



## REQUEST FOR DECISION

**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Ken McIlwain, Operations Manager

**Meeting Date:** July 9, 2020

**Subject:** Amendments to CCRD COVID-19 Business Continuity and Services Restoration Plan

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### Recommendation:

***THAT the Board of Directors of the Central Coast Regional District endorse amendments to the CCRD COVID-19 Business Continuity and Services Restoration Plan added since the adoption of the plan at the June 2020 CCRD regular board meeting, and as shown in the published version of the plan as of July 9, 2020.***

### Issue/Background Summary:

The CCRD Business Continuity and Services Restoration Plan was adopted by the CCRD Board of Directors at the June 11, 2020 regular board meeting. The plan is deemed to be a living document with CCRD staff authorized to update the plan on a continuing basis to reflect changing conditions. Since the adoption of the plan the following items have been added:

- Appendix J – Safety Plan for Centennial Pool Re-opening
- Appendix K - Safety Plan for CCRD Park, Playground & Facilities Use

### Policy, Bylaw or Legislation:

N/A

### Financial/Budgetary Implications:

The amendments to the plan allow for opening/operation of the Centennial Pool and CCRD Park facilities.

Extra costs of up to \$44 per day are being incurred at Walker Island Park to facilitate the daily opening/closing and cleaning of the bathrooms in the concession building.

Disinfection of high touch surfaces is also being undertaken daily. These added expenses can be accommodated in the contingency portion of the budget.

At the Centennial Pool, some extra staffing is required to monitor and enforce social distancing and number of patrons using changeroom facilities. The extra costs associated with this can be accommodated in the staffing budget due to the shortened season and reduced operating hours.

**Time Requirements – Staff and Elected Officials:**

There is considerable staff time involved in adding to and maintaining the COVID-19 Business Continuity and Services Restoration Plan as well as in actioning/updating the measures required around signage and staff/contractor supervision/training.

**Options to Consider:**

1. Endorse the amendments in their current form as per the recommendation.
2. Modify the amendments and endorse the amendments as modified.

Submitted by: \_\_\_\_\_  
Ken McIlwain, Operations Manager

Reviewed by: \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer