



BACKGROUND

The Squamish-Lillooet Regional District (“SLRD”) recognizes that the evolving COVID-19 pandemic is causing disruption as well as social and economic uncertainty for residents and property owners.

The SLRD has undertaken, or is in the process of undertaking, unprecedented organizational adjustments on an expedited basis in response to:

- evolving and exceptional circumstances of the COVID-19 pandemic; and
- evolving orders, recommendations or direction of the Provincial Health Officer, provincial government, or other relevant authority;

In the provision of local government services pursuant to various policies, including but not limited to those identified in Schedule A, the SLRD has established mandatory:

- inspections, maintenance levels and service levels; and
- timeframes and/or compliance periods.

As such, the SLRD, during the period of time of the declared COVID-19 pandemic and to the extent that it is reasonably and operationally possible, wishes to provide a mechanism for considering the temporary deferral, suspension, or extension of policy provisions that would otherwise be mandatory.

MANDATORY INSPECTIONS, MAINTENANCE OR SERVICE LEVELS

1. Where mandatory inspections, maintenance, or service levels have been established pursuant to policies identified in Schedule A, such inspections, maintenance, or service levels may be deferred or suspended until further notice or for a defined period of time if carrying out such inspections, maintenance, or mandatory service levels is or would be:
 - (a) inconsistent with (or preventing compliance with) existing orders, recommendations or direction of the Provincial Health Officer, the provincial government, or other relevant authority; or
 - (b) unsafe or otherwise unachievable due to being beyond the operational capacity/resources of the SLRD as a result of the declared COVID-19 pandemic.

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2. Upon the deferral or suspension of a matter pursuant to section 1, the SLRD may provide public notice thereof in the form of a notice posted on the SLRD’s website located at www.slrld.bc.ca and subject to applicable privacy legislation, the notice may state:
 - (a) the name of the applicable policy;
 - (b) the date of the deferral or suspension and that it continues until further notice or for a defined period;
 - (c) a brief description of the matter being deferred or suspended.

3. Upon the lifting of the deferral or suspension of a matter pursuant to section 1, the SLRD may provide public notice thereof in the form of a notice posted on the SLRD’s website located at www.slrld.bc.ca and subject to applicable privacy legislation, the notice may state:
 - (a) the name of the applicable policy;
 - (b) the date the deferral or suspension was lifted;
 - (c) a brief description of the matter that was deferred or suspended.

MANDATORY TIMEFRAMES OR COMPLIANCE PERIODS

4. Where mandatory timeframes or compliance periods have been established pursuant to policies identified in Schedule A, such timeframes and/or compliance periods may be extended or suspended until further notice or for a defined period of time if the enforcement of such timeframes and/or compliance periods is or would be:
 - (a) inconsistent with, or preventing compliance with, existing orders, recommendations or direction of the Provincial Health Officer, provincial government, or other relevant authority; or
 - (b) unsafe or otherwise unachievable due to being beyond the operational capacity/resources of the SLRD as a result of the declared COVID-19 pandemic.

5. Upon the extension or suspension of a matter pursuant to section 4, the SLRD may provide public notice thereof in the form of a notice posted on the SLRD’s website located at www.slrld.bc.ca and subject to applicable privacy legislation, the notice may state:
 - (a) the name of the applicable policy;

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- (b) the date of the extension or suspension and that it continues until further notice or for a defined period;
 - (c) a brief description of the matter being extended or suspended.
6. Upon the lifting of the suspension pursuant to section 4, the SLRD may provide public notice thereof in the form of a notice posted on the SLRD's website located at www.slrd.bc.ca and subject to applicable privacy legislation, the notice may state:
- (a) the name of the applicable policy;
 - (b) the date the suspension was lifted;
 - (c) a brief description of the matter that was suspended.

DELEGATION

7. The SLRD Board delegates to the Chief Administrative Officer the power, on behalf of the SLRD, to undertake the exercise of discretion in section 1 and section 4 of this policy upon consideration of requisite rationale and sufficient connection between the COVID-19 pandemic and the otherwise mandatory inspections, maintenance, service levels, timeframes, or compliance periods.

DOCUMENTS REQUIRED TO BE SWORN BEFORE COMMISSIONER

8. Until further notice, regarding documents required to be sworn before a commissioner (i.e. Land Title Office documents, oath of office, etc.) for use in local government matters in time-sensitive matters where it is not possible, or is medically unsafe, for the deponent of an affidavit to attend physically before a commissioner, the SLRD may follow the process endorsed by the Court of Appeal for British Columbia, the Supreme Court of British Columbia, and the Provincial Court of British Columbia (as set out in Notices issued on March 20, 2020, including any updates thereto), or similar process thereto.

ELECTRONIC SIGNATURES

9. Until further notice, the SLRD may allow the use of electronic signatures where it is not possible or is medically unsafe for the signatory to provide a physical signature on a document. Examples of corporate/business processes that may require the use of electronic signatures include but are not limited to the following:

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- (a) contracts;
- (b) letters generated by the SLRD;
- (c) various documentation to approve invoices;
- (d) internal corporate/business processes;
- (e) all matters relating to application processes and approval processes for:
 - building permits;
 - zoning amendments;
 - official community plan amendments;
 - development variance permits;
 - development permits;
 - temporary use permits and renewals;
 - Agricultural Land Use applications/approvals;
- (f) other applications not specifically set out in subsection 9(e) above;
- (g) Board meetings minutes and committee meeting minutes; and
- (h) SLRD bylaws.

10. Until further notice, and in respect of subsections 9(a) through (f) inclusive, the following are examples of how an electronic signature may be provided:

- (a) electronic signature provided on a document; or
- (b) scanned copy of a document containing the physical signature; or
- (c) a photograph taken of a document containing the physical signature.

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11. Until further notice in respect of subsections 9(g) and (h), the SLRD may undertake the following process (or similar process) if a physical signature is unable to be obtained:

- An email to be sent from SLRD staff to the signatory of the bylaw or minutes referencing the relevant document and requesting permission to apply the signatory’s electronic signature;
- The email evidencing permission to apply the signatory’s electronic signature to become part of the official SLRD file;
- The SLRD Corporate Officer to apply the electronic signature to the document; and
- The SLRD Corporate Officer to certify on the document as to how signing was done (i.e. such as “Electronic signature as per policy No. 21-2020 – Response to the COVID-19 Pandemic Omnibus Policy, in effect during the COVID-19 pandemic.”).

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**POLICY NO. 21-2020
RESPONSE TO THE COVID-19 PANDEMIC OMNIBUS POLICY**

SCHEDULE A

- * Policy No. 2.3 - Purchasing/Tendering
- * Policy No. 2-2016 - SLRD Bylaw Notice Dispute Adjudication Registry Operations Policy & Procedure
- * Policy No. 4.9 - Completion of Expired Building Permits
- * Policy No. 4-2016 - Pemberton & District Recreation Service Turf and Sports Field Maintenance Policy
- * Policy No. 6.16 - Pemberton & District Recreation Service Park Inspection Procedure
- * Policy No. 9.1 - Risk Management for Trails and Open Spaces
- * Policy No. 9.5 - Upper Cheakamus Road Maintenance Policy
- * Policy No. 14-2019 - Board Policy for Planning Procedures

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