

COVID-19 Community Programming Guidelines

The following guidelines are derived from the Province of BC and Vancouver Coastal Health for all gatherings taking place during the COVID-19 pandemic.

OVERVIEW

To support community well being, local businesses and the use of outdoor spaces, the City of North Vancouver has created temporary booking guidelines for The Shipyards during COVID-19. These guidelines allow for fair and balanced use of the public realm and give due consideration to community access and economic recovery. All programs and activities must adhere to both the temporary guidelines and the [Shipyards & Foot of Lonsdale Events & Rental Policy](#).

To help prevent the spread of COVID-19, local businesses and programming at The Shipyards are expected to comply with recommendations and orders from the Provincial Health Officer (pursuant to Sections 30, 31, 32 and 39 (3) of the *Public Health Act*, S.B.C. 2008). A copy of the Provincial Health Order for Gatherings and Events can be found online, or a link can be provided by staff.

LOCATION AND HOURS

Venue booking requests are considered on a month-by-month basis.

- Shipyard Commons – covered outdoor 12,000 square foot venue
- Cates Deck – 5,000 square foot deck space

BOOKING CONSIDERATIONS

The Shipyards is a popular community space which has seen an increase in casual use due to COVID-19 restrictions. The City continues to support casual use of the site and reserves the right to restrict the number and frequency of bookings to ensure a balance of accessibility to the spaces.

While every attempt will be made to accommodate all eligible requests, if there are any conflicting requests to book spaces within The Shipyards, the following allocation priorities will be applied:

1. First Priority - City produced, co-produced or sponsored program including programs managed by City agencies, such as North Vancouver Recreation and Culture Commission
2. Second Priority - City businesses or non-profits located within The Shipyards and Lower Lonsdale area providing a community program
3. Businesses and community groups outside of the Lower Lonsdale area providing a community program

Applications must demonstrate a benefit to both the community and local economy. All COVID-19 requirements must be met and approved by appropriate officials prior to the programming date.

All vendors are required to fill out the [Event Application Form](#).

BOOKING DATES

Booking of the Shipyard Commons and Cates Deck is available on a month-by-month basis.

April/ May Availability

Shipyard Commons: Monday through to Friday from 7 a.m. until 7 p.m. *please note only a portion of the space is bookable for programming, public access still maintained

Cates Deck: Monday through to Sunday 7 a.m. until 11 a.m.

June Availability

Shipyard Commons: Monday through to Thursday from 7 a.m. to 10 a.m. and 7 p.m. to 9 p.m. *Note: the Splash Park is operational from 10 a.m. to 5 p.m. daily*

Cates Deck: Monday through to Sunday 7 a.m. until 11 a.m.

*Date and times can be reviewed at time of booking request.

July/ August Availability

Shipyard Commons unavailable due to Splash Park operating hours (10am-8pm daily)

Cates Deck: Monday through to Sunday 8 a.m. until 11 a.m.

GENERAL REQUIREMENTS

The Applicant is responsible for obtaining all relevant permissions and meeting COVID-19 requirements including physical distancing and all orders issued by the Provincial Health Officer and Minister of Public Safety and Solicitor General related to the business of the Applicant.

1. Establish a City Liaison and a Vancouver Coastal Health Contact
2. Ensure the COVID-19 Safety Plan is conducted in accordance with WorkSafe BC, approved by Vancouver Coastal Health, and posted online
3. Must be a City of North Vancouver business owner (with valid business licence)
4. Determine crowd density (expected number of attendees) as per latest PHO Order [\(link\)](#)
 - Maximum permitted number attendees may not with at least 6 feet apart but recommended 8 feet apart during physical activities
5. Confirm the venue layout with City liaison, Vancouver Coastal Health and/or WorkSafe BC
6. Establish a registration process and contact tracing
7. Coordinate a regular cleaning schedule of equipment used
 - It is up to the vendor to ensure regular cleaning and disinfecting of objects is maintained while on-site
 - Clean/sanitize objects and surfaces frequently touched
8. Communicate risks to participants
 - List preventative measures in place
 - Determine the nature of contact between participants
 - Promote physical distancing with signage and staff enforcement
 - Promote hygienic practices with signage and available equipment
 - Ensure additional informative signage is in place for: handwashing, physical distancing, health care information, site safety
9. Create an isolation plan for participants who may become unwell
10. Create a communication and refund plan in the program in case of a cancellation

11. Determine if Personal Protective Equipment is a necessary component of your program; if so, it should include:

- Facemasks
- Gloves
- Sanitary wipes
- Tissues
- Hand sanitizer
- Additional waste bins

12. The use of outdoor music/ speakers must be approved by The Shipyards office and conducted in accordance to the PHO Order.

13. Create a crowd control plan, including fencing/ barriers where needed. Plan should include staggered arrival and departure and management of public outside of barriers. Organizers are responsible for ensuring there are no spectators. If this cannot be guaranteed based on the nature of the programming (ie. Performances) programs may not be approved.

SITE CLEAN-UP

- The applicant must maintain the site clean and tidy during its programming
- Garbage/waste will be recycled or disposed of properly off-site by the applicant. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited
- The site must be cleaned post booking, and ready for next organizer to come to a clean site

INDEMNIFICATION BY APPLICANT

The Applicant will indemnify and save harmless the City from and against any liabilities, damages, causes of action, actions, claims, suites, judgments, costs, charges and expenses (including lawyers' fees and litigation expenses) whatsoever which the City may incur or suffer or be put to by reason of or in connection with or arising from any breach, violation or non-performance by the Applicant of any obligation hereunder to be observed or performed by the Applicant, any wrongful act or neglect of the Applicant on or about the Shipyards, any damage to property related to the Applicant's use and occupation of the Shipyards or the death or injury to any person related to the Applicant's use and occupation of the Shipyards.

RELEASE BY APPLICANT

In addition to the indemnification provided above, and without limitation, the Applicant agrees that, except where caused by the gross negligence or willful misconduct on the part of the City, and, despite anything else in this agreement, the City will not be liable for, and hereby releases the City from any and all claims, causes of action, damages, demands for damages and other liabilities that may arise from the Applicant's use of the Shipyards and the City's permission provided for such use, including any cancellation of the permission for the use of the Shipyards and any consequential losses.

FEES

- \$25 hourly booking fee
- All event organizers are required to carry a minimum of \$5 million Commercial General Liability Insurance naming the City of North Vancouver as an additional insured
- All event organizers must have a valid City of North Vancouver business licence

OTHER PROGRAMMING RESOURCES

- [Covid-19 Gatherings and Events PHO Order](#)
- [Physical Distancing Poster](#)
- [Symptoms of COVID-19](#)
- [VCH Shareable Resources related to COVID-19](#) (including handwashing signs)