

Active Living & Culture Event Guidelines for COVID-19

As of March 26, 2021

These guidelines are subject to change and will be updated as the COVID-19 situation evolves.

If you have questions after reviewing these guidelines, you can obtain more information from Event Services staff:

Chris Babcock, Event Development Supervisor
Phone: 250-469-8780
Email: cbabcock@kelowna.ca

Sarah Semeniuk, Outdoor Event Coordinator
Phone: 250-469-8853
Email: ssemeniuk@kelowna.ca

Jenny Wesnoski, Outdoor Event Coordinator
Phone: 250-469-8948
Email: jwgnoski@kelowna.ca

Event Services Department
Active Living & Culture Division
1800 Parkinson Way
Kelowna, BC, V1Y 4P9

OVERVIEW

The City of Kelowna recognizes the value that events bring to our community, enhancing its vibrancy and providing significant social and economic benefits. The COVID-19 pandemic has impacted all facets of community life in a profound and unprecedented way, and the events sector is no exception. Events have not been permitted to proceed over the past few months and community organizations and event organizers have struggled with the many challenges associated with event cancellations. Re-starting this important sector is a significant aspect of our community's recovery plans.

As the Province begins to ease restrictions on activities, the reintroduction of events in our community is carefully being considered. This is a complex task that will require a thoughtful, well-calculated approach based on provincial direction. To that end, all Provincial Health Officer (PHO) orders must be met, including:

- Gatherings of no more than 10 people;
- There is sufficient space available to permit every person present to maintain a distance of two metres from one another;
- The persons present maintain a distance of two metres from one another when standing or sitting, unless they reside together;
- A person who leaves an event must not be replaced by another person;
- Hand sanitation supplies are readily available;
- The event does not move into a fully enclosed structure at the place.

Based on the above factors and recommendations, the City's Event Services Team has developed "guidelines for events" to support our local efforts as we begin to move forward. These guidelines will take into consideration the following items as they pertain to events:

- Safety of the public
- Provincial Health Officer (PHO) orders
- Preparedness of event organizers
- Operational capacity of City services
- Impact on parks & public spaces
- Community need and public desire

It is important to note that these guidelines are subject to change and will evolve as we progress and are provided further provincial direction.

GUIDELINES FOR EVENTS

The following COVID-19 event guidelines will be utilized for all event requests at this time. They are designed to be adaptable to align with further recommendations and/or directives set forth by the PHO and/or the City of Kelowna and are based on the following:

- City of Kelowna Parameters
- Public Health Association of Canada (PHAC) Risk Mitigation Tool
- Event Application & Management Plan

It will be the event organizer's responsibility to develop a plan that demonstrates their ability to adhere to all parameters, requirements and directives as set out in the following sections.

CITY OF KELOWNA PARAMETERS

In order to permit events in public spaces and to ensure the success of their delivery, initial parameters have been established that support PHO directives and maximize the safety of all attendees and participants. As PHO restrictions ease, these parameters will be adjusted and a broader set of allowances will be permitted accordingly. Current parameters are as follows:

- Maximum attendance of 10 people
- No liquor services
- No food services
- Maximum 3-hour event time
- Organizers need to submit a plan that will identify the management of all directives and considerations
 - Refer to the *PHAC Risk Mitigation Tool* section below

Note: These parameters are subject to change and will be updated as the situation evolves.

PHAC RISK MITIGATION TOOL

When planning an event, organizers should be aware of all risk considerations as listed from the [Public Health Agency of Canada](#) as these will be taken into account when vetting the request. It is highly recommended that the event organizer reviews these considerations before submitting an event application to ensure they can meet all requirements. Areas of consideration are:

- 1) Population Attending the Event
- 2) Local Demographics and Epidemiology
- 3) Event Activities
- 4) Crowding
- 5) Event Duration
- 6) Event & Hygienic Resources
- 7) Health System Capacity
- 8) Geographic Location

EVENT APPLICATION AND MANAGEMENT PLAN

Event organizers will need to apply as per normal practices through the City of Kelowna's online application system. In addition to the regular application requirements, organizers will be required to develop a COVID-19 Management Plan based on Provincial and Federal directives and recommendations. Completed plans will be assessed by the City's Event Services Team and discussed with the event organizer.

We have drafted a **COVID-19 Safety Checklist** to assist organizers in the creation of their COVID Management Plans. Please refer to our [website](#) for more information.