

The Corporation of the Township of Brock

Addendum to Council Agenda

Municipal Administration Building

Electronic Meeting

Session Ten

Monday, September 28, 2020

6. Consent Agenda

b) Report

- 1283** Craig Belfry – Report: 2020-CO-54, Township of Brock Arenas Re-opening Update

Resolution

That staff report no. 2020-CO-54, Township of Brock Arenas Re-opening Update be received for information; and

That Council direct staff to reallocate \$14,000 in 2020 capital budget from the shower upgrades at the Rick MacLeish Memorial Community Centre to offset the COVID-19 flooring tile and cleaning equipment requirements in the arenas; and

That Council approve the Township of Brock Ice User Protocol.

c) Correspondence

- 1287** Kim Underwood et al – Crosswalk at Albert St. and Rennie St., Sunderland

Resolution

That communication no. 1287 be received for information; and

That staff prepare a report on the request for a crosswalk at Albert Street and Rennie Street including the results of District School Board's safety review of this area.

Reports



Date:	24/09/2020
Refer to:	Council
Meeting Date:	September 28, 2020
Action:	null
Notes:	Report
Copies to:	

The Corporation of the Township of Brock

Public Works Department

Facilities Co-ordinator to Council

Report: 2020-CO-54

Date: Monday, September 28, 2020

Subject

Township of Brock Arenas Re-opening Update

Recommendation

That staff report No. 2020-CO-54, Township of Brock Arenas Re-opening be received for information;

That Council direct staff to reallocate \$14,000 in 2020 capital budget from the shower upgrades at the Rick MacLeish Memorial Community Centre to offset the COVID-19 flooring tile and cleaning equipment requirements in the arenas; and

That Council approve the Township of Brock Ice User Protocol.

Attachments

Appendix 1 – 2020/21 Updated Draft Ice Schedule

Appendix 2 – Township of Brock Ice User Protocol

Appendix 3 – Sunderland Memorial Arena Traffic Flow

Appendix 4 – Rick MacLeish Memorial Community Centre Traffic Flow

Appendix 5 – Foster Hewitt Memorial Community Centre Traffic Flow

Background

The purpose of this report is to provide an update to Council on the status of the arena re-openings in the Township of Brock and to seek additional approvals from Council.

Discussion

On Friday, September 11, 2020 Council considered staff report No. 2020-CO-48, Stage Three Re-opening of the Township of Brock Arenas, wherein staff recommended to Council the proposed re-opening of the Sunderland Memorial Centre and the Rick MacLeish Memorial Community Centre. Through Council Resolution Number 5-18,

This report is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355.

Council passed a resolution that all three arenas in the Township of Brock be opened with reduced operating hours within the existing staff complement, that the Township of Brock run Public Skating, Moms & Tots, Shinny, and Stick 'n Puck, and further, that only two arenas be open per day and that usage be alternated between the three arenas. Council also instructed that the \$8,000 allocated for the Beaverton arena showers be used for improvements needed at the Beaverton arena to meet COVID-19 re-opening requirements.

Arena Openings

Staff are currently preparing all three arenas to open for the 2020/2021 season. The opening dates for each facility are as follows:

- Sunderland Memorial Centre, October 5, 2020;
- Foster Hewitt Memorial Community Centre, October 13, 2020; and
- Rick MacLeish Memorial Community Centre, October 19, 2020.

Each facility will start their ice in process ten days before opening. The Sunderland Memorial Arena will begin that process on September 25, 2020.

In order to prepare for opening these facilities, staff have had numerous meetings and discussions with user groups, reviewed many re-opening documents and plans, and consulted with other municipalities on common guidelines and operations.

Ice Scheduling

Township of Brock Council has directed staff to open all three arenas on an alternating schedule with only two arenas open per day. In conversations with user groups on the level of ice demand, flexibility of moving times, and the cleaning protocols, it has become apparent that staff cannot open all three arenas on a rotating schedule and in fact must run all three arenas simultaneously for the 2020/2021 season as seen in Appendix 1 - 2020/21 Updated Draft Ice Schedule. In addition to arranging staff to meet the booked ice portion of the schedule, the municipal arenas must be staffed during non-public time to perform necessary ice maintenance, facilitate public programs, and perform other facility duties. This is further referenced in more detail in the staffing section of this report.

As seen in the schedule there are days when some facilities may remain closed or operate on a reduced schedule due to the current level of bookings

Further to this, Township staff have continued to have continued discussions with North Durham Minor Hockey (NDMH) and Brock Minor Hockey (BMH) as it is more than likely that these organizations will combine for the 2020/2021 and operate jointly under the OMHA. As these discussions have progressed, it has become a distinct possibility that there will become increased demand for ice time from these organizations, as NDMH are limited by the ice time allocated in the Townships of Uxbridge and Scugog. This potential could increase the rentals in the arena facilities and allow for openings during times that an arena may be currently closed.

Public Programs

As directed by Council the Township is to run Public Skating, Mom and Tots, Shiny, and Stick and Puck Programs. These programs have not been placed in the schedule yet, as staff are still finalizing scheduling details with the user groups. As in previous years some of these programs will run as daytime programming during the week with the intention to add some weekend programs. Staff are in the process of developing digital registration, and check in protocols for these programs, as numbers will be limited due to COVID-19 regulations i.e. maximum 25 skaters on the ice. It is anticipated that these types of programs will be made available in November at the facilities.

Staffing

In conjunction with the draft ice schedule and in conversations with user groups, staff have revised the operational staffing requirements for each facility. Under the current staffing model (pre-COVID-19), all three arenas operated on a one operational staff per shift model with some assistance from student attendants. With the new public health protocols in place, the reopening of the arena will require a minimum of two (2) arena staff per weekend and evening shift. One staff member will clean the lobby, dressing rooms, bathrooms and bleachers. The second staff member will maintain the ice surface, perform maintenance checks, wipe down player's benches, nets and penalty box in between groups.

Under the proposed staff allotment in staff report No. 2020-CO-48, Stage Three Re-opening of the Township of Brock Arenas, there was a third arena attendant (greeter) required to be responsible for the main entrance door, and general control counts to the entrance and exit of patrons through the arena. This remains a contact tracing requirement through Durham Region Health Department (DRHD).

After discussions with the main minor sport ice user groups, including BMH, Skating Clubs, and Ringette, staff have now agreed that for most times the organizations safety officer can perform these duties in a volunteer capacity. This position coordinates the groups' access with each coach or group convenor, ensuring all pre-screening has been completed by any participant/coach entering the arena. The greeter will also have to have all parents/guardians and spectators complete the visitor sign in. There will be times where Township staff are still required to perform these duties for one off rentals, public programs, and adult groups. The scheduling of staff will be adjusted for these times. But overall staffing requirements will be lessened. The Township will be required to keep a record of tracing documentation regardless of who staffs the entrance to each facility. The Township will be monitoring the effectiveness of this arrangement and may return to use of Township staff should this volunteer model prove ineffective.

As previously reported, the arena's regular hours of operation will be broken down into two shifts (morning/day and afternoon/evening). Each shift with rentals will now require a

minimum of two staff members based on the stringent requirements. During weekday day shifts if there are no rentals or programs running, one staff will be required for facility and ice maintenance at each arena. Further to that, staff would be scheduled according to demand.

In scheduling the staff for day shifts, it should be understood that best practices recommended by the Ontario Recreation Facilities Association (ORFA) and the Technical Standards and Safety Authority (TSSA), must be followed in maintaining ice safety and a registered refrigeration plant room inspection, maintenance, and readings program.

At a minimum, safety inspection of the refrigeration plant should occur:

1. Every two hours when the facility is open to the general public, or
2. More often should any variation in normal operations in the plant room be detected, or
3. Once every 24 hours when the facility is closed.

In addition, a comprehensive ice maintenance program must be followed as this reduces unnecessary operational utility costs, as thicker ice requires more mechanical refrigeration, and the risk of injury as unmaintained ice will result in injury and unsafe ice for the renters. An ice maintenance programs involves daily building, repair and leveling of the ice surface, ice edging, board and glass inspections, cleaning, and Zamboni maintenance, etc.

In order to meet the ice scheduling demands of the arena users, the Township has traditionally employed six full time employees in the arenas, up to 6 seasonal contract staff at fluctuating hours, and a varying number of student arena attendants. In review of the budget and to meet the current COVID-19 staffing requirements, and based on the current ice schedule, it has been determined that there are approximately 16 weeks left of arena operations remaining in the year to staff the facilities. Seven days a week in two facilities.

Currently, the Township employs six full time arena workers who will be paid for 40 hours each of those 16 weeks as per their contract. In review of the up to date 2020 operating budget, there are 3,528 hours budgeted and unused at the end of period 19. Meaning that the remaining 16 weeks, and 40 hours per week, there is a total 640 hours to distribute amongst seasonal up to five contract staff working 40 hours and one staff working 20 hours for the rest of 2020. In addition, the Township budgeted for 2,900 hours for students to work at the rinks paid at the student minimum wage. To date, The Township has used 1131.5 hours to date, leaving 1,768.5 for the balance of the year. In combination with using volunteer safety and door greeters, staff are confident they can schedule operational staff to meet the facility requirements within the current budget.

The Township of Brock has now advertised for the vacant contract and student arena attendant positions to fill scheduling requirements.

Ice Use Protocols

As the COVID-19 pandemic continues to evolve, health and safety is the number one priority. The Township has put measures into place to ensure the health and safety of the community and staff. These protocols, seen as Appendix 2 to this report, address several operational direction and requirements. This includes but is not limited to:

- Non-medical face coverings may be removed on the ice, but must be worn in all other areas;
- Users will come dressed and have 15 minutes to enter the facility and prepare to use the ice;
- Change Rooms will be limited to 6 people at a time. Spots will be marked off to ensure physical distancing;
- Access to main lobby washrooms will be available but no toilet or shower are accessible in the dressing rooms;
- Each person entering the facility will be required to complete waiver for access.
- A limited number of spectators and when they will be permitted during each ice rental;
- There may be no more than 50 persons in each ice pad facility at one time, including all participants, personnel, and spectators; and
- The arena's will be closed for a half hour in between users so we can properly disinfect high touch areas.

These numbers and protocols will be reviewed over time and may be adjusted as needed and or permitted. Staff recommend that Council approve the Township of Brock Ice User Protocols. It is understood that staff may change these protocols without reporting back to Council to ensure the timely amendment of protocols and to ensure that the arenas keep operating.

Staff are currently developing waivers of use and ice user contracts in conjunction with the Region of Durham Municipal Insurance Pool and in consultation with other municipalities.

Arena Traffic Flow Guidelines

As a result of the challenges around optimizing facility use, COVID-19, staffing levels, and the opening of three municipal arenas in the Township of Brock, staff have had to rework the facility flow patterns and guidelines in order to reduce the cleaning time between rentals. In order to accomplish safe traffic patterns in the facilities, staff are proposing to alter the entrances, movement through, and exits to the facilities.

By doing so staff will be able to maintain the current staff levels and gain valuable time back to clean high touch point areas within rental period and the half hour allotted cleaning time. However, in order to accomplish this, modifications will be required in each facility, as skate tile will need to be installed in certain areas of the stands in every arena to allow users to leave the skating area and exit the facility safely in one direction. The economic impact of this installation is referenced in more detail in the financial

section of this report. The traffic flow diagrams for each facility are attached as Appendix's 3-5. These flow diagrams are also a requirement of Ice User Protocol and the required to be submitted to each registered user group as part of their safety procedures.

Risk to Reopening

The 2020-2021 ice operating season for the arenas will present additional risk to reopening that we would not typically anticipate including:

- The unknown changes to Provincial and DRHD mandates as we move through the upcoming months;
- Potential closure periods at the arena due to positive COVID-19 case results or outbreak;
- Potential revenue loss from annual user groups; and
- Residual revenue loss from reduced private and recreational full rate ice bookings, and rental fees.

Financial

Through Council Resolution Number 5-18, Council passed that \$8,000 allocated for the Beaverton arena showers be used for improvements needed at the Beaverton arena to meet COVID-19 re-opening requirements. Staff have completed the bench renovations to the Beaverton Arena at minimal cost, however as stated previously, in order to maintain safe flow patterns through the facilities in a timely manner, additional funding will be required to install skate tile in all arenas. The expense for installation of the necessary skate is \$15,000. This skate tile can be re-purposed in the dressing rooms of the facilities once the COVID-19 situation is resolved.

In addition, staff will be required to purchase cleaning equipment, signage, and personal protective equipment for cleaning the facilities. These include sprayers, foggers, face shields etc. The cost to purchase this equipment is \$6,000. There will be ongoing operational expenses for the supply of cleaning products as well.

Therefore, further to the \$8,000 that was redirected to staff, Staff are recommending that an additional \$14,000 be redirected to COVID-19 expenses from the \$30,000 that was allocated to refurbish the dressing room showers at the Rick MacLeish Memorial Community Centre in the 2020 capital budget.

Conclusion

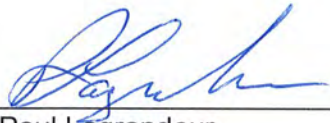
On the basis of the foregoing review, it is recommended that staff report No. 2020-CO-54, Township of Brock Arenas Re-opening be received for information and that additional Council approvals be required.

Respectfully submitted,



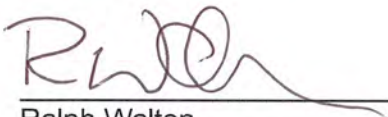
Craig Belfry, MPSM, CCRM, B.A.
Facilities Co-ordinator

Reviewed by,



Paul Lagrandeur
Director of Public Works

Reviewed by,



Ralph Walton
Acting CAO

Corporation of the Township of Brock																						
Beaverton/Thorah Community Centre 705-426-9838							Rick MacLeish Memorial Community Centre 705-432-2582							Sunderland Memorial Arena 705-357-3338								
Time Slot	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Time Slot
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Confirmed Minor Rentals

Confirmed Adult Rentals

Scheduled Cleaning Breaks

Confirmed Minor Rentals
Confirmed Adult Rentals
Scheduled Cleaning Breaks



Township of Brock Ice Use Protocols

As the COVID-19 pandemic continues to evolve, health and safety is our number one priority. The following measures have been put into place to ensure the health and safety of our community:

Opening Protocols:

- The number of people (occupancy) permitted into the Facility will be limited and monitored to ensure that physical distancing can be maintained and so that proper cleaning/sanitizing can be performed by Township staff.
- Doors will be marked with "Entrance" and "Exit" to promote one way traffic to allow for social distancing. "Flow of Traffic" map will be provided to all user groups to circulate within their organization.
- The entrance doors will be monitored until the next groups time to get ready (15 minutes prior to rental).
- Parents and participants can line up outside the entrance doors keep the 6 ft. /2m distancing. Township to install signage and markings.
- Township Staff/volunteer safety officer will open the door and allow one person in at a time according to physical distancing markers.
- Township Staff/volunteer safety officer will follow screening protocols when individuals enter the facility.
- Patrons will be asked to use hand sanitizer when entering the building.
- Face masks are mandatory and must be worn inside our facilities, this includes in the spectator area. Disposable or cloth is accepted. Public and users are expected to have their own masks.
- Public washrooms in lobbies will be available, with alternating stalls locked/closed to ensure physical distancing.
- Change Rooms will be limited to 6 people at a time. Spots will be marked off to ensure physical distancing.
- Water fountains will be turned off. Participants are encouraged to bring a full water bottle and a back up to the rink with them.
- Player/skater is directed to the rink area, while parent will be asked to leave the facility, or to physical distance in the bleachers.

Player/Skater/Coach Protocol

- If player/skater/coach or parents feels sick, they must stay home and not attend the facility or program.
- Each Association or club must have its own screening protocols in place and include those details in their "Return to Play Document". Strongly recommended that each group have a waiver for parent(s) to sign so they understand the risks and that the activity they are participating in has risks with communicable diseases.
- Each person entering the facility will be required to complete waiver for access.
- Participants will only be permitted to arrive 15 minutes prior to their rental time.

- Participants are expected to arrive fully dressed. Change rooms will be available for putting on skates and helmets only.
- Coaches and instructors are responsible to supervise their participants and to ensure all protocols are being followed.
- Organizations and Associations will be responsible to provide the Township staff with a tracking sheet of participants and contact information for each rental. This is for Health unit tracking in case of further outbreaks.
- Each participant will be assigned a change room number and which entrance to use to get on the ice by the Township Staff.
- Number of participants on ice will be limited to 22, with no more than 3 coaches, referees etc. for a maximum of 25 person on the ice, including players benches.
- Parents will not be permitted in the area where skaters put their skates on unless player/skater is too young and requires assistance to tie skates.
- All on ice participants are strongly encouraged to wear full face shield.
- Water bottles are never to be shared between participants. Each participant is to bring their own water bottle.
- No body contact will be permitted on or off the ice.
- No spitting, snorting or releasing of any bodily fluids on the ice. This could result in immediate ejection or removal.
- Each group will be expected to leave within 15 minutes following the end of their rental time. When exiting the building, they will be asked to use the hand sanitizer provided.
- Staff will clean/sanitize the bench areas and all major touch points between groups.

Renting Ice Protocols:

- Ice Season will be split into 2 seasons, Fall and Winter. Fall Session will run from October to December. In December we will re-address the demand for Ice, and bookings will be made for the Winter Session, which will run from January to March.

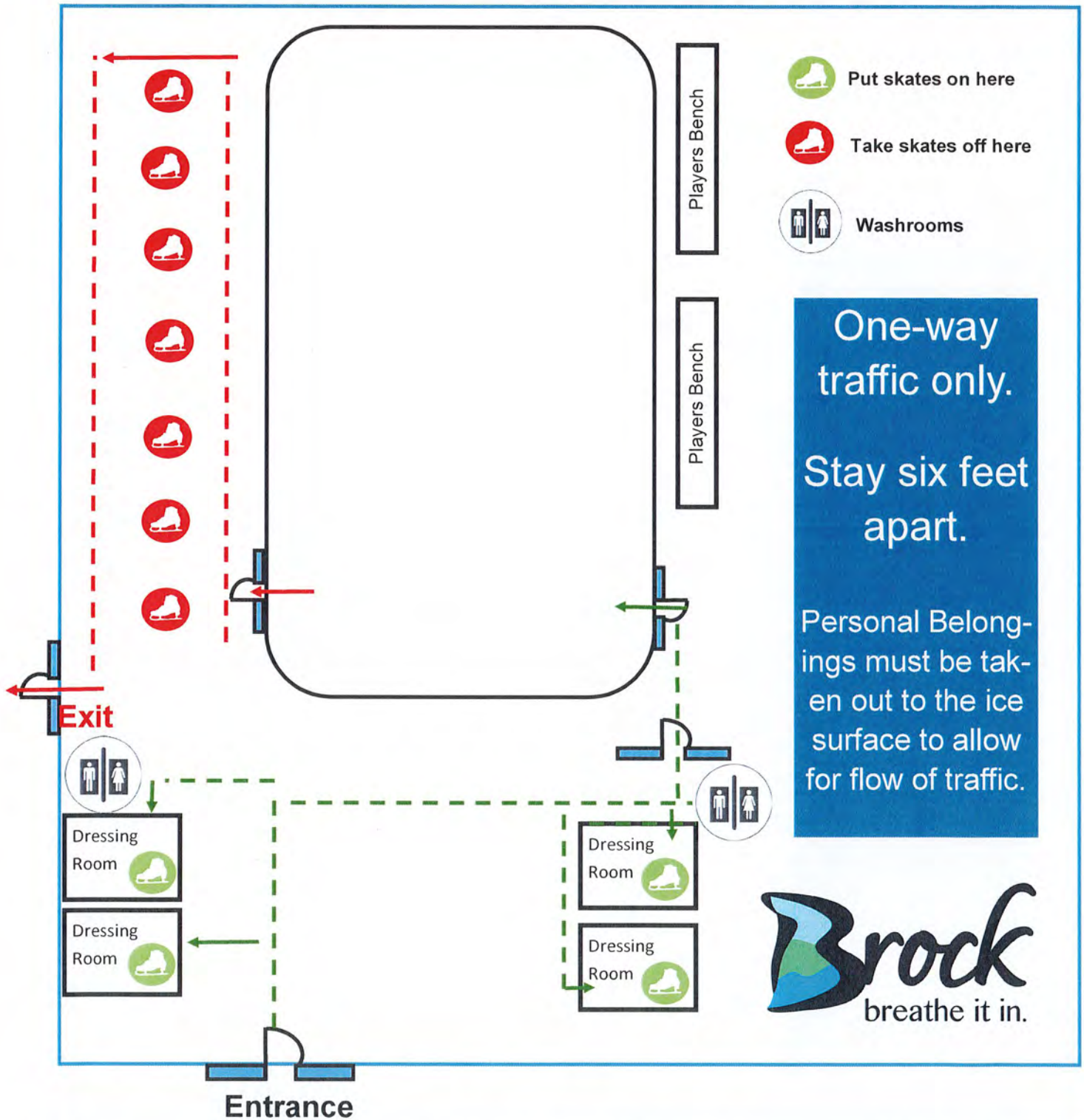
Closure of Programs/Items/Equipment until further notice:

- Showers will remain closed and off limits
- Public Programs will be offered, including: Public Skating, Moms & Tots, Ticket Ice etc.
- No off-ice warm-ups within the building
- Rink dividers are off limits and not to be used.
- Skate harness is off limits and not to be used.
- Concessions will remain closed.
- All vending machines will be closed and roped off.
- Water Fountains will be turned off.
- No outside food or beverages

Cleaning Protocols:

- Refer to **SOP – Cleaning and Disinfecting Arena Facilities** document.

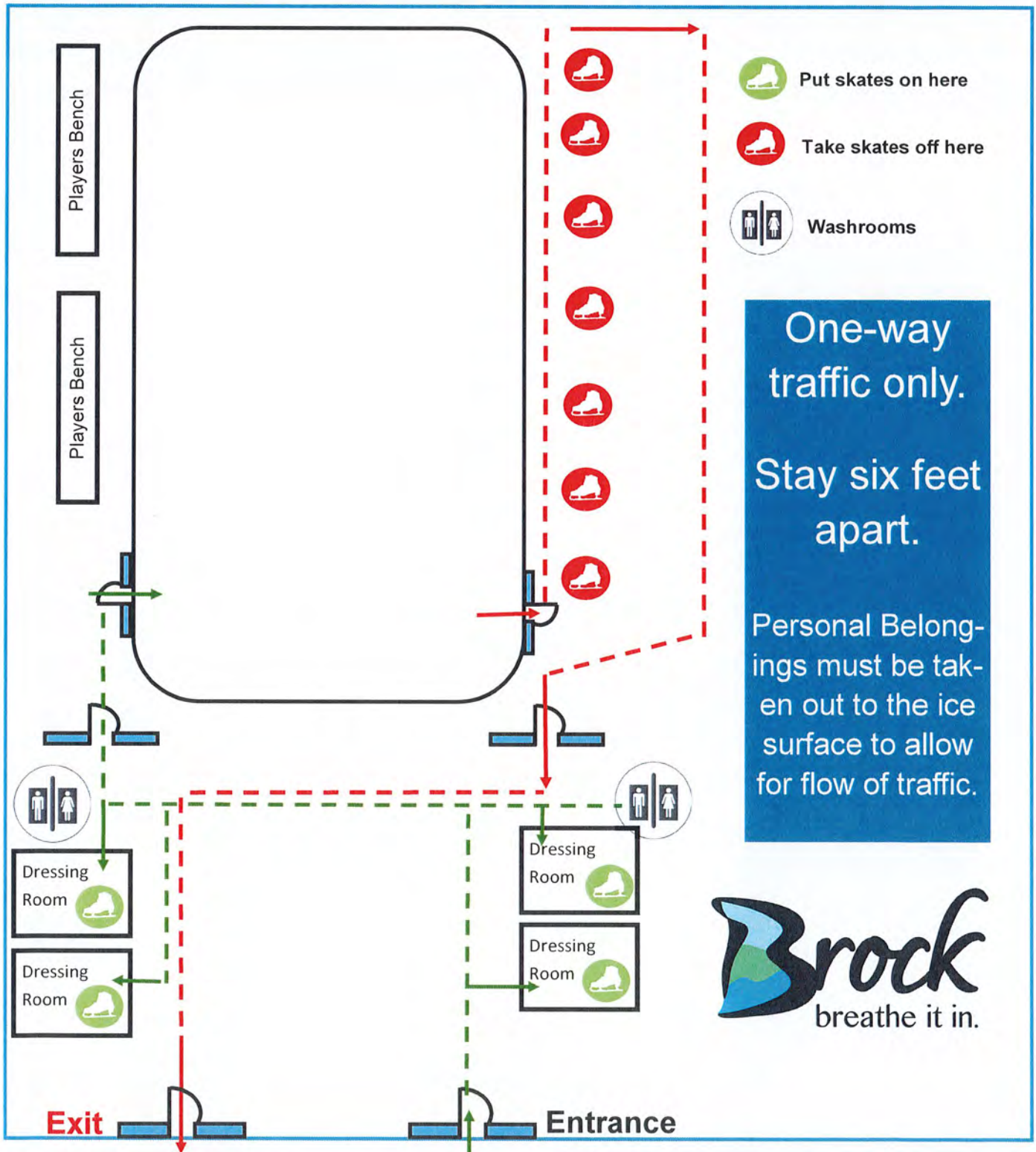
Sunderland Memorial Arena Traffic Flow



Masks/Face coverings must be worn at all times.

Masks/Face coverings aren't necessary while on the ice surface.

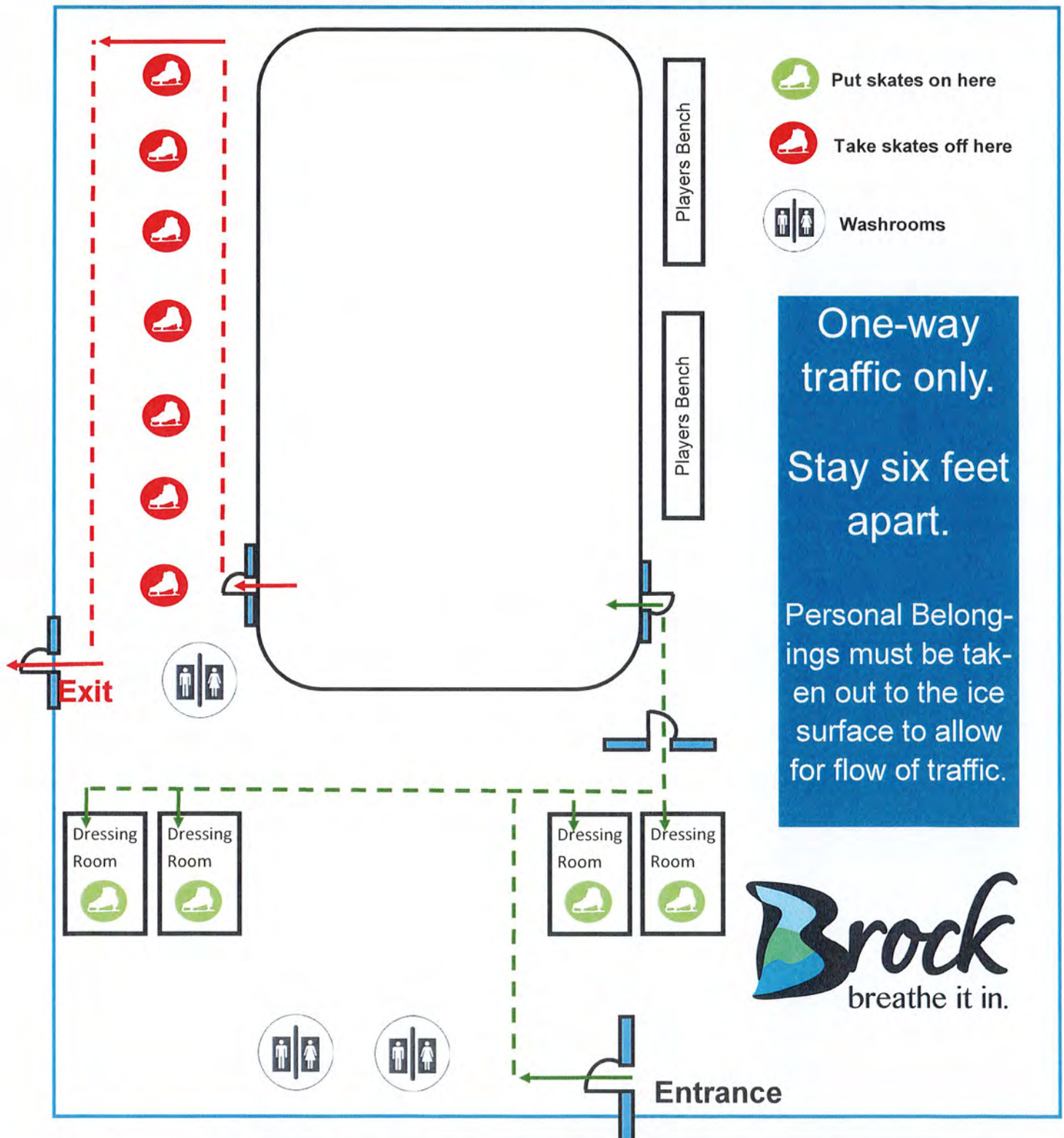
Rick MacLeish Memorial Community Centre Traffic Flow



Masks/Face coverings must be worn at all times.

Masks/Face coverings aren't necessary while on the ice surface.

Foster Hewitt Memorial Community Centre Traffic Flow



Masks/Face coverings must be worn at all times.

Masks/Face coverings aren't necessary while on the ice surface.

Correspondence

Lesley Donnelly

From: Kimberley Malcolm [REDACTED]
Sent: September 24, 2020 9:21 AM
To: Lynn Campbell; Debbie Bath-Hadden; Brock Clerks
Subject: Crosswalk Albert and Rennie St.

Hello,

First off let us start out by saying that I believe the school and the township to be doing a great job during these uncertain times. We also would like to mention that this letter is in no way a complaint merely a suggestion to help keep all children safe. We are writing today to ask you to consider at your next council meeting a second crosswalk in front of Rennie and Albert streets in front of Sunderland Public School. We believe this would be a temporary fix during these pandemic times.

The facts are that the children have been asked to enter different doors at the school depending on where classes are located to help to keep the kids apart as much as possible in pods. The school has also instituted separate recesses and have created zones on the field behind the school as areas for kids to stay within. Also if you enter the property you wear a mask and try and limit parents on the property. We believe that there is a separate bus drop off younger kids get off last at the north end and older kids or with homerooms/zones in the south get dropped there to help avoid walking through the different zones. These are all excellent ideas to assist in helping the spread of COVID19 and we are thankful for them.

The issue and concern of us and other concerned parents is that using the cross walk already located at the north end of the school for all children creates congestion and then the children are to walk through the zones located at the back of the school but not at any other time of day. At 3pm this creates an unsafe environment for the children to walk through to cross the street. Walking from the south end to the north end of the school means walking through all zones (likely 2 meters is not being kept). Also the most congested area is at the north end of the school with parents teachers and children of younger grades awaiting their children to then cross the road. There is definitely no way to maintain 2 meters at this area. This problem will only become a larger issue in coming weeks when there will be more congestion with more children being dropped and go.

We feel that an intermittent fix to this issue would be to place a second cross walk/guard at the Rennie and Albert st. area so that the children could maintain safe distancing practices on the west sidewalk down to a safe cross at the south end of the school. At 3pm most days there are cars/trucks doing a park and pick up, regular traffic, kids trying to cross and congestion of walking parents at the north door. This issue effects kids who walk from the north west and south of the school. Again we do believe that this is a COVID issue. We are all trying to do our part in keeping the COVID numbers at a minimum and some of these children are only in grade 3. They are trying their best, is there any reason we should not do everything to make their lives easier and above all SAFER?

Thank you

Kim Underwood
Tammy Bowen
Tiffany Munro
April Campbell
Jen Norton
Tammy Bowen
Stewart and Pauline Hunt
Ashley Hermann