AGENDA
Elmwood Community Centre Board Meeting
October 6, 2020 at 7:00 p.m.
Elmwood Community Centre

1. Call to Order

2. Approval of Agenda

3. Declaration of Pecuniary Interest (direct and indirect)

4. Approval of Previous Meeting Minutes – September 1, 2020

5. Treasurer’s Report
   - August Financial statements

6. Business arising from the Previous Meeting
   - Municipal COVID – 19 emergency funding for ECC
   - Draft opening protocol for ECC

7. New Business
   - Preparing draft 2021 capital & operating budgets

8. Ongoing Business
   - Kitchen Project Financing Agreement update
   - Electric Sign update
   - D. Ahrens Fire Safety Plan for ECC

9. New Business

10. Next Meeting Date: November 3, 2020 at 7:00 p.m.

11. Adjournment
ELMWOOD COMMUNITY CENTRE BOARD MEETING
MINUTES
Tuesday, September 1, 2020 at 7:00 p.m.
Elmwood Community Centre

PRESENT: Dale Ahrens, Dean Leifso, Ernie Falkiner, Alicia DeVissier, Hazel Pratt - Paige, Michel Sugden, Steve Lehman, Patsy Becker, and Linda Thompson

GUESTS: Mark Coleman - Director of Community Services, Brockton
Kodey Hewlett - Recreation Supervisor, West Grey

ABSENT: Beth Hamilton

1. Call to Order

2. Approval of Agenda
Motion: Moved by D. Leifso  Seconded by E. Falkiner
Move from #8 to #6 Loan financing agreement for kitchen project.
That the September 1, 2020 agenda be adopted as amended.
Carried

3. Declaration of Pecuniary Interest (direct or indirect) – none

4. Approval of Previous Meeting Minutes
Motion: Moved by D. Leifso  Seconded by E. Falkiner
Revise amount of window deposit to $4500 in #5 & #6.
That the amended minutes from the August 4, 2020 meeting be approved.
Carried

5. Treasurer’s Report
- Bank Balance as of June 2020 was $14,029.98
Motion: Moved by D. Leifso  Seconded by H. Pratt - Paige
To accept the June Financial Statements as presented.
Carried

- Bank Balance as of July 2020 was $6,882.71
Motion: Moved by E. Falkiner  Seconded by H. Pratt – Paige
To transfer the $4500 down payment for windows to capital funds and accept the July Financial Statements as presented.
Carried

6. Business Arising from the Previous Meeting
Reopening protocol for ECC – Mark
- ECC needs written procedures and following/documenting.
- Mark will send E. Falkiner a copy of the Brockton plan and meet to help develop ECC’s plan.

- Mark calculated the capacity for the auditorium, it is 50, the downstairs Banquet Room 30 and the Pavilion is 20.
- Mark provided posters to be copied and laminated for posting.

**Motion:** Moved by D. Leifso Seconded by E. Falkiner
ECCB make the hall available for renting once Public Health has reviewed the plan.
Carried

Loan financing agreement for the kitchen project
- Last week E. Falkiner, M. Coleman, T. Serratore and D. Ahrens met to discuss the agreement. Discussion continues.

### 7. New Business

**Graffiti at Pavilion**
- After August 21st before Chamber meeting on August 23rd graffiti was applied to the Pavilion. S. Lehman cleaned and painted the area.
- OPP were contacted, they will try & add more patrols.

Government support for municipal programs and facilities impacted by COVID – 19, article in The Post on August 27th
- Brockton & West Grey requested a comparison of last year’s rentals to this years be submitted for review.

Ontario Trillium Foundation one-time non-profit organizations grants, article in The Post on August 27th
- The Chamber may be able to apply.

**2021 Rental rates**
L. Thompson requested rates stay the same for 2021. Agreements for 2021 need to be sent to renters prior to year end.

**Motion:** D. Leifso Seconded by: E. Falkiner
Keep same rates for rentals.
Carried

### 8. Ongoing Business

**Pond Dredging**
- is completed

Electric sign updated
- Wifi connection will be completed shortly.

Window replacement update
- windows are ordered

D. Ahrens – Fire Safety Plan for ECC
- D. Ahrens received a template.

L. Thompson – upcoming events at the ECC and cancellations report updated.
- information was provided and reviewed.
9. **Next Meeting Date** – Tuesday, October 6, 2020 at 7:00 pm

10. **Adjournment**

**Motion:** Moved E. Falkiner
That the ECCB meeting be adjourned.

Carried
Draft Plan to Re-Open
The Elmwood Community Centre

Elmwood Community Centre Board
Sept. 8, 2020

Introduction

In preparing for the reopening of community facilities, the Elmwood Community Centre Board and its municipal partners, the Municipalities of Brockton and West Grey, are committed to the health and safety of staff, residents, facility users and visitors. Part of that commitment includes frequent review of protocols to ensure the health and safety of all individuals, but also to provide the best experience possible under the Provincial health orders.

Rental events at the Elmwood Community Centre primarily happen on an individual basis although the facility is capable of hosting multiple activities at one time. The building has multiple entry points, allowing patrons to enter and exit each area of operation separately.

Inside the facility, each area of operation is being designated to operate independently. This design allows an opportunity to safely divide users and control patron flow to ensure limited contact and increased safety measures. The two main areas of operation at the facility include a downstairs Dining Hall area, and the upstairs Auditorium Hall.

All organizations or renters planning to use space at the Elmwood Community Centre must establish a common understanding with the Elmwood Community Centre Board (ECCB) on how the space will be used safely with physical distancing measures in place at all times. All organizations, groups or individuals must complete the Return to Play or Operations Template document prior to rental date.

Telephone registrations will be available for all recreational programming and facility rentals. Bookings must be completed in advance and facility access will be limited to those with authorization to enter each area of operation based on registration or appointments. Clear signage will help ensure physical distancing as patrons move throughout the facility.
**Entrances and Exits**

Designated entry and exit points will be assigned and communicated to all patrons based on where their rental or recreational program is taking place. The chart below demonstrates the existing points of entry and which areas of operation they currently support.

<table>
<thead>
<tr>
<th>Area of Operation</th>
<th>Point of Entry</th>
<th>Point of Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upstairs Auditorium Hall</td>
<td>East Front Door A</td>
<td>East Front Door A</td>
</tr>
<tr>
<td>Dining Hall / Kitchen</td>
<td>East Rear Door B</td>
<td>East Rear Door B</td>
</tr>
</tbody>
</table>

**EAST FRONT DOOR A ENTRANCE /EXIT FOR AUDITORIUM**

**EAST REAR DOOR B ENTRANCE / EXIT FOR DINING HALL**
Capacities

In accordance with stage three restrictions, events and recreational activities with more than 50 people will not be permitted at this time. Past this, capacities for each area of operation have been determined based on total square metres per space with a 2 metre radius per patron to ensure adequate physical distancing. Ingress and egress of each space will also be controlled to avoid overcrowding.

The chart below demonstrates these capacities. It is important to note that while in stage three, with the current restrictions on social gatherings, no area of operation will exceed estimated capacities.

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>50</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>30</td>
</tr>
</tbody>
</table>

Staff

All staff will be trained on patron control throughout the facility as well as modified behaviour guidelines for physical distancing. All patrons will be expected to follow the direction of staff on duty. PPE (masks, gloves, eye protection) will be provided to staff at the beginning of every shift. All staff will be trained on the appropriate use of PPE which must be worn while cleaning / sanitizing, assisting with patron control or whenever physical distancing is not possible.

The ECCB, and its Municipal partners have the resources to invest in necessary equipment, technology and/or staff resources to address future requirements as they pertain to the ongoing COVID-19 situation. This may include but is not limited to PPE, cleaning and sanitizing equipment, quality controls such as HVAC equipment and engineered measures for patron control.

Cleaning and Sanitizing

All public areas will be cleaned and sanitized prior to and after usage (to be documented), following all public health guidelines, industry best practises and the Municipality’s Cleaning and Disinfection Policy. All high touch surfaces such as door handles, railings, sink faucets, and toilet flush handles will be sanitized regularly throughout each day. Programming spaces, washrooms and equipment will be cleaned and sanitized before and after each program or rental. Hand sanitizer stations will be set up at all entry points as well as throughout the facility and all patrons will be expected to use these on a regular basis.

Face Coverings

All persons entering and moving about the Elmwood Community Centre or seeking in-person service from ECCB Staff will be asked to wear a face covering that securely covers the nose, mouth and chin as required under Grey Bruce Medical Officer of Health Order – Face Coverings in Indoor Public Spaces.
STRATEGY

Phased Approach

The facilities, and activities taking place within the Elmwood Community Centre, will open through a deliberate phased approach. This will see portions of facilities opening-up as demand dictates, and the provincial regulation allows. The overall safety and community cooperation is required to move from one phase to another. If cooperation is not gained by organizations, community members and participants the decision to move into another stage may be delayed or retracted.

This document is subject to change at any time without notice.

Phase 1

The Elmwood Community Centre will open for seniors’ recreation activities starting Tuesday September 22, 2020 incorporating the requirements/guidelines set out by the Province, Grey Bruce Health Unit and the Municipality.

These requirements will include but are not limited to:
- Return to Play or Return to Operations Plans
- Physical Distancing
- Mask/Face Coverings at entry point of facility
- Gathering Limits
- Limited access (15 minutes prior to and after rentals)
- Passive Screening
- Contact tracing
- Signage

Phase 2

This phase may see the opening of the upstairs Auditorium and the downstairs Dining Hall at the Elmwood Community Centre for event rentals tentatively starting October 4, 2020. This phase will continue utilizing the requirements/guidelines set out by the Province, Grey Bruce Health Unit and the Municipality.

Crowd Control

Entering/Exiting the Auditorium or Dining Hall portion of the Facility

Each organization or renter who is utilizing the facility shall conduct passive screening of all participants prior to being allowed entry into the Elmwood Community Centre. All persons entering the facility are to use the General Public Questionnaire found at the end of this document as the screening tool.

Renters must provide a specific time of when they need in and out of the facility and must not arrive prior to the start time or leave after the end time.
The organization or renter will be stationed within the front entrance Door A of the Elmwood Community Centre to meet participants as they arrive at the front door of facility. This gate keeper will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. Additional screening may take place prior to participants being granted access to the facility.

All participants of Senior Exercises are encouraged to arrive at the facility dressed and to bring their own water bottles, towels, and exercise materials and must follow the specific instructions of the organizers.

**Participant Traffic Flow**

Participants will be asked to follow the appropriate directional signage to either the upstairs Auditorium or downstairs Dining Hall. Entrance A will also serve as the entrance and exit for Auditorium users. Entrance B will serve as the entrance and exit for the Dining Hall. Auditorium and Dining Hall users are to remain separate and are not to enter other areas of the Elmwood Community Centre.

It will be the responsibility of the organization or renter to monitor physical distancing and direct people to the appropriate locations.

The front door will be opened at the start time of the rental and will be closed and locked once all participants have arrived.

**Persons requiring Accessibility**

Those persons with accessibility need to access or exit the facility, please advise the renter or event organizer for any assistance requirements or to coordinate safe passage entering/exiting and through facility spaces utilizing Entrance A for the Auditorium or Entrance B for the Dining Hall portion of the facilities.

**Signage**

Appropriate signage will be provided and posted, based upon the recommendations and direction of the Municipality of Brockton. Examples of the signage can be provided upon request.
General Public Screening Questionnaire

Name: ___________________________ Date: _____________ Contact #: ______________________

ASK the following Screening Questions:
1. Do you have a confirmed case of COVID-19 or any of the symptoms of acute respiratory illness; (fever/feverish; new or existing cough, chronic cough, shortness of breath or difficulty breathing)?
2. Have you had close contact with a confirmed or probable* COVID-19 case?
3. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?
4. Do you have two (2) or more of the following symptoms (each bullet represents one (1) symptom):
   - Sore Throat
   - Hoarse voice
   - Difficulty swallowing
   - Decrease or loss of sense of taste or smell
   - Chills
   - Headaches
   - Unexplained fatigue/malaise
   - Diarrhea
   - Abdominal pain
   - Nausea/vomiting
   - Pink eye (conjunctivitis)
   - Runny nose/sneezing with other known causes
   - Nasal congestion without other known causes
5. Have you travelled outside of Canada within the last 14 days?
6. If you are over the age of 65, have you experienced any of the following symptoms:
   - Delirium
   - Unexplained or increased number of falls
   - Acute functional decline
   - Worsening of chronic conditions

IF YOU HAVE ANSWERED NO TO THE QUESTIONS, YOU HAVE PASSED THE SCREENING AND ARE ALLOWED TO ENTER THE BUILDING.

IF ANYONE ANSWERS YES TO ANY OF THE QUESTIONS, YOU HAVE FAILED THE SCREENING.

Do not enter facility, please go home and seek medical consultation.

Definition:
1. *Probable Case – A person with fever and/or onset of cough and/or difficulties breathing especially if any of the following are true within 14 days prior to onset of illness:
   - Travel to an impacted area with a travel advisory OR
   - Close contact with a confirmed case of COVID-19 OR
   - Close contact with a person with acute respiratory illness who has been to an impacted area
Recreational Event and Activities

Recreational rentals will be required to follow the Return To Play / Return To Operations Template as provided by the Municipality of Brockton. Copies of this template / document are available upon request.