



Courtenay Lawn Bowling Club
Executive Agenda

Agenda & Minutes

Date	July 30, 2021 1 PM				
Attendance	Stephanie Walters, Vern Greenhill, Michael Lynch, Dean Penny, Dick Divine, Heather Divine				
Absent					
Agenda					
1.	Motion to accept	The Agenda as presented			
	Motion By	Seconded by	For	Against	Abstained
	Dean Penny	Stephanie Walters	5	0	

2.	Minutes from the Executive Meeting		of June 25, 2021		
	Errors or Omissions:				
	Motion to accept	Minutes from the previous executive meeting of May 28, 2021			
	Motion By	Seconded by	For		Abstained
	Vern Greenhill	Dean Penny	5	0	

Correspondence

3. Received by July 24, 2021	1. Rebate Program
	2. Club coaching course
	3. Interview with our Bowls Canada Chief Executive Officer Anna Mees.
	4. Step 3 clarifications
	5. Powell River Centennial see items # 20 & 21
	6. Air Quality see item # 23
	7. Shelter cover post estimate see item # 24

Reports

4. President Report	See attached
5. Vice President	Not required for this meeting
6. Treasurer	See attached
7. Greens	See attached
8. Games	See attached

Club Committee

9. Next Meeting	None scheduled at this time
10. Update	

Volunteering Report

11. Update	Not required for this meeting
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**Courtenay Lawn Bowling Club
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Goals and Initiative Reports

12. Inventory Development	Not required for this meeting
13. Table & Chair Dollies	Not required for this meeting
14. Office Modifications	Not required for this meeting
15. Membership	Not required for this meeting
16. Garden Project Update	We have no additional information at this time. The next step is to meet with Parks & Rec.
17. Benches	The prototype bench should be ready for installation in the seven days

Business arising from the correspondence

18. None at this time	
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Business arising from the last meeting minutes:

19. None at this time	
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New Business

20. Powell River	If we have no objections, an email of congratulations is to be sent to the Powell River Lawn Bowling Club regarding their 100 anniversary.			
21. BVIN&PR	BVIN&PR requests approval from the clubs to send the Powell River LBC a \$500 donation from BVIN&PR funds.			
Motion to accept	approval from the CLBC to send the Powell River LBC a \$500 donation from BVIN&PR funds.			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Stephanie Walters	5	0	
22. Games between clubs	BVIN&PR is requesting feedback from the clubs about playing inter-club competitions this year.			
Motion to accept	limited interclub games this year			
Motion By	Seconded by	For	Against	Abstained
Michael Lynch	Stephanie Walters	5	0	
23. Air Quality	Any conversation of the air-quality protocols?			



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	<p><i>Discussion points:</i></p> <ul style="list-style-type: none"> ● <i>A club representative, game chair or designated person will decide at the game time based on data at the time.</i> ● <i>Our website home page has a link to Weather Can app and current AQHI (Air Quality Health Index), where accurate data is updated live.</i> ● <i>It was decided that the executive needs to read the article by AQHI and present recommendations to the members at the Spring AGM. It was suggested that this is a task that the Membership Committee could help.</i> ● <i>There were no actual guidelines from Bowls BC or Bowls Canada</i> ● <i>There are some guidelines in the Crystal Mark Third Edition</i>
24. Shelter Covers	<p>We have a slight increase in the cost of the metal poles to support nine shelter roofs. Work will be undertaken at the end of the season. The company wants to come after our season is finished and complete the installation of posts. The costs have increased by \$300.</p>
25. L'Arche	<p>L'Arche has requested four Wednesdays on September 1, 8, 15 and 22 to hold a bowling activity for their clients. <i>After discussion, it was decided that we would not charge a fee for this event. There is an opportunity to have further events and new members.</i></p>
26. Concrete for the sandbox and new stairs off the deck.	<p><i>After discussion, it was decided that it would cost less to purchase the supplies and pour cement in these two areas ourselves. We will talk to the city about getting help in preparing the two sites</i></p>
27. In-Camera Portion of the meeting	
28. Merit Award	

Next Meeting	
29. Next Meeting Date	August 20, 2021
30. Meeting Adjourned	14:00 pm

Rebate Program

4 messages

Athol Trickett <atrickett@shaw.ca>

Tue, Jul 20, 2021 at 9:07 AM

To: emarentette3 <emarentette3@gmail.com>, mkdavies@shaw.ca, Derek Burke <derekjburke@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, fctester <fctester@shaw.ca>, ddivine <ddivine@telus.net>

To All Club Presidents:

Thanks for your responses to my earlier email regarding the rebate program. The consensus was to distribute the funds to the clubs so that they could use them to promote membership locally. I am still waiting to receive the rebate, but will get it distributed once it is available. Apologies for the delay, but this is in the hands of Bowls BC.

On another topic, with most restrictions now lifted, is there any interest in arranging any tournaments in what remains of the season? I would appreciate getting an idea of the level of interest in each club.

Thanks and regards,
Athol

Derek Burke <derekjburke@gmail.com>

Tue, Jul 20, 2021 at 11:00 AM

To: Athol Trickett <atrickett@shaw.ca>

Cc: Garrydsteele <Garrydsteele@gmail.com>, ddivine <ddivine@telus.net>, emarentette3 <emarentette3@gmail.com>, fctester <fctester@shaw.ca>, mkdavies@shaw.ca

Hi Athol,

Good news on the rebate, thanks.

It would be great to see some tournaments this season.

Cheers,
Derek Burke
PALBC

[Quoted text hidden]

--

Sent from Gmail Mobile

fctester@shaw.ca <fctester@shaw.ca>

Tue, Jul 20, 2021 at 11:11 AM

To: Athol Trickett <atrickett@shaw.ca>, emarentette3 <emarentette3@gmail.com>, mkdavies@shaw.ca, Derek Burke <derekjburke@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, ddivine <ddivine@telus.net>

Hi Athol,

Thanks for the update on the rebate – any funds will be welcome!

I'll speak to our Board regarding playing tournaments with other clubs. Unfortunately, we've had a situation with one of our new members who has clearly stated that he is not and will not get vaccinated, and due to his COPD he will not wear a mask. After a very unpleasant confrontation between him and some of the other men last week, I had to contact Bowls BC for their direction. The result is that Bowls Canada's Legal Dept. have advised us to prepare a policy requiring proof of vaccination or wearing masks, which we now have in place.

So, I'm not sure how this situation would fly with other clubs coming to our club to play.

Bye for now.

Frances

[Quoted text hidden]

Ken Davies <mkdavies@shaw.ca>

Tue, Jul 20, 2021 at 11:36 AM

To: Athol Trickett <atrickett@shaw.ca>

Cc: emarentette3 <emarentette3@gmail.com>, Derek Burke <derekjburke@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, fctester <fctester@shaw.ca>, ddivine <ddivine@telus.net>

Thanks for the update Athol. We will get back to you regarding tournaments.

Ken
QBLBC

From: "Athol Trickett" <atrickett@shaw.ca>

To: "emarentette3" <emarentette3@gmail.com>, "mkdavies@shaw.ca" <mkdavies@shaw.ca>, "Derek Burke" <derekjburke@gmail.com>, "Garrydsteele" <Garrydsteele@gmail.com>, "fctester" <fctester@shaw.ca>, "ddivine" <ddivine@telus.net>

Sent: Tuesday, July 20, 2021 9:07:20 AM

Subject: Rebate Program

[Quoted text hidden]



Dick Divine <dick@courtenaylbc.com>

Club Coaches Course

1 message

Secretary BVINPR <secretary.bvinpr@gmail.com>

Sat, Jul 17, 2021 at 7:25 PM

To: Athol Trickett <atrickett@shaw.ca>, Barbara Berg <catchat@shaw.ca>, Cathy Maitland <parksvillelbcsecretary@gmail.com>, Colleen Drain <colleenpdrain@gmail.com>, Dave Ruckman <druck49@gmail.com>, Dean Penny <redguy@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Dick Divine <dick@courtenaylbc.com>, Dick Divine <rpd@pipain.com>, Edith Holmes <ashington_lass@telus.net>, Elaine Marentette <emarentette3@gmail.com>, Elaine van Kooten <jvankooten@shaw.ca>, Frances Tester <fctester@shaw.ca>, Garry Steele <garrydsteele@gmail.com>, Heather Divine <heather@pipain.com>, Janet Harder <secretary.qblbc@gmail.com>, John Randle <johnrandle@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Lynn Chwartacki <lynnchwartacki@gmail.com>, Martin Fereday <martinchris@shaw.ca>, Mary Mulligan <raqluv15@gmail.com>, Michael Lynch <mdlynchca@hotmail.com>, Neal Wilson <nealwilson@shaw.ca>, Pat Kelly <patandgwen@telus.net>, Peter Harding <peterhbay@telus.net>, Peter Scott <frannyscott2001@yahoo.com>, Robin Forrest <robin.forrest@shaw.ca>, Rod Tester <rgtester@shaw.ca>, San Raubenheimer <justsan@me.com>, Sandi Mitchell <sandramitchell1263@gmail.com>, Sharon Shultz <sshultz74@gmail.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Shirley Steven <rssteven@shaw.ca>, Stephanie Walters <treasurer@courtenaylbc.com>, Tom Chrisholm <46steelertom@gmail.com>, Tony Joyce <tonyjoyce@telus.net>

Hello everyone.

Hope you are enjoying this fine weather and getting out on the green. Please forgive the broad distribution but, given it is the middle of summer, I want to ensure all clubs are aware of this opportunity.

The purpose of this email is to notify you there is a possibility Bowls BC will be able to conduct a Club Coaches Course this season. At this time, we require an indication from all clubs as to how many candidates may be interested in participating. This is usually a two-day course. Location will be advised closer to the date of the course.

PLEASE send your response / list of candidates **to Pat Kelly (patandgwen@telus.net) by Wednesday, July 28th.**

Much appreciated

Colleen Drain
BVINPR Secretary



Dick Divine <dick@courtenaylbc.com>

FW: The Canadian Bowler Show Episode #32 - July 18

1 message

Robin Forrest <robin.forrest@shaw.ca>

Wed, Jul 21, 2021 at 3:39 PM

To: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, "justsan@me.com" <justsan@me.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

Cc: Robin <robin.forrest@shaw.ca>

Hello District Club presidents and secretaries

An interesting interview with our Bowls Canada Chief Executive Officer Anna Mees.

Enjoy.

Stay safe.

Robin

FYI. This can be distributed to the member clubs.

Harry Carruthers

President

Tel: 604-985-2241

Cell: 604-916-1101



From: Kathryn MacGregor [mailto:kmacgregor@bowlscanada.com]

Sent: Monday, July 19, 2021 3:26 PM

To: undisclosed-recipients:

Subject: The Canadian Bowler Show Episode #32 - July 18

Hello everyone,

If you have not had an opportunity to watch the most recent episode of the Canadian Bowler Show then please do so and watch Darryl Fitzgerald and Michael Pituley's interview featuring Bowls Canada's CEO Anna Mees. The link to the youtube video follows this message.

Ex Meeting 07 July 30_2021

Through the exchange of questions, Anna spent an hour explaining what Bowls Canada does and provided details on the new Belonging in Bowls program, Membership, Coaching, the NAC and more. I encourage you to share the link with your member clubs and bowling friends.

Recently, the Globe and Mail also asked Anna for an interview. I'm sure we will all be looking forward to reading this column on promoting our sport of bowls when it is published.

In the meantime, please stay well and enjoy the remainder of the summer bowling with your friends and inviting others to "Try It!"

All the best,

Kathryn

<https://www.youtube.com/watch?v=ZE4rTnsMmjs>



This email has been checked for viruses by AVG antivirus software.
www.avg.com



Dick Divine <dick@courtenaylbc.com>

Fwd: STEP 3 CLARIFICATIONS

2 messages

Robin Forrest <robin.forrest@shaw.ca>

Wed, Jul 14, 2021 at 9:07 AM

To: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, Elaine Marentette <emarentette3@gmail.com>, "justsan@me.com" <justsan@me.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>
Cc: Robin <robin.forrest@shaw.ca>

Hello Club Presidents and Secretaries

A few points below that were raised by BC Clubs.

Cheers and stay safe. Any further clarification, please chat with me.

Thanks

Robin

District Directors: Would you please forward the below email to your member clubs. Thank you.

Club Executives:

I have received a couple of questions that I want to share with all clubs:

Question 1: Can we conduct inter-club competitions.

Answer 1: Yes, as stated in my email to the clubs dated June 21, 2021, competitions between clubs is now ALLOWED. Spectator restrictions apply, but I do not believe that the spectator restrictions will be an issue for any clubs.

Question 2: Can we have open houses and club rentals?

Answer 2: Yes. Both are ALLOWED. As stated in my June 21st email: "*Clubs can hold non-bowling social events, provided that Parts C and/or D of the PHO Order are adhered to.*" As they are seen as Events, the PHO requirements for Events must be adhered to. The link to the PHO is below. Note: Outdoor and Indoor Events are now Parts A, B and C of the below Order.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

Question 3: Do we still need to collect the Waivers?

Answer 3: We still want the Waivers for club members who attend their own club facilities. This requirement will be re-evaluated at the end of the year. For spectators and the public attending open houses, rentals, etc., Waivers will NOT be required. For bowlers from other clubs who are participating in an inter-club competitions, Waivers will NOT be required. We are still operating under the litigation ban put in place by the provincial government until December 31, 2021.

Harry Carruthers

President

Tel: 604-985-2241

Cell: 604-916-1101

Ex Meeting 09 July 30_2021



Susanna Raubenheimer <justsan@me.com>

Wed, Jul 14, 2021 at 10:08 AM

To: Robin Forrest <robin.forrest@shaw.ca>

Cc: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, L Elaine Marentette <emarentette3@gmail.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

Dear **Robin**

Thank you for the clarity on these matters.

Good Bowling

San

On Jul 14, 2021, at 9:07 AM, Robin Forrest <robin.forrest@shaw.ca> wrote:

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Harry Carruthers

President

Ex Meeting 10 July 30_2021

Powell River Centennial

5 messages

Athol Trickett <atrickett@shaw.ca>

Thu, Jul 22, 2021 at 4:18 PM

To: Derek Burke <derekjburke@gmail.com>, Garryd Steele <Garryd Steele@gmail.com>, mkdavies@shaw.ca, fctester <fctester@shaw.ca>, ddivine <ddivine@telus.net>

To All:

As you are all aware, the Powell River Centennial is being celebrated by their club members on Saturday. The proposed function planned for August 13 involving other clubs, has unfortunately been cancelled. In recognition of reaching their centennial year, the District Executive have given their support to making a donation of \$500 to PRLBC, rather than contributing a plaque or framed certificate. They typically face financial challenges each season, so it was felt that cash would be far more useful to them.

Past practice for expenditures of this size has been to seek acceptance of the proposal from the other clubs in the district. It would be appreciated if you could email your Executive to ensure the proposed financial donation has their support. If you could get back to me by the end of business tomorrow.

Thanks,
Athol

Garry Steele <garryd Steele@gmail.com>

Thu, Jul 22, 2021 at 4:32 PM

To: Athol Trickett <atrickett@shaw.ca>

Cc: Derek Burke <derekjburke@gmail.com>, mkdavies@shaw.ca, fctester <fctester@shaw.ca>, ddivine <ddivine@telus.net>

Since we suggested it, then we obviously support it. I don't think it's enough though.
Garry Steele

Sent from my iPhone

[Quoted text hidden]

fctester@shaw.ca <fctester@shaw.ca>

Thu, Jul 22, 2021 at 5:16 PM

To: Athol Trickett <atrickett@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Garryd Steele <Garryd Steele@gmail.com>, mkdavies@shaw.ca, ddivine <ddivine@telus.net>

Agreed.

F.

[Quoted text hidden]

Derek Burke <derekjburke@gmail.com>

Thu, Jul 22, 2021 at 10:31 PM

To: Athol Trickett <atrickett@shaw.ca>

Cc: Garryd Steele <Garryd Steele@gmail.com>, Ken Davies <mkdavies@shaw.ca>, fctester <fctester@shaw.ca>, ddivine <ddivine@telus.net>

Hi Athol

I have polled our executive here in Port Alberni and they are in favour of the Powell River donation.

Cheers,
Derek
PALBC

Ex Meeting 11 July 30_2021

[Quoted text hidden]

Ken Davies <mkdavies@shaw.ca>

Fri, Jul 23, 2021 at 12:05 PM

To: Athol Trickett <atrickett@shaw.ca>

Cc: Derek Burke <derekjburke@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, fctester <fctester@shaw.ca>, ddivine <ddivine@telus.net>

Athol, we agree with the decision regarding the donation to Powell River.

Ken

QBLBC

From: "Athol Trickett" <atrickett@shaw.ca>

To: "Derek Burke" <derekjburke@gmail.com>, "Garrydsteele" <Garrydsteele@gmail.com>, "mkdavies@shaw.ca" <mkdavies@shaw.ca>, "fctester" <fctester@shaw.ca>, "ddivine"

<ddivine@telus.net>

Sent: Thursday, July 22, 2021 4:18:56 PM

Subject: Powell River Centennial

[Quoted text hidden]



Dick Divine <dick@courtenaylbc.com>

Fwd: STEP 3 CLARIFICATIONS

2 messages

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Harry Carruthers

President

Tel: 604-985-2241

Cell: 604-916-1101

Ex Meeting 13 July 30_2021



Susanna Raubenheimer <justsan@me.com>

Wed, Jul 14, 2021 at 10:08 AM

To: Robin Forrest <robin.forrest@shaw.ca>

Cc: "dick@courtenaylbc.com" <dick@courtenaylbc.com>, Heather Divine <heather@pipain.com>, Shirley Phillips <shirley.phillips@shaw.ca>, Derek Burke <derekjburke@gmail.com>, Shirley Steven <rssteven@shaw.ca>, L Elaine Marentette <emarentette3@gmail.com>, Frances Tester <fctester@shaw.ca>, Ken Davies <mkdavies@shaw.ca>, Janet Harder <Secretary.QBLBC@gmail.com>, Garrydsteele <Garrydsteele@gmail.com>, "Maitland, Cathy" <cathymai@telus.net>

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Harry Carruthers

President

Ex Meeting 14 July 30_2021



Guidance for developing policies on poor air quality for organized outdoor activities

April 12, 2021





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1. INTRODUCTION

Poor outdoor air quality can impact individuals' health, especially those who are physically active outside. The negative effects are worse for individuals who are more sensitive to air pollution, including individuals with pre-existing medical issues such as asthma and other heart/lung diseases. Additionally, children aged 0 to 5 years, seniors, and those participating in high-exertion activities are at higher risk of being affected by poor air quality.

Canada's Air Quality Health Index (AQHI) was developed to support individuals to make decisions to protect their health, with the primary purpose of providing information on the state of air quality at a specific location. Associated health messages suggest the types of actions that individuals should consider when determining what precautions to take during a poor air quality event. However, it does not provide any guidance for collective decision-making for outdoor team activities.

This guidance document provides information and advice for organizations involved in outdoor activities to develop a policy for altering planned events in the face of poor outdoor air quality. Specifically, the guidance focuses on when and how an organization or an event decision-maker should consider altering an event in cases where poor air quality is expected or is current. Here *alter* means to cancel, re-schedule, postpone, move to another venue, or otherwise change the event from the original plan. The appropriate course of action will depend on the level and expected duration of the poor air quality events, the level of exertion required for the event, and the participants' age and health status. Altering an event is not a trivial exercise and may have consequences beyond the immediate inconveniences of a change in participants' schedules. For this reason, a written policy that participants are aware of and accept is recommended.

Organizations can use this guidance to develop their own poor air quality policy for altering events. They can also use their air quality policies to promote safe, healthy practices to the public. For example, a cycling club may have a policy for members and promote air quality awareness to the general cycling community.

A poor air quality policy can help organizations:

- 1) protect the health of participants involved in outdoor events,
- 2) ensure consistent and timely decisions when faced with poor air quality events, and
- 3) have a documented, transparent process for making and communicating the decisions to participants.

For decisions that impact teams and outdoor sporting events, an organization's policy should translate the AQHI reading and health information into actionable steps that will guide decision-makers in altering an event at an organizational level.

The key to an effective poor air quality policy is setting the appropriate air quality trigger, (i.e., the minimum AQHI reading at which an event should be altered). The *2016 Air Aware Guidelines* (Dixon, 2016), based on consultations with Canadian air health specialists,



recommended using an AQHI trigger of 7. Many Canadian organizations have already adopted this trigger and developed their policies based on it (see Appendix 3 for examples).

2. BACKGROUND

Poor air quality often arises from urban and industrial air pollution and possibly exacerbated by wildfire smoke and weather events such as inversions that trap pollutants low to the ground (Health Canada, 2021). Poor air quality events may last for a few hours or days, or much longer periods. It is recognized that fine particulate matter (PM_{2.5}), ground-level ozone (O₃), and nitrogen dioxide (NO₂) are air pollutants often linked to a wide range of health effects, including short-term respiratory conditions such as bronchitis and asthma, and long-term consequences such as longer hospitalizations and premature mortality (Health Canada, 2021).

Common symptoms arising from exposure to poor air quality are eye irritation, runny nose, sore throat, mild cough, phlegm production, wheezing, and headaches. More serious symptoms that require medical attention are shortness of breath, severe cough, dizziness, chest pain, and heart palpitations and heart disease. Poor air quality can also exacerbate existing medical conditions such as asthma and heart and lung diseases.

Outdoor sporting organizations should strive to protect and safeguard the health of the people who are involved in their events. RASAC, with support from Health Canada, developed this guidance to assist outdoor sporting organizations in making decisions when faced with poor air quality that could impact the health of the people who are involved in their events. This guidance aims to help organizations develop their own policy so that responsible action is taken during outdoor sporting events when there is poor air quality.

Why this guidance document is important to protect the health of our athletes is because scientific research indicates that athletes are in the “at-risk group” when it comes to poor air quality (Qin et al., 2019). Athletes are at higher risks because of the following reasons: first, increased ventilation during exercise; second, more air coming through the mouth, bypassing the usual nasal filtration mechanisms; third, increasing airflow velocity transports contaminants deeper into the lungs; and finally, the lung’s capacity to transfer oxygen to the body increases with exercise, and with it, increases gaseous pollutant intake into the body (Reche et al., 2020). This scientific research demonstrates the strong need for this document to ensure the health and safety of our athletes.

2.1 What is the AQHI?

The Air Quality Health Index (AQHI) is a risk mitigation tool that describes local air quality as it relates to human health. It represents a combination of readings for three common air pollutants: ground-level ozone (O₃), fine particulate matter (PM_{2.5}), and nitrogen dioxide (NO₂). The AQHI has eleven linear incremental readings (1 to 10 and 10+) and four risk classes, labeled as Low (AQHI 1 to 3), Moderate (4 to 6), High (7 to 10), and Very High (10+). Each of the risk classes has separate health messages for the “at-risk” and “general” populations as shown in Table 1.



AQHI readings are available [online](#) and on the [WeatherCAN app](#) for large urban areas using data from 300 air quality monitoring stations across the country (Government of Canada, 2013). In addition to the current AQHI readings, predicted values for the rest of the day and the day after are available.

TABLE 1: Health messages for the AQHI

Health Risk	Air Quality Health Index	Health Messages	
		At Risk Population*	General Population
Low	1 - 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate	4 - 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	7 - 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	Above 10	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

* People with heart or breathing problems are at greater risk. Follow your doctor’s usual advice about exercising and managing your condition (Government of Canada, 2015).



3. DEVELOPING A POOR AIR QUALITY POLICY

The development of an organization's poor air quality policy should involve as many members of the organization as possible to ensure buy-in from members facilitates implementation and enforcement of the policy. The organization should periodically review and update the policy to maintain its effective use, such as at the beginning of each sporting season, and should ensure it is readily accessible to all members on the organization's website. The factors and recommendations outlined below will guide organizations in developing their poor air quality policy.

3.1 Determine Who Sets the Poor Air Quality Policy

Consider who is ultimately responsible for developing and administering the poor air quality policy. Individuals participating in the policy setting should have the relevant knowledge in policy development as well as effects of poor air quality on human health and means to reducing exposure to poor air quality. A group or a local organization (grassroots) or national organization (an umbrella organization) can develop the poor air quality policy to govern all outdoor sporting activities. Setting the policy at a regional or national level ensures consistency in implementation and enforcement and simplifies the process of modifying or updating it. Any policy developed at group or local level should be as stringent as the national (umbrella organization) policy. For example, if the national (umbrella organization) policy sets the poor air quality trigger at AQHI reading 7, the regional or local trigger should be 7 or lower. The trigger set by members of the organization at the local level should not be greater than at AQHI reading 7. Policy makers should also be mindful about exceptions. For example, individuals (event participants) with underlying health conditions such as asthma may experience adverse health effects below AQHI reading 7.

Recommendations:

- Determine who sets the poor air quality policy.
- Policy makers should have the relevant knowledge in policy development, effects of poor air quality on human health and ways to reduce exposure to poor air quality.
- Develop policy at a regional or national level to ensure consistency in implementation and enforcement.
- Policy developed at group or local level should be as stringent as the national policy.
- Policy makers should be mindful about individuals with underlying health conditions, who may experience adverse health effects below AQHI reading 7.

3.2 Determine to Whom the Poor Air Quality Policy Applies

In this guidance, we use the term **participants** to refer to all people impacted by a decision to alter an event, including players, students, spectators, group leaders, teachers and school administrators, referees, coaching staff, field personnel, and others. The policy should be



designed to protect all participants' health but should also acknowledge that it may not be possible to alert all potential participants of a decision to alter an event. Thus, the policy may need to split participants into two groups: those who are actively participating in the event (active participants) and those who are spectators or not actively involved in the event (passive participants). This distinction is important, as the level of exertion influences the exposure to air pollutants and thus, the health risk. This grouping would also provide clear direction to the event decision-maker between who *must* be notified and those who *should* be notified of the decision to alter an event.

When there is a decision to alter a paid event, notification of spectators becomes an important role for the event decision-maker. Organizations may need to develop a system for collecting contact information for spectators. Alternatively, organizations may need to notify spectators at the time of ticket purchase that a decision to alter an event due to poor air quality may happen, and how and when participants are notified. Similar concerns may arise for regional/national events that require participants to travel and book accommodations. The policy should provide participants the option to self-identify as more sensitive to air pollution so they can receive targeted notifications. Organizations can use Health Canada's [categories of at-risk individuals](#) to help participants determine if they should avail themselves of the option. Organizations that choose to adopt the option of self-identification should have a system in place to protect the information and privacy of those at-risk individuals, in line with their organization's privacy policies.

Recommendations:

- Where applicable, split participants into two groups, i.e., active participants and passive participants.
- Determine who must be notified and who should be notified of the decision to alter an event.
- Develop a system for collecting contact information for spectators.
- Notify spectators at the time of ticket purchase that a decision to alter an event due to poor air quality may happen.
- Consider providing participants the option to self-identify as at-risk individuals so they can receive targeted notifications.
- Organizations that choose to adopt the option of self-identification should have a system in place to protect the information and privacy of those at-risk individuals.

3.3 Adopt or Modify the Air Quality Trigger

The trigger is the current AQHI reading recorded or predicted at which outdoor sporting organizations will have to use to make changes to scheduling and location. The trigger reading is set based on scientific knowledge about vulnerability of outdoor sporting events participants to poor air quality. The trigger reading is especially important to active participants at the event, for example the athletes.



Organizations are strongly encouraged to adopt an AQHI reading of 7 as their air quality trigger. Organizations may want to adopt a multi-tier trigger system with a lower AQHI reading (for example, AQHI 4) for at-risk participants, including very young participants. Organizations may also choose to set a lower AQHI reading as a trigger for high-exertion activities (for example, AQHI of 6 for a game vs. 7 for practice).

Recommendations:

- Adopt an AQHI reading of 7 as an air quality trigger.
- The organization may adopt a multi-tier trigger system:
 - AQHI reading of 4 for at-risk participants
 - AQHI reading of 6 for games
 - AQHI reading of 7 for practices

3.4 Designate the Event Decision Maker

Organizations should designate a decision-maker for each event with the authority and responsibility to alter the event in the face of poor air quality. Participants should be aware of who the designated decision-maker is and their authority to alter the event. Organizations should have the event decision-maker for a paid event formally acknowledge in writing their responsibility for each event, stating that they will follow the policy. Organizations may want a committee to advise the event decision-maker to remove any potential biases or conflicts inherent in one person making the decision; this is especially important for paid events, where the decision can have significant consequences. Organizations should have a defined process to designate an alternate event decision-maker should the primary event decision-maker not be available and a process to inform participants of the designation. Organizations should have a designated person and process to whom concerns, or complaints may be directed regarding decisions to alter an event.

Recommendations:

- Designate a decision-maker for each event.
- Distinguish between paid and non-paid events when establishing authority and responsibility.
- For paid events, consider a committee to remove potential bias or conflicts and formal acknowledgement of responsibilities.
- Create a process to designate alternate decision-makers.
- Establish a feedback process to handle concerns caused by altering an event.



3.5 Determine the AQHI Reading for the Event Date and Location

The Government of Canada's [AQHI](#) or the applicable provincial/territorial air quality data is the authoritative source for the most relevant air quality reading. An “air quality monitor” should be assigned to ascertain the predicted or actual AQHI reading for an event and monitor news media for air quality warnings. The air quality monitor should be responsible for informing event decision-makers of the AQHI reading. An event decision-maker can also be the air quality monitor. Organizations should have a defined process to designate an alternate air quality monitor, should the primary event air quality monitor not be available and a process to inform the event decision-maker of the reading. Referees and coaches can get involved in decision making as well as a person with authority in the organization. All should have web capable devices to access the AQHI. During the event, the decision is made by the referee and the team coaches and provide written rationale to the organizations. The event decision-maker and air quality monitor should be aware of poor air quality events in adjacent locations if winds are likely to blow smoke or smog to the event location.

Recommendations:

- Designate air quality monitor and alternate positions and/or processes that inform event decision-makers before and during an event of determining AQHI readings.
- Ensure that all monitors and decision-makers have access to the current AQHI.

3.6 General Procedures to Alter an Event

The event decision-maker must consult the organization's poor air quality policy and consider the nature, timing, and location of the event to determine the best way to alter the event. That is, to cancel, re-schedule, postpone, move to another venue, or otherwise change the event from the original plan. In cases such as a major tournament, where events are in several locations, the organization should determine whether decisions will be made for each location or the overall event.

The poor air quality policy should list the steps to be considered by the event decision-maker leading up to altering an event. For example:

- Step 1 – Send a warning to participants when the potential for poor air quality exists.
- Step 2 – Delay the event when the air quality reaches the trigger reading. Air quality can change quickly, so consider a 30 to 60-minute delay for time-sensitive events.
- Step 3 – Alter the event.

The type of activity during the event, specifically the level of exertion required, and the age and relative health of the participants will help the event decision-maker determine the appropriate course of action. For example, a practice may be less strenuous than a game. Thus, the event decision-maker might alert at-risk participants at a lower AQHI reading (for example, AQHI 6).



Organizations should develop a system, including steps involved, to actively notify participants of the decision to alter an event (e.g., text, e-mail, app alert) in addition to a passive system (e.g., website posting). The policy should address when owners of event locations have different poor air policies than the event organizers. The policy should require the event decision-maker to adopt the most stringent policy.

Recommendations:

- Establish a process, listing the steps to be followed, that determines the best way to alter an event.
- Distinguish between types of events to assist in alerting participants.
- Create a system for notifying participants of decisions made.
- Ensure the policy addresses potential differences with owners of event locations.
- Require the policy reflects the most stringent requirement of the organization.

3.6.1 Before the Event

When the predicted or current AQHI is at or above the air quality trigger reading, the air quality monitor must notify the event decision-maker that the event(s) will or may be altered. The air quality monitor should document the notification and the predicted AQHI reading for the organization's records (see Appendix 2 for a sample Decision Documentation Form).

The event decision-maker should then notify participants that the event has been altered and what specific course of action is being taken. At this stage, the decision may affect multiple events and so it should be made clear that this decision is in the responsibility of the organization. The organization will inform referee/game officials and teams about the decision. The event decision-maker should document the decision and the predicted AQHI reading for the organization's records (see Appendix 2 for a sample Decision Documentation Form) and, where applicable, should notify a senior organization member(s) of the decision.

Recommendations:

- The air quality monitor should notify the event decision-maker that the event may need to be altered if the predicted AQHI is approaching trigger level.
- That prior to events the decision-making rests with the organization and a process is established to convey the decision to participants including game officials.



3.6.2 During the Event

Changes in AQHI reading may occur quickly (for example, a shift in wind direction brings wildfire smoke to the event site), so the event decision-maker may have to make an on-site decision to alter an event. The decision-making responsibility moves from an organizational level to those at the event, who are designated to make onsite decisions. Most likely this will be responsibility of the referees/game officials/coaches, who all should have access to the AQHI remotely. For example, if the event decision-maker decides to alter an event that has already started, the organization should have an appropriate system for notifying the participants (e.g., voice, megaphone, text alert, app alert). The event decision-maker should document the decision and the rationale for the organization's records (see Appendix 2 for a sample Decision Documentation Form) and, where applicable, should notify a senior organization member of the decision (e.g., a coach makes the decision and then notifies the club president, or a teacher makes the decision and then notifies the principal). The decision-maker and/or the air quality monitor should have a web-capable device on hand to see the AQHI readings when they are updated or if an air quality alert has been issued. Given a delay in AQHI readings, the event decision-maker can also monitor how smoky or smoggy the air looks. If visibility is being affected, the event should be altered. Where appropriate, the event decision-maker should select the least disruptive course of action for all participants (for example, temporarily halt vs. postpone vs. cancel). However, the health of the participants should be the primary factor considered in making the final decision.

Recommendations:

- Ensure processes are in place for onsite event decision-makers.
- Ensure there is a notification system in place at event where there are multiple locations.
- Create a reporting system to the wider organization when decisions to alter events are made.
- Clarify the equipment, skills and knowledge needed by onsite event decision-makers when AQHI readings are delayed, when local conditions require changes to a decision, and what course of action might be taken.

3.7 Specify the Implications of Altering an Event

Altering an event may have consequences beyond the immediate inconveniences of a change in participant's schedules, such as facility rental costs and transportation to the event and accommodations. In organized sports, the implications may include how the cancellation of a game or tournament affects standings. For these reasons, the policy should clearly articulate the types of concerns that may arise from the alteration of an event, especially cancellation, and how these concerns will be addressed.

Recommendations:

- Policies for an event alteration due to the poor air quality should align with alteration policies due to other reasons such as poor weather.
- Policies should outline and address key event cancellation implications.

3.8 Monitor Use of the Poor Air Quality Policy

Organizations should periodically review the policy's use and effectiveness and, where necessary, revise the policy based on the review. The records of decisions documented in Appendix 2 will help in the review. The air quality trigger reading should only be modified based on changes in the science or health knowledge base. Periodically polling participants to get their views, especially on issues such as notification methods for altered events and the consequences of alteration, will help the organization determine if and what changes are required

Recommendations:

- Create an annual review process for the policy, including polling participants, for information to be used for making changes.
- Ensure that changes to the air quality trigger are based on science or health knowledge.

3.9 Develop a Training Program for Decision Makers and Air Quality Monitors

Organizations should ensure the event decision-maker and air quality monitor, or their alternates, receive appropriate training as their roles and responsibilities are important. The way they perform their duties will reflect on the organization. This training can be implemented during annual training events for referees and team officials.

Training for event decision-makers should consist of: (1) an explanation of the importance of the decision to the organization and the participants; (2) a description of the decision-making process; (3) a description of the process to alert participants of the decision; (4) a description of the responsibilities of the event decision-maker to ensure participants comply with the decision; (5) an understanding of the impact of air pollution on health; (6) an understanding of at-risk population or individuals; and (7) a review of the organization's poor air quality policy.

Training for air quality monitors should include: (1) an explanation of the importance of the AQHI reading; (2) a description of the process to obtain the AQHI reading; and (3) a description of the process to alert the event decision-maker of the AQHI reading.



In addition to training, both the event decision-maker and air quality monitor should have the necessary equipment (e.g., web-capable device and internet access at the event site and web-capable device and internet access at home) to be able to get AQHI data and to alert participants of the decision to alter an event. While organizations are not likely to provide this equipment, it is important to ensure that the individuals assigned to these roles have the necessary equipment.

Recommendations:

- Establish initial and annual renewing training programs for decision-makers and air quality monitors.
- Ensure that decision-makers and air quality monitors have access to AQHI data.

3.10 Develop a Strategy for Communicating the Poor Air Quality Policy

Once the policy is developed, organizations should have a system to provide a copy of the policy, or at least a copy of the policy's key elements, to the active participants at a minimum and all participants where it is possible. Placing the policy on a public website is one method organizations may use to provide access to the policy, but this is a passive distribution method relying on the participant to find the policy. Organizations should develop a more active distribution approach to ensure awareness – for example, a note or newsletter or registration confirmation form that directs the participant to the website or lists the key policy elements.

Recommendations:

- Organizations should make their policy available to all their members via active and passive methods.
- Organizations should make their policy available to other organizations, so there are opportunities for shared learnings.
- Organizations should remind/inform active participants of the policy at the start of each season.

3.11 Develop a Strategy for Promoting Awareness of the Impacts of Poor Air Quality Exposure on Human Health

The policy's primary goal is to protect the health of participants during a poor air quality event. Providing participants with information on the health effects of poor air quality will encourage them to support the event decision-maker when deciding to alter an event, even when the decision is unpopular. Information that can be used as the basis for an educational program tailored to the organization's mandate or interests is provided in Appendix 3. For organizations interested in simpler promoting awareness methods, various information tools (a pocket card,



infographic, brochure, fact sheet, and poster) that provide basic information and highlight the recommended air quality trigger reading are available on the Health Canada website.

Recommendations:

- Engage organizational members by promoting greater awareness of the impacts of poor air quality exposures on human health.



GLOSSARY OF TERMS

Active-Participant

A person that directly participates in the event (for example, a player or coach or referee, a student or teacher).

Poor Air Quality

An AQHI reading, or range of individual air quality readings (for example, ozone or particulate matter), that has the potential to affect the health of participants in organized outdoor activities.

Air Quality Trigger

An AQHI reading or range, or visibility (due to smoke or smog), that, when reached, leads to a specific action, or set of actions, to limit health impacts associated with organized outdoor activities.

Alter

Decision to cancel, re-schedule, postpone, move to another venue, or otherwise change an event.

At-risk Individual (or Population)

The following is not to be considered as an exhaustive list – a physician should always be consulted if a participant has any underlying medical condition(s) or concerns about participation.

People with chronic heart/lung or breathing/asthma problems, young children (0 – 5 years), older adults, pregnant women, smokers, people of all ages who exercise or work hard outside, and elite athletes.

Consideration

An action, decision, process, or practice that organizations should consider when developing and implementing their policy.

Event

An organized outdoor activity scheduled on a specific day or set of days at a specific location.

Event Decision-maker

The person, or a group of people (e.g., designated organization representative, referees, coaches, and game/sports managers) within an organization who have the responsibility of making the final decision on whether an event will proceed or be altered during a poor air quality period.

Facility Rental

Organizations that operate, lease, or rent facilities, venues, or fields to outdoor organizations.

Organized Outdoor Activities

Any outdoor activity where the activity is managed through a formal organization structure, with a pre-determined schedule of events. Examples include activities organized for: (1) professional



sports; (2) amateur sports; (3) school-related for pre-school, daycare, after-school, K-8, high school, college, or university; (4) day and overnight camps; and (5) youth groups such as Scouts, Guides and Junior Forest Wardens.

Outdoor Activity Organization

The coordinating body for one of the organized outdoor activities. An outdoor activity organization may be national, provincial, or local, however, for the purposes of this guidance, should reflect the level at which policies are set and decisions are made about when and how an event should be altered in the face of poor air quality.

Paid Event

An organized outdoor activity for which participants buy a ticket to watch.

Participants

All people impacted by a decision to alter an event, including players, students, spectators, group leaders, teachers, and school administrators, referees, coaching staff, field personnel, and others.

Passive Participant

A person who attends an event but does not participate directly in the event (for example, a spectator) or a person involved in policy development or implementation (for example, school principal or board administrator).

Policy (Poor Air Quality)

The specific instructions that the event decision-maker will follow when the AQHI reading, or the visibility due to smoke or smog, reaches a point where a decision to alter an event is needed to limit health impacts associated with an organized outdoor activity.

Recommendation

An action, decision, process, or practice that an organization is strongly encouraged to adopt when developing and implementing their policy.

Umbrella Organization

A national or regional organization that governs the activities of local or individual sub-organizations (for example, Scouts Canada vs. an individual Troop, or most organized soccer organizations in Canada).



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APPENDICES:

Appendix 1: Policy Template

Outdoor Poor Air Quality Policy for [name of organization].

Effective Date:

This policy has been established by [name of organization] and applies to all outdoor activities that we are involved with in [name of location, e.g., Canada, Ontario, Vancouver, etc.]. This policy supersedes any previous poor air quality policies.

We have adopted this policy because we value the health and well-being of our [members, customers, spectators – whatever is appropriate to your organization or event] and wish to ensure that we do not place them at risk by holding an event in air quality that may adversely affect their health.

We have adopted an Air Quality Health Index (AQHI) rating of [insert your preferred air quality trigger but strongly recommended to adopt 7] or lower as the point at which we will alter an event (that is, cancel the event, re-schedule it, postpone it, move it to another venue, or otherwise change it from the original plan). We will use the AQHI reading for the event location [indicate here how an appropriate AQHI reading will be determined for an event at a location without an AQHI station] based on the readings from the AQHI website or the AQHI app. [Indicate here if you will be adopting a lower trigger for high-exertion activities or for those at-risk persons who have self-identified, provide a statement about how and when they should self-identify, how they will be notified that the trigger has been reached, and how you will protect their health information privacy].

The decision as to the most appropriate way to alter an event we oversee will be made by [name of position or person]. If the event is held by someone else, or in another location, we will abide by their decision to alter the event; however, if we believe that the health of our members would be at risk due to their decision, we may choose an alternate course of action.

We will alert our members and, to the extent that we are able to, any others who may be affected by the decision to alter the event as soon as is practical by [describe the mechanism to alter participants].

[Describe here what the implications of altering the event may be with respect to things such as team standings, costs to participants, etc., who will make the final decision about the implications, how participants will be notified, and the name of a contact to whom complaints can be directed].

Any member with concerns about the way this policy is implemented for a particular event should direct their concerns to [name of position or person who will address complaints].

We commit to reviewing this policy on [an annual basis or other timeframe] to ensure it continues to protect our member's health and is operating effectively and efficiently.



Appendix 2: Decision Documentation Form

The event decision-maker should document all decisions made to alter an event as soon as practical following the decision. The air quality monitor may also use this form to document notification to the event decision-maker of impending or current poor air quality. The data can then be referenced in future policy reviews.

Date	Event	Timing	Decision	Decision Maker	Rationale

In this sample documentation form, the following data are entered into the columns:

Date – the date the decision was made

Event – the name, type (if not evident in the name), location, and planned date and time

Timing – whether the decision was made before or during the event

Decision – the nature of the decision (cancelled, re-scheduled, postponed, moved to another venue)

Decision Maker – the name of the person(s) who made the decision

Rationale – reason for altering the event, which may include AQHI reading (predicted or actual), the visibility assessment, or some other reason.



Appendix 3: Examples of Canadian Policies

Alberta Soccer Association, (2019). *Weather Policy Information Card*.

<https://albertasoccer.com/wp-content/uploads/2019/05/Weather-Policy-Information-Card-2019.pdf>

The Canadian Soccer Association, (2017). *Lightning Safety/ Severe Weather Policy: When thunder roars, go indoors!*

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Appendix 4: Suggested Policy Checklist

SUMMARY OF CHECKLIST FOR DEVELOPING AN ORGANIZATIONAL POOR AIR QUALITY POLICY	
	Short title
<input checked="" type="checkbox"/>	Poor air quality policy creation and ownership of responsibilities
<input checked="" type="checkbox"/>	Determination of who is impacted by a poor air quality event policy
<input checked="" type="checkbox"/>	Determination of air quality trigger - using the AQHI
<input checked="" type="checkbox"/>	Designation of decision makers for altering events
<input checked="" type="checkbox"/>	Accessibility to the AQHI
<input checked="" type="checkbox"/>	Procedures to alter an event
<input checked="" type="checkbox"/>	Procedure to managing event alteration implications
<input checked="" type="checkbox"/>	Monitoring and revising the policy
<input checked="" type="checkbox"/>	Poor air quality policy training program
<input checked="" type="checkbox"/>	Poor air quality policy communications strategy
<input checked="" type="checkbox"/>	Promoting awareness and adoption

ABOUT THE AUTHORS

These guidelines were developed by Richard Dixon, Regulatory and Strategic Affairs Centre, Edmonton, Alberta, and Chris Powter, Enviro Q&A Services, Edmonton, Alberta, supported by Health Canada.



Dick Divine <dick@courtenaylbc.com>

Shelter supports

Dave Whitmore / Tower Fence Products, Courtenay Div. <towerfencedave@shaw.ca>
To: Dick Divine <dick@courtenaylbc.com>

Thu, Jul 22, 2021 at 2:07 PM

Hi Dick,

Please see revised costs highlighted below.

Thanks,

Dave Whitmore
Tower Fence Products Ltd.
[950 Cumberland Rd](#)
Courtenay BC V9N2E4
P) 250-897-0315
F) 250-897-0285

From: Dick Divine
Sent: Tuesday, July 20, 2021 3:13 PM
To: Dave Whitmore / Tower Fence Products, Courtenay Div.
Subject: Re: Shelter supports

Hi Dave

Just wondering where we are with the re-quote for the supply and installation of 18 posts at the lawn bowling club; two per shelter to replace existing front posts.

Thanks

dick

Dick Divine
President Courtenay Lawn Bowling Club
Email: <mailto:dick@courtenaylbc.com>
Web: courtenaylbc.com

On Wed, Mar 24, 2021 at 4:06 PM Dave Whitmore / Tower Fence Products, Courtenay Div. <towerfencedave@shaw.ca> wrote:

Good afternoon Dick,

As per site visit, our quote is based on the supply and installation of 18 posts at the lawn bowling club; two per shelter to replace existing front posts. Posts would be 2 3/8" diameter commercial fence pipe, galvanized. The cost would be \$2,413.00 plus GST.

Options:

- 1) Supply/install 2 3/8" x 10' wide header rail between front posts as roof support on these 9 shelters. Cost: \$906.00 plus GST.
- 2) Supply/install 1 5/8" galvanized pipe diagonal bracing on two sides and back of these 9 shelters for added stability. Cost: \$1,463.00 plus GST.

[Quoted text hidden]

Ex Meeting 37 July 30_2021



President Report

Date: July 25, 2021

The 2021 outdoor season has gone well so far. We are almost back to normal with the removal of Return to Play restrictions. Leagues and drop-in games are underway and our tournaments are well subscribed.

The club is experiencing some growth in the number of new members. Over the past couple of weeks there has been a number of new (to the sport) bowlers joining the club. When this happens we ask ourselves so why now? There can be any number of reasons why we are experiencing growth in 2021, I consider the amount of daytime activity on the green in recent months as a possible catalyst for this growth. Research by Bowls Canada has indicated that the higher the activity levels during the daytime hours has had a positive effect on the number of new members in a club. One can think of this as an empty green is a dull green, with nothing to see the unknowledgable public can not understand even the reason for having a lawn bowling green. Our challenge is to turn at least 50% of the New – no experience members into returning members for 2022.

2021 MEMBERS



Step 3 Return to play protocols means we no longer need to use monitors. Over the past couple of years we have sixteen members volunteer to be a monitor, their attention to detail, reliability, and dedication to this club resulted in our members playing in a safe environment. Without our monitors we would have not been able to bowl. A huge thank you to our monitors.

Regards

Dick

President
Courtenay Lawn Bowling Club

Profit and Loss

Courtenay Lawn Bowling Club

Date Range: Oct 01, 2020 to Jul 22, 2021

ACCOUNTS	Oct 01, 2020 to Jul 22, 2021
Income	
Entry fees	\$370.25
Grants	\$7,500.00
Interest earned	\$3.28
Other income	\$498.50
Program Income – Membership Dues	\$4,610.00
Sales - other	\$105.00
Total Income	\$13,087.03
Total Cost of Goods Sold	
	\$0.00
Gross Profit	
As a percentage of Total Income	\$13,087.03 100.00%
Operating Expenses	
Advertising and promo	\$369.60
Bank charges	\$22.50
Benches project	\$317.34
Garden project	\$364.95
Gov't fees	\$40.00
Insurance	\$500.00
Office expense	\$151.18

Operating Expenses	
Repairs & Maintenance	\$391.19
Sand shed	\$495.48
Small Tools and supplies	\$342.07
Sport Relief Funding	\$1,093.00
Total Operating Expenses	\$4,087.31
Net Profit	\$8,999.72
As a percentage of Total Income	68.77%

Balance Sheet

Courtenay Lawn Bowling Club

As of Jul 22, 2021

ACCOUNTS	Jul 22, 2021
Assets	
Cash and Bank	
CU checking	\$11,818.61
Cu Equity	\$5.95
CU Savings	\$9,834.18
Total Cash and Bank	\$21,658.74
Other Current Assets	
Club items for sale	\$778.76
Total Other Current Assets	\$778.76
Long-term Assets	
Furniture and equipment	\$51,925.24
Leasehold Improvements	\$934.90
Total Long-term Assets	\$52,860.14
Total Assets	\$75,297.64
Liabilities	
Current Liabilities	
Key deposits	\$660.00
Total Current Liabilities	\$660.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$660.00

Equity	
Members equity	\$66,948.30
Retained Earnings	
Profit for all prior years	-\$1,310.38
Profit between Oct 1, 2020 and Jul 22, 2021	\$8,999.72
Total Retained Earnings	\$7,689.34
Total Equity	\$74,637.64