

## REPORT TO COUNCIL

September 21, 2009

**REPORT TO:** F.C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER  
**FROM:** DOUG BANKS, FIRE CHIEF  
**SUBJECT:** PANDEMIC INFLUENZA POLICY AND PROCEDURE UPDATE FOR EMERGENCY PLAN

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### Issue:

Consideration of policies and procedures for update of Local Government Emergency Plan.

### Reference:

Draft Pandemic Influenza Exposure Control Plan  
Draft Pandemic Influenza Guidelines Policy 9.15  
Draft Pandemic Immunization Policy 9.16  
Draft Office Sanitization Plan During Pandemic Influenza Policy 9.17  
Draft Self Quarantine of Staff Members During Pandemic Influenza Policy 9.18  
Draft Restricting Public Access to City Hall, Public Works and Fire Hall During Pandemic Influenza Policy 9.19  
Draft Restricting Staff Access to Worksites During Pandemic Influenza Policy 9.20  
Draft Working From Home/Telecommuting Policy 7.18  
Draft Communications Strategy - Pandemic Influenza  
City of Parksville Critical Task List

### Background:

In June of 2009, the World Health Organization declared that the spread of H1N1 Influenza met the criteria to be called a worldwide pandemic. The Emergency Program Act, 1996 is provincial law that requires that every local authority is at all times responsible for the planning, direction and control of the local authority's emergency response.

The World Health Organization has advised that although the H1N1 virus is now the dominant strain of Influenza and that it is currently being seen as a mild illness, government should still prepare for the second wave of infection this fall. It is predicted that this wave of illness could last up to three months and could affect 30 to 40 percent of the population at any given time. This could mean that 30 to 40 percent of Staff for all businesses and governments may be away at any one time during this period. Although Pandemic Influenza is a Medical Health Emergency, all levels of government are being encouraged to prepare their emergency programs to respond to this potential outbreak of H1N1 Influenza.

For the City of Parksville this means that the Vancouver Island Health Authority will be looking after the health and welfare of the public. The City is responsible for the health and welfare of Staff in order to maintain adequate daily operations and should continue to inform, train and

protect all Staff in order to ensure that adequate levels of service to the public can be maintained.

In response to a potential threat of Pandemic Influenza, Staff has prepared a plan to meet the following objectives:

- Establish a plan to ensure the delivery of essential and basic City services.
- Mitigate the spread of Pandemic Influenza among employees.
- Assist employees and their families in managing personal and/or family illnesses during a pandemic influenza outbreak.

Based on information from the World Health Organization, as many as 30 to 40 percent of Staff could become ill or not be able to report to work due to caring for ill family members. Using these numbers, the City may not be able to perform all functions and provide service at full capacity and any given City service may need to be closed due to staffing shortages during the outbreak.

The Emergency Management Division of the City has been training and informing Staff on preparation and mitigation measures to deal with Pandemic Influenza for the past year with presentations and information posters throughout the offices. The declaration of Pandemic Influenza by the World Health Organization has stimulated a review of the existing emergency response plan for this hazard. This review in consultation with the Vancouver Island Health Authority and WorkSafe BC has resulted in the creation of a draft Pandemic Influenza Exposure Control Plan and associated draft policies for Council consideration in order to provide guidance and mitigate the exposure of Staff to pandemic influenza.

In addition to the above information, the Vancouver Island Health Authority is encouraging residents to consult their doctor about obtaining a prescription for antiviral medication should they be considered at high risk for complications associated with contracting the H1N1 virus. A high risk person is defined as someone who has underlying health conditions and especially those with asthma, diabetes and the morbidly obese, women who are pregnant and children under the age of 5 years of age. Staff has been able to determine that neither the province nor the City's extended health plan cover the cost of antiviral medication.

**Options:**

Council may:

1. Adopt the Pandemic Influenza Exposure Control Plan and associated policies to provide guidance and assistance to Staff from pandemic influenza and provide funding to reimburse any high risk staff that have been prescribed and pay for antiviral medication to protect themselves from severe complications associated to contracting the H1N1 virus.
2. Staff request direction from Council.

**Analysis:**

1. Council could decide to adopt the draft plan and policies for staff to follow which could reduce the affect of pandemic influenza on staffing levels and allow for the continuity of essential and basic service to the public during each wave of a pandemic.

By training Staff to be better prepared and having a plan to respond to an outbreak will show leadership in the community and assist the public and business community with a faster recovery and return to a normal quality of life by providing essential services during the outbreak.

2. Doing nothing may result in the loss of Staff due to illness that requires essential and basic service to the public to be discontinued during each wave of a pandemic. In addition, there would not be any direction in the form of policies and procedures for Staff to follow in the event of an outbreak.

**Financial Implications:**

The draft procedure and policies do not require financial support, other than the immunization policy and sanitization plan policy. At the time of this report, there is no known cost for immunization of Staff as the cost is to be assumed by the health authority. The City currently pays for the immunization of any interested Staff on an annual basis at the beginning of the normal influenza season. There may also be a cost to the City if the pandemic spreads to the point where the sanitization policy is implemented and supplies are to be purchased to reduce the spread of the virus.

**Recommendation:**

**THAT** Council approve the Pandemic Influenza Exposure Control Plan, Pandemic Influenza Guidelines Policy 9.15, Pandemic Immunization Policy 9.16, Office Sanitization Plan During Pandemic Influenza Policy 9.17, Self Quarantine of Staff Members During Pandemic Influenza Policy 9.18, Restricting Public Access to City Hall, Public Works and Fire Hall During Pandemic Influenza Policy 9.19, Restricting Staff Access to Worksites During Pandemic Influenza Policy 9.20, Working From Home/Telecommuting Policy 7.18 and the Communications Strategy to be implemented at identified stages of an outbreak of pandemic influenza;

**AND THAT** up to \$2,000.00 be made available to support, if necessary, the purchase of vaccinations and/or cleaning supplies to reduce the spread of pandemic influenza;

**AND THAT** up to \$5,000.00 be made available if necessary, to pay for antiviral medications purchased by Staff critical to the operation of the City as outlined in the City of Parksville Critical Task List or their immediate family that provide a paid receipt to the City.



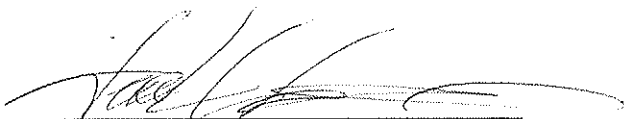
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**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



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F. MANSON, C.G.A.

## **EXPOSURE CONTROL PLAN PANDEMIC INFLUENZA**

### **HEALTH HAZARDS OF PANDEMIC INFLUENZA**

The effects of pandemic influenza are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus.

### **SYMPTOMS**

Seasonal flu affects people to varying degrees, with symptoms including headache, fever, prostration (fatigue severe enough to force a person to lie down), sudden onset and myalgia (muscle aches and pains) sore throat, and runny nose. In some cases, secondary infections such as pneumonia may develop. Symptoms of pandemic influenza are likely to include high fever (higher than 38°C), chest pain, and difficulty breathing, as well as nausea, vomiting and diarrhea.

### **TRANSMISSION**

Vancouver Island Health Authority (VIHA) advises that pandemic influenza has an incubation period of 1-3 days, is communicable for 24 hours before the onset of symptoms and up to 7 days afterward; this may be longer in some children and some adults.

Pandemic influenza is spread in the same way that seasonal influenza is spread. Exposure to the virus may occur in a variety of ways, including the following:

- shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth
- Infectious droplets from a coughing or sneezing person landing in the eye or onto the moist inner surfaces of the nose or mouth
- Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients)
- Sharing food items or utensils with an infected person
- Exposure to the virus in sewage

## **STATEMENT OF PURPOSE**

The City of Parkville is committed to providing a safe and healthy work environment for all of its employees. A combination of measures will be utilized to minimize worker exposure to pandemic influenza, including the most effective control technologies available. Our work procedures will be in place to protect not only our workers, but also other workers or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to pandemic influenza.

## **RESPONSIBILITIES**

### ***Employer Responsibilities***

The City of Parkville will:

- Support the implementation of this exposure control plan.
- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources such as worker training materials required to implement and maintain the plan are readily available where and when they are required.
- Select, implement and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure that workers use appropriate personal protective equipment – for example, gloves, eye protection and N95 respirators
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of the exposure control plan is available to workers.
- Close facilities or limit services to the public if warranted.
- Communicate with the City of Parkville employees regarding pandemic events.
- Communicate educational and awareness information regarding pandemic influenza.

### ***Supervisor responsibilities***

Our supervisors will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location, which may include administrative controls and personal protective equipment (PPE).
- Ensure (where identified as required) that workers use proper respirators, for which they have been fit tested, and the results are recorded.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Send workers home if they are ill.

### ***Worker Responsibilities***

Our employees will:

- Know the hazards of the workplace.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.
- Self monitor for symptoms of influenza and report any symptoms to supervisor and health care professionals.
- Leave work if suffering from the flu and stay home until the symptoms are gone.

### **RISK IDENTIFICATION AND ASSESSMENT**

Three primary routes of transmission are anticipated for pandemic influenza, all of which need to be controlled. These include contact, droplet, and airborne transmission.

#### ***Contact transmission, both direct and indirect***

Direct contact involves skin-to-skin contact, such as patient care or emergency response activity that requires direct personal contact. First Aid Attendants or Fire Department first responders could be exposed by direct contact. Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or a computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because influenza viruses can persist for minutes on hands and hours on surfaces.

#### ***Droplet transmission***

Large droplets may be generated when an infected person coughs or sneezes, and also during certain medical procedures such as cough induction. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces (leading to indirect contact transmission), or in the eyes, nose, or mouth.

#### ***Airborne transmission***

Airborne (inhalable) particles can be generated from coughs and sneezes. Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods, and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced, but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

**Table 01: Risk Assessment for Pandemic Influenza**

	<b>Low Risk</b> Workers who typically have no contact with people infected with pandemic influenza	<b>Moderate risk</b> Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<b>High risk</b> Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required, unless handling contaminated objects on a regular basis	<b>Yes</b> , in some cases, such as when working directly with pandemic influenza patients
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with pandemic influenza patients
<b>Eye protection – goggles or face shield</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with pandemic influenza patients
<b>Airway protection – respirators</b>	Not required	Not required unless likely to be exposed to coughing and sneezing	<b>Yes</b> (minimum N95 respirator or equivalent)

## **RISK CONTROL**

The Regulation requires us to implement infectious disease controls in the following order of preference:

1. Elimination
2. Engineering controls
3. Administrative controls
4. Personal Protective Equipment (PPE)

### ***Elimination***

Elimination of face-to-face contact is the best control possible. This would include closing facilities and reception counters, relying on phone, email or regular mail to answer public questions. Limit meetings and rely on conference calls, mail or messenger tools. Take financial transactions by electronic means rather than cash or cheque at the municipal counter.

### ***Engineering Controls***

Engineering controls would be such things as working from inside an enclosure when receiving bill payments in the finance department or selling passes at parks and recreation facilities. This will not prevent all exposure so Administrative and/or PPE will be required.

### ***Administrative Controls***

Administrative controls include hand washing and cough/sneeze etiquette. A policy of no hand shaking at meetings is also a suitable control.

### ***Personal Protective Equipment***

Personal Protective Equipment would be the wearing of N95 respirators, coveralls/turnout gear, gloves, goggles and/or faceshields.

## **HAND WASHING**

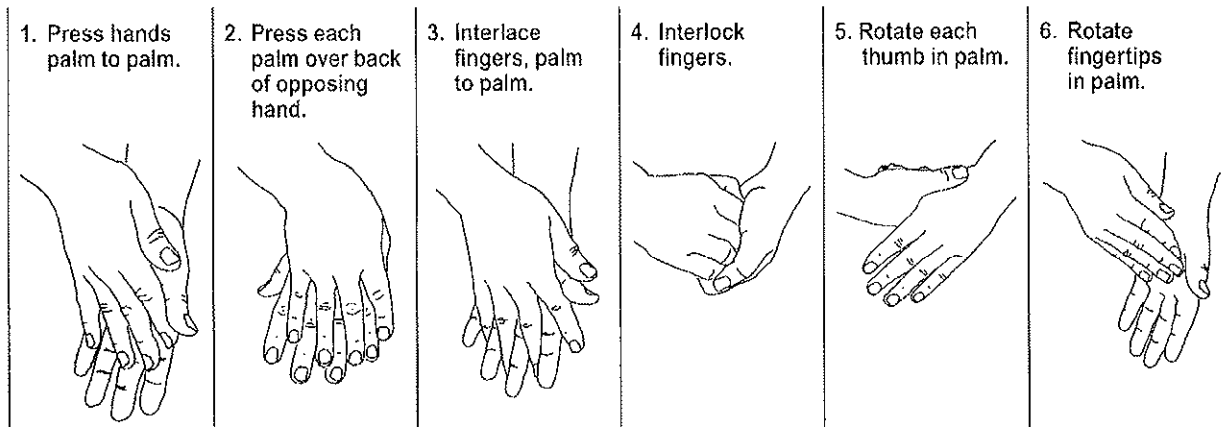
Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched.

### **Wash your hands immediately:**

- Before leaving a work area.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



## Hand Washing Procedure



Use soap and warm running water. (It does not have to be hot to do the job.) Wash and rinse your hands for at least twenty seconds. If water is unavailable, use a waterless hand cleanser that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

## COUGH/SNEEZE ETIQUETTE

City of Parksville employees are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Offer (waterproof) surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

## RESPIRATORS

N95 Respirators and other personal protective equipment (gloves, eye protection and gowns) may be supplied for some employees based on a risk assessment. If respirators are provided then appropriate fit testing and documentation must be completed. Any employee using personal protective equipment must follow established work procedures. Groups likely in this category include Fire Fighters and First Aid Attendants who are in direct contact with patients exhibiting influenza-like symptoms, and Public Works employees who have contact with sewage.

## IF EMPLOYEES SHOW SYMPTOMS OF INFLUENZA

If employees are ill with influenza, they should stay home. If they develop symptoms of influenza while at work, they should leave the workplace. Employees should only return

to the workplace once they have recovered from influenza and no longer show symptoms. Employees should inform their manager or supervisor if they are ill with influenza.

**IF EMPLOYEES ARE REQUIRED TO RETURN TO WORK**

Under some circumstances (for example, an emergency), some employees who have influenza may be required to return to work. These employees should wear N95 respirators and practice cough/sneeze etiquette to avoid infecting other workers. Employees who develop symptoms of influenza, or suspect that they might have influenza, and must remain at work, must wear N95 respirators in the workplace. N95 respirators are available from the employee's supervisor.

**EMPLOYEE EDUCATION AND TRAINING**

City of Parkville employees will receive training in the following:

- The risk of exposure to pandemic influenza, and the signs and symptoms of the disease.
- Safe work procedures to be followed, including *hand washing* and *cough/sneeze etiquette*.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
- Proper use of surgical masks.
- How to seek and where to obtain first aid.
- How to report an exposure to, or symptoms of, pandemic influenza.
- Training on proper use of PPE, if required based on risk assessment.

**HEALTH MONITORING**

City of Parkville employees will promptly report any symptoms of pandemic influenza to their manager or supervisor and the first aid attendant.

**RECORD KEEPING**

The City of Parkville will keep records of instruction and training provided to workers regarding pandemic influenza, as well as exposure reports and first aid records.

**ANNUAL REVIEW**

The City of Parkville/Joint Health and Safety Committee will review the exposure control plan every year and update it as necessary, in consultation with our joint health and safety committee.

**APPENDIX A: RISK CHART FOR PANDEMIC INFLUENZA**

<b>POSITION</b>	<b>LEVEL OF RISK</b>	<b>CONTROL PROCEDURES</b>
Office & Administrative Staff (eg. Cashiers/Clerks – City Hall, RCMP, Fire Hall, Engineering and Operations)	Moderate	Regular and effective hand hygiene
First Aid Attendants	Moderate	Regular and effective hand hygiene
Firefighters	High	Hand hygiene, disposable gloves, turnout gear, goggles and/or face shield, (N95 respirator or equivalent)
Public Works employees who have contact with sewage	High	Hand hygiene - including washing hands prior to going to the bathroom, disposable gloves, disposable coveralls, rubber boots, goggles and face shield (N95 respirator or equivalent)
Engineering and Operations employees, Building Inspectors, Bylaw Officer – those who have contact with the public	Moderate	Regular and effective hand hygiene
Labourers, Equipment Operators	Moderate	Regular and effective hand hygiene

# CITY OF PARKSVILLE

## POLICY

SUBJECT: <b>PANDEMIC INFLUENZA GUIDELINES</b>	POLICY NO: 9.15
	RESO. NO:
	CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	RESO. NO:
	CROSS REF:
	PAGE 1 OF 2

### PURPOSE

To establish guidelines for the implementation of pandemic influenza policies.

### POLICY

The CAO or designate at his/her discretion may implement the Pandemic Immunization Policy prior to an outbreak of pandemic influenza.

To protect City of Parksville staff from exposure and limit the spread of pandemic influenza, the following stages will trigger the implementation and utilization of the applicable City of Parksville policies and procedures.

#### Stage One

The Chief Provincial Medical Health Officer advises of an outbreak of Pandemic Influenza in the Province of BC:

- Pandemic Immunization Policy (if not already implemented)
- Office Sanitization Plan During Pandemic Influenza
- Self Quarantine of Staff Members During Pandemic Influenza
- Information Strategy

#### Stage Two

The Vancouver Island Health Authority Chief Medical Health Officer advises of an outbreak of pandemic influenza on Vancouver Island:

- Those policies outlined in stage one
- Restricting Staff Access to Worksites During Pandemic Influenza
- Restricting Public Access to City Hall, Public Works and Fire Hall During Pandemic Influenza
- Working From Home/Telecommuting
- Opening of a Level One Emergency Coordination Centre

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Stage Three

The Vancouver Island Health Authority Chief Medical Health Officer advises that 20% of the population on Vancouver Island has been infected with pandemic influenza:

- Those policies listed in stage one and stage two
- CAO or designate to determine any additional measures necessary to protect staff required to perform critical tasks.

These policies can be implemented sooner at the discretion of the CAO or designate.

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# CITY OF PARKSVILLE

## POLICY

SUBJECT: <b>PANDEMIC IMMUNIZATION POLICY</b>	POLICY NO: 9.16 RESO. NO: CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF 2

### PURPOSE

To protect City of Parksville staff from exposure and limit the spread of pandemic influenza.

### POLICY

In the case of a pandemic, the City will attempt to secure, at its cost, sufficient vaccine and/or anti-virals for the following groups. If rationing of a vaccine or anti-virals is required, they will be distributed in the following order:

1. Dedicated staff for Emergency Coordination Centre (a.k.a. EOC) including emergency communication team and Emergency Social Services volunteers.
2. All City of Parksville Emergency Services staff and volunteers.
3. High Risk Staff.
4. City of Parksville essential staff.
5. Policy Group (Council).
6. Immediate family members of above staff that live in the home of the employee.

### DEFINITIONS

ECC staff is these persons identified by the Emergency Program Coordinator and registered with the Provincial Emergency Program.

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Emergency Social Services Team members are persons identified by the Emergency Program Coordinator and registered with the Emergency Provincial Program.

High Risk staff are those persons in the following groups as identified by Ministry of Health Services:

- People at any age with underlying health conditions and especially those with asthma, diabetes and morbid obesity.
- Women who are in their second or third trimester of pregnancy or four weeks post-partum during the flu season.
- Young children (under 5 years of age) and children with chronic health conditions as they seem to be a highest risk of hospitalization.

Emergency Services staff includes all fire department and RCMP staff (including auxiliary members) paid for by the City of Parksville.

City of Parksville essential staff are those members required to meet the duties outlined in the Critical Task list.

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# CITY OF PARKSVILLE

## POLICY

SUBJECT: <b>OFFICE SANITIZATION PLAN DURING PANDEMIC INFLUENZA</b>	POLICY NO: 9.17 RESO. NO: CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF 2

### PURPOSE

To protect City of Parksville staff from exposure and limit the spread of pandemic influenza.

### POLICY

During an outbreak of pandemic influenza, City Hall, Public Works and Fire Hall office areas must be sanitized using cleaning supplies suitable to reduce the exposure and spread of pandemic influenza. The following stages will outline the required level of sanitization:

#### Stage One

The Chief Provincial Medical Health Officer advises of an outbreak of Pandemic Influenza in the Province of BC:

- Janitorial staff will ensure that all areas including workstations including keyboards and telephones, door handles, light switches, and surface areas are sanitized on a daily basis as per the existing cleaning schedule matrix

#### Stage Two

The Vancouver Island Health Authority Chief Medical Health Officer advises of an outbreak of pandemic influenza on Vancouver Island:

- Routine practices as per stage one continues
- Work stations and areas with public access will be provided with sanitizing materials for use by staff on an as needed basis

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Stage Three

The Vancouver Island Health Authority Chief Medical Health Officer advises that 20% of the population on Vancouver Island has been infected with pandemic influenza:

- Routine practices as per stage two continues
- All surfaces must be sanitized after each use

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# CITY OF PARKSVILLE

## POLICY

SUBJECT: <b>SELF QUARANTINE OF STAFF MEMBERS DURING PANDEMIC INFLUENZA</b>	POLICY NO: 9.18 RESO. NO: CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF 1

### PURPOSE

To protect City of Parksville staff from exposure and limit the spread of pandemic influenza.

### POLICY

During an outbreak of pandemic influenza, staff must self quarantine for a period of seven days under the following conditions:

1. Where staff members show signs and symptoms of pandemic influenza.
2. For each occurrence in a household where any member demonstrates signs and symptoms of pandemic influenza. Each exposure requires self quarantine from the onset of symptoms of the most recent occurrence.

During such self quarantine measures, sick time will be paid to staff in the following manner:

1. Unionized staff will be required to follow the parameters in the Collective Agreement.
2. Exempt staff will utilize their own available sick time.

### DEFINITIONS

Pandemic influenza includes the following signs and symptoms:

- Fever, cough, sore throat, runny or stuffy nose, body aches, headaches, chills and fatigue, and may include diarrhea and vomiting.

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# CITY OF PARKSVILLE

## POLICY

<b>SUBJECT:</b> <b>RESTRICTING PUBLIC ACCESS TO CITY HALL, PUBLIC WORKS AND FIRE HALL DURING PANDEMIC INFLUENZA</b>	<b>POLICY NO:</b> 9.19 <b>RESO. NO:</b> <b>CROSS REF:</b>
<b>EFFECTIVE DATE:</b>	<b>APPROVED BY:</b>
<b>REVISION DATE:</b>	<b>RESO. NO:</b> <b>CROSS REF:</b> <b>PAGE 1 OF 1</b>

### PURPOSE

To protect staff from the potential spread of pandemic influenza by limiting the exposure risk.

### POLICY

Subject to the determination of the Medical Health Officer and availability of staff, the City may close the office to face to face service with members of the public. The Chief Administrative Officer or designate may deem the affected office will be closed to public access under the following circumstances:

1. In consultation and direction from the Medical Health Officer.
2. When essential departmental staffing levels have been reduced below minimum levels as described in the Critical Task List to maintain adequate service levels.

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# CITY OF PARKSVILLE

## POLICY

SUBJECT: <b>RESTRICTING STAFF ACCESS TO WORKSITES DURING PANDEMIC INFLUENZA</b>	POLICY NO: 9.20 RESO. NO: CROSS REF:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF 2

### PURPOSE

To protect City of Parksville staff from exposure and limit the spread of pandemic influenza.

### POLICY

Any employee reporting to work that is exhibiting signs and symptoms of pandemic influenza will be refused access to the office in order to reduce the exposure to the remaining staff members.

Screenings will be conducted by trained designated first aid staff at a designated location and time.

Where it is determined during the screening process that staff members are exhibiting signs and symptoms of pandemic influenza, the staff member will be sent home to begin a seven day quarantine period.

During the work day department heads or their designate will monitor staff and determine if any staff members are exhibiting signs of pandemic influenza. Staff members must also monitor themselves and any staff showing signs and symptoms of pandemic influenza will be sent home immediately to commence the seven day quarantine period.

Where applicable any staff member who is sent home will be given the opportunity to work from home under the authority of the Working From Home/Telecommuting policy.

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For this policy, any staff that are refused access to the office or sent home during the work day, sick time will be paid to in the following manner:

1. Unionized staff will be required to follow the parameters in the Collective Agreement.
2. Exempt staff will utilize their own available sick time.

### DEFINITIONS

Pandemic influenza includes the following signs and symptoms:

- Fever, cough, sore throat, runny or stuffy nose, body aches, headaches, chills and fatigue, and may include diarrhea and vomiting.

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# Communications Strategy Pandemic Influenza City of Parksville

## **BACKGROUND**

The City of Parksville has developed a communications strategy to strengthen pandemic influenza preparedness at the local level. The City wishes to ensure that timely, informative and consistent messages are provided to residents and the community before, during and after a pandemic influenza.

The City of Parksville Pandemic Influenza Communications Strategy supports the strategy of the Vancouver Island Health Authority (VIHA) while accommodating the circumstances of the City of Parksville. Where possible, activities will align with regional, provincial, national and World Health Organization communication guidelines. Pandemic planning to ensure the common goal for readiness for a pandemic emergency has been developed in conjunction with the VIHA. Communication about prevention in an influenza pandemic is the responsibility of VIHA and assisted by the City of Parksville on behalf of its residents.

Open communication is essential to the support and cooperation of the community and in building confidence and eliminating and avoiding misinformation. Centralizing the release of public information relating to the pandemic as it is happening locally will lessen confusion for the public.

## **COMMUNICATIONS OBJECTIVES**

The objectives of the communications strategy are to:

- Advise what the City of Parksville is doing about H1N1 pandemic influenza planning.
- Increase public awareness of the importance of pandemic planning, pandemic hygiene and pandemic awareness so that residents are able to make the necessary decisions to protect themselves.
- Advise any changes to service delivery from the City of Parksville.
- Develop and communicate consistent, appropriate and accurate messages regarding pandemic for external and internal audiences. Ensure that the public and media receive these messages in a timely manner.
- Share information with stakeholders involved in the preparation for and response to an influenza pandemic.
- Ensure effective communications between those leading the City's pandemic response.
- Establish the City of Parksville as an accurate, reliable and trusted source of information.

## **KEY MESSAGES**

- During a pandemic, the City of Parksville will follow the advice and guidance of the VIHA who has the expertise to assess the level of risk posed by the pandemic influenza.
- The City of Parksville is prepared for a pandemic influenza. The plan is open to the community and staff for their information and feedback.
- The City of Parksville's priority during a pandemic influenza is to maintain service levels. Non essential services will be stopped in order to focus on providing the most necessary services to the community.

## **RESPONSIBILITIES**

The City of Parksville will be responsible for communications regarding services and functions specific to the City of Parksville. Examples of these functions include, but are not limited to: municipal planning functions, public works services (water, sewer, storm, road maintenance, etc), building inspection, bylaw enforcement activities, licensing and other statutory functions and staffing levels (shortages and/or absenteeism).

## **TARGET AUDIENCES**

Communications planning for pandemic influenza response comprises two audience areas - internal and external or the public. Audiences identified here are already engaged in pandemic influenza preparedness through information from VIHA:

- External - general public (residents), small and large businesses, media (TV, radio, print, internet, social media, etc)
- Internal - Mayor and Council, senior staff, management, unionized staff and volunteers of the Parksville Fire Department, Emergency Social Services and Emergency Communications Team.

## **PANDEMIC PHASES**

Over the course of a pandemic influenza occurrence, from pre-pandemic to post-pandemic, the demand and need for information will change as the situation unfolds. The demand for information will vary with the significance of the threat. The content of messages will also change as phases move from one to the next.

The role of communications will evolve throughout all phases from actively trying to raise awareness to responding to requests for information from City of Parksville residents during the pandemic and for reassurance post-pandemic.

Messages will correspond to the phases of the outbreak which have been identified as:

Phase 1	Pre-pandemic and Awareness Period
Phase 2	Pandemic Period (in Parksville)
Phase 3	Post Pandemic and Recovery Period

### **Pre-pandemic Period**

The City of Parksville will deliver pandemic influenza information to the public and employees pre-pandemic intended to raise awareness of the risks of pandemic influenza and the steps residents can take to minimize the spread of the influenza. Such information may include:

- Hand hygiene - frequent hand washing
- Avoid touching eyes, nose or mouth with unwashed hands
- Respiratory hygiene - cover your cough/sneeze
- When to stay home
- How businesses can prepare
- How the municipality is prepared for an influenza pandemic
- Cleaning and disinfection of work surfaces

Communications vehicles to be considered include newspaper ads, radio spots, public service announcements, website updates, intranet, presentations to the public (residents, business sector) and internal audiences, news conferences, news releases and the handling of media inquiries.

The City of Parksville Pandemic Influenza Guidelines policy outlines Stage One as outbreak of pandemic influenza within the Province of BC. At this time, the City will implement the information strategy that will communicate the following policies:

- Pandemic Immunization Policy
- Office Sanitization Plan During Pandemic Influenza
- Self Quarantine of Staff members during Pandemic Influenza

### **Pandemic Period**

During this period, the City's objectives will be to assist the public in coping with the pandemic influenza:

- Continue to communicate the symptoms of the pandemic influenza to the media and the public.
- Communicate an explanation of what residents can expect during this phase.
- Communicate the importance of continuing with hand hygiene, etc.

The City of Parksville Pandemic Influenza Guidelines policy outlines Stage Two as an outbreak of pandemic influenza on Vancouver Island. At this time, the City will implement and communicate the following policies (in addition to policies identified in Stage One):

- Restricting Staff Access to Worksites during Pandemic Influenza
- Working from Home/Telecommuting
- Opening of a Level One Emergency Coordination Centre

The City of Parksville Pandemic Influenza Guidelines policy outlines Stage Three where VIHA has identified that 20% of the population on Vancouver Island has been infected with pandemic influenza. At this time, the City will implement communicate the following policy (in addition to policies identified in Stage One and Stage Two):

- Sequestering Essential Staff During Pandemic Influenza

### **Post Pandemic Period**

At this time, the City will communicate with VIHA, the end of the pandemic period, acknowledge the contribution of both internal and external involvement in the process, provide any necessary information to the public on return to normal service levels and when available, information about a possible relapse of the influenza. It may also be appropriate to hold a public information meeting for the purposes of providing a situation report to the community and receiving feedback from the public.

As well, the post pandemic period will allow, when appropriate, for a formal evaluation of the communications strategy. Evaluation may include the monitoring of requests for information, web visits/hits, requests from stakeholder groups, and media relations.



## **COMMUNICATIONS**

Communications by the City of Parksville will be directed to the general public and to staff. A spokesperson and a back-up spokesperson for each period will be identified. All pandemic influenza health related information being sent to internal and external audiences will be approved by the Emergency Operations Centre director or designate. Ideally, one person will act as the main spokesperson for all media inquiries. However, given the nature of a pandemic influenza emergency, more people may be required to act as spokesperson in the event of time off or illness.

The City of Parksville will communicate clearly with the public, provide consistent messages and explain what is being done and what the public can do. At the request of VIHA, the City of Parksville may assume additional responsibilities.

Media attention may be intense and information demands may continue for some time. Sustaining public confidence during this time may be a challenge. Public reaction may be divided between those who will think the City is not doing enough to protect the safety of residents and City staff and some who will think the City is over-reacting. Despite public opinion, the goal of the City is to make sure that the community is informed about the City's plan.

Content of the messages from the City of Parksville will focus on changes in service delivery within the City of Parksville. Questions beyond the scope of City of Parksville responsibility will be referred to VIHA. Information about the pandemic influenza will be coordinated with VIHA and may be communicated by the City on VIHA's behalf. The City of Parksville will receive regular updates from VIHA during an influenza pandemic.

**Communications with employees** - the City will take the lead role in communicating details with employees. The City has the responsibility to educate employees concerning preventive measures. Confronted with the pandemic influenza threat, the City must inform its employees of preventive measures and implement policies to help protect employees against the influenza and counter its effects.

The City will work with the health and safety committee and safety representatives to communicate the health and safety precautions to be followed to reduce the spread of the influenza and to educate employees about their responsibility to help protect themselves, their families, and those who become ill.

Employee communications should be by different methods (by face to face meetings, email, pay envelopes, intranet, bulletin boards, newsletter, etc) and must reach all employees.

Unless otherwise directed by the Chief Administrative Officer or an immediate supervisor, healthy employees are expected to report for work. If at any time, the media reports information as to the status of leave, employees should call their supervisor. Employees should not use the media as their means of reporting for work.

**Communications with the media** - the Communications Officer (Emergency Information Officer or designate) will coordinate media relations activities including but not limited to website updates, news conferences, news releases, updates, handling of media inquiries, etc. In the event of an influenza pandemic, regular press briefings will be scheduled. The media will be updated on a regular basis; via email or postings to website.

The City's Communications Officer should monitor the media and analyze coverage in an effort to ensure that the City's messages are getting out, that the information is correct and timely, ensure that there is no missing information and evaluate communications to assist in the planning for further communications.

I:\Users\Debbie\Fire Dept & Emerg Services/pandemic-communications strategy  
I:\Users\EMERGENCY PROGRAM\Pandemic Planning\Pandemic - COMMUNICATIONS Strategy Sept09.doc

### City of Parksville Critical Task List

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
<b>Administration Department</b>								
Human Resources - Backfilling of vacant positions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Communications Officer (back up for officer) - media releases	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Council Meetings - No need for regular meetings; only specials on "as needed" basis to make decisions pertaining to the emergency	No	No	No	No	No	No	No	No
Updates to Council - Council will be expecting status updates.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Establish some form of ECC - A smaller version of the ECC will need to be established to maintain updates to all departments and outside agencies affected.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>Fire Department</b>								
Emergency Response - Will need to provide continued Emergency Response capabilities throughout any event.	Emergency Response	Emergency Response	Emergency Response	Emergency Response	Emergency Response	Emergency Response	Emergency Response	Emergency Response
Reception - Data Entry of Incident Reports Routine Fire Inspections Training and Skills Maintenance Equipment Maintenance								

**Planning Department**  
The Director of Planning advises that there are no Critical Task.

**Engineering & Operations**

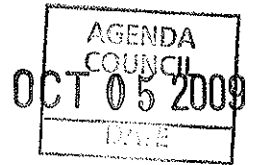
<b>Public Enquiries</b>	Front Counter	Telephone Only	Comm. Person	Comm. Person	Comm. Person	Comm. Person	Comm. Person	Comm. Person
<b>Info./Technology</b>	Comp./Network	Comp./Network	Comp./Network	Comp./Network	Comp./Network	Comp./Network	Comp./Network	Comp./Network
<b>Water Utility</b>	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs Dam Insp.	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs Dam Insp.	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs Dam Insp.	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs Dam Insp.	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs Dam Insp.	Sample/Test Site Inspection Equip.Maint. Emerg. Repairs Dam Insp.
<b>Sewer Utility</b>	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs	Site Inspection Equip.Maint. Emerg. Repairs
<b>Storm Drainage</b>								
<b>Road Maintenance</b>								

Parks Maintenance	Reduce Maint.	Reduce Maint.	Reduce Maint.	Minimal Maint.	Minimal Maint.	Minimal Maint.	Minimal Maint.	Minimal Maint.
Bldg. Maintenance								
Equip. Maintenance	Reduce Maint.	Reduce Maint.	Reduce Maint.	Minimal Maint.	Minimal Maint.	Minimal Maint.	Minimal Maint.	Minimal Maint.
Garbage Collection			Staff Involved	Staff Involved	Staff Involved	Staff Involved	Staff Involved	Staff Involved
Dev. Process	Reduce	Reduce	Defer	Defer	Defer	Defer	Defer	Defer
Capital Works	Reduce	Reduce	Reduce	Defer	Defer	Defer	Defer	Defer

**Finance Department**

Reception - Providing both Counter & Telephone Reception (likely to be enquiries about disaster)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mail pickup and delivery (post office box cannot hold that much mail)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bank deposits (really would only matter during tax time)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Payroll - Ensuring Payroll function is continued	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Accounts Payable - Ensuring invoices are paid on a timely manner.	No	No	No	Yes	Yes	Yes	Yes	Yes
Accounts Payable - Payment of suppliers who will now only deliver COD (likely only a few payments) and payroll remittances	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tax Billing - Ensuring Tax Notices are sent out as required (only applies to May 15-June 30)	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Utility Billing - Ensuring Utility Bills are sent out as required (eventually they will need to be sent out)	No	No	No	No	No	No	No	No
Accounts Receivable Billings	No	No	No	No	No	No	No	No
Final Financial Plan Preparation (depending on timing, may need to be done)	No	No	Yes (if May 15 is near)	Yes (if May 15 is near)	Yes (if May 15 is near)	Yes (if May 15 is near)	Yes (if May 15 is near)	Yes (if May 15 is near)

COUNCIL REPORT



September 18, 2009

MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: AMANDA HAYWOOD, EXECUTIVE ASSISTANT

SUBJECT: SILVER SPUR RIDING CLUB - ANNUAL EQUESTRIAN TOY RIDE  
OUR FILE: 8100-01

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ISSUE

Use of designated City streets for the Silver Spur Riding Club's Annual Equestrian Toy Ride on November 15, 2009 from 11:30 a.m. to 12:30 p.m.

EXECUTIVE SUMMARY

Under the provisions of the City's Special Events Policy organizations proposing to hold an event on municipal property, streets or parks are required to apply for a special events permit. All events covered in the policy must be approved by Council and event organizers must fulfill the requirements outlined in the policy.

REFERENCE

*Policy No. 8.22 - Applications for Special Events Completed Event Application Form (1B), including signed Terms and Conditions and route map, from requesting organization.*

BACKGROUND

A request has been received from the above mentioned organization to hold an equestrian toy ride benefiting the District 69 Society of Organized Services (SOS) by utilizing City streets on November 15, 2009.

For the past two years this event has been run safely and successfully in Parksville. With the organizers' past demonstrated level of responsibility, there is no reason to anticipate problems with this event and this event is not in conflict with any other event on the requested date.

From time to time the Municipality is requested to allow the use of City property and roads for organized events such as this. The main issues associated with such requests are:

1. The impact of the event on pedestrians, traffic conditions and the public;
2. Access to properties and services by emergency vehicles, the public, utility companies, and the municipality;
3. Public liability and damages that may result from the event.

The Fire Department, RCMP and Engineering & Operations were consulted on this application and they have no concerns with the proposed event.

### OPTIONS

Option 1: Deny the request.

Option 2: Approve the request with conditions.

Option 3: Approve the request without conditions.

### ANALYSIS

1. Denying the request outright would avoid the need to address any concerns; however it would also deny consideration of what may be viewed as a positive community event;
2. The approval could be made conditional upon the applicant addressing legitimate issues and concerns to the satisfaction of the municipality and other appropriate authorities. Some minor interruption to vehicle, cycling and pedestrian traffic is possible during this event. These issues can probably be mitigated to ensure a successful, positive event;
3. Council could grant unconditional approval of the request. However, given the City of Parksville is the owner of the Community Park and the road authority of the City streets, with associated public responsibilities with respect to safety, access, utilities, and other matters, it is appropriate to consider applying reasonable conditions to address these issues.

It is recommended that Council support Option 2.

**RECOMMENDATION**

THAT the Silver Spur Riding Club be permitted to hold an Equestrian Toy Ride on Sunday November 15, 2009 between the hours of 11:30 a.m. and 12:30 p.m. following a designated route through City streets as indicated on the map attached to Event Application Form (1B);

AND THAT the approval be granted on condition that the organizers adhere to the signed Terms and Conditions form dated September 16, 2009 attached to the report from the Executive Assistant dated September 18, 2009 entitled "Silver Spur Riding Club - Annual Equestrian Toy Ride".

Respectfully submitted,



AMANDA HAYWOOD  
Executive Assistant

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



FRED MANSON  
Chief Administrative Officer

# City of Parksville

## EVENT APPLICATION FORM (1B)

(Application to Hold a Parade/Race/Run/Walk in the City of Parksville)

Organization: SILVER SPUR RIDING CLUB Name of Event: ANNUAL EQUESTRIAN TOY RIDE FOR 505

Name of Parade Marshall/Contact Person: LIZ SAHLSTROM, MARY DENTON

Address: PO Box 729, ERRINGTON, BC Postal Code: V0R 1V0

Phone: 250 954-0655 Fax: 250 954-0655 E-mail: MAGIC50@SHAW.CA

[Signature]  
Signature of Applicant

LIZ SAHLSTROM 9/16/09  
Printed Name Date

Date of Parade: NOV 15, 2009 Day of Week: SUNDAY Time: 11:30 AM

Duration of Parade: 45 MINS (hrs.)

Number and Type of units/participants: 2 HORSE DRAWN WAGONS,

30-40 HORSES, 1 TRUCK & HORSE TRAILER, 1 POOPER-SCOOPER TRUCK  
(Note: Please provide a list of any other groups coming under the umbrella of this event)

General Description of Proposed Route (Please attach map):  
SEE LETTER

Assembly Area: BUTLER ROAD

Dispersal Area: SAME

Closure of Street Required?  Yes  No (If Yes, which Streets?) \_\_\_\_\_

Traffic Control Arrangements: (Name of Company/Group and contact person)

Name: SILVER SPUR RIDING CLUB Phone: 250 954-0655

(NOTE: The responsibility for all traffic control rests with the body organizing the event. The City is not responsible to provide signage or barricades, nor will traffic signals be adjusted to accommodate the event.)

See Reverse side for Terms and Conditions - Signature required prior to submission for consideration.

This portion to be completed by City of Parksville

Approval:  Yes  No

Date: \_\_\_\_\_

20F4



# City of Parksville

## TERMS AND CONDITIONS FOR USE OF CITY OF PARKSVILLE FACILITIES

1. Ensure appropriate public access is maintained to all roads, park and adjacent facilities to the satisfaction of the City of Parksville, and provide written approval from the RCMP, the Fire Department and the Ambulance Service;
2. Provide all of the necessary traffic controls, parking and emergency access acceptable to the RCMP, the Fire Department and the Ambulance Service;
3. Ensure that any charitable organization members performing traffic control and event parking, clearly state that any parking fee is strictly by voluntary donation, and ensure that this information is visibly posted at the site and mentioned in any event advertisement;
4. Hold and save harmless the City from and against all claims and damages arising out of, or in any way connected with, the event;
5. Obtain and maintain during the term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville as an additional insured. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
6. *For events held on the Parksville Civic and Technology Centre site*, obtain and maintain during ~~the~~ term of this event, a comprehensive general liability insurance policy providing coverage of not less than \$5,000,000.00, naming the City of Parksville, School District No. 69 [Qualicum] and Vancouver Island University as additional insureds. A copy of the policy shall be delivered to the City a minimum of five working days prior to the event;
7. Provide the City with a refundable security deposit of \$500.00 (to cover any loss or damage resulting from the event), to be delivered to the City a minimum of five working days prior to the event;
8. Maintain and, if required, refurbish all municipal property and infrastructure to an equal or better condition than that which existed prior to the event, all within 48 hours of the completed event, to the satisfaction of the City of Parksville;
9. Ensure collection of litter from the event site/s, arranging with a waste disposal company for removal/dumping of bins following the event;
10. Make arrangements for installation of portable toilets, in quantity suitable to the expected attendance, for the duration of the event;
11. Ensure that any and all concessions (approved by the City with regard to their standing contract with the operator/s of the Park concession), meet all applicable health and safety requirements;
12. Approval for use of private property is the sole responsibility of the organizer/s.

LIZ SAHLSTROM  
 Printed Name of Authorized Representative

[Signature]  
 Signature

SILVER SPUR RIDING CLUB  
 Name of Organization

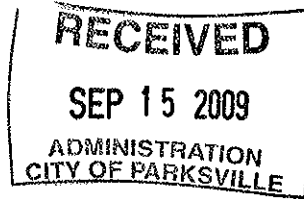
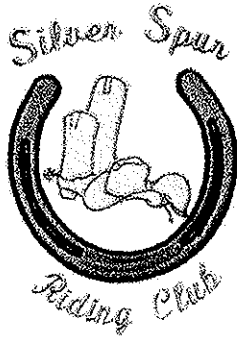
9/16/09  
 Date Signed

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Google maps Address **Butler Ave**  
Canada **Parkville, BC**



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Liz Sahlstrom  
Silver Spur Riding Club  
Box 729  
Errington, BC  
V0R 1V0

September 10, 2009

City of Parksville  
PO Box 1390  
100 E Jensen Avenue  
Parksville, BC V9P2H3

Attn: Amanda Haywood

Dear Ms Haywood,

On behalf of the Silver Spur Riding Club, I am requesting permission for Silver Spur Riding Club to hold the 12<sup>th</sup> Annual Equestrian Toy Ride through the Town of Parksville. This will be the 3<sup>rd</sup> year that the ride will take place in your beautiful town. Each participant in the ride brings a minimum of one toy (many bring more) and these, along with any monies collected, are presented to the Society of Organized Services (SOS).

The ride is scheduled to take place on **Sunday, November 15, 2009**, commencing at 11:30 AM from 265 Butler Road, Parksville. The proposed route is N on Corfield, E on Stanford, N on McVickers, W on the Island Highway, S on McMillian, and E on Hirst to the SOS parking lot. There will then be a short break for the presentation to SOS and a light snack. Upon completion we will proceed E on Hirst, S on McCarter, E on Jensen, S on Corfield to Butler Road.

We will have "pooper-scoopers" and a truck with horse trailer (bearing appropriate markings) following the ride to ensure safety for participants, bystanders and vehicles.

Thank you in advance for allowing us to hold this worthwhile event in your beautiful town.

Sincerely,

Liz Sahlstrom  
Silver Spur Riding Club

## COUNCIL REPORT

September 22, 2009

REPORT TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL

FROM: GRANT-IN-AID SELECT COMMITTEE

SUBJECT: FALL 2009 GRANT-IN-AID APPLICATIONS

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### ISSUE

Grant-In-Aid applications and recommended financial allocations.

### EXECUTIVE SUMMARY

Under the provisions of the City's Grant-In-Aid Application policy the City of Parksville may provide direct financial assistance to community groups and organizations for events and projects that will benefit the citizens and visitors of the municipality contingent upon provisions being included in the annual operating budget. The 2008 budget for this purpose is \$5000. As provided under the policy the award of grants is split into a spring and fall intake. The deadline for fall intake was August 28, 2009. The purpose of this report is to establish the allocation of the \$2,500.00 budgeted funds for the applications received by the fall deadline.

### REFERENCE

*Grant-In-Aid Application Policy No. 3.26.*

*Seven (7) Grant-In-Aid submissions.*

*Council Resolution No. 09-216 appointing a Grant-In-Aid Select Committee.*

### BACKGROUND

At the September 9, 2009 Council meeting, a resolution was passed to appoint a Grant-In-Aid Select Committee to be comprised of the Chief Administrative Officer and three Councillors appointed by the Mayor. Councillors Lefebvre, Powell and Greir were appointed. The Select Committee was to review and recommend back to Council on the allocation of the \$2,500.00 budgeted funds for the submissions received for the period ending August 28, 2009. Council is not obligated to allocate all or any of the budgeted funds.

### OPTIONS

1. Approve the Select Committee recommended allocations.
2. Refer the submissions back to the Select Committee for further consideration.

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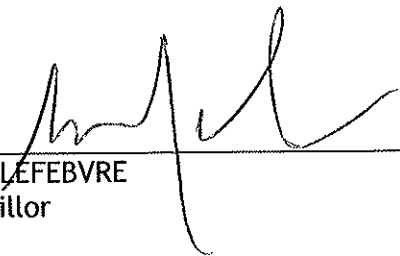
**RECOMMENDATION**


THAT the Grant-In-Aid applications received for the period ending August 28, 2009 be approved as follows:

Name of Organization	Approved
Arrowsmith Potters' Guild	300.00
Arrowsmith Search and Rescue	425.00
Oceanside Community Arts Council	200.00
Oceanside Volunteer Association	150.00
Parksville & District Association for Community Living	900.00
Parksville Garden & Parkland Society	325.00
Parksville Seniors Activity & Drop in Centre Society	200.00
<b>Total</b>	<b>\$2,500.00</b>


AND THAT \$2,500.00 be allocated from the 2009 Grants-In-Aid budget.

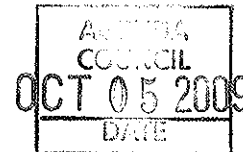
Respectfully submitted,

  
 \_\_\_\_\_  
 MARC LEFEBVRE  
 Councillor

  
 \_\_\_\_\_  
 SUE POWELL  
 Councillor

  
 \_\_\_\_\_  
 AL GREIR  
 Councillor

  
 \_\_\_\_\_  
 FRED MANSON  
 Chief Administrative Officer



**CITY OF PARKSVILLE**

**BYLAW NO. 2000.76**

**Text Amendment – to replace DIVISION 300 – HOME OCCUPATION  
with DIVISION 300 HOME BASED BUSINESS**

A bylaw to amend the "City of Parksville Zoning and Development Bylaw, 1994, No. 2000".

The Municipal Council in open meeting assembled enacts as follows:

1. That "City of Parksville Zoning and Development Bylaw, 1994, No. 2000" be amended as follows:
  - a. Section 104 – DEFINITIONS of DIVISION 100: SCOPE AND DEFINITIONS by adding the following:
 

**"home based business** means an occupation, profession or handicraft conducted as a secondary use to a residential use in accordance with Division 300 of this Bylaw;"

**"home occupation** means a home based business;"
  - b. By replacing Division 300 – HOME OCCUPATIONS with Division 300 HOME BASED BUSINESS attached to this bylaw as Schedule "A".
  
2. This bylaw may be cited for all purposes as "Zoning and Development Amendment Bylaw, 2009, No. 2000.76 ".

**READ A FIRST TIME** this    day of            , 2009

**READ A SECOND TIME** this    day of            , 2009

**PUBLIC HEARING HELD** this    day of            , 2009

**READ A THIRD TIME** this    day of            , 2009

**ADOPTED** this    day of            , 2009

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Schedule "A"

**DIVISION 300**  
**HOME BASED BUSINESS**

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**301** Home Based Business shall be carried out in conformity with the following:

- 1) Must be accessory to a permitted residential use;
- 2) The use must be conducted totally within the dwelling unit or accessory building, except in the case of child care program on a single family residential parcel where the rear of the parcel may be used as a children's play area or where the home based business is conducted entirely off the parcel;
- 3) No person other than an occupant of the dwelling unit and one additional employee may be engaged in the home occupancy use;
- 4) Does not involve the external storage of materials, containers, equipment or finished products;
- 5) Provide no exterior indication that the building is being utilized for any purpose other than that of a dwelling unit except for a single sign in conformance with "City of Parksville Sign Regulation Bylaw, 1997, No. 1276", and all amendments or successors thereto;
- 6) Does not exceed a maximum floor area of 50 m<sup>2</sup>;
- 7) Must provide off-street parking in accordance with Division 400 of this bylaw;
- 8) Must have a valid City of Parksville business licence;
- 9) The use shall not create noise, dust, vibration, odour, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the zoning district in question under normal circumstances wherein no home based business exists;
- 10) Must not involve the parking or use of more than one licensed vehicle in conjunction with the home based business limited to one car and utility trailer, one van, or one pickup truck;
- 11) Does not generate vehicle traffic, parking or loading in volumes substantially greater than would normally be associated with residential use nor to an extent that causes disturbance to other residents;

- 12) Does not involve the frequent or regular delivery of materials or commodities in such quantity or bulk that shipping palettes, hydraulic lifts, hand trucks, pallet jacks, moving dollies or other mechanical devices are required for unloading; In regards to the delivery of material or commodities, frequent or regular means occurring on more than 4 instances per calendar year;
- 13) Shall not include repair, servicing or painting of vehicles or boats, transportation terminal, industrial uses, explosives manufacturing, cabinet making, welding or machine shop, animal care, parking use, warehousing, mini storage, outdoor storage, fast food outlet, food catering facility, escort service or retail trade except retail sales as permitted in Number 17;
- 14) Not more than one home based business shall be permitted per parcel except multiple family residential or duplex use where one home based business shall be permitted per dwelling unit;
- 15) Individual instruction shall only be conducted as part of a single family dwelling use and shall be limited to a maximum of two pupils at any time;
- 16) A child care program shall only be conducted as part of a single family dwelling use;
- 17) Does not involve retail sales except:
  - i. products produced on site by a resident artist or resident person involved in handicrafts;
  - ii. products that are incidental to the provisioning of personal or professional services; or,
  - iii. goods where the customer does not enter the premises to inspect or pick up the goods.