standard infrastructure supplies?</p>
Cleaning and Disinfection	Users will sanitize their own equipment and do so with their own cleaning supplies.	<p>Products and procedures for surface touch points as well as high use areas will follow BCCDC and WorkSafeBC employee safety protocols.</p> <p>Post your cleaning schedule.</p>

KEY CONSIDERATIONS	USER GROUPS TO CONSIDER	LOCAL GOVERNMENT TO CONSIDERATIONS
Gatherings (group size determined by physical distancing requirement)	Confirmation of adherence to facility use area(s) maximum participant count for space being used.	Confirmation of facility use area(s) and maximum participant count for each space.
Participants Who Are Ill	Process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site.	Have you provided information advising users about personal health and addressing individuals exhibiting signs of illness on site?
Sharing of Equipment	Procedures for managing equipment needs for participants to avoid sharing of items.	When equipment is supplied, provide expectations regarding user and municipal responsibilities for sanitization. Towels and other shared resources will not be provided.
Communication Plan	Evidence of communications to employees, volunteers, and participants to reinforce safety control measures.	Posting of policies and procedures for safety control measures.
Training of Employees/Volunteers	Evidence of training for individuals leading or supporting activities, per industry requirements (ie WorkSafeBC, etc) New coaching/instructor guidelines.	Training policies and procedures for facility employees is available upon request.
Emergency Procedures	Updated procedures for first aid, medical assistance, PPE supplies, and protocol response to cases or outbreaks.	Updated facility emergency plans – first aid, PPE, response to fire alarms (mustering), and protocol response to cases or outbreaks of COVID-19 etc.

APPENDIX 5 – SECTION 9

WorkSafeBC PROTOCOLS FOR PARKS

This Appendix supports Section 9 of the Recreation and Parks Sector Guideline for Restarting Operations

1. PREPARE YOUR WORKPLACE

- Review and coordinate roles and responsibilities with all contractors, suppliers, and employees. Employers should develop procedures to ensure contractors are aware of your health and safety program requirements, including relevant COVID-19 related protocols and are following protocols of their own.
- For locations where parks employees are working from multi-ministry or regional offices, coordination is required to ensure plans align across locations.
- Review staffing levels and adjust as needed to ensure enhanced cleaning of high-touch areas and enhanced employee presence to manage park visitors.
- Determine the maximum number of people in each area or space to maintain physical distancing requirements. See the [COVID-19 Safety Plan](#) for guidance on establishing occupancy limits.
- In welcoming visitors, send out information through regular marketing channels and social media about limitations, rules, limited facilities, and service to manage expectations during partial openings.
- Provide signage and information regarding rules and process throughout the facility including park, beach, sport court, and general outdoor areas. Consider posting signage in other majority languages or provide pictograms.
- Consider enhanced measure to maintain the physical distancing requirement:
 - Control entry and exit points for visitors and workers
 - Manage the flow of people by implementing one-way walkways or marking off designated walking areas
- Consider creating cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that an employee becomes ill.
- Ensure workers who have been away, or are new to the workplace, are oriented as necessary so that all COVID-19 related procedures are explained and understood.
- Identify situations where personal protective equipment (PPE) will be required. Clarify who will provide PPE and train workers accordingly.
- Identify a process to regularly review and/or update protocols and include workers in your review process.

2. Shared workspaces

GENERAL WORKER PROTOCOLS

- Establish and [post occupancy limits](#) for office space, lunch rooms, vehicles and other common areas. Ensure physical distancing can be maintained.
- Limit in-person meetings and other gatherings and hold any meetings in larger open spaces.
- Establish hygiene practices that address the needs of the workplace that includes the requirement to [wash or sanitize hands](#) after coming into contact with public items.
- Post cleaning procedures and worker expectations in all common spaces.
- Before entering any shared space such as vehicle or office, wash hands or use hand sanitizer.
- Clarify procedures to wipe down or disinfect shared office equipment before use.
- Maintain at least a 2 metre distance from other workers. If the physical distancing requirement cannot be maintained, hold a meeting to address solutions.
- Consider holding meetings in small groups and maintain physical distancing. Hold meetings in open spaces or outside if possible.

VEHICLES

- Employers should assess the number of workers being transported or sharing vehicles at any given time and employ measures to ensure at least 2 metres of distance between workers is maintained.
- Whenever possible, workers should travel alone in their vehicles. Employers must implement all the necessary safeguards related to working alone or in isolation to ensure the safety of these workers.
- Measures that may be taken to ensure at least 2 metres of distance include the following:
 - Have workers sit one to a seat
 - Stagger riders to allow for maximum distance
 - Adjust the number of workers per trip and the overall number of trips needed to transport workers to a worksite
 - If possible, use larger vehicles or multiple vehicles
- Track who drives which vehicles and minimize changes in teams or vehicle assignments. Consider creating consistency in crews of workers using vehicles together and performing shifts or work tasks together.
- If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, the employer must consider other control measures, such as PPE where appropriate.
- Employers must also implement a process that allows for physical distancing when loading and unloading buses or other vehicles. Workers waiting for loading and unloading should maintain physical distancing while remaining safely away from traffic.

- Employers should have handwashing facilities or sanitizing stations available to workers as they enter and exit the vehicle.
- Employers must ensure that high contact surfaces within the vehicle are routinely cleaned and disinfected. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Incorporate end-of-shift vehicle wipe downs, include a method for tracking end of shift cleaning and provide workers with appropriate supplies, like soap and water, hand sanitizer, and disinfectant wipes.
- Helicopter, ATV, and boat use should be limited to essential use only.

STAFF ACCOMMODATION

- Complete a risk assessment and consider new strategies for shared staff accommodation, including housing people in groups of less than six and defining teams of workers who live and work together in exclusive groups. This will help reduce the risk of transmission to larger groups.
- The BC Centre for Disease Control has issued [Protecting workers at large industrial camps during the COVID-19 pandemic](#) that provides useful information for managing shared worker accommodations.
- Provide single room occupancy or ensure spacing of beds is adequate.
- Manage location of personal gear and care items to minimize exposure.
- In remote scenarios, established guidelines to limit employee interactions with communities whenever possible.
- Clarify and follow cleaning and disinfecting schedules.
- Establish rules for socializing locations to ensure physical distancing is maintained. Events must have fewer than 50 people to align with the public health officer's prohibition on mass gatherings. Hold these events outdoors whenever possible.

3. Public Interface

- Ensure any employees that are expected to manage groups of visitors are trained in protocols.
- Ensure employees have the support and strategies for dealing with visitors who may be unwilling or are unable to understand the approach to managing visitor volumes. This should include reviewing your violence risk assessment, policies and procedures, and training and reporting requirements under the Occupational Health and Safety Regulations for minimizing the risk of violence to workers.
- Provide signage and determine how crowd limits and spacing will be controlled, and who will be responsible. See the [COVID-19 Safety Plan](#) for guidance on establishing occupancy limits.

- Provide markers or indicators to ensure spacing:
 - Limit parking
 - Space out or limit bike valet or bike racks
 - Space out or limit the number of picnic tables, and put signage on table for the maximum number of people per table
- When working amongst members of the public, set up barriers or tape to delineate the worksite and to discourage the public from entering the area.

PARK ENTRY/RECEPTION

- Do not allow public access into offices.
- Provide physical barriers, such as glass, if the physical distancing requirement cannot be maintained.
- Try to limit the use of cash and limit the handling of credit cards and loyalty cards whenever possible, by allowing customers to scan or tap their cards and handle the card readers themselves. Encourage tap payment over pin pad use. Establish hygiene practices that address the needs of your workplace, and includes the requirement to wash or sanitize hands after handling cash.
- Provide hand sanitizer to the public and workers.
- Wipe down shared machinery between users (such as payment or ticketing machines).

CONCESSION STANDS

- Refer to guidance provided to [Restaurants, cafes, and pubs](#).
- Ensure there are sufficient employees to manage the volume of customers and associated line ups and food pick-up areas.

INTERPRETIVE CENTRES, AMPHITHEATRES, NATURE HOUSES

- Only provide these services when physical distancing measures can be maintained and provide enhanced cleaning.

SPORTS

- Employers should have COVID-19 related protocols for coaches who are workers. These protocols should include interacting with park employees and members of the public, and how to handle suspected cases of COVID-19.
- This should include clear guidance on the use of park spaces and equipment, including cleaning, disinfecting and storage of publically available sporting equipment and facilities.
- Lifeguard and other aquatic employee protocols will be available at a later date.

4. Facility Cleaning

- Work activities such as cleaning washrooms, change rooms, garbage, and recycling removal (waste management) must have protocols in place to limit risk of COVID-19 transmission. This includes training in and supervising of formal cleaning and disinfecting procedures.
- Identify, provide, and show location of cleaning products and when and how they will be used. Review and update WHMIS training and procedures.
- Provide hand sanitizing stations at all entryways for everyone to use.
- Provide physical distancing signage at washroom and change room entryways.
- Convert washrooms to individual use if possible, or limit number of people inside at any time.
- Provide and follow enhanced cleaning schedule and disinfection protocols for washrooms.

5. Visitor Management

- Develop emergency plans for crowd control and employee support in events such as:
 - Medical emergencies, including providing first aid to the public (consider vulnerable visitors)
 - Sudden over-crowding
- Coordinate emergency plans with local emergency responders and put special consideration to the remote nature of many of these worksites
- Ensure your staffing type and levels are adequate to manage aggressive or disgruntled customers. Develop compliance and enforcement procedures, including reviewing and updating working alone procedures as required.

APPENDIX 6 – SECTION 9

Return to Safe Operations Due Diligence Template

APPENDIX 65, Return to Safe Operations Due Diligence Template

This Appendix supports Section 9 of the Recreation and Parks Sector Guideline for Restarting Operations



Insert your logo here

Return to Safe Operations Due Diligence Template

Below is information copied from the following WorkSafeBC webpage with that addition of information completed by (insert your organization here)

Municipalities and COVID-19 safety – from WorkSafeBC website on May 13, 2020

WorkSafeBC is working with workers, employers, and industry associations to ensure municipal worksites remain healthy and safe during the COVID-19 outbreak.

We are providing information to workers and employers through worksite inspections focusing on the controls that the employer can use to limit exposure, including maintaining distance between workers and ensuring adequate hygiene facilities. We are continuing to engage in inspection, consultation, and education activities within the sector to ensure everyone in the workplace is fulfilling their obligations.

For more information from WorkSafeBC, please see:

- [Preventing exposure to COVID-19 in the workplace](#): a guide that employers may use to assess the risks and controls in their workplace.
- [COVID-19 health and safety information](#): general information for all employers and workers about staying safe at work
- [Frequently asked questions](#): answers to questions from British Columbian workers and employers on how to maintain a healthy and safe workplace

RETURNING TO SAFE OPERATION

The B.C. government has announced a [phased approach for reopening B.C. businesses](#). We are partnering in the initiative by developing specific resources for industries as they prepare to reopen. Learn more by viewing our general guide on [COVID-19 and returning to safe operation](#) and answers to [frequently asked questions](#).

CONTROLLING THE RISK OF COVID-19 EXPOSURE

Employers must take all necessary precautions to minimize the risk of COVID-19 transmission and illness to themselves, workers, and others at the workplace.

Employers may consider some of the following advice or best practices to reduce the risk of worker exposure to COVID-19:

Background and general information: (Examples, activation of an EOC, COVID-19 information webpage on E-link, etc).

Who should come into the workplace	
Implement a procedure requiring anyone with symptoms of COVID-19 such as sore throat, fever, sneezing, or coughing to self-isolate at home for 10 days from onset of symptoms, as well as anyone advised by public health to self-isolate.	(Examples, Pandemic COVID 19 Response – Employee Leave, Employee Pandemic Leave, FAQs etc.)
Prioritize the work that needs to occur at the workplace for you to offer your services.	(Example, a list of essential and critical services)

Physical distancing and other preventative measures	
Stagger start times for workers to prevent crowding at locations.	(Examples, staggered start times, how they report to work – either going to the yard or site, etc.)
Eliminate in-person team meetings or modify them to incorporate technology such as conference calling and online meetings.	(Examples, conference calling options, in-person meetings taking place in large or open areas with sufficient physical distancing, some employees working from home, etc.)
Modify work processes and practices to encourage physical distancing between them and customers, clients, and other workers.	(Examples, closing all municipal facilities to the public, service by appointment only, etc.).
Provide instructions to workers on methods for maintaining physical distance from customers, clients, and other workers, such as not greeting others by shaking hands, or removing or modifying proof of delivery signature requirements and money collection requirements.	(Examples, safety talks, posters, procedures, etc.)

Cleaning and hygiene	
Ensure workers are provided with appropriate supplies, such as soap and water, hand sanitizer, disinfectant wipes, nitrile gloves and garbage bags, and sufficient washing facilities.	(Examples, critical supplies identified and inventories created, etc.)
Remind employees of effective personal hygiene practices. Add signage about best practices for personal hygiene for customers who may interact with your workers.	(Examples, Special Advisory, posters, signage, etc.)
Remove shared items where cross-contamination is possible (e.g., shared tools, coffee and water stations and snack bins).	(Example, using disposable products, etc.)
Enhance cleaning and disinfecting practices in high contact areas like door and cabinet handles, keyboards, light switches, steering wheels, and communications devices.	(Examples, Cleaning risk assessments, cleaning schedules, etc.)
Incorporate end-of-shift wipe downs for all shared spaces.	(Example, establish a system to identify computer workstations that have been cleaned and disinfected, etc.)

Documentation and training	
Train your employees on changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.	(Example, establish corporate system.)
Ensure that workers can raise safety concerns. This may be through your joint health and safety committee.	Examples, ensure that employees have a plan to address COVID-19 concerns, set up a communication link etc.)

Worker transportation	
<p>Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. If that is the case, employers must implement all of the necessary safeguards related to working alone or in isolation, to ensure the safety of these workers.</p> <p>Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance between them; adjusting the number of workers transported per trip; and increasing the total number of trips needed to transport workers to a worksite. These measures may mean using larger vehicles to ensure maximum spacing or using multiple vehicles.</p> <p>If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, the employer must consider other control measures, such as PPE where appropriate.</p>	<p>(Examples, Changes to fleet use establishing one person per vehicle. assessing risk, need and benefits of installing non-rigid impervious barriers, etc.)</p>
<p>Employers must also implement a process that allows for physical distancing when loading and unloading vehicles. Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic.</p>	<p>(Example, social distancing plan for unloading/loading vehicles, etc.)</p>
<p>Employers should have hand washing facilities or sanitizing stations available to workers as they enter and exit the vehicle.</p>	<p>(Example, Alcohol based hand sanitizer be available, etc.)</p>
<p>Employers must ensure that high contact surfaces within the vehicle are routinely cleaned. These include seatbelts, headrests, door handles, steering wheels, and hand holds.</p>	<p>(Examples, Risk assessment for cleaning vehicles, etc.)</p>

Resolving concerns about unsafe work
<p>Workers have the right to refuse work if they believe it presents an undue hazard.</p> <p>An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.</p> <p>If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.</p> <p>For more information, see Occupational Health and Safety Guideline G3.12.</p>