



AGENDA

Special Meeting of Council



Tuesday
May 21, 2020
Council Chambers
6:30 p.m.

"The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit."

PO Box 570
Burns Lake, BC V0J 1E0
250 692-7587
www.burnslake.ca

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2020 MUNICIPAL OBJECTIVES

- 1. Strong and diverse economy with the development of tourism and a vibrant downtown**
 - Implement the recommendations in the 'Chart the Course' economic diversification plan that includes tourism
 - Implement recommendations of the branding strategy underway in 2019
 - Promote business opportunities and work towards attracting at least one immigrant business from the regional pilot program
 - Support events for recreation for example with BL Mountain Bike Association
 - Improve amenities at the local campground

- 2. Good government that is financially sustainable and invests in infrastructure to serve the community**
 - Practice good communication with the public through social media, being approachable, accountable and transparent
 - Build out infrastructure that increases livability like a splash park
 - Commit a minimum of \$1.2m to paving and improvement projects between 2020 and 2022
 - Proceed with the downtown parking lot project
 - Implement industrial site signage
 - Promote EV charging stations and encourage recycling

- 3. Exercise social responsibility, housing availability for the community's diverse population, safety for the community, and wildfire protection**
 - Continue work with the Community Wildfire Protection Plan to keep our community safe
 - Support the FireSmart Committee, encourage citizen participation and consider resources to do so
 - Support developers and not-for-profit organizations with new housing for market and subsidized multi-family dwellings; investigate local government incentive tools

- 4. Environmental stewardship with the provision of parks, recreation services**
 - Assess opportunities for lakeshore development with First Nations
 - Increase number of people using the multiplex especially from outside the community

AGENDA

Special Meeting of Council for the Corporation of the Village of Burns Lake, held in Council Chambers on
May 21, 2020 at 6:30 p.m.

TOPIC	PAGE
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION	
4. PUBLIC COMMENT	
<i>When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than 2 minutes. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and only address current agenda items. No person from the audience may address Council more than once during the Public Comment and Public Question Period.</i>	
5. DELEGATIONS AND PETITIONS - None	
6. ADOPTION OF MINUTES - None	
7. MAYOR, COUNCILLOR AND CAO REPORTS - None	
8. REPORTS	
a) Presentation of Village of Burns Lake Logo options – <i>EDO L. Watson</i>	5
b) Pandemic – COVID 19 Local Government Work Procedures PER 13 – <i>CAO Worthing</i>	
Recommendation:	
THAT Personnel Policy PER 13 ‘Pandemic – COVID 19 Local Government Work Procedures’ be approved.	
9. BUSINESS ARISING- None	
11. ORIGINAL COMMUNICATION RECEIVED AND FILED - None	

- 12. **NEW BUSINESS** - None
- 13. **ACCOUNTS PAYABLE** - None
- 14. **READING FILES** - None

15. **PUBLIC QUESTION PERIOD**

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16. **RELEASE OF CLOSED MEETING RESOLUTIONS** - None

17. **ADJOURN**



Department: Personnel

PER 13

TITLE: COVID-19 WORK PROCEDURES

Purpose: To establish COVID-19 procedures and guidelines for the local government workers.

**PANDEMIC – COVID 19
LOCAL GOVERNMENT WORK PROCEDURES**

INTRODUCTION

This plan is intended for use by all of Council and municipal staff in the event of a pandemic of a respiratory virus such as COVID -19. The guidelines and procedures included reflect the orders from the BC Provincial Health Officer (PHO) and guidance provided by the BC Centre of Disease Control and WorkSafeBC.

THE CONTEXT

Pandemics of respiratory viruses, such as COVID-19 can be declared over when the proportion of the population that is immune is large enough that transmission between people is no longer sustained. That can happen in two ways:

- After enough people have been infected and have recovered and/or;
- When enough people have been immunized with a vaccine

While COVID-19 transmission is likely to continue to some degree, measures to limit transmission will aim to both protect people and ensure we have adequate capacity in our health system to appropriately care for infected people. The current situation is neither sustainable or healthy bringing its own significant costs and damage to individuals, socially, emotionally and economically. This will require the full engagement of individual citizens, key institutions, and employers to hardwire these requirements into day-to-day practice, starting in May and then refining them over the next twelve to eighteen months based on our go-forward experience of the pandemic. This will need to be done in collaboration with the Office of the Provincial Health Officer and broader government

While a return to normal levels or near normal levels is predicted to radically increase transmission, the move to 60% of normal is forecast to result in a flat transmission rate as indicated by the number of patients requiring critical care. This would be a “new normal” level for the coming twelve to eighteen months while a vaccine is hopefully developed and deployed.

MANAGING TRANSMISSION

The virus is largely transmitted through close prolonged contact in a household, or congregate settings, and it is not easily transmitted outdoors. Rates of infection are very dependent on contacts between people. Coronavirus is transmitted via large liquid droplets when a person coughs or sneezes but also potentially when they are talking in very close proximity to another person. In addition, droplet transmission is much more likely when in close contact in an indoor setting. COVID-19 can also be transmitted through droplets in the environment if someone touches the contaminated area then touches their face or eyes without cleaning their hands. Unfortunately, humans touch their mouths, noses and eyes with a very high level of frequency per hour. This peaks to the importance of regularly cleaning one’s hands and also cleaning of high touch areas in the environment.

Reducing Transmission - Personal Self Care

- No handshaking
- Frequently wash your hands with soap and water and use hand sanitizer
- Avoid touching your face
- Maintain reasonable physical distancing as much as possible
- If you have the symptoms of a cold, flu or Covid-19 including, a cough, sneezing, runny nose, sore throat, fatigue you **must stay at home** and keep a safe distance from others in your family until those symptoms have completely disappeared, minimum of 10 day self-isolation. A further consideration is for individuals at risk of a more severe illness (because they are over 60 years old or if they have compromised immune systems or underlying chronic medical conditions) to properly inform themselves of risk, assess their own risk-tolerance, then to think through extra precautions they may wish to take over the coming months.

Reducing Transmission – Public Works Crew

- Staff is to maintain social distancing of 3-6 feet at all times.
- Staff will wash their hands upon arriving to work, before and after breaks, and after handling cash or other materials.
- Hand sanitizing will be required prior to entering the building.
- Seating in the lunchroom is to be sectioned off at 6 feet apart. Tables are to be sanitized after every use.
- Break time and Lunch time will be split into two shifts. The seasonal staff will break at 9:00am to 9:10am, 11:00am to 11:30am and 1:30 to 1:40pm. The Permanent Full Time staff will break at 9:30am to 9:40am, 11:30am to 12:00pm and 2:00pm to 2:10pm.
- All staff will wipe their seating area after each use.
- All surfaces that are touched in the washrooms are to be sanitized after every use.

Reducing Transmission – Main Office and Recreation Staff

- Staff is to maintain social distancing of 3-6 feet at all times.
- Staff will wash their hands upon arriving to work, before and after breaks, and after handling cash or other materials.
- The cashier station is to be sanitized after every use, this includes the Interac machine, computer keyboard and counter.
- Plexiglass is to be installed on all counters.
- A sanitizing station shall be placed at the outside door to the office and one at each door inside the Council chambers. Hand sanitizing will be required prior to entering the building. Safe distancing markers are to be placed on the front office carpet. Maximum of 1 customers will be allowed in the office. Post signage at the main entrance to the office and Council Chambers indicating the restrictions.
- Work stations must be sanitized at the completion of each work day, including light switches and door handles.
- Office copier and mail station is to be sanitized after every use.

- No more than two staff members are to be in the kitchen at any given time. All surfaces that are touched are to be sanitized after every use.
- Seating in the Council Chambers is to be sectioned off at 6 feet apart. Tables are to be sanitized after every use.
- All surfaces that are touched in the washrooms are to be sanitized after every use.

PROTECTING MENTAL HEALTH

Workers in the workplace may also be affected by the anxiety and uncertainty created by the Covid-19 outbreak. Here are some resources that can assist with maintaining mental health in the workplace during this time:

COVID-19 Staying Well in Uncertain Times (Canadian Mental Health Association-BC) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.

Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) – Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

Approved: _____
Amended: