



Staff Report

Community Services

Report To: Committee of the Whole
Meeting Date: September 22, 2020
Report Number: CSOPS.20.052
Subject: Beaver Valley Community Centre and Arena 2020/2021 Ice Season
Prepared by: Aaron McMullen, Facility Manager/Building Maintenance Coordinator

A. Recommendations

THAT Council receive Staff Report CSOPS.20.052, entitled “Beaver Valley Community Centre and Arena 2020/2021 Ice Season”;

AND THAT Council approve additional funding in the amount of \$20,000, for the hiring of a maximum of three additional staff in the 2020 budget to promote physical distancing, disinfecting and cleaning for the months of November and December, 2020;

AND THAT Council direct staff to include \$32,500 in the 2021 base budget for additional staffing for the months of January, February and March, 2021.

B. Overview

This report outlines staff’s recommendations for the proposed upcoming 2020/2021 ice season and hall reopening. The details within this staff report are current as of September 8th, 2020. As information is provided from user groups or the Provincial Government that may result in substantial changes to the Beaver Valley Community Centre operations, staff will update Council.

November 2nd, 2020 is the planned start date for rentals at the Beaver Valley Community Centre Arena and has been communicated with the majority of ice time users, with no resistance.

C. Background

On March 11th, 2020 the World Health Organization (WHO) declared COVID-19 to be a global pandemic. On March 17th, 2020 the Province of Ontario declared an emergency and began making orders under the authority of the Emergency Management and Civil Protection act to protect the public. In response to the pandemic, the Beaver Valley Community Centre was closed to rentals and programs on March 16th, 2020.

On July 13th, 2020 the Province released the Stage 3 Framework which permitted the opening of arenas with restrictions. Staff have participated in webinars, meetings, and worked with Provincial Organizations, the Grey Bruce Public Health Unit, and local minor sports groups (the major ice users in The Blue Mountains), to develop a strategy for opening the Beaver Valley Community Centre safely. In past ice seasons, the Beaver Valley Community Centre arena ice was made available starting the second last week of September. With COVID-19 restrictions the recommendation is to open in phases, and in cooperation with minor sports groups and their readiness to Return to Play.

Staff has been in contact with the minor sports ice user groups to work cooperatively on safely opening the facilities, share responsibilities, schedule ice when groups are ready to return to using ice, and fairly allocate ice amongst the users. As of September 2nd, 2020, the Beaver Valley Athletic Association (Figure skating, Power Skating and CanSkate programs) is requesting 9 hours per week, and Georgian Shores Minor Hockey Association is requiring 10 hours per week in the Beaver Valley Community Centre only. These numbers are subject to change as the Beaver Valley Athletic Association is hosting their AGM during the 3rd week of October, and Georgian Shores Minor Hockey Association is hosting their AGM on September 17th.

The initial focus on opening the arena has been to Return to Play for minor sports organizations in The Blue Mountains. Governing bodies such as Skate Ontario, Ontario Hockey Federation and the Ontario Minor Hockey Association are providing guidance to the local minor sports groups on safe Return to Play. The Community Services Department is reviewing these documents and requiring each minor sports organization to provide their specific COVID-19 Recreation Facility User Safety Plan based on the guidance documents provided by their governing bodies, and the limitations within the Beaver Valley Community Centre document. This plan to open the arena has been a cooperative effort by the Town and the minor sports organizations. The strategy for opening the arena is a phased approach as patrons and staff understand the procedures, and as the Province and Ministry of Health release updated orders and information. The focus on Return to Play for the local minor sport organizations is the priority for Phase 1 of opening the arena as they are the majority ice users at the Beaver Valley Community Centre.

Privately organized regular rentals and leagues will also be required to provide the Town with their COVID-19 Recreation Facility User Safety Plan, which will be reviewed by the Town and Grey Bruce Public Health Unit. These rentals will require more staff involvement in relation to contact tracing, ensuring the cohort stays intact without any external intrusion, and ensuring these organizations and their organizer follow the Town's Return to Play protocols, and their own.

Town organized programs such as Public Skate, Adult Skate and Parent and Tot Skate will not be offered until Phase 2 of the Town's facility opening process as stated in the analysis of the document.

Staff has been in communication with all major user groups to determine requested start dates, ice time requirements and how their group plans on operating this season. To date, all major ice time user groups feel that the earliest need for ice will be November 2nd, 2020. This is the

planned start date for rentals at the Beaver Valley Community Centre Arena and has been communicated with the majority of ice time users, with no resistance.

Staff has also been in communication with neighboring communities, specifically their Community Services Directors and Facility Managers, to compile consistent messaging within the COVID-19 Recreation Facility User Safety Plan in our region. These meetings have been very beneficial as it provides an opportunity to learn about other municipalities' projected start dates, protocols for Return to Play, and comparisons with direction from different Public Health Units and facility operations.

D. Analysis

Staff will be implementing a progressive reopening plan for the Beaver Valley Community Centre, which includes four phases. This plan has been reviewed and is supported by the Public Health Unit Inspector.

Phase 1 – Starting November 2

- Ice time hours of operation
 - Monday to Friday (4:00pm – 11:00pm)
 - Saturday and Sunday (7:00am – 10:00pm)
- Ice allocation
 - Minor sports groups only:
 - Beaver Valley Athletic Association Figure Skating
 - Georgian Shores Minor Hockey Association
 - Collingwood Girls Hockey Association
 - Collingwood Minor Hockey Association
- COVID-19 Recreation Facility User Safety Plan documents must be provided by each association
- Town Facility Guideline/Protocol must be adhered to (number limitations, rules and regulations)
- One parent/guardian is permitted in the facility per child attending a program
- Parents/guardians may stay in the facility but **MUST** stay in the designated seating area in the stands, while wearing a mask and ensuring 6 feet (2 metre) physical distancing is adhered to
- No private rentals/adult contracted groups
- No town programs (i.e. Public Skating, Adult Skate, Parent and Tot Skate)
- No tournaments or special events on ice

Note: To move to Phase 2 there must be no increase of 5% or more in COVID-19 cases within our Public Health Unit for 21 consecutive days, operations must run smoothly, and all user groups within Phase 1 must adhere to all COVID-19 Recreation Facility User Safety Plans.

Phase 2 – Start date to be determined

- Ice time hours of operation
 - Monday to Friday (7:00am – 11:00pm)
 - Saturday and Sunday (7:00am – 10:00pm)

- Ice Allocation
 - Minor sports groups:
 - Beaver Valley Athletic Association Figure Skating
 - Georgian Shores Minor Hockey Association
 - Collingwood Girls Hockey Association
 - Collingwood Minor Hockey Association
 - Leagues/adult contracted groups will be permitted if ice is available, with proper protocols in place – NO private rentals at this time
- One parent/guardian is permitted in the facility per child attending a program
- Parents/guardians may stay in the facility but MUST stay in the designated seating area in the stands, while wearing a mask and ensuring 6 feet (2 metre) physical distancing is adhered to.
- No town programs (i.e. Public Skating, Adult Skate, Parent and Tot Skate)
- No tournaments or special events on ice

Note: To move to Phase 3 there must be no increase of 5% or more in COVID-19 cases within our Public Health Unit for 21 consecutive days, operations must run smoothly, and all user groups within Phase 2 must adhere to all COVID-19 Recreation Facility User Safety Plans. Indoor capacity numbers will need to increase to 100 to accommodate Adult Skate, and Parent and Tot Skate.

Phase 3 – Start date to be determined

- Operations similar to Phase 2
- Private rentals may be considered at this time if approved by the GBPHU
- Two parents/guardians may accompany the child and remain in the facility while wearing a mask, ensuring 6 feet (2 metre) physical distancing is adhered to, and remain in the designated area of the spectator seating
- Return of town programs (i.e. Public Skating, Adult Skate, and Parent and Tot Skate). Skating programs will be offered if the indoor occupancy is increased to 100
- No tournaments or special events on ice

Note: To move to Phase 4, all emergency orders must be lifted, all sport governing bodies allowing tournaments, and occupancy returned to numbers prior to COVID-19.

Phase 4 – Start date to be determined

- COVID-19 pandemic is over
- Tournaments and special events permitted

Specific protocols that will be provided within the Town's Return to Play document will be as follows:

- Entrance into the facility will be through a controlled door with a separate exit provided
- Contact Screening will be required by all patrons before entry will be granted
- Patrons will be required to wear a mask while moving through the facility

- Patrons utilizing the ice surface will be required to remain masked until they are on the ice surface. Masks can be removed while participating in a program, then in place before leaving the ice surface
- Markings and arrows on the floors and/or walls will identify one-way traffic where possible
- Wall signage and floor markings will communicate 6 feet (2 metre) physical distancing
- Changerooms will be made available in Phase 2 for game play only. The changeroom will accommodate 8 players each to allow for 4 on 4 play. The players benches can only accommodate 4 players per team
- Use of washrooms will be limited to capacity based on available amenities and in order to comply with physical distancing requirement
- Increase in the frequency of cleaning and sanitizing of public areas within the facility as shown in the Custodial Duties Table below. Hall cleanings will occur at the end of each rental

Custodial Duties Table

		Hourly	4 Hours	Shift
Arena Changerooms (Not available in Phase 1)	Sweep all floors	X		
	Clean counters, sinks, fixtures and toilets	X		
	Disinfect counters, sinks, fixtures and toilets	X		
	Clean & disinfect showers	X		
	Spray and clean mirrors			X
	Clean all floor drains of any hair or debris			X
	Mop out all edges & mop floor	X		
	Restock product dispensers (paper and soap)			X
	Wipe down inside of lockers and remove debris			X
	Disinfect inside and outside of lockers	X		
	Clean & disinfect touch points		X	
	Clean & disinfect change tables			X
	Change garbage receptacles			X
		Hourly	4 Hours	Shift
Public Washrooms	Sweep all floors	X		
	Clean counters, sinks, fixtures and toilets		X	
	Disinfect counters, sinks, fixtures and toilets		X	
	Spray and clean mirrors		X	
	Clean & disinfect change tables		X	
	Damp mop floor			2X
	Clean & disinfect touch points	X		
	Restock product dispensers (paper and soap)			X
	Change garbage receptacles			X
		Hourly	4 Hours	Shift
Office Areas	Sweep floors			X
	Change garbage receptacles			X
	Mop floors			X
	Clean & disinfect desktops and any surfaces			2X

Custodial Duties Table - continued

		Hourly	4 Hours	Shift
Lobbies & Corridors	Dust mop floors			X
	Clean & disinfect garbage receptacles		X	
	Clean & disinfect tabletops and chairs		X	
	Clean & disinfect glass			X
		Hourly	4 Hours	Shift
Staff Room	Sweep all floors			2X
	Clean & disinfect all surfaces			2X
	Clean & disinfect touch points			2X
	Clean & disinfect work area			2X
		Hourly	4 Hours	Shift
Entrance & Exit Areas	Clean & disinfect all touch points	X		
	Clean & disinfect glass, handles and door frames	X		
		Hourly	4 Hours	Shift
Player Benches & Player Change Area	Sweep floors	X		
	Clean & disinfect floors, top plate and any ledges	X		
	Clean & disinfect skate change areas	X		

Notes:

- Staff break times will vary to avoid close contact amongst staff
- Staff will wear masks throughout their entire shift
- Exiting the facility will be through a controlled door

The reopening of the hall will not involve a phased approach as long as the rental groups provide the Town with a Return to Play document and comply with all provincial protocols. Adjustments to the existing schedule will need to be made to accommodate all groups and the required disinfecting/sanitizing between rentals.

Each user group utilizing the large or small hall will be required to provide the Town with a COVID-19 Recreation Facility User Safety Plan outline the details of their program, the safety measures they will provide for their users, and protocols in place as detailed by their governing bodies.

User groups utilizing the large hall will gain access through the front doors of the Community Centre. The exit point for the large hall will be through the fire exit at North West of the facility. Users of the large hall will have access to the lobby washrooms with 2 occupants at one time.

User groups utilizing the small hall will gain access through the back door of the kitchen and will exit through the same door. The kitchen washroom will be utilized by the users of the small hall. A maximum occupancy of the small hall is 10.

The following is a list of requirements for each group, the organizer and the participants:

- Arrive no earlier than 15 minutes prior to rental

- It is the rental contract holder's responsibility to meet their participants at the door and enter the building together. The rental contract holder is required to submit the names of each individual participating in that session. This list will be placed in the drop box provided on the office door in the lobby of the hall or in the kitchen, before entering the large or small hall. This list will be compared to the list compiled by the Towns screening process
- All facility users must follow physical distancing guidelines at all times while in the facility. Face coverings are required by all patrons entering the facility as per order of public health. Face coverings are not required to be worn while in the act of sport or exercise
- Users must arrive fully dressed and ready for sports play or exercise. Users are permitted to use designated chairs for change of foot wear
- Washrooms will be available with a maximum of 2 persons at one time
- The rental contract holder is required to share all Terms of Conditions with each participant beforehand so the expectations of each person entering the facility is made clear
- The rental contract holder is required to provide the Town with an outline of the program operations detailing schedules within their allotted block of time allowing for disinfecting times, and providing the proposed occupancy numbers of users at one time. The Town is allowing a maximum of 20 occupants in the large hall for sport play and exercise. Maximum occupancy for small assemblies or meetings in the large hall is 50. The small hall occupancy is a maximum of 10. Town staff will review capacities for each group
- The rental contract holder will be required to provide the Town a copy of their governing bodies COVID 19 protocols
- Absolutely no sharing of food or drinks – each person is required to have individual water bottles properly labelled. These bottles must be spaced 2 metres apart and be properly sanitized after each use
- Spitting and blowing the nose without a tissue is prohibited
- No loitering; must vacate facility immediately following rental
- Practice good hygiene (avoid touching your face and cover your cough or sneeze)
- Wash your hands frequently with soap and water. Use an alcohol-based sanitizer if soap and water are not available
- Each rental contract holder is to provide their own first aid kit to provide first aid if/when required
- All equipment/training aids brought into the hall must be cleaned/disinfected after each use by the user group, not Town staff
- Access and use of the kitchen is restricted until further notice to allow for entry and exit of the small hall

The list above of guidelines for user groups has been assessed by the Grey Bruce Public Health Unit and approved for use in the Towns COVID-19 Recreation Facility User Safety Plan.

E. The Blue Mountains Strategic Plan

Goal #2: Engage Our Communities & Partners

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

None.

G. Financial Impact

Staff will be requesting 3 additional staff to provide cleaning and disinfecting services plus ensuring traffic flow within the designated areas. These 3 additional staff will complement the existing 3 Facility Operators and will allow for 2 staff members to cover each shift.

The number of staff required is determined by the programming demands for both the Beaver Valley Community Centre and Arena. Currently, staff has compiled rental information from the hall and ice users and determined that a minimum of 51 half-hour disinfecting/sanitizing times will be required on a weekly basis. This does not include the washroom cleanings required every 4 hours, and the general cleaning of the floors, etc. These numbers are preliminary as some of the regular user groups have yet to provide their intentions for the upcoming season.

The Additional Staff Costing Table below on page 9 is based on rental numbers for both the hall and arena as of September 8th. The Table shows the weekly revenue for both the hall and arena for Phases 1 and 2, and the additional staff costing, including benefits. Phase 1 is proposing 2 staff members per week and moves to 3 staff in phase 2. Phase 2 revenues are based on a typical ice week consistent with the 2019/2020 season.

If Phase 1 remains in effect for the entire ice season, the total additional cost for staff would be \$35,280.96. If the facility moves into Phase 2 at the earliest possible date of November 23rd, the total additional cost for staff for the 2020/2021 season would be \$50,515.92.

The Facility Operators, Lead Hand and Manager currently work 44 hours per week for the ice season months. Staff are recommending a reduction in hours to 40 hours per week to offset the cost of 3 additional staff, and to keep ice time costs down for facility users. The cost savings would be each staff members hourly wage x 4 x 28 weeks. The total savings is approximately

\$22,915.10. This reduction in hours will be re-evaluated for the 2021/2022 ice season, and dependent on the status of COVID 19.

Additional Staff Costing Table

Phase 1 2 Additional Staff	Weekly Hall Revenue	\$515.00	
	Weekly Arena Revenue	\$1,700.00	
	Total Weekly Revenue	\$2,215.00	
	Weekly Additional Staff Costing		\$1,603.68
Phase 2 3 Additional Staff	Weekly Hall Revenue	\$515.00	
	Weekly Arena Revenue	\$5,100.00	
	Total Weekly Revenue	\$5,615.00	
	Weekly Additional Staff Costing		\$2,405.52

The Arena Hours of Use Schedule – Phase 1 below shows the hours of use as of September 8th based on the requirements of the facility users contacted. This schedule also represents a schedule for a Phase 1 opening for arena use by the Beaver Valley Athletic Association and Georgian Shores Minor Hockey. This does not include private rentals or recreational leagues.

Arena Hours of Use Schedule – Phase 1

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
	Hall	Ice	Hall	Ice	Hall	Ice	Hall	Ice	Hall	Ice	Hall	Ice	Hall	Ice	
7am															
8	█						█		█		█				
9	█		█		█		█		█		█	█			
10	█		█		█		█		█		█	█			
11	█		█		█		█		█		█	█		█	
12pm															
1	█		█		█		█		█		█	█		█	
2	█		█		█		█		█		█	█		█	
3	█		█		█		█		█		█	█		█	
4	█	█	█		█		█	█	█		█	█		█	
5	█	█	█		█	█	█	█	█		█	█		█	
6	█	█	█		█	█	█	█	█		█	█		█	
7		█	█		█		█	█	█						
8		█	█		█		█								
9															
10															
11															
	█	Hall Rentals - 1 hour Blocks or Multiple Hours													
	█	Hourly Ice Rentals													

These weekly rental numbers, shown above, are very preliminary as Town staff have just received approval from the Public Health Unit to proceed with the proposed COVID-19 Recreation Facility User Safety Plan and Recreation Facility Reopening Guidelines.

H. In consultation with

Grey Bruce Public Health Unit
Town of Collingwood
Municipality of Meaford
Clearview Township
South Western Recreational Facilities Association
Jennifer Moreau, Director of Human Resources

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Aaron McMullen, bvcc@thebluemountains.ca.

J. Attached

None.

Respectfully submitted,

Aaron McMullen
Facility Manager/Building Maintenance Coordinator

For more information, please contact:
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