



**TOWN OF CRESTON
REGULAR COUNCIL MEETING AGENDA
HELD IN ACCORDANCE WITH MINISTERIAL ORDER NO. M192**

Tuesday, July 14, 2020, 4:00 PM

Millennium Park, 215-16th Avenue South, Creston BC

1. CALL TO ORDER

2. MINISTERIAL ORDER NO. M192, LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

WHEREAS local governments must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS the Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 made by Ministerial Order No. M192 under section 10 (1) of the *Emergency Program Act* came into effect on June 17, 2020;

AND WHEREAS the Town of Creston is unable to allow members of the public to attend an open meeting of the Regular Council Meeting of July 14, 2020 at *Council Chambers*, located at 238-10 Avenue North, Creston BC, despite best efforts, in a manner that is consistent with applicable requirements or recommendations made under the *Public Health Act*, due to the size of the facility and the need for members of Council, Town employees and the public to maintain a physical distance of two (2) meters at all times, to prevent the spread of COVID-19;

AND WHEREAS the Town of Creston will ensure openness, transparency, accessibility and accountability with respect to Regular meetings of Council;

THEREFORE BE IT RESOLVED, THAT the Regular Council Meeting of July 14, 2020, and in accordance with Council Procedures Bylaw No. 1875, 2018, Council resolves to hold the Regular Council Meeting of July 14, 2020 at Millennium Park, located at 215-16 Avenue South, Creston BC to allow the public to be physically present; however, due to inclement weather that would not permit the meeting to be held in the outdoor area of Millennium Park, the Regular Council Meeting of July 14, 2020 will be held in Council Chambers, located at 238-10th Avenue North and broadcasted on the WEBEX Platform, inviting the public and media to participate virtually in these meetings with the Regular Council Agenda Package and virtual meeting login details being available on the Town of Creston website and social media platforms.

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

- a. Regular Council Meeting Minutes- June 23, 2020
- b. Special Council Meeting Minutes- June 30, 2020

- c. Special Committee of the Whole Meeting Minutes - June 30, 2020

5. DELEGATIONS

None

6. ITEMS OF BUSINESS

- a. Recommendations from the Special Committee of the Whole Meeting held June 30, 2020

RECOMMENDATION NO. 1:

THAT the Council Direction Request and Staff Briefing Note from the Manager of Engineering, regarding the award of a general construction contract for the purposes of upgrading the Solids Dewatering Facility at the Wastewater Treatment Plant, be received; AND FURTHER, THAT the award of a general construction contract for the purposes of upgrading the Solids Dewatering Facility at the Wastewater Treatment Plant, be brought forward for consideration at the June 30, 2020 Special Council Meeting.

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Director of Community Services regarding the Parks and Public Spaces Booking Policy and the Liquor Licence Application Policy, be received; AND FURTHER, THAT the Parks and Public Spaces Booking Policy (SER-009-010) and the Liquor Licence Application Policy (SER-003-015), be brought forward for consideration at the June 30, 2020 Special Council Meeting.

- b. Union of BC Municipalities, regarding the Gas Tax Agreement Community Works Fund Payment
- c. Union of BC Municipalities, regarding 2020 Emergency Operations Centre and Training Funds
- d. Canadian Federation of Independent Business, regarding support for small business recovery
- e. Columbia River Treaty Committee, regarding the 2019 Committee Meetings Summary Report
- f. City of New Westminster, regarding support for their request to the Provincial and Federal governments with respect to disaggregated COVID-19 data collection
- g. BC Assessment, regarding a request to meet with Local Governments during the 2020 Union of BC Municipalities Convention
- h. Karen and Karl Mottl, correspondence regarding traffic concerns on Hillside and 20th Avenue
- i. Request for Decision from the Director of Finance and Corporate Services, regarding the RCMP Auxiliary Program
- j. Request for Decision from the Community and Corporate Services Research and Policy Coordinator, regarding the Creston Valley Youth Network Centre Re-Opening Policy
- k. Request for Decision from the Director of Community Services, regarding a Temporary Expanded Service Area Authorization for Kokanee Inn

7. BYLAWS

- a. Parks, Trails and Public Places Amendment Bylaw No. 1909, 2020 (1st and 2nd Readings)
- b. Parks, Trails and Public Places Amendment Bylaw No. 1909, 2020 (3rd Reading)
- c. Fees and Charges Amendment Bylaw No. 1910, 2020 (1st and 2nd Readings)
- d. Fees and Charges Amendment Bylaw No. 1910, 2020 (3rd Reading)

8. NEW BUSINESS**9. REPORTS OF REPRESENTATIVES**

- Council Member Verbal Reports
- Staff Verbal Reports (first meeting of each month)

10. GIVING OF NOTICES

- Regular Committee of the Whole Meeting - July 21 and August 18, 2020
- Regular Council Meeting - July 28 and August 11, 2020

11. ACTING MAYORS SCHEDULE - 2020

January: Cllr. Unruh
February: Cllr. Wilson
March: Cllr. DeBoon
April: Cllr. Tzakis
May: Cllr. Comer
June: Cllr. Elford
July: Cllr. Unruh
August: Cllr. Wilson
September: Cllr. DeBoon
October: Cllr. Tzakis
November: Cllr. Comer
December: Cllr. Elford

12. QUESTION PERIOD**13. RECESS AND MOVE TO CLOSED MEETING (if necessary)**

Pursuant to Sub-section 90(1)(c) labour relations of the *Community Charter*.

14. RECONVENE TO REGULAR MEETING**15. RESOLUTIONS FROM CLOSED MEETING****16. ADJOURNMENT**

TOWN OF CRESTON

REGULAR COUNCIL MEETING MINUTES

Tuesday, June 23, 2020, 4:00 PM
Council Chambers, 238-10th Avenue North, Creston, BC
Held in Accordance with Ministerial Order No. M192

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jen Comer
Councillor Jim Elford
Councillor Ellen Tzakis
Councillor Karen Unruh
Councillor Joanna Wilson

STAFF: Mike Moore, Chief Administrative Officer
Steffan Klassen, Director of Finance & Corporate Services
Ross Beddoes, Director of Community Services
Colin Farynowski, Manager of Engineering
Jared Riel, Fire Chief
Bev Caldwell, Corporate Officer
Kirsten Dunbar, Community & Corp. Services Research & Policy
Coord.
Marsha Neufeld, Executive Assistant

MEDIA: Jensen Shields, Juice FM

1. CALL TO ORDER

The Mayor called the Regular Council Meeting to order at 4:00 pm.

2. MINISTERIAL ORDER NO. M192, LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Resolution #: 190-20

Moved by Councillor Wilson

Seconded by Councillor DeBoon

WHEREAS local governments must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS the Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 made by Ministerial Order No. M192 under section 10 (1) of the *Emergency Program Act* came into effect on June 17, 2020;

AND WHEREAS the Town of Creston is unable to allow members of the public to attend an open meeting of the Regular Council Meeting being held on June 23, 2020 and the upcoming open Special Committee of the Whole Meeting and Special Council Meeting of June 30, 2020, despite best efforts, in a manner that is consistent with applicable requirements or recommendations made under the *Public Health Act* due to the size of Council Chambers, located at 238-10 Avenue North, Creston BC, and the need for members of Council, Town employees and the public to maintain a physical distance of two (2) meters at all times, to prevent the spread of COVID-19;

AND WHEREAS the Town of Creston will ensure openness, transparency, accessibility and accountability with respect to the Regular Council Meeting of June 23, 2020 and the upcoming Special Committee of the Whole Meeting and Special Council Meeting of June 30, 2020, by broadcasting the Regular Council Meeting of June 23, 2020 and the Special Committee of the Whole Meeting and the Special Council Meeting of June 30, 2020 on the WEBEX Platform, inviting the public and media to participate virtually in these meetings; and, by posting the Regular Council, the Special Committee of the Whole and the Special Council Meeting Agenda Packages and virtual meeting login details on the Town of Creston website and social media platforms;

THEREFORE BE IT RESOLVED, THAT the Regular Council Meeting of June 23, 2020, and the upcoming Special Committee of the Whole Meeting and Special Council Meeting of June 30, 2020, be held without members of the public in attendance; AND FURTHER, THAT Council directs staff to investigate other meeting venues for Council that would accommodate in-person attendance of members of the public, meeting the physical distancing requirements of the *Public Health Act*, during the restrictions imposed for COVID-19.

MOTION CARRIED

3. ADOPTION OF AGENDA

Resolution #: 191-20

Moved by Councillor DeBoon

Seconded by Councillor Comer

THAT the agenda for the Regular Council Meeting of June 23, 2020, be adopted.

MOTION CARRIED

4. ADOPTION OF MINUTES

- a. Regular Council Meeting Minutes - June 9, 2020

Resolution #: 192-20

Moved by Councillor Unruh

Seconded by Councillor Comer

THAT the minutes of the Regular Council Meeting held June 9, 2020, be adopted.

MOTION CARRIED

- b. Special Committee of the Whole Meeting Minutes - June 9, 2020

Resolution #: 193-20

Moved by Councillor Comer

Seconded by Councillor Unruh

THAT the minutes of the Special Committee of the Whole Meeting held June, 9, 2020, be adopted.

MOTION CARRIED

- c. Committee of the Whole Meeting Minutes - June 16, 2020

Resolution #: 194-20

Moved by Councillor DeBoon

Seconded by Councillor Wilson

THAT the minutes of the Committee of the Whole Meeting held June, 16, 2020, be adopted.

MOTION CARRIED

5. DELEGATIONS

None

6. ITEMS OF BUSINESS

- a. Recommendations from the Special Committee of the Whole Meeting held June 9, 2020

Resolution #: 195-20

Moved by Councillor Comer

Seconded by Councillor DeBoon

THAT Recommendation No. 1 from the Special Committee of the Whole Meeting held June 9, 2020, be adopted as follows:

RECOMMENDATION NO. 1:

THAT the Council Direction Request from the Chief Administrative Officer, regarding the Union of BC Municipalities Group Benefit Coverage for elected officials, be received; AND FURTHER, THAT Group Benefit coverage for elected officials, under the Union of BC Municipalities Pacific Blue Cross Program, be brought forward for consideration by Council following the 2022 municipal election.

MOTION CARRIED

Resolution #: 196-20

Moved by Councillor Unruh

Seconded by Councillor DeBoon

THAT Recommendation No. 2 from the Special Committee of the Whole Meeting held June 9, 2020, be adopted as follows:

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Chief Administrative Officer, regarding policy development for public participation and consultation, be received; AND FURTHER, THAT staff bring forward a draft policy for public participation and consultation for Council's consideration at a future meeting.

MOTION CARRIED

Resolution #: 197-20

Moved by Councillor Tzakis

Seconded by Councillor Comer

THAT Recommendation No. 3 from the Special Committee of the Whole Meeting held June 9, 2020, be adopted as follows:

RECOMMENDATION NO. 3:

THAT the correspondence from the Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund, be received; AND FURTHER, THAT the correspondence from the Ministry of Municipal Affairs and Housing, regarding the Community Housing Fund, be referred to a Committee of the Whole meeting in September 2020 for further consideration.

MOTION CARRIED

- b. Recommendations from the Regular Committee of the Whole Meeting held June 16, 2020

Councillor Comer left the meeting at 4:05 pm, declaring a conflict of interest with respect to the Employee Benefits Policy, as she has family employed by the Town of Creston.

Resolution #: 198-20

Moved by Councillor DeBoon

Seconded by Councillor Unruh

THAT Recommendation No. 1 from the Regular Committee of the Whole Meeting held on June 16, 2020, be adopted as follows:

RECOMMENDATION NO. 1:

THAT the Council Direction Request from the Chief Administrative Officer, regarding the existing Employee Benefits Policy and the updated draft of the Employee Benefits Policy, be received; AND FURTHER, THAT staff bring forward the updated draft of the Employee Benefits Policy for Council's consideration at a future meeting.

MOTION CARRIED

Councillor Comer returned to the meeting at 4:06 pm.

Resolution #: 199-20

Moved by Councillor Unruh

Seconded by Councillor Tzakis

THAT Recommendation Nos. 2 to 6 from the Regular Committee of the Whole Meeting held on June 16, 2020, be adopted as follows:

RECOMMENDATION NO. 2:

THAT the verbal report from the Chief Administrative Officer, regarding the Wildfire Mitigation Team and Firesmart Program, be received.

RECOMMENDATION NO. 3:

THAT the Council Direction Request from the Director of Community Services regarding an amendment to Zoning Bylaw No. 1123, 1989, be received; AND FURTHER, THAT staff bring forward further information to a future Committee of the Whole Meeting, regarding a proposed consultation process for the request to rezone a portion of 1640 – 1st Avenue Northwest, from Single Family Residential (R-1) to Community Use (P-1), prior to proceeding to first and second readings of an amending bylaw to Zoning Bylaw No. 1123, 1989 with respect to this property.

RECOMMENDATION NO. 4:

THAT the request from the Creston Valley Blossom Festival Association to change the scope of their 2020 application for Columbia Basin Trust / Community Initiatives Program grant funding, be received; AND FURTHER, THAT, Council approves the request from the Creston Valley Blossom Festival Association to change the scope of their 2020 application for Columbia Basin Trust/ Community Initiatives Program grant funding, to allow funding awarded from the 2020 Columbia Basin Trust / Community Initiatives Program to be applied to the 2021 Annual Creston Valley Blossom Festival held May 21 to 24, 2021.

RECOMMENDATION NO. 5:

THAT the correspondence from the Regional District of Central Kootenay, regarding the request from the Kootenay-Columbia Discovery Centre Society to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Wetland Education and Awareness Program, be received; AND FURTHER THAT, Council approves the request from the Kootenay-Columbia Discovery Centre Society to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Wetland Education and Awareness Program to September 30, 2020.

RECOMMENDATION NO. 6:

THAT the verbal report from the Chief Administrative Officer, regarding the re-opening status of the Regional District of Central Kootenay's recreation services and facilities due to the COVID-19 Pandemic, including indoor activities at the Creston and District Community Complex, be received. MOTION CARRIED

- c. Verbal Report from the Chief Administrative Officer, regarding Canada Day 2020 Activities

Resolution #: 199-20

Moved by Councillor Wilson

Seconded by Councillor Comer

THAT the verbal report from the Chief Administrative Officer, regarding Canada Day Celebrations, be received. MOTION CARRIED

- d. Request for Decision from the Chief Administrative Officer, regarding Public Participation and Engagement Policy

Resolution #: 200-20

Moved by Councillor Tzakis

Seconded by Councillor Unruh

THAT the Request for Decision from the Chief Administrative Officer, regarding the Public Participation and Community Engagement Policy (PUB-001-020), be received; AND FURTHER, THAT Policy PUB-001-020 (Public Participation and Community Engagement), a copy of which is attached to and forms a part of these minutes as Appendix "I", be adopted. MOTION CARRIED

- e. Request for Decision from the Chief Administrative Officer, regarding the Employee Benefit Policy

Councillor Comer left the meeting at 4:15 pm, declaring a conflict of interest with respect to the Employee Benefits Policy, as she has family employed by the Town of Creston.

Resolution #: 201-20

Moved by Councillor Unruh

Seconded by Councillor DeBoon

THAT the Request for Decision from the Chief Administrative Officer, regarding the existing policy on employee benefits and the updated Employee Benefits Policy (HUM-001-006), be received; AND FURTHER, THAT the existing Policy HUM-001-006 (Employee Benefits Policy), be amended and replaced with the updated Policy HUM-001-006 (Employee Benefits Policy), a copy of which forms a part of these minutes as Appendix "II". MOTION CARRIED

Councillor Comer returned to the meeting at 4:18 pm.

- f. Request for Decision from the Chief Administrative Officer, regarding the Splash Park Re-Opening Policy

Resolution #: 202-20

Moved by Councillor DeBoon

Seconded by Councillor Wilson

THAT the Request for Decision from the Chief Administrative Officer, regarding the Splash Park Opening Policy (SER-003-053), be received; AND FURTHER, THAT Policy SER-003-053 (Splash Park Opening (COVID-19 Pandemic)), a copy of which is attached to and forms a part of these minutes as Appendix "III", be adopted. MOTION CARRIED

7. BYLAWS

None

8. NEW BUSINESS

The Chief Administrative Officer reported that a Technical Building Advisory Committee Meeting is scheduled for June 25, 2020 at 4:00 pm.

9. REPORTS OF REPRESENTATIVES

- The Mayor reported on the Creston Fire Truck tour to the Lower Kootenay Band and his attendance at the Regional District of Central Kootenay Board meeting.
- Councillor Comer reported on her attendance at an Economic Action Partnership meeting.
- Councillor DeBoon reported on his attendance at the Creston Valley Regional Airport Society meeting and the Regional District of Central Kootenay East Resource Recovery Committee meeting.
- Councillor Elford reported on his attendance at a Creston Community Forest meeting.

Resolution #: 203-20

Moved by Councillor Unruh

Seconded by Councillor DeBoon

THAT the written reports from Council, be received.

MOTION CARRIED

10. GIVING OF NOTICES

- Special Committee of the Whole Meeting - June 30, 2020
- Special Council Meeting - June 30, 2020
- Regular Council Meeting - July 14 & 28, 2020
- Regular Committee of the Whole - July 21, 2020

11. QUESTION PERIOD

Mr. Shields requested confirmation that the Splash Park would be open on June 24, 2020. Staff noted that the Splash Park was ready to open and signage outlining COVID-19 safety recommendations was ready to install.

Mr. Shields inquired about the value of the grant received to support the Town of Creston, Canada Day Fireworks (cancelled due to COVID-19), and if it was possible to reallocate the funding. The Director of Finance and Corporate Services clarified that the grant for fireworks was \$5000.00 and further noted that the grant specifies conditions on use that limit the possibility of reallocation to another purpose.

The Director of Finance and Corporate Services noted that Homeowner's Grants must be claimed by July 2, 2020, and that Town staff is attempting to remind those property owners who have not claimed their Homeowner's Grants to do so prior to the deadline.

12. RECESS AND MOVE TO CLOSED MEETING**Resolution #: 204-20**

Moved by Councillor DeBoon

Seconded by Councillor Comer

THAT the Regular Council Meeting of June 23, 2020, be recessed at 4:28 pm and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting being closed from the public and/or news media pursuant to sub-section 90(1)(c) labour relations and (k) negotiations regarding a proposed provision of a municipal service of the *Community Charter*.

MOTION CARRIED

13. RECONVENE TO REGULAR MEETING

The Regular Council Meeting reconvened at 4:49 pm.

14. RESOLUTIONS FROM CLOSED MEETING**Resolution #: 205-20**

Moved by Councillor Tzakis

Seconded by Councillor DeBoon

THAT Resolution No 59-20 from the June 23, 2020, Closed Council Meeting, be reported to the June 23, 2020 Regular Council Meeting as follows:

Resolution #: 59-20

THAT Council authorizes an extension to the Memorandum of Understanding for the Septage Disposal Treatment Facility, executed on the 13th day of April 2015, between the Town of Creston and the Regional District of Central Kootenay (Agreement No. 683), from July 1, 2019 to June 30, 2021, to allow time for both parties to meet the conditions outlined in Section 16 of the Memorandum of Understanding, through which the Town provides land for the purposes of accepting septage from within the boundaries of the Easte Waste Subregion.

MOTION CARRIED

15. ADJOURNMENT**Resolution #: 206-20**

Moved by Councillor DeBoon

THAT the Regular Council Meeting of June 23, 2020, be adjourned at 4:51 pm.

CERTIFIED CORRECT:

Ron Toyota
Mayor

Bev Caldwell
Corporate Officer

TOWN OF CRESTON

SPECIAL COUNCIL MEETING MINUTES

Tuesday, June 30, 2020, 4:30 PM
Council Chambers, 238-10th Avenue North, Creston, BC
Held in Accordance with Ministerial Order No. M192

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jim Elford
Councillor Ellen Tzakis
Councillor Karen Unruh
Councillor Joanna Wilson

REGRETS: Councillor Jen Comer

STAFF: Ross Beddoes, Acting Chief Administrative Officer/Director of
Community Services
Colin Farynowski, Manager of Engineering
Bev Caldwell, Corporate Officer
Kirsten Dunbar, Community & Corp. Services Research & Policy
Coord.
Marsha Neufeld, Executive Assistant

1. CALL TO ORDER

The Mayor called the Regular Council Meeting to order at 4:30 pm.

2. ADOPTION OF AGENDA

Resolution #: 207-20

Moved by Councillor Tzakis
Seconded by Councillor Unruh

THAT the Agenda for the Special Council Meeting of June 30, 2020, be adopted as amended, with the addition of (5)(e) Association of Kootenay and Boundary Local Governments, regarding the amendment of Town of Creston Council Resolution 75-20, "Increased Funding for Health Connections Patient Transport within the Interior Health Authority", and the removal of (6)(a) Parks Trails and Public Places Amendment Bylaw No. 1909, 2020 (1st and 2nd Readings), (b) Parks Trails and Public Places Amendment Bylaw No. 1909, 2020 (3rd Reading), (c) Fees and Charges Amendment Bylaw No. 1910, 2020 (1st and 2nd Readings) and (d) Fees and Charges Amendment Bylaw No. 1910, 2020 (3rd Reading).

MOTION CARRIED

3. ADOPTION OF MINUTES

None

4. DELEGATIONS

None

5. ITEMS OF BUSINESS

- a. Nancy Pridham, requesting Sponsorship of a Downtown Walking Tour Brochure

Resolution #: 208-20

Moved by Councillor DeBoon
Seconded by Councillor Tzakis

THAT the correspondence from Ms. Nancy Pridham, regarding the production of the 2020 Annual Downtown Walking Tour Brochure, be received; AND FURTHER, THAT Council approves the sponsorship for the production of the 2020 Annual Downtown Walking Tour Brochure for the Town of Creston, in the amount of \$600.00 with funds being allocated from Council's 2020 Advertising Budget.

MOTION CARRIED

Special Council Meeting Minutes – June 30, 2020

- b. Regional District of Central Kootenay, regarding the Creston Valley Bird Festival Committee's 2019 Columbia Basin Trust / Community Initiatives Program Grant

Resolution #: 209-20

Moved by Councillor Unruh

Seconded by Councillor DeBoon

THAT the correspondence from the Regional District of Central Kootenay, regarding the request from the Creston Valley Bird Festival Committee of Wildsight to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding, be received; AND FURTHER, THAT Council approves the request from the Creston Valley Bird Festival Committee of Wildsight to extend their 2019 Columbia Basin Trust / Community Initiatives Program grant funding for the Creston Valley Bird Festival Committee Festival to June 20, 2021.

MOTION CARRIED

- c. Request for Decision from the Manager of Engineering, regarding the Wastewater Treatment Plant Solids Dewatering Facility Upgrade

Resolution #: 210-20

Moved by Councillor DeBoon

Seconded by Councillor Unruh

THAT the Request for Decision from the Manager of Engineering, regarding the award of a general construction contract for the 2020 Wastewater Treatment Plant - Solids Dewatering Facility Upgrade, be received, THAT Council award the general construction contract for the 2020 Wastewater Treatment Plant – Solids Dewatering Facility Upgrade to the lowest tender meeting the Town of Creston's specifications, Carver Construction Ltd., in the amount of \$3,781,650.00 (excluding GST) allocated from the 2020 and 2021 Water Capital Fund for the Bio Solids Handling System; AND FURTHER, THAT additional funding of up to \$310,695.39 be budgeted in the 2021 annual budget to complete the Wastewater Treatment Plant - Solids Dewatering Facility Upgrade, if necessary.

MOTION CARRIED

- d. Request for Decision from the Director of Community Services, regarding the Parks and Public Spaces Booking Policy and the Liquor Licence Application Policy

Resolution #: 211-20

Moved by Councillor Wilson

Seconded by Councillor Unruh

THAT the Request for Decision from the Director of Community Services, regarding the Parks and Public Spaces Booking Policy (SER-009-010) and the associated amendments to the Liquor Licence Application Policy (SER-003-015), be received; THAT Policy SER-009-010 (Parks and Public Spaces Booking Policy), a copy of which forms a part of these minutes as Appendix "I", be adopted; AND FURTHER, THAT the existing Policy SER-003-015 (Liquor Licence Application Policy), be amended and replaced with the updated Policy SER-003-015 (Liquor Licence Application Policy), a copy of which forms a part of these minutes as Appendix "II".

MOTION CARRIED

- e. Association of Kootenay and Boundary Local Governments, regarding the amendment of Town of Creston Resolution 75-20, "Increased Funding for Health Connections Patient Transport within the Interior Health Authority"

Resolution #: 212-20

Moved by Councillor Unruh

Seconded by Councillor Tzakis

THAT the request from the Association of Kootenay and Boundary Local Governments regarding an amendment to the Town of Creston Council Resolution No. 75-20, "Increased Funding for Health Connections Patient Transport System within the Interior Health Authority" passed at the Special Council Meeting of February 18, 2020, be received; AND FURTHER, THAT the Resolution No. 75-20, "Increased Funding for Health Connections Patient Transport System within the Interior Health Authority" from the Special Council Meeting of February 18, 2020, be to read as follows:

Increased Funding for Health Connections Patient Transport System

WHEREAS the Province of British Columbia introduced the Health Connections Patient Transport Program in 2004/05 for Interior Health Authority to connect patients to enhanced services at Regional Hospitals with annual targeted funding of One Million Dollars, with no additional targeted funding since the program began;

AND WHEREAS location to access tertiary (i.e. Cancer, Cardiac) services is changing for Kootenay residents from Alberta to Kelowna:

THEREFORE BE IT RESOLVED that UBCM ask the Province of British Columbia to increase target funding for the Health Connections Patient Transport Program within the Interior Health Authority, to provide a patient transportation option for those requiring enhanced services.

AND BE IT FURTHER RESOLVED that the Provincial Government allocate funding to BC Transit to explore options to provide Health Connections Services on an integrated province wide system.

MOTION CARRIED

6. BYLAWS

None

7. NEW BUSINESS

The Acting Chief Administrative Officer provided an update regarding potential facilities that may be utilized to host future Council Meetings, in accordance with Provincial COVID-19 Orders and guidance.

8. REPORTS OF REPRESENTATIVES

None

9. GIVING OF NOTICES

- Regular Council Meeting - July 14 & 28, 2020
- Regular Committee of the Whole - July 21, 2020

10. QUESTION PERIOD

There were no questions from members of the gallery.

11. RECESS AND MOVE TO CLOSED MEETING***Resolution #: 213-20***

Moved by Councillor DeBoon

Seconded by Councillor Unruh

THAT the Special Council Meeting of June 30, 2020, be recessed at 4:42 pm and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting being closed from the public and/or news media pursuant to sub-section 90 (1)(c) labour relations and 90(2)(b) negotiations with the Provincial Government.

MOTION CARRIED

12. RECONVENE TO REGULAR MEETING

The Regular Council Meeting reconvened at 4:53 pm.

13. RESOLUTIONS FROM CLOSED MEETING***Resolution #: 214-20***

Moved by Councillor Unruh

Seconded by Councillor Wilson

THAT Resolution No. 65-20 from the June 30, 2020, Closed Council Meeting, be reported to the June 30, 2020, Special Council Meeting, as follows:

Resolution #: 65-20

THAT the verbal report from the Acting Chief Administrative Officer advising of the Ministry of Transportation and Infrastructure's requirements, in response to the Town of Creston's request to redirect Highway 3 traffic from Canyon Street to Cook Street, between 10th Avenue and 16th Avenue for the period of June to September 2020, to assist with the economic recovery of Creston's downtown businesses due to the COVID-19 Pandemic, be received with no further action being taken due to the cost and time involved in hiring a traffic engineer consultant to carry out a traffic impact study.

MOTION CARRIED

14. ADJOURNMENT***Resolution #: 215-20***

Moved by Councillor DeBoon

THAT the Special Council Meeting of June 30, 2020 be adjourned at 4:54 pm.

CERTIFIED CORRECT:

Ron Toyota
Mayor

Bev Caldwell
Corporate Officer

TOWN OF CRESTON
SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, June 30, 2020, 4:00 PM
Council Chambers, 238-10th Avenue North, Creston, BC
Held in Accordance with Ministerial Order No. M192

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jim Elford
Councillor Ellen Tzakis
Councillor Karen Unruh
Councillor Joanna Wilson

REGRETS: Councillor Jen Comer

STAFF: Ross Beddoes, Acting Chief Administrative Officer/ Director of
Community Services
Colin Farynowski, Manager of Engineering
Bev Caldwell, Corporate Officer
Kirsten Dunbar, Community & Corp. Services Research & Policy
Coord.
Marsha Neufeld, Executive Assistant

CALL TO ORDER

The Mayor called the Special Committee of the Whole Meeting to order at 4:00 pm.

ADOPTION OF AGENDA (and additional items if necessary)

Moved by Councillor DeBoon
Seconded by Councillor Unruh

THAT the agenda for the Special Committee of the Whole Meeting of June 30, 2020, be
adopted. MOTION CARRIED

DELEGATIONS

None

BUSINESS

- a. **Council Direction Request from the Manager of Engineering, regarding the Wastewater Treatment Plant Solids Dewatering Facility**

RECOMMENDATION NO. 1:

THAT the Council Direction Request and Staff Briefing Note from the Manager of Engineering, regarding the award of a general construction contract for the purposes of upgrading the Solids Dewatering Facility at the Wastewater Treatment Plant, be received; AND FURTHER, THAT the award of a general construction contract for the purposes of upgrading the Solids Dewatering Facility at the Wastewater Treatment Plant, be brought forward for consideration at the June 30, 2020 Special Council Meeting.

- b. **Council Direction Request from the Director of Community Services, regarding the Parks Booking Policy and Liquor Licence Application Policy**

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Director of Community Services regarding the Parks and Public Spaces Booking Policy and the Liquor Licence Application Policy, be received; AND FURTHER, THAT the Parks and Public Spaces Booking Policy (SER-009-010) and the Liquor Licence Application Policy (SER-003-015), be brought forward for consideration at the June 30, 2020 Special Council Meeting.

QUESTION PERIOD

There were no questions from members of the gallery.

ADJOURNMENT

The Special Committee of the Whole Meeting of June 30, 2020 adjourned at 4:30pm.

AS TO THE MINUTES OF THIS SPECIAL COMMITTEE OF THE WHOLE MEETING:

Ron Toyota, Mayor

Bev Caldwell, Corporate Officer

June 17, 2020

Mayor Ron Toyota
Town of Creston
PO Box 1339
Creston, BC V0B 1G0



Dear Mayor Ron Toyota:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

*File: 1855-20-30
Action: DFCS
Council - July 14*

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2020/2021. An electronic transfer of \$280,466.26 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

This year, the Government of Canada announced that the federal Gas Tax Fund transfer was to be accelerated and delivered in one single payment, rather than two half-payments. Therefore, this will be the only transfer this year for CWF funding.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Maja Tait
UBCM President

Pc: Steffan Klassen, Director of Finance and Corporate Services



May 28, 2020

Mike Moore
Chief Administrative Officer
Town of Creston
Creston
BC, BC V0B 1G0

RE: CEPF: 2020 Emergency Operations Centres and Training Program – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE

Dear Mike Moore,

Thank you for submitting an application under the 2020 Emergency Operations Centres funding stream under the Community Emergency Preparedness Fund. I am pleased to inform you in confidence that the Evaluation Committee has approved funding for your project, *Supplies and Equipment*, in the amount of \$18,750.00 .

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary. The Ministry of Public Safety and Solicitor General has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval in confidence until June 30, 2020;
- (3) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (5) All project activities must be completed within 12 months and no later than May 31, 2021;
- (6) The Final Report Form is required to be submitted to UBCM within 30 days of the project end date and no later than June 30, 2021;

- (7) Any unused funds must be returned to UBCM within 30 days of project end date;
- (8) The approved public bodies are required to comply with the Freedom of Information and Protection of Privacy Act (FIPPA) and ensure that any collected personal information about an identifiable individual as part of the approved project is compliant with the residency and sovereignty requirements of that legislation.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or the provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to develop EOC capacity to support the resiliency of BC communities. If you have any questions, please contact Local Government Program Services at 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
CEPF Program Officer – VIA EMAIL

cc: Jared Riel, Fire Chief

Enclosure

Approval Agreement (to be signed by the CAO or designate)

I, _____, have read and agree to the Terms & Conditions, and the requirements for funding under the 2020 Emergency Operations Centres funding stream.

_____, _____

Signature, Title

Date

Please return a scanned copy of the signed Approval Agreement to cepf@ubcm.ca



625 Howe Street, Suite 1430
Vancouver, British Columbia V6C 2T6

June 19, 2020

Subject: Showing your support for small business recovery by promoting #SmallBusinessEveryDay

Dear Mayor and Council,

On behalf of small and medium-sized businesses across Canada including those in British Columbia, the Canadian Federation of Independent Business (CFIB) is asking all politicians to show their support for small businesses by promoting our new *Small Business Every Day* campaign.

This campaign encourages shopping local as businesses look to recover from COVID-19 closures and adapt to new social distancing requirements. It also amplifies other great campaigns and initiatives to support small businesses from other businesses and movements by profiling them all on one spot making them easy to access for both businesses and consumers. We want to encourage a big parade of initiatives that support Main Street throughout the year and strengthen economic recovery.

A parade of campaigns to promote local shopping is desperately needed and, our survey results show a shop local campaign is highly supported by small businesses as seven out of ten worry their customers won't come back.

How can you help?

- Starting June 25 please use your social media to encourage and challenge your followers to shop local.
- Post pictures and recommend your favourite local businesses on Twitter, Facebook and Instagram using the hashtag #SmallBusinessEveryDay, and encourage everyone you know to do the same. (a bonus would be to also tag @CFIBBuzz on Twitter and @cfib_fcei on Instagram).
- Print, display and help distribute our thank you posters (see below)

To support your local businesses even more, we encourage you to print, display and distribute copies of our posters to your local businesses, which thank customers for shopping local. You can download the posters at <http://www.smallbusinesseveryday.ca/business/#poster>. It would be great if you could put one up in your constituency office.

The campaign will run until the end of December and we look forward to providing more updates as we promote different aspects of the campaign throughout the summer and fall. Our goal is to have every politician in Canada show their support and help us amplify the importance of small businesses to our local communities.

We hope we can count on your support. If you or anyone on your team would like to discuss this campaign, please don't hesitate to contact us at 604-684-5325 or by email at ms.bc@cfib.ca .

Sincerely,

A handwritten signature in blue ink that reads "Laura Jones". The script is cursive and fluid.

Laura Jones
Executive Vice President

A handwritten signature in blue ink that reads "S. Howard". The script is cursive and fluid.

Samantha Howard
Senior Director of B.C.

Kirsten Dunbar

From: Marsha Neufeld
Sent: July-09-20 15:12
To: Kirsten Dunbar
Subject: FW: 2019 Columbia River Treaty Community Meeting Report
Attachments: 2019 CRT Community Meetings Report_Web.pdf

From: McMurchy, Brooke EMPR:EX <Brooke.McMurchy@gov.bc.ca> **On Behalf Of** Columbia River Treaty EMPR:EX
Sent: June 26, 2020 5:58 PM
To: Columbia River Treaty EMPR:EX <columbiarivertreaty@gov.bc.ca>
Subject: 2019 Columbia River Treaty Community Meeting Report

Hello,

You are receiving this email because you signed up to receive updates about the Columbia River Treaty. Please let us know if you would like to be removed from this list.

We are pleased to announce that the report summarizing last fall's Columbia River Treaty community meetings is now available. A pdf version is attached to this email. You can find it online on the Province of B.C.'s Columbia River Treaty website, along with all materials, presentations and videos from the meetings. It has also been posted on Facebook and Twitter. All links are below. Feel free to share it with whomever you think would be interested.

- Columbia River Treaty website: <https://engage.gov.bc.ca/columbiarivertreaty/2019-community-meetings/>
- Facebook: <https://www.facebook.com/ColumbiaRiverTreaty/>
- Twitter: <https://twitter.com/CRTTreaty>

The Province of B.C. hosted meetings in 12 communities throughout the B.C. Columbia Basin last October and November. These meetings served two purposes:

1. **to update** communities about the current Canada-U.S. Columbia River Treaty negotiations and projects underway to address community interests; and
2. to give residents an opportunity **to connect** with the Canadian negotiating team, including the Indigenous Nations who became part of the negotiating contingent in 2019.

The report summarizes the presentations, feedback and discussions that took place in Revelstoke, Valemount, Cranbrook, Jaffray, Creston, Golden, Invermere, Genelle, Nelson, Meadow Creek, Nakusp and Fauquier.

We want to make sure the report captures what was said during these sessions. If you attended one of these meetings and notice something missing, or if you have questions or comments about the Treaty in general, please send them to us via:

- Email: columbiarivertreaty@gov.bc.ca
- Phone: (778) 698-7277
- Mail: Columbia River Treaty Team Ministry of Energy, Mines and Petroleum Resources,
PO Box 9314 Stn Prov Govt,
Victoria BC V8W 9N1; or
- Message us through the Columbia River Treaty Facebook page.

Our team will hold further engagement sessions, either virtually or in person, when there are new developments from the Treaty negotiations to share. Until then, we will continue to provide updates through the Columbia River Treaty website, Facebook, Twitter, and Newsletter.

Thank you for your continued interest in the Columbia River Treaty.

All the best,

The B.C. Columbia River Treaty Team



Jonathan X. Côté
Mayor

July 6, 2020

VIA EMAIL

Dear Mayor and Council:

Re: Disaggregated COVID-19 Data Collection

I am writing to seek your support for calling on the Provincial and Federal governments to collect disaggregated COVID-19 data. At a meeting on June 22, 2020, New Westminster City Council passed the following resolution:

WHEREAS it is clear from other jurisdictions, including the United States, that the COVID-19 pandemic and other health concerns disproportionately impact racialized community members and those with who experience systemic, marginalizing barriers to healthcare access as well as precarious work; and

WHEREAS BC and Canada do not capture race-based or socioeconomic data, which effectively buries the impact of illness and disease on disproportionately impacted groups within the larger aggregated data, erasing opportunities to address health inequities; and

WHEREAS BC has experienced a lower than average illness and causality rate primarily because of evidence based data; and

WHEREAS racialized communities and advocates have been requesting that the province collect disaggregated data;

THEREFORE BE IT RESOLVED THAT the City of New Westminster write to the provincial and federal Ministers of Health requesting that they collect disaggregated data including race, socioeconomic class,

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca

and disability that will allow for evidence-based health care and social program interventions; and

THAT the data are analyzed and interpreted with community leadership and input; and

THAT the data are collected with the intention of being understood as indicators of systemic and structural oppression to identify root causes of disparity; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'Jonathan X. Cote', with a stylized flourish extending to the right.

Jonathan X. Cote
Mayor

Cc: The Honourable Patty Hajdu, Federal Minister of Health
The Honourable Adrian Dix, British Columbia Minister of Health

Kirsten Dunbar

From: Marsha Neufeld
Sent: June-15-20 13:39
To: Kirsten Dunbar
Subject: FW: INVITATION: Virtual Meeting With BC Assessment During UBCM

From: Communications General Mailbox BCA BCA:EX <bcacommunications@bcassessment.ca>
Sent: June 15, 2020 1:06 PM
Subject: INVITATION: Virtual Meeting With BC Assessment During UBCM

Hello!

BC Assessment is proud once again to support the Union of BC Municipalities and our ongoing partnership with local governments

With UBCM offering a virtual conference this year, we would like to continue to extend our annual invitation for a personalized, one-on-one meeting. The meetings will align with UBCM, taking place **Tuesday, September 22 – Thursday, September 24**, and will be held virtually by WebEx. The opportunity to meet individually allows you to discuss property assessment topics specific to your community, for us to answer general questions about BC Assessment or the assessment process, or for us to introduce ourselves.

If you are interested in booking a one-on-one meeting with us, please [contact BC Assessment Communications](#) by **Wednesday, July 15**. If you have any identified topics at this time, please include those in your response. After July 15, we will follow up with those who have expressed interest in a meeting with specific dates and times to choose from. As we get closer to the Convention, we will follow up with confirmed meeting attendees and provide details for WebEx usage.

Thank you for your continued partnership and collaboration, and we look forward to meeting with you in September!

Sincerely,
Rod Ravenstein, Director Local Government & Indigenous Relations
Michael Spatharakis, Manager Local Government Relations



June 23, 2020

Dear Mayor Toyota, Counsellors

My family and I have lived at the corner of Hillside and 20th Ave. for over 24 years. During this time we have seen many changes to the dynamics of the traffic in the area. Increased speeding and traffic has been an issue for years. With all the new activities that can be done on the east side of the rec centre there needs to be some URGENT attention to the traffic that goes along these streets. For as long as we have lived here there has been traffic coming from Erickson (from the east) that turn right onto 20th and proceed up over the blind hill, making a left onto Hillside and travelling west along Hillside, beside the soccer field and, of course, they come back the same way. Some perceive this to be a 'shortcut' to Save-On Foods or to Northwest Boulevard to avoid the lights and congestion of downtown. This is ALL a 30 km zone and yet very few vehicles obey the speed limit. Also, since we have lived here there has been development to the north of Hillside St. with the development of Meadow Woods and Alder Street which now goes right to 20th Ave. Except for the change of a stop sign from the northwest corner of Hillside and 20th to the southwest corner of the intersection there has been no new change to the safety of the roads and intersection. This needs to change NOW. Foot traffic has increased, especially from children that live on Alder and go to the park/skate park. The safety of these children and other citizens of Creston needs IMMEDIATE attention. This intersection was dangerous even before the development of the east side of the rec. centre.

Here are our suggestions to make the area safe.

1. Laying of rumble strips on 20th Ave. between Pine and Hillside and also on Hillside between 20th Ave and 16th Ave.
2. Putting a 3 way stop at the intersection of Hillside and 20th Ave.
3. Having stop lines at these stop signs.
4. Putting a sidewalk in between Alder and Hillside (and perhaps even along 20th Ave to Canyon street).
5. Putting in a crosswalk that is from the northwest side of the intersection to the southwest corner of the intersection. I believe this would involve a small reconfiguration of the path in the rec. centre that ends near the intersection. The path needs to be moved right to the corner so that it end up on 20th and then the crosswalk is straight

across to the northwest side. This would increase visibility for drivers on 20th Ave. A couple of barriers would need to be moved a few feet and an extension to the path.

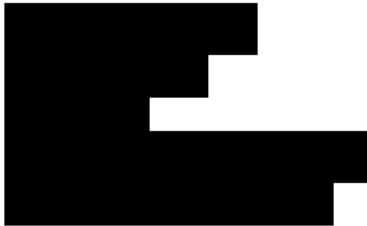
6. More RCMP presence in the area including along 20th Ave N. and Hillside.

My husband and I request a meeting with the appropriate people and to attend any council meeting that this topic will be discussed. We need to be proactive to avoid a tragedy from happening. I encourage the town and RDCK (where the rec centre is involved) to implement ALL these changes to keep all citizens of Creston safe.

Thank you.

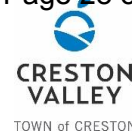
Sincerely,

Karl and Karen Mottl



REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: July 14, 2020

File: 7400.20.M1

SUBJECT: RCMP Auxiliary Policing Program

RECOMMENDATION: THAT the Request for Decision from the Director of Finance and Corporate Services, regarding the RCMP Auxiliary Program, be received; AND FURTHER, THAT Council DIRECT STAFF to respond to the Ministry of Public Safety and Solicitor General, Policing and Security Branch, indicating that the Town of Creston is currently not interested in proceeding with the new national RCMP Auxiliary Program (Tier 3) but the Town of Creston may consider participation in the future should interest and the need arises.

CAO COMMENTS: Reportedly there is no expression of interest from community members on participation.

RECOMMENDATION

Report / Document:

Attached ☒

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: The Ministry of Public Safety and Solicitor General, Policing and Security Branch requests that municipalities to indicate their intention to proceed with the new national RCMP Auxiliary Program (Tier 3), (the "Program"). Currently there are no auxiliary members within the Creston RCMP Detachment. As the Program has changed significantly over the past couple of decades, the interest from volunteers decreased. The Program changes to reduce liability were restrictive, and volunteers felt underutilized in providing usefulness to the local RCMP detachment. Expenses for the program are estimated between \$1,200 and \$1,500 per volunteer for uniforms and training. A local organizational plan is required on how to best utilize Auxiliary Police to encourage volunteerism into the Program and provide value to the community. The Province of BC is considering launching its own auxiliary policing program in the future which may increase interest from community volunteers.

RELEVANT POLICY: N/A

STRATEGIC RELEVANCE: Enhanced Community Safety

DESIRED OUTCOME(S): Not participating in the existing program due to low community interest.

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Staff to Inform the Ministry that the Town is not currently interested in the Program.
2.	Other as Council direction

PREFERRED STRATEGY: Option 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Status quo as the Creston Detachment currently does not have an auxiliary program

ORGANIZATIONAL: No staffing impact.

FINANCIAL: N/A

FOLLOW UP ACTION: Letter to Ministry to inform them of the Town's intent.

COMMUNICATION: N/A

OTHER COMMENTS: S/Sgt. Currie advised there is currently no volunteers interested in program.

Submitted by: Steffan Klassen
Steffan Klassen

Endorsed by: Other _____

Reviewed by: CAO 

Reviewers _____



June 18, 2020

Ref: 572317

Mayors

Local Governments with Auxiliary Program

Dear Sirs/Madams:

I am writing today regarding your options for the new RCMP Auxiliary Program (Tier 3). As you know, this program has undergone significant changes recently, and at the request of the Union of British Columbia Municipalities (UBCM), the Ministry of Public Safety and Solicitor General is currently exploring possible BC models for the long-term delivery of this program. Necessary legislative amendments and policy and program development issues are currently being identified; however, timelines have not yet been established, and the Province cannot provide a specific implementation date.

While the Ministry continues to explore options for a BC model, the Ministry is also exploring the option of implementing the new national RCMP Auxiliary Program (Tier 3) program in the interim. I am in receipt of a letter from UBCM and the Local Government Contract Management Committee (LGCMC), endorsing this approach. In an effort to confirm which communities are interested in proceeding with an interim program, I am writing to share information regarding the financial impacts of this option. You were included in this correspondence because your RCMP detachment currently has an active program.

The approximate costs per member are identified below, as they relate to uniform, training, and medical testing. Please note, the principles of the Ministry of Justice Auxiliary/Reserve Constable Program Provincial Policy would apply to the funding of an interim program. Therefore, the Province would provide funding for local governments with a provincial RCMP detachment. While the Provincial Policy states that medical tests are the responsibility of the candidate, it would be reasonable for candidates to be reimbursed any fees related to these new medical standard requirements.

.../2

Various
Page 2

- Uniform: \$700 per candidate;
- Training (first aid, firearm, etc.), in addition to the online and/or detachment level training: from \$350 to \$500 per candidate;
- Medical tests: from \$150 to \$300 per candidate.
- **Estimated total: from \$1,200 to 1,500 per candidate.**

At this time the Province is unable to provide a specific timeline for all current auxiliary members to be fully trained; however, it is expected that most members can complete the new training in approximately four (4) to six (6) months. Please also note that current situation with COVID-19 may delay some in-person or in-detachment training, and there may be some downtime associated with retrofitting uniforms to the new standards.

In order for the Ministry to consider moving ahead with the interim implementation, please provide us with confirmation of your intent to proceed by **July 15, 2020**, by emailing Marie-Helene Lapointe at MarieHelene.Lapointe@gov.bc.ca or via phone at 236 478-2495. Marie-Helene is also available to answer questions and receive other comments. Once we understand the level of interest, we will provide information regarding next steps.

Take Care,



Brenda Butterworth-Carr; Tr'injà shär njit dintlät
Assistant Deputy Minister
And Director of Police Services
Policing and Security Branch

pc: Municipal Chief Administrative Officers
 Detachment Commanders, RCMP detachments with active Auxiliary Program
 Maja Tait, UBCM President
 Craig Hodge, LGCMC Co-Chair
 Jennifer Strachan, CO RCMP "E" Division

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: July 14, 2020

File: 0340.50/7130.03

SUBJECT: Creston Valley Youth Network Centre Re-Opening

RECOMMENDATION: THAT the Request for Decision from the Community and Corporate Services Research and Policy Coordinator, regarding the Creston Valley Youth Network Centre Re-Opening (COVID-19 Pandemic) Policy (SER-003-054), BE RECEIVED; AND FURTHER, THAT the Creston Valley Youth Network Centre Re-Opening (COVID-19 Pandemic) Policy (SER-003-054) be ADOPTED.

CAO COMMENTS: Council will review and adopt policies related to re-opening facilities previously closed due to the COVID-19 pandemic.

RECOMMENDATION

Report / Document:

Attached ☒

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: A Workplace Safety Plan must be in place for the Creston Valley Youth Network to safely re-open the Facility. WorkSafeBC has provided the guidelines necessary to develop the plans, and the BC Centre for Disease Control provided further guidance for Kindergarten to Grade 12 School Settings which informed this policy. Key components of this policy include: the continued coordination of outdoor and virtual activities, establishment of indoor and outdoor occupancy limits, enhanced cleaning of high touch surfaces, and communicating the contents of this plan to the Youth Network Participants.

RELEVANT POLICY: New Policy

STRATEGIC RELEVANCE: N/A

DESIRED OUTCOME(S): A Policy Direction by Council on Re-Opening the Creston Valley Youth Network Centre

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Council adopt the policy as presented
2.	Council adopt the policy as amended
3.	Council choose to leave the CVYN Facility Closed

PREFERRED STRATEGY: Option 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Provides the opportunity for the youth network participants to physically attend indoor Youth Network Activities and access the space if needed.

ORGANIZATIONAL: Two CVYN staff members will open the CVYN building approximately once per week, and continue online and outdoor activities.

FINANCIAL: N/A

FOLLOW UP ACTION: N/A

COMMUNICATION: Policy and procedures posted online and communicated with Youth Network Participants.

OTHER COMMENTS: By others reviewing this RFD

Submitted by: Kirsten Dunbar
Kirsten Dunbar

Endorsed by: Other _____

Reviewed by: CAO 

Reviewers _____



Town of Creston

COUNCIL POLICY

POLICY: SER-003-054

Creston Valley Youth Network Centre Re-Opening (Covid-19 Pandemic)

PURPOSE WorkSafe BC requires a plan for public facilities to resume operations following COVID-19 related closures.

SCOPE All Creston Valley Youth Network Employees, Volunteers, and Participants

POLICY The Town of Creston has established a Workplace Safety Plan for the Creston Valley Youth Network (CVYN) Centre. COVID-19 virus has a very low infection rate in children and youth. In BC, less than 1% of children and youth tested have been COVID-19 positive. Most children and youth are not at high risk for COVID-19 infection (BC Centre for Disease Control).

This Plan represents the minimum standards that employers must meet based on the information from the Provincial Health Officer (PHO), the Ministry of Health, the Province of BC and WorkSafe BC. The Town of Creston will continue to take direction from the PHO and the Provincial Government.

To develop this Plan, a hazard analysis was completed based on the Hierarchy of Controls for COVID-19 as recommended by the PHO. This framework addresses Elimination controls (physical distancing) followed by Engineering Controls, Administrative Controls and lastly, Personal Protective Equipment (PPE) to reduce transmission. The application of these control measures will assist in mitigating potential hazards to maintain a safe workplace and to help ensure the safety of CVYN Staff and Participants

REFERENCE Provincial Medical Health Officer's Order: Workplace COVID-19 Safety Plans; BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 School Settings.

GUIDELINES:

Hazard Analysis

- 1.0 A portion of the Plan relies on the implementation of the associated Safe Work Procedure (SWP) (Appendix A) which contains more details with respect to the mitigations listed in the table.

HAZARDS	CONTROL	MITIGATION
1. High Touch surfaces, including furniture that is potentially contaminated with coronavirus particles. 2. Inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with	Physical	<ul style="list-style-type: none"> Signage will be installed regarding physical distancing and hand hygiene practices. Youth participants will receive hand hygiene and safety orientation, ensuring that they understand the participation requirements. Common areas will be arranged to allow

Town of Creston
COUNCIL POLICY

POLICY: SER-003-054

HAZARDS	CONTROL	MITIGATION
<p>easily transmissible viral particles.</p> <p>3. Exposure to disinfectants, nitrile/latex gloves and environmental sensitivities.</p> <p>4. Mental health distress/anxiety</p>		<p>for physical distancing.</p> <ul style="list-style-type: none"> Where possible, outdoor activities and online/ virtual activities will be the primary form of contact. Occupancy limits set at outdoor activities in small groups to a maximum size of six (6); indoor activities will be limited to a total of four (4) participants at one time and two (2) staff, following the procedures outlined in this document. Cleaning/disinfecting procedures for workspace, shared workspaces and common areas to reduce surfaces that may potentially be contaminated with coronavirus particles are outlined in the safe work procedure.
HAZARDS	CONTROL	MITIGATION
<p>1. High Touch surfaces, including furniture that is potentially contaminated with coronavirus particles.</p> <p>2. Inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace or common area with easily transmissible viral particles.</p> <p>3. Exposure to disinfectants, nitrile/latex gloves and environmental sensitivities.</p> <p>4. Mental health distress/anxiety</p>	Engineered	<ul style="list-style-type: none"> Activity Room (Dart Room) Closed Hand sanitizer station placed near the entrance door, and other high touch locations for Youth Centre participants and employees. Remove lids from garbage receptacles to allow "no-touch" disposal. Unnecessary furniture will be removed, or re-arranged to ensure physical distancing can be maintained. Control entry and exit and limit the number of youth participants allowed in the building at one time.
	Administrative	<p>Provide a Safe Work Procedure that addresses the following:</p> <ul style="list-style-type: none"> Self-monitoring Guidance on document/cash handling Cleaning/disinfecting procedures Signage Occupancy limit set for Creston Valley Youth Network Building. Stress, anxiety and mental health awareness Proper hygiene practices

Town of Creston
COUNCIL POLICY

POLICY: SER-003-054

HAZARDS	CONTROL	MITIGATION
	Personal Protective Equipment (PPE)	Information regarding the use of PPE will be addressed in the Safe Work Procedure (SWP).

GENERAL GUIDELINES**1.0 STAYING INFORMED**

Creston Valley Youth Network employees are encouraged to stay up-to-date and informed on the pandemic and follow public health advice, as information may change from time to time.

2.0 MONITORING OF SYMPTOMS

- a) Pre-mitigation, including reporting and self-screening, will help to identify possible COVID- 19 positive employees and proactively remove risks that they could inadvertently introduce coronavirus into the workplace.
- b) Employees with COVID-19 symptoms **must stay home** and consult their doctor or call 811 to discuss testing. As per BC Centre for Disease Control, employees may not come to work for at least ten (10) days, or longer, if symptoms have not resolved. After the ten (10) to fourteen (14) day self-isolation, the employee may return to their regular activities if:
 - i. At least ten (10) days have passed since any symptoms started, and;
 - ii. The employee's fever is gone without the use of fever-reducing medications (i.e. Tylenol, Advil), and;
 - iii. The employee is feeling better (there is an improvement in a runny nose, sore throat, nausea, vomiting, diarrhea, fatigue). Coughing may go on for several weeks, so a cough alone does not mean there is a need to continue to self-monitor and self-isolate, or;
 - iv. The employee was self-monitoring and never developed any symptoms.
- c) Employees must also stay at home when sick to avoid spreading illness to others, even if symptoms are not consistent with COVID-19, as the employee may be asymptomatic. Employees can discuss with their manager the option of working from home if their symptoms allow.
- d) CVYN Participants with COVID-19 symptoms or symptoms of the common cold or influenza **must stay home** and will be encouraged to be assessed by their health care provider and follow their health care provider's instruction.

3.0 PHYSICAL DISTANCING

- a) Physical distancing reduces the potential of coronavirus being transmitted through airborne droplets. There is a possibility that even asymptomatic carriers

COUNCIL POLICY

of coronavirus may transmit the virus in this manner, so physical distancing will always be observed, even in cases when people do not display symptoms of COVID-19. Youth are not the primary drivers of COVID-19 spread in schools or community settings (BC Centre of Disease Control).

- b) Access to the Creston Valley Youth Network workplace will be limited and alternative methods, such as video or conference calls, outdoor activities, and virtual/online activities will be regularly scheduled to reduce contact intensity.
- c) The activity room (darts room) will be closed as physical distancing cannot be maintained. Common areas will be arranged to follow physical distancing practices or furniture will be removed if necessary. Employees are encouraged to use virtual/online and/or outdoor activities as much as possible.
- d) Whenever possible, employees should travel alone in vehicles to ensure physical distancing.
- e) If a task requires close personal contact, appropriate PPE and additional mitigation measures must be considered and discussed with your manager.
- f) Only essential business travel will be considered until further notice.
- g) Occupancy limits are as follows:

Occupancy limit for outside programming:

- i. - Max 6 youth
- ii. - Max 2 staff

Occupancy limit for inside programming:

- iii. - Max 4 youth
- iv. - Max 2 staff

The CVYN Coordinator will ensure that youth understand the process for registering in inside programming to ensure occupancy limits are met.

4.0 PERSONAL HYGIENE

- a) Creston Valley Youth Network Employees and Participants must practice proper hand hygiene techniques often, as it is the most effective way of reducing the spread of infection. Mandatory hand washing will be implemented when entering the CVYN building, entering the kitchen and after use of the washroom.
- b) Proper respiratory etiquette must be followed (see SWP).
- c) Touching face, including eyes, nose or mouth should be avoided, and hands washed or sanitized following such touching.

5.0 ENHANCED CLEANING/DISINFECTING

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- a) Employees will disinfect common areas and other high touch surfaces before use.
- b) Employees will ensure regularly touched surfaces are disinfected frequently within their own workspace(s) as per the Safe Work Procedure.

6.0 PERSONAL/SHARED WORKSPACES/EQUIPMENT

- a) Employees and Youth Network Participants are discouraged from sharing equipment (i.e. pens, phones, art supplies, other tools).
- b) The need to meet inside the Youth Centre will be minimized by organizing virtual/online activities and outdoor activities.
- c) When it is necessary to use a common workstation or piece of equipment, such as a shared computer, printer, modem, keys, security pad, door handles rails and bars, the surfaces will be disinfected before and after use. If in doubt about the cleanliness of an area or item, employees are encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
- d) In the event of a potential COVID-19 case in a shared workspace, workstation or with a person using shared equipment, the station/equipment should not be used until a deep clean can be performed which is to be delegated by the manager.
- e) Limit the exchange of papers. If documents must be exchanged, follow the proper procedural guidelines outlined in the Safe Work Procedure.

7.0 PERSONAL PROTECTION EQUIPMENT (PPE)

- a) Facial masks and gloves are not mandatory. When physical distancing cannot be maintained a non-medical mask or homemade face covering must be worn (e.g., handling/dishing out food for CVYN participants, performing any cleaning or cleaning function).
- b) Gloves will be provided and can be used if desired. While gloves may provide protection for your hands, they do not prevent the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.
- c) Training on the proper use of PPE is found in the SWP.

8.0 MENTAL HEALTH AWARENESS

- a) Practice self-care. Emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible (see SWP). Please be mindful of your co-workers and look out for each other.

9.0 DOCUMENTATION AND TRAINING

- a) The Director or designate of the Creston Valley Youth Network will ensure employees are trained on the policies, practices, and procedures due to the

Town of Creston

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COVID-19 pandemic and keep records of that training.

- b) If employees have any concerns, they may discuss them with their immediate supervisor.

10.0 HOURS OF OPERATION

- a) The Creston Valley Youth Network will be open and operating based on the operational needs determined by the Director of Finance and Corporate Services.
- b) The Creston Valley Youth Network staff will continue to monitor the information from the Provincial Public Health Officer and will remain consistent with their recommendations for the non-essential business to close if required.

11.0 ALTERING WORK PROCEDURES

- a) The Chief Administrative Officer, in consultation with the Directors, may make immediate alterations to the Safe Work Procedures if deemed necessary to improve the safety of the general public and employees.

POLICY RECORD

Date Approved by Council:

Resolution No.

Next Review Date:

Policy No:

Last Review Date:

Replaces: New Policy

Administrative Review:

Town of Creston
COUNCIL POLICY

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Appendix A

SAFE WORK PROCEDURE DURING COVID-19 PANDEMIC

PURPOSE

This Operating Procedure provides direction to employees regarding respiratory etiquette and minimizing risk during the gradual re-opening of the Creston Valley Youth Network building, while the Province remains in a state of emergency due to COVID-19. The Creston Valley Youth Network will continue to take direction from Federal and Provincial Health Authorities.

HAZARDS

During the pandemic response scenario, there is a risk of transmission whenever people come into contact with one another, share close physical space, and touch common surfaces.

Pandemic-related hazards include:

1. **Physical:** touching surfaces that are potentially contaminated with virus particles
2. **Biological:** inadvertent exposure to a viral contagion or inadvertent contamination of a shared workspace with easily transmissible viral particles
3. **Chemical:** exposure to disinfectants/nitrile or latex gloves/environmental sensitivities
4. **Psycho-social:** mental distress/anxiety

EQUIPMENT AND MATERIAL	
Type	Criteria/Recommendation
Disposable Antiseptic or Disinfectant Wipes	Clorox or Lysol Disinfectant Wipes that contain alcohol.
Hand Sanitizer or Hand Rub	Alcohol-based hand rub (ABHR) approved by Health Canada or the Province of BC with a minimum 68% alcohol content.
Microfiber Cloth	n/a
Cleaning solution specific for computer screens	70% isopropyl alcohol / 30% water solution
Disposable paper towel	n/a
Disposable Gloves	Latex or nitrile based

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Type	Criteria/Recommendation
Facial Masks (disposable or washable) (optional)	N95/Surgical (paper) or cotton cloth material (hand-sewn)
Disposable Gloves	Latex or nitrile based

COUNCIL POLICY**PROCEDURES**

This Safe Work Procedure (SWP) outlines the appropriate Provincial Guidelines to be followed, ensuring the health and safety of the Creston Valley Youth Network Staff and Participants. Procedures include requirements for orientation of staff and youth participants and screening prior to working, actions while at work (hygiene, physical distancing, cleaning, and monitoring).

MITIGATION STEP	TASK INSTRUCTIONS <i>Define how each step is to be performed safely, ensuring all hazards are addressed.</i>
SELF-MONITORING	<p>CVYN Employees must stay home if they are experiencing any cold or flu-like symptoms.</p> <ul style="list-style-type: none"> Before entering the workplace or before a shift starts, the CVYN employees must self-monitor for symptoms associated with COVID-19. If experiencing symptoms, employees must use the COVID-19 Symptom Self-Assessment Tool located at https://bc.thrive.health/ available through HealthlinkBC and answer the prompted questions. If 'yes' to any of the self-assessment questions, the direction will be provided. Please advise your Supervisor. <p>CVYN Participants must stay home if they are experiencing any cold or flu-like symptoms.</p> <ul style="list-style-type: none"> CVYN employees will encourage participants to be assessed by their health care provider. <p><i>(Note: As symptoms and information on the pandemic change, other questions may arise in the survey. Follow the advice provided after the survey has concluded, and if advised to stay home, notify your manager immediately.)</i></p>
PHYSICAL DISTANCING	<p>During all activities, physical distancing will be maintained, including between co-workers and CVYN Participants:</p> <ol style="list-style-type: none"> Remaining two (2)-metres or six (6)-feet apart; and Not engaging in any physical contact, such as handshaking. When physical distancing cannot be maintained between staff and participants (e.g., serving food), a non-medical mask or homemade face covering must be worn.

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<p>PERSONAL HYGIENE</p>	<p><u>Handwashing</u></p> <p>Employees must either:</p> <ol style="list-style-type: none"> Wash hands often with soap and water for at least 20 seconds; OR If soap and water are not available, alcohol-based hand sanitizer or rubs (ABHR) can be used to clean hands. <p><u>Respiratory</u></p> <p>Employees must either:</p> <ol style="list-style-type: none"> Turn their head away from others and cover their mouths with a sleeve (i.e. cough into elbow); OR Use a tissue when coughing or sneezing, and immediately after, discard tissue(s) into a garbage receptacle and wash hands.
<p>CLEANING/ DISINFECTING</p> <p><u>Note:</u> It is important to make the distinction between cleaning and disinfecting:</p> <p>Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.</p> <p>Disinfecting refers to using chemicals, for example, Health Canada-registered disinfectants, to kill germs on surfaces.</p> <p>Deep cleaning by disinfecting (kill germs) on a surface <i>after</i> cleaning (removal of germs), it can further lower the risk of spreading infection.</p>	<p><u>CVYN CENTRE CLEANING</u></p> <p>Employees must follow these steps hourly or more often throughout the day:</p> <ol style="list-style-type: none"> Wash hands or use hand sanitizer. Put on disposable gloves. General cleaning and disinfecting of the premise will occur at least once per opening of the Youth Centre. Frequently touched surfaces will be cleaned and disinfected at least twice per opening of the Youth Centre. If surfaces are visibly dirty, they should be cleaned using soap and water prior to disinfection. Use a disposable paper towel with disinfectant on hard non-porous surfaces by wiping the surfaces. These include, but are not limited to: <ol style="list-style-type: none"> keyboard, mouse phone, headset desktop surfaces chair seats and armrests cabinet door, drawers doorknobs handle light switches Pens photocopiers, cash registers and other shared equipment or surfaces Carefully dispose of the wipe into a garbage receptacle immediately after use, remove gloves and dispose of. Wash your hands with soap and water or an alcohol-based hand sanitizer. <p><u>Soft (Porous) Surfaces</u></p> <ol style="list-style-type: none"> For soft (porous) surfaces such as the carpeted floor, fabric chairs, and drapes, remove visible contamination when present and clean with appropriate cleaners appropriate for use for the particular material of which it is made.

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	<p>2. After cleaning, dispose of cleaning cloth as appropriate (paper towel in the garbage, fabric cloths in sealed laundry bag) or in accordance with the manufacturer's instructions.</p> <p><u>Note:</u> Never use a soiled or dirty cloth to clean any surface.</p> <p><u>Electronic Screens</u> This process is for cell phone screens, tablets, touch screens, computer and TV monitors and other sensitive electronic products:</p> <ol style="list-style-type: none"> 1. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. 2. Wipe down monitor or computer screen. <p>Dry surfaces thoroughly to avoid streaking or pooling of liquids.</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> 1. Using any material other than a microfiber cloth could cause damage to the product. 2. Avoid using any of the following chemicals or products containing these chemicals: <ul style="list-style-type: none"> • Any chlorine-based cleaner, such as bleach • Peroxides (including hydrogen peroxide) • Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene • Ammonia (i.e. Windex) • Ethyl alcohol
SIGNAGE	<p>Creston Valley Youth Network Employees must display signage:</p> <p>Inside the main entrance:</p> <ol style="list-style-type: none"> a) Wash your hands with warm water or soap for 20 seconds b) Keep 2 meters distant from others c) Stay home if you have any cold/ flu symptoms
YOUTH PARTICIPANT ORIENTATION	<ul style="list-style-type: none"> • Each group of Youth Network Participants will receive an orientation regarding the COVID-19, safety precautions put in place, including when to wash hands, occupancy limits and conditions on attendance (i.e., must not attend if experiencing and cold or flu-like symptoms). • Orientation will be documented.
STRESS, ANXIETY AND MENTAL HEALTH AWARENESS	<p>Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible:</p> <ol style="list-style-type: none"> a) Contact the Employee Assistance Program (EAP) hotline at 1-800- 387-4765, or; b) Contact your Supervisor or trusted co-worker for more information or assistance, or; c) Contact your family physician

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DOCUMENT HANDLING	<ol style="list-style-type: none"> 1. Wash or disinfect their hands before and after contact. 2. Gloves can be used at the employee's discretion. Gloves must be properly disposed of, and hands washed or sanitized after removing gloves (following procedure for proper donning and doffing of PPE.)
PERSONAL PROTECTIVE EQUIPMENT	<p><u>Facial Masks</u></p> <p>Facial masks are not mandatory if an employee chooses to wear one, they are responsible for supplying, and the proper disposal or the frequent cleaning of them, dependent on which type they choose to utilize. Information for the care and disposal of facial masks can be found at http://covid-19.bccdc.ca/</p> <ol style="list-style-type: none"> a) Fabric masks should be laundered after each day and dried on the highest temperature setting possible. They must be thoroughly dried before re-use. b) Paper masks should be properly disposed of after each day of use. <p><u>Disposable Gloves</u></p> <p>These are not required unless an employee is conducting first aid or carrying out duties that regularly require the use of them. Gloves are not to be used as a replacement for proper and frequent hand hygiene. Wearing gloves may actually help spread the coronavirus as workers may unintentionally touch something or someone contaminated with the coronavirus with their gloved hand. If gloves are worn for cash or document handling, they will be disposed of after use and the employee will wash or sanitize their hands.</p> <p><u>Donning:</u></p> <ol style="list-style-type: none"> 1. Remove one glove from the package and inspect it to be sure no pinholes or tears are present. 2. If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning. 3. Insert five fingers into the cuff and pull the cuff over the wrist. 4. Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist. <p><u>Doffing:</u></p> <ol style="list-style-type: none"> 1. Grasp the outside edge of the glove near the wrist. 2. Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand. 3. Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove. 4. Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

COUNCIL POLICY**Important Information**

The employee assumes responsibility and risk of infection if they do not follow the guidelines provided in this document.



Town of Creston
COUNCIL POLICY

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PROPER DONNING & DOFFING OF DISPOSABLE GLOVES

Protective gloves are an important piece of safety equipment across a wide range of industries. When donned properly, they help protect workers from exposure to hazardous substances and products and processes from contamination. When doffed correctly, workers help prevent contamination to themselves and their environments. Below are tips on how to don and doff gloves in ways that help ensure worker safety and product integrity.

HOW TO DON GLOVES



1 Remove one glove from the package and inspect it to be sure no pinholes or tears are present.



2 If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.



3 Insert five fingers into the cuff and pull the cuff over the wrist.



4 Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist.

HOW TO DOFF GLOVES



1 Grasp the outside edge of the glove near the wrist.



2 Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.



3 Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.



4 Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.

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REQUEST FOR DECISION (RFD)

Town of Creston

Action Date: July 14, 2020

File: 7130.03

SUBJECT: Temporary Expanded Service Area Authorization – Kokanee Inn

RECOMMENDATION: THAT Council RECEIVE FOR INFORMATION the Request for Decision from the Director of Community Services regarding the request for the Temporary Expanded Service Area; THAT Council APPROVES the Temporary Expanded Service Area Authorization for the Kokanee Inn located at 123 – 9th Avenue South, Creston, BC; AND FURTHER, THAT Council DIRECT STAFF to contact the Liquor and Cannabis Regulation Branch to inform them of Council's approval.

CAO COMMENTS: The approval will provide the applicant opportunity for economic recovery during the restrictions created by the Public Health orders during the COVID-19 pandemic.

RECOMMENDATION

Report / Document:

Attached ☐

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: The Liquor and Cannabis Regulation Branch has issued a Policy Directive for Temporary Expanded Service Area Authorization during the COVID-19 pandemic. An increase in building occupancy is not permitted under this policy, only expanded area to allow for social distancing and other requirements of the Public Health Officer (PHO) regarding bars and restaurants. The authorization will expire on October 31, 2020. The Kokanee Inn has applied for such authorization.

RELEVANT POLICY: The Liquor Licence Application Policy does not contemplate these special temporary authorizations.

STRATEGIC RELEVANCE: Economic Development

DESIRED OUTCOME(S): Providing opportunities for local business to adjust to new requirements of the PHO in relation to the COVID-19 pandemic, without providing direct assistance to business.

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Council may approve the recommendation from staff
2.	Council may reject the application and recommendation of staff
3.	Other, as per Council direction

PREFERRED STRATEGY: Approve the Temporary Expanded Service Area Authorization for the Kokanee Inn

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Economic recovery options for local business

ORGANIZATIONAL: N/A

FINANCIAL: N/A

FOLLOW UP ACTION: Notify Liquor and Cannabis Regulation Branch of Council's decision

COMMUNICATION: N/A

OTHER COMMENTS: N/A

Ross
Beddoes

Submitted by:

Writer's Name

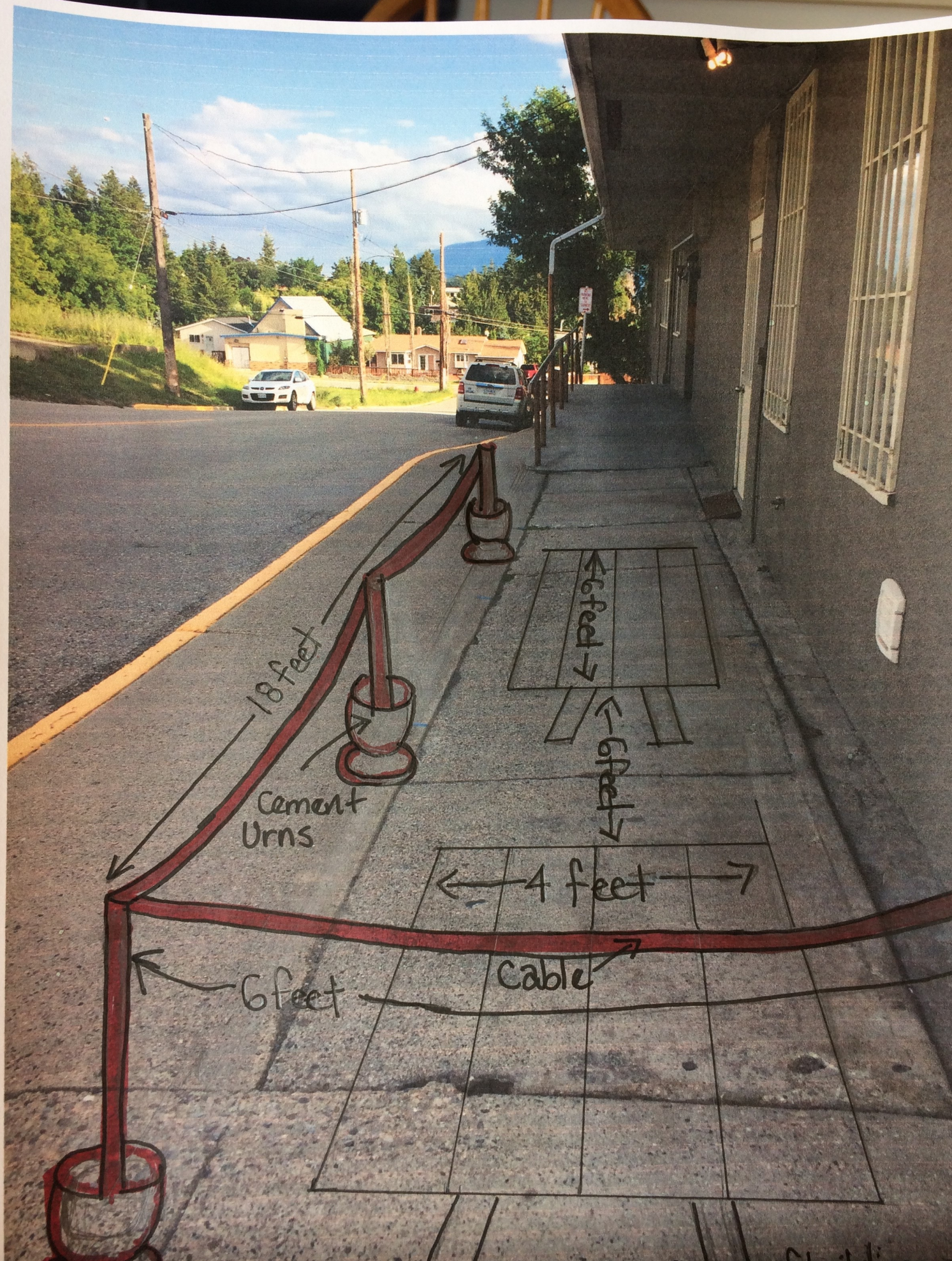
Endorsed by:

Other

Reviewed by:

CAO

Reviewers







Liquor and Cannabis Regulation Branch
POLICY DIRECTIVE
No: 20 - 13

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

TOWN OF CRESTON

BYLAW NO. 1909

A bylaw to amend Parks, Trails and Public Places Regulations Bylaw No. 1788, 2014.

WHEREAS Council has enacted a Parks, Trails and Public Places Regulations Bylaw;

AND WHEREAS Council deems it necessary and in the public interest to amend Parks, Trails and Public Places Regulations Bylaw No. 1788;

NOW THEREFORE the Council of the Town of Creston, in open meeting assembled, acts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as “Parks, Trails and Public Places Regulations Amendment Bylaw No. 1909, 2020”.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendments

- 3.1 “Schedule A – Town Parks”, is hereby deleted in its entirety and replaced with a new “Schedule A – Town Parks”, which is attached to and forms a part of this bylaw.
- 3.2 All instances of the term “*Town Manager*” are hereby replaced with the term “*Chief Administrative Officer*”.
- 3.3 Part 4 – Definitions is hereby amended by the addition of the following:

“**Closed booking**” means a booking of a park, public space or facility which is closed to the general public, or where an admission fee is charged to access the booked area.

“**Established annual community event**” means Creston Valley Blossom Festival, Creston Valley Fall Fair, or Creston Valley Winter Festival.

“**Open booking**” means a booking of a park, public space or facility where the general public retains access to booked area.

“**Request for Liquor Special Event Permit/Approval Form**” means the Request for Liquor Special Event Permit/Approval form as required by the Town, as per Town Policy.
- 3.4 Part 4 – Definitions is hereby amended by replacing the definition for “Special Event Permit” with:

“**Special Event Permit**” means a Special Event Permit as issued by the British Columbia Liquor and Cannabis Regulation Branch, under the *Liquor Control and Licencing Act*.
- 3.5 Part 5 – General Regulations is hereby amended by the addition of:

- “5.16 No person shall feed birds or other wildlife within Town parks, trails or public places.”
- 3.6 Part 5 – General Regulations, Section 5.3, is hereby deleted in its entirety and replaced with:
- “With the exception of the 11th Avenue Walkthrough Park, no person shall enter or occupy any Town park between the hours of 10:00 p.m. and 7:00 a.m. except a *Peace Officer*, Emergency Vehicle Operators, Town employees while on duty, contractors carrying out duties as assigned by the Town, persons permitted access during those hours approved for a Park Booking, or any person who has written permission of the Chief Administrative Officer, Corporate Officer, or Director of Community Services; or unless otherwise posted.”
- 3.7 Part 5 – General Regulations, Section 5.8.4, is hereby deleted in its entirety and replaced with:
- “5.8.4 Consuming alcoholic beverages (unless authorized by *Special Event Permit* and an approved *Request for Liquor Special Event Permit/Approval Form*”
- 3.8 Part 5 – General Regulations, Section 5.14, is hereby deleted in its entirety and replaced with:
- “5.14 No alcoholic beverages of any kind are permitted within *Town parks, municipal trails* or *public places*, except by *Special Event Permit* and an approved *Request for Liquor Special Event Permit/Approval Form*”
- 3.9 Part 6 – Park Bookings, Section 6.1, is hereby deleted in its entirety and replaced with:
- “6.1 Council authorizes the Chief Administrative Officer, Corporate Officer, or Director of Community Services to grant or deny permission to:
- .1 individuals, groups and organizations, on a first come/first serve basis, requesting *open bookings*, to use facilities in *Town parks*; or,
- .2 individuals, groups and organizations requesting *Closed bookings* as part of an *established annual community event*, to use facilities in *Town parks*.”
- 3.10 Part 6 - Park Bookings, Sections 6.2 to 6.5 are hereby renumbered as Sections 6.3 to 6.6.
- 3.11 Part 6 – Park Bookings is hereby amended by the addition of:
- “6.2 Council authorizes the Chief Administrative Officer, Corporate Officer, or Director of Community Services to grant or deny requests for permission for individuals, groups and organizations requesting extended park hours and/or booked time period, as part of an *established annual community event*.”
- 3.12 Part 7 – Spirit of Creston Square Bookings, Section 7.1, is hereby deleted in its entirety and replaced with:
- “For general bookings and regulations, and to obtain approval for the use of the Spirit of Creston Square, the applicant must complete the required form(s) as provided by the Town of Creston. The application will be submitted to the Chief Administrative Officer, Corporate Officer, or Director of Community Services for approval of booking.”
- 3.13 Part 7 – Spirit of Creston Square Bookings, Section 7.4, is hereby deleted in its entirety

and replaced with:

“It shall be unlawful for any person to close and utilize the Spirit of Creston Square unless such person has first obtained approval to do so by the Chief Administrative Officer, Corporate Officer, or Director of Community Services.”

Part 4 Effective Date

4.1 This bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME by content and SECOND TIME by title this day of , 2020.

READ A THIRD TIME by title this day of , 2020.

ADOPTED this day of , 2020.

Mayor Ron Toyota

Bev Caldwell, Corporate Officer



Town of Creston

Bylaw No. 1910

A bylaw to amend the Fees and Charges Bylaw No. 1763, 2011.

WHEREAS it is deemed necessary and in the public interest to amend Fees and Charges Bylaw No. 1763, 2011;

NOW THEREFORE, the Council of the Town of Creston, in open meeting assembled, enacts as follows:

Part 1 Citation

1.1 This Bylaw may be cited as “Fees and Charges Amendment Bylaw No. 1910, 2020”.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendments

3.1 “Schedule 8 – Parks and Community Services”, of *Fees and Charges Bylaw No. 1763, 2011*, is hereby deleted in its entirety and replaced with a new “Schedule 8 – Parks and Community Services”, which is attached to and forms a part of this bylaw.

3.2 *Delegation of Authority Bylaw No. 1855, 2017* is hereby amended with respect to park rental booking fees, by the deletion of Section 6.2 in its entirety, and renumbering Section 6.3 to Section 6.2.

Part 4 Effective Date

4.1 This bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME by content and SECOND TIME by title this day of , 2020.

READ A THIRD TIME by title this day of , 2020.

ADOPTED this day of , 2020.

Mayor Ron Toyota

Bev Caldwell, Corporate Officer

Schedule 8 – Parks and Community Services

Parks Booking Fees (subject to applicable taxes)	
Description	Fee**
<u>Millennium Park</u> Open Booking Closed Booking	 \$20.00 \$200.00
<u>Centennial Park</u> Open Booking (covered picnic area only)	 \$20.00
<u>Spirit of Creston Square</u> Open Booking * <i>There may be a fee to offset costs borne by the Town.</i>	 \$0.00*
<u>11th Avenue South Walkthrough</u> Open Booking (non-profit community events only) * <i>There may be a fee to offset costs borne by the Town.</i>	 \$0.00*
<u>Downtown Greenspace</u> Open Booking (non-profit community events only)	 \$20.00
<u>All other Parks and Public Places</u> Open Booking	 \$20.00

** Locally-based, registered, non-profit organizations are exempted from paying the above park and public places booking fees when the booking is part of an *Established Annual Community Event*, as defined in *Parks, Trails and Public Places Regulations Bylaw No. 1788, 2014*.