

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 2994

A bylaw to impose fees and charges for the use of parks and facilities within
White Valley Parks, Recreation, and Culture

WHEREAS the Regional District of North Okanagan has established the White Valley Parks, Recreation, and Culture Service cited as the “*White Valley Parks, Recreation and Culture Service Conversion and Service Establishment Bylaw No. 1652, 2000*”;

AND WHEREAS the Local Government Act provides that a Board of a Regional District may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the Regional District;

AND WHEREAS the Board deems it expedient to establish such fees;

NOW THEREFORE the Board of the Regional District of North Okanagan in an open meeting assembled, hereby **ENACTS AS FOLLOWS**:

CITATION

1. This Bylaw may be cited as “*White Valley Parks, Recreation, and Culture Fees and Charges Bylaw No. 2994, 2024*”.

INTERPRETATION

2. Words or phrases defined in the British Columbia *Interpretation Act*, *Community Charter*, or *Local Government Act* or any successor legislation shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.
3. The headings contained in this Bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this Bylaw.
4. Any act or enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any Bylaw referred to herein (as may be cited by short title or otherwise) is a reference to an enactment of the Board of the Regional District of North Okanagan, as amended, revised, consolidated or replaced from time to time.
5. If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

6. The following Schedules are attached to and form part of this bylaw and are enforceable in the same manner as this Bylaw:
 - a. Schedule “A” – User Classifications and Rates
 - b. Schedule “B” – Conditions of Rental and Use

c. Schedule "C" – Fees and Charges

REPEAL

7. White Valley Parks, Recreation and Culture Fees Imposition Bylaw No. 2646, 2014, and any amendments thereto, are hereby repealed.

EFFECTIVE DATE


8. The effective date of this Bylaw shall be September 1, 2024.

Read a First, Second and THIRD Time

this 17th day of July, 2024

ADOPTED

this 17th day of July, 2024



Chair
Shirley Fowler



Deputy Corporate Officer
Ashley Bevan

SCHEDULE "A"

User Classifications and Definitions

Preschool:	Six years of age and under (80% of participants).
Youth:	Seven years of age to eighteen years of age (80% of participants).
Adult:	Nineteen years of age or older, but less than 65 years of age (80% of participants).
Senior:	Sixty-five years of age and older (80% of the participants).
Family:	Means members of an immediate family. Parents, guardians, and dependent children who are under the age of 19 years. Grandparents and grandchildren under the age of 19. Maximum two adults and youths who are immediate family members.
Child or Youth with a Disability:	Children under the age of 19, a resident of B.C., eligible for children and Disability: Youth with Special Needs services: Autism Diagnosis, Developmental Disability, or At Home Eligible may receive a 75% discount on select programs (*). A child under the age of seven must be accompanied by a paying adult, however that adult can request to have someone assist them in caring for their child with a disability, free of charge.
Person with a Disability:	Persons having a permanent disability which would limit his/her abilities to fully use the facility without assistance. If the disability is not physically apparent, a doctor's certificate may be required. If one-on-one assistance is required to utilize the facility, they must notify staff of their requirement for a caregiver.
Caregiver:	A person providing individual assistance to someone for the direct benefit of a patron participating in recreation service who requires their assistance to participate.
Financially Disadvantaged:	Residents who are receiving financial assistance from one of the following provincial or federal programs: <ul style="list-style-type: none">• Persons with disabilities (PWD)• Persons with Persistent and Multiple Barriers (PPMB)• Canadian Pension Plan Disabilities (CPPD)• Regular income assistance benefits (<i>must be renewed annually</i>)• Guaranteed Income Supplement for seniors (GIS) (<i>must be renewed annually</i>)
Private	An individual or organization whose activity will be limited to invitation-only or not broadly open to the public through membership or open attendance.
Youth Not-for-Profit:	A not-for-profit organization (in good standing) that is providing arts, culture, recreation and/or sport programming for youth.
Commercial	An individual or organization involved in activities of commerce with the primary intent for an exchange on the market with the goal of earning profits.

- Regular User:** An individual or organization that rents the respective facility for more than the indicated number of hours per season (booked in a single instance), as specified in the Fees and Charges Manual.
- Local:** An individual or organization who lives or has its operations/services based within the boundaries of the White Valley Parks, Recreation, and Culture Service area (Village of Lumby, Electoral Area "D" and Electoral Area "E"), or a group or organization where 60% or more of the members or participants are residents of White Valley.
- Non-Local:** An individual or organization who does not live within or have its operations/services based within the boundaries of the White Valley Parks, Recreation, and Culture Service area (Village of Lumby and Electoral Area "D" and Electoral Area "E").
- White Valley** The geographic area that includes the Village of Lumby and RDNO Electoral Area "D" (Rural Lumby) and Electoral Area "E" (Cherryville).

SCHEDULE "B"

Conditions of Rental and Use

1. GENERAL

- 1.1. All rental rates include the standard facility, with normal maintenance staff.
- 1.2. All facility rentals are subject to the renter obtaining a General Liability Insurance Policy through the Regional District's "User Group" General Liability Insurance Plan.
- 1.3. Ushers, ticket sellers, security forces, etc. are the responsibility of the renter (the Regional District reserves the right to provide such services at the Renter's expense).
- 1.4. Uses beyond the normal operating hours will require payment of additional labour costs.
- 1.5. The Regional District reserves the right to require a Performance Bond and/or Damage Deposit.
- 1.6. The Renter is responsible to ensure that the facility is vacated at the end of the event.
- 1.7. Entrance to or use of facilities will only be requested and approved on the Facility Use Agreement. Prior entry for decorating, setup, etc. will be subject to the approval of the Regional District designate and noted on the application form.
- 1.8. The application must not exceed the maximum capacity allowed for the facility.
- 1.9. The Renter shall be responsible for loss or damage and assume all risk of injury (including death) to any person arising out of the use of the facility.
- 1.10. All renters must carry appropriate liability insurance (minimum \$2,000,000) naming the Village of Lumby and the Regional District of North Okanagan as additional insureds.
- 1.11. Prior to use of any facilities, the Renter must complete a Facility Use Permit. This document includes a waiver or release which must be read by the participant before signing. If the participant requests an explanation of the meaning of the waiver, the staff shall respond as follows:

It is a legal document and by signing the release you are giving up certain legal rights, including the right to sue.

Under no circumstances is the document to be signed without drawing the participant's attention to the waiver and confirming that the proper liability insurance coverage is in place.

2. ADMINISTRATIVE POLICIES

2.1. Administration Fees:

- Approved refunds are subject to a 10% administration fee.
- Keys that are signed out by a renter and not returned will be subject to a \$200 replacement fee.

2.2. Refund Policy:

Swim Lessons, Leagues, Camps, Courses, One Day Programs, and Special Events:

- Requires 3 business days (Mon to Fri) before the start of the program. No refunds will be given if notification is less than 3 business days. Administration fee will be applied.

Ongoing Classes and Programs:

- If you find that the class you have registered in is not what you expected and you want to cancel, please make sure you call BEFORE the second class and we will refund you the remaining sessions. No refunds are given after the second class. Administration fee will be applied.

Memberships:

- Memberships are not transferable or refundable unless due to illness or injury and with a doctor's note.

Event bookings:

- the refund policy within the facility contract will be applicable.

2.3. Discounts: Only one discount can be applied at a time, combining discounts is not permitted. Discounts may not be applied to staffing or extra fees.

2.4. Facility Rental Cancellation:

30 Days Notice: If a facility rental is cancelled **more than 30 days** before the start of the rental, a full refund, minus the administration fee, will be given.

30 Days >14 Days: If a facility rental is cancelled less than 30 days but more than 14 days before the start of the rental, a refund minus 10% of the rental plus and the administration fee will be given.

<14 Days: If a facility rental is cancelled **less than 14 days in advance** of the start of the rental no refund will be given.

2.5. Drop In Pass Expiry Date: Drop in or multiple visit passes have a one year expiry date from the year they are purchased. Unused passes are not transferrable or refundable.

2.6. Carrying Credit on Account: Credits will not be carried on accounts. Refunds will be provided in a manner as determined by the Regional District.

2.7. Drop In Pass Expiry Date: Drop in or multiple visit passes have a two year expiry date from the year they are purchased. Unused passes are not transferrable or refundable.

2.8. Carrying Credit on Account: Credits will not be carried on accounts beyond year-end. Refunds will be provided in a manner as determined by the Regional District.

3. FEE PAYMENT

- 3.1.** A reserve date deposit is required with the Facility Rental Application Form: \$100 for service clubs or organizations pertaining to reduced rate, and \$200 for commercial or privately sponsored events. This fee is non-refundable and non-transferable if activity is cancelled. Additional deposits may be required.
- 3.2.** Total rental fee is payable 30 days in advance of event date. Credit may be granted to local organizations, but arrangements must be made prior to the date of booking and noted on the Facility Rental Application Form.
- 3.3.** If a Performance Bond is requested, the bond (certified cheque or cash) shall be deposited prior to the event. The Performance Bond shall be in the amount of One Thousand Dollars (\$1,000.00), and additional damage deposits may apply. After completion of the event, a staff representative will authorize a refund of the deposit.
- 3.4.** Organizations will be billed monthly, at the end of each month, with such accounts to be paid within 15 days.
- 3.5.** Spring and Summer ice contracts (April 1-August 31), will be cancelled on the next business day if deposits/payments are not received in full as follows:
 - Non-refundable deposit of 25% of booked time due at time of booking.
 - Non-refundable payment of 75% of booked time due 30 days in advance of first day of booking.
- 3.6.** Revenue-sharing based rental fees will be based on "net" revenue, which is after tax, refunds, credits, bad cheques, and any other financial adjustments. Net Revenue is defined as the total of all revenue collected by or on behalf of the Regional District for the program delivered by the renter, net of: taxes collected; fee credits; refunds, and adjustments; or cheques or other payment methods not honoured.

If there are similar programs with established fees, programs should be priced accordingly. If not, it is recommended that a "market based" rate be used to determine an appropriate fee. Examples from similar programs in other communities can be used to develop a proposed rate, which can then be reviewed for approval by the Regional District representative who is negotiating the contract. GST will be applied to all required programming.

The Regional District reserves the right to refuse programs with pricing and/or attendance that would not result in a reasonable minimum recovery for the use of the facility or undercut existing, similar programs operating in the community.

SCHEDULE "C"
Fees and Charges

	Effective Sept. 1, 2024	Effective Sept. 1, 2025	Effective Sept. 1, 2026	Effective Sept. 1, 2027	Unit
PARK BOOKINGS					
League Play & Practice					
Youth Not-for-Profit & Local	\$7.05	\$7.40	\$7.60	\$7.85	(rate/hr/field)
Youth Not-for-Profit & Local (with lights ¹)	\$9.70	\$10.20	\$10.50	\$10.80	(rate/hr/field)
Youth (Other)	\$9.10	\$9.55	\$9.85	\$10.15	(rate/hr/field)
Youth (Other) (with lights ¹)	\$12.65	\$13.30	\$13.70	\$14.10	(rate/hr/field)
Adult	\$14.00	\$14.70	\$15.15	\$15.60	(rate/hr/field)
Adult (with lights ¹)	\$19.45	\$20.40	\$21.00	\$21.65	(rate/hr/field)
Tournaments/Special Events					
Youth Not-for-Profit & Local	\$84.40	\$88.60	\$91.25	\$94.00	(rate/day/field)
Youth (Other)	\$109.70	\$115.20	\$118.65	\$122.20	(rate/day/field)
Adult - Local	\$168.80	\$177.25	\$182.55	\$188.05	(rate/day/field)
Adult - Non-Local / Commercial	\$277.45	\$291.30	\$300.05	\$309.05	(rate/day/field)
Camping – only with special events ¹¹	\$333.75	\$350.45	\$360.95	\$371.80	(rate/day/field)
School District # 22 (during school hours) ²	No Charge	No Charge	No Charge	No Charge	(rate/day/field)
Tennis/Pickle Ball/Volleyball Courts					
Youth Not-for-Profit & Local	\$11.85	\$12.45	\$12.80	\$13.20	(rate /hr/court)
Youth (Other)	\$6.70	\$7.05	\$7.25	\$7.45	(rate /hr/court)
Adult - Local	\$8.20	\$8.60	\$8.85	\$9.10	(rate /hr/court)
Adult - Non-Local / Commercial	\$3.55	\$3.75	\$3.85	\$3.95	(rate /hr/court)
School District 22 ²	No Charge	No Charge	No Charge	No Charge	(rate /hr/court)
Pickleball Equipment Rental ³	\$11.00	\$11.55	\$11.90	\$12.25	rate/day

SCHEDULE "C"
Fees and Charges

	Effective Sept. 1, 2024	Effective Sept. 1, 2025	Effective Sept. 1, 2026	Effective Sept. 1, 2027	Unit
PAT DUKE MEMORIAL ARENA					
Ice Rentals					
Youth Not-for-Profit & Local	\$89.20	\$98.10	\$101.05	\$104.10	(rate/hr - 15 min increments)
Youth (Other)	\$115.60	\$127.15	\$130.95	\$134.90	(rate/hr - 15 min increments)
Youth Spring/Summer	\$143.00	\$157.30	\$162.00	\$166.85	(rate/hr - 15 min increments)
Adult - Local	\$177.85	\$195.65	\$201.50	\$207.55	(rate/hr - 15 min increments)
Adult - Non-Local / Commercial	\$186.80	\$205.50	\$211.65	\$218.00	(rate/hr - 15 min increments)
Adult / Commercial Spring/Summer	\$240.00	\$247.20	\$254.60	\$262.25	(rate/hr - 15 min increments)
School District #22 - Ice Rentals ²	\$89.20	\$98.10	\$101.05	\$104.10	(rate/hr - 15 min increments)
Dry Floor Rentals					
Youth Not-for-Profit & Local	\$48.30	\$51.70	\$53.25	\$54.85	(rate/hr - 15 min increments)
Youth (Other)	\$62.70	\$67.10	\$69.10	\$71.15	(rate/hr - 15 min increments)
Adult - Local	\$96.45	\$103.20	\$106.30	\$109.50	(rate/hr - 15 min increments)
Adult - Non-Local / Commercial	\$116.85	\$125.05	\$128.80	\$132.65	(rate/hr - 15 min increments)
School District #22– Dry Floor Rentals ²	\$48.30	\$51.70	\$53.25	\$54.85	(rate/hr - 15 min increments)
Show/Concert/Exhibition ¹¹	\$1,100.00	\$1,133.00	\$1,167.00	\$1,202.00	(rate / day)
Dry Floor Event Deposit	\$500.00	\$500.00	\$500.00	\$500.00	NA
Programming					
Public Skating - all ages	No Charge	No Charge	No Charge	No Charge	(rate / skate)
Adult - drop-in shinny	\$6.00	\$6.50	\$7.00	\$7.50	(rate / drop-in)

SCHEDULE "C"
Fees and Charges

	Effective Sept. 1, 2024		Effective Sept. 1, 2025		Effective Sept. 1, 2026		Effective Sept. 1, 2027		Unit
WHITE VALLEY COMMUNITY CENTRE									
One Hall - 1080 sq ft	hourly	daily	hourly	daily	hourly	daily	hourly	daily	
Youth Not-for-Profit & Local	\$8.05	\$45.60	\$8.60	\$48.80	\$8.85	\$50.25	\$9.10	\$51.75	(hourly is 1 hour min)
Youth (Other)	\$10.45	\$59.30	\$11.20	\$63.45	\$11.55	\$65.35	\$11.90	\$67.30	(hourly is 1 hour min)
Adult - Local	\$16.10	\$91.20	\$17.25	\$97.60	\$17.75	\$100.55	\$18.30	\$103.55	(hourly is 2 hour min)
Adult - Non-Local / Commercial	\$24.10	NA	\$25.80	NA	\$26.55	NA	\$27.35	NA	(hourly only; 2 hour min)
Two Halls - 2160 sq ft									
Youth Not-for-Profit & Local	\$14.00	\$79.30	\$15.00	\$84.85	\$15.45	\$87.40	\$15.90	\$90.00	(hourly is 1 hour min)
Youth (Other)	\$18.20	\$103.05	\$19.45	\$110.25	\$20.05	\$113.55	\$20.65	\$116.95	(hourly is 1 hour min)
Adult - Local	\$28.00	\$158.55	\$29.95	\$169.65	\$30.85	\$174.75	\$31.80	\$180.00	(hourly is 2 hour min)
Adult - Non-Local / Commercial	\$41.70	NA	\$44.60	NA	\$45.95	NA	\$47.35	NA	(hourly only; 2 hour min)
Three Halls - 3240 sq ft									
Youth Not-for-Profit & Local	\$19.45	\$111.00	\$20.40	\$116.55	\$21.00	\$120.05	\$21.65	\$123.65	(hourly is 1 hour min)
Youth (Other)	\$25.30	\$144.30	\$26.55	\$151.50	\$27.35	\$156.05	\$28.15	\$160.75	(hourly is 1 hour min)
Adult - Local	\$38.90	\$222.00	\$40.85	\$233.10	\$42.10	\$240.10	\$43.35	\$247.30	(hourly is 2 hour min)
Adult - Non-Local / Commercial	\$58.25	NA	\$61.15	NA	\$63.00	NA	\$64.90	NA	(hourly only; 2 hour min)
Kitchen⁴									
Youth Not-for-Profit & Local	\$8.35	\$43.25	\$8.75	\$45.40	\$9.00	\$46.75	\$9.25	\$48.15	(hourly is 2 hour min)
Youth (Other)	\$10.85	\$56.20	\$11.40	\$59.00	\$11.75	\$60.75	\$12.10	\$62.55	(hourly is 2 hour min)
Adult - Local	\$16.70	\$86.45	\$17.55	\$90.75	\$18.10	\$93.45	\$18.65	\$96.25	(hourly is 2 hour min)
Adult - Non-Local / Commercial	\$30.65	\$173.05	\$32.20	\$181.70	\$33.15	\$187.15	\$34.15	\$192.75	(hourly is 2 hour min)
Meeting Room									
Youth Not-for-Profit & Local	\$6.85	\$40.35	\$7.20	\$42.35	\$7.40	\$43.60	\$7.60	\$44.90	(hourly is 2 hour min)
Youth (Other)	\$8.90	\$52.50	\$9.35	\$55.15	\$9.65	\$56.80	\$9.95	\$58.50	(hourly is 2 hour min)
Adult - Local	\$13.70	\$80.75	\$14.40	\$84.80	\$14.85	\$87.35	\$15.30	\$89.95	(hourly is 2 hour min)
Adult - Non-Local / Commercial	\$21.10	\$131.15	\$22.15	\$137.70	\$23.70	\$147.35	\$25.35	\$157.65	(hourly is 2 hour min)
Special Hall Use Rentals									
Private Event Rental - 2 halls with kitchen ¹¹		\$71.40		\$74.95		\$77.20		\$79.50	(rate/<=4 hours)
Weekend Event Rental - 3 Halls + Kitchen ⁵		\$546.00		\$573.30		\$590.50		\$608.20	see notes
Additional Charges									
Damage deposit - all day event		\$200.00		\$200.00		\$200.00		\$200.00	
Damage deposit - hourly rental		\$100.00		\$100.00		\$100.00		\$100.00	At discretion of staff

SCHEDULE "C"
Fees and Charges

	Effective Sept. 1, 2024	Effective Sept. 1, 2025	Effective Sept. 1, 2026	Effective Sept. 1, 2027 Unit
OUTDOOR POOL				
Public Swim				
Ages 0 to 3	No Charge	No Charge	No Charge	No Charge (rate/swim)
Preschool (tax exempt)	\$3.00	\$3.00	\$3.50	\$4.00 (rate/swim)
Youth (includes tax where applicable)	\$4.00	\$4.00	\$4.50	\$4.50 (rate/swim)
Adult (includes tax)	\$5.00	\$5.00	\$6.00	\$6.00 (rate/swim)
Family (includes tax)	\$12.50	\$12.50	\$15.00	\$15.00 (rate/swim)
Preschool Day Pass (includes tax)	\$4.25	\$4.25	\$5.00	\$5.00 (rate/day)
Youth Day Pass (includes tax where applicable)	\$6.00	\$6.00	\$5.25	\$7.00 (rate/day)
Adult Day Pass (includes tax)	\$7.50	\$7.50	\$9.00	\$8.50 (rate/day)
Family Day Pass (includes tax)	\$18.75	\$18.75	\$22.50	\$22.50 (rate/day)
Swim Lessons				
Swim Lessons – ½ hr	\$49.90	\$54.90	\$56.55	\$58.25 (rate/session)
Swim Lessons – ¾ hr	\$63.20	\$69.50	\$71.60	\$73.75 (rate/session)
Swim Lessons – 1 hr	\$76.85	\$84.55	\$87.10	\$89.70 (rate/session)
Pool Rentals				
Up to 50 swimmers ⁹	\$94.00	\$97.00	\$100.00	\$103.00 (rate/hour)
50+ swimmers ⁹	\$134.00	\$138.00	\$142.00	\$146.00 (rate/hour)
Swim Club ⁹	\$44.50	\$46.00	\$47.50	\$49.00 (rate/hour)
School District (lessons) ²	\$6.10	\$6.55	\$7.00	\$7.50 (rate/student)
Swim Passes				
12 Punch - Preschool Swim (includes tax)	\$30.00	\$30.00	\$35.00	\$35.00 (rate/12 punch pass)
12 Punch - Youth Swim (includes tax as required)	\$40.00	\$40.00	\$45.00	\$45.00 (rate/12 punch pass)
12 Punch - Adult Swim (includes tax)	\$50.00	\$50.00	\$60.00	\$50.00 (rate/12 punch pass)
Season - Youth Swim Pass	\$95.00	\$95.00	\$110.00	\$110.00 (rate/season pass)
Season - Adult Swim Pass	\$125.00	\$125.00	\$145.00	\$145.00 (rate/season pass)
Season - Family Swim Pass	\$250.00	\$250.00	\$290.00	\$290.00 (rate/season pass)
Season - Youth Early Bird ¹⁰	\$60.00	\$60.00	\$70.00	\$70.00 (rate/season pass)
Season - Adult Early Bird ¹⁰	\$80.00	\$80.00	\$95.00	\$95.00 (rate/season pass)
Season - Family Early Bird ¹⁰	\$160.00	\$171.20	\$183.20	\$196.00 (rate/season pass)

SCHEDULE "C"
Fees and Charges

	Effective Sept. 1, 2024	Effective Sept. 1, 2025	Effective Sept. 1, 2026	Effective Sept. 1, 2027 Unit
OUTDOOR POOL (continued)				
Loonie Swim (includes tax)				
Youth	\$1.00	\$1.00	\$1.00	\$1.00 (rate/loonie drop-in)
Adult	\$2.00	\$2.00	\$2.00	\$2.00 (rate/loonie drop-in)
Family	\$5.00	\$5.00	\$5.00	\$5.00 (rate/loonie drop-in)
BC Day / Canada Day Swims - all ages	No Charge	No Charge	No Charge	No Charge

Notes to Fees and Charges

GST to be added to all rates above, where applicable, except where noted rate already 'includes tax' or rate is 'tax exempt'.

- ¹ Automatically applied for booking on or after dusk.
- ² School District charges are as per Joint Use Agreement, as amended from time to time. All facilities and parks must still be booked through the regular booking process.
- ³ Pickleball equipment requires rental agreement and \$10 deposit
- ⁴ Kitchen rentals include access to all appliances, counter space, dishes and cutlery.
- ⁵ Full Weekend use use entitles the renter to the use of all three halls, plus kitchen and dishes from 8:00 am Saturday morning until 6 pm on Sunday. **Time is to include all set up and clean up.** Use of meeting room or any additional set-up or clean-up time is subject to additional charges.
- ⁷ Damage to be charged at replacement cost + 10% for administration; Damage deposit for weddings is \$200; cleaning to be billed at \$23.00 per hour in 15 minute increments with a minimum 30 minute charge. The damage deposit is to be paid prior to the use of the facility.
- ⁸ Tables and chairs are included in Hall rentals.
- ⁹ Pool rentals are 1 hour minimum, billed in 15 minute increments
- ¹⁰ Early Bird Swim Pass rates will apply until the second Friday of June
- ¹¹ Damage Deposit is required and camping permitted is not guaranteed with rental - subject to approval