

# COVID-19 Safety Plan for Board of Variance Hearings



## Staff and community safety are paramount in the District's response to Covid-19.

### RISK ASSESSMENT

Board of Variance hearings are required pursuant to the Local Government Act. Board of Variance members are appointed by Council to consider requests for variance(s) to the District of Squamish Zoning Bylaw. There are three members on the Board and two to three staff members who attend, in addition to the applicant, the applicant's representative and any interested members of the public who are affected by the requested variance(s). Hearings are normally held in Council Chambers at Municipal Hall but have been moved to the Great Room at The 55 Activity Centre during the pandemic in order to ensure adequate spacing for those in attendance. The room allows for the required spacing and is set up to allow for maximum distancing. Meetings generally don't run longer than 45 minutes and there are rarely more than 8 people in attendance. Safety measures are in place to reduce the risk of transmission, including signage, hand sanitizer, collection of contact information and the recommendation that masks be worn.

### DETAILS

#### ORGANIZER AND CONTACT

Charlene Pawluk, Manager of Legislative Services

#### LOCATION

Great Room, The 55 Activity Centre

#### MAX NUMBER

15

#### AVERAGE ATTENDANCE

8

#### TIME

6:30 p.m. on the third Wednesday of the month, as required.

#### COMMUNICATION

The Safety Plan will be posted on the website.

## SAFETY ACTIONS AND PROTOCOLS

Controlled and limited public access

### SCREENING

Signage will be placed at the meeting room entrance with a requirement that people not attend if they have COVID-19 like symptoms or have travelled outside of Canada in the last 14 days.

### INFORMATION GATHERING

Staff will collect name and contact information from the applicants, applicants' representatives and any members of the public in attendance, in case of exposure.

### SAFETY

- Attendees will be required to stay at minimum 2m apart at all times, unless they are part of the same party. This includes:
  - Waiting in line to register
  - While providing their information
  - During the meeting
- Chairs will be placed to indicate where people can sit.
- Masks are required and will be available.
- Hand sanitizer will be available at the entrance and in the Great Room.

### SIGNAGE

Signage will be placed at the entrance to the event listing the screening questions.