



Town of Amherst  
Committee of the Whole

Date: **Thursday, August 6, 2020**  
Time: **12:00 pm**  
Location: **Zoom Virtual Meeting**

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3.5 MGA 22(2)(e) - Contract negotiations	
4. Adjournment	

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# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Jason MacDonald, Deputy CAO - Operations  
**DATE:** August 6, 2020  
**RE:** **Capital Paving – Tupper Boulevard**

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The current approved capital paving budget is \$663,000, including \$100,000 for a 465-meter asphalt overlay on Tupper Boulevard. This total amount is funded through the gas tax

Now that most of the capital paving projects are complete or well underway, we are projecting to have approximately \$50,000 in gas tax left in the capital paving budget.

In recent years, with amounts significantly less than \$50,000, I would approve the paving of an additional length of street (Tantramar Crescent for example) to fully utilize the budgeted amount. In the event that we were over budget I would have approved the paving of a lesser amount.

This year it is my intention to pave an additional 250 meters of Tupper Boulevard with this unused \$50,000, as there is still approximately 995 meters of Tupper Boulevard remaining to be paved in future years.

Given that \$50,000 is a greater amount of money than is normally left over, I thought it prudent to let Council know my intentions prior to proceeding.



# MEMO

**TO:** Mayor Kogon and Members of Council  
**FROM:** Jason MacDonald, Deputy CAO  
**DATE:** August 6, 2020  
**RE:** **Opening of Amherst Stadium**

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Staff have been monitoring the COVID-19 situation during the previous months as well as keeping in touch with users of the Amherst Stadium. The information we have at this time would indicate that we should have the Amherst Stadium ice in and operational for September 9, 2020. This date communicated to users of the facility so that they can plan their operations.

Staff have developed an operational plan for the use of the facility once it opens (attached). A draft 'return to competition' plan is also included as an appendix to the document. Both the main plan and return to competition appendix are developed to meet the current protocols set forth by the Province of Nova Scotia, the Chief Medical Officer of Health and sport governing bodies. As the protocols change the documents will have to be updated. We will do our best to allow the users to be as flexible as possible within the established guidelines, however there may be limited times when the facility rules are stricter due to operational requirements.

Some of the main criteria of the opening plan include:

- Non-competition only until the provincial guidelines change;
- Maximum of 50 people within the facility for practices;
- A maximum of 200 people within the facility for competition;
- A designated COVID Officer will be required for all groups using the facility;
- User groups will be required to enforce social distancing rules and other protocols for their participants and spectators;
- No exchange of money within the premises;
- Users required to keep a contact log of all participants and spectators;
- Signs and stanchions will be used to direct traffic flow;
- All spectators will be required to sit in designated seats for practices;
- Spectators will be required to sit in designated 'seats' for competition;
- The ice will be available to rent provided all protocols can be met by the user group.

This memo is intended for information purposes. Provided alternative direction from Council user groups will be advised of the opening date of the stadium.



## Draft Return to Operation Plan – Amherst Stadium

Document Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 1 – Considerations

- a. This plan is developed to adhere to the rules established by the Nova Scotia Medical Officer of Health, Nova Scotia State of Emergency and the various user group governing associations, specifically Hockey Nova Scotia, Skate Canada and the Maritime Hockey League.
- b. This plan is developed in consideration of both human and financial resources available to the Town of Amherst during the pandemic.
- c. Given the above information, this plan may be changed by the Town at any time and will be updated as the above conditions warrant.
- d. **This plan is developed on the premise that the ice surface will be utilized for practices and tryouts only. Games, tournaments, competitions, etc. are not permitted at this time.**
- e. A draft game / competition scenario is attached as an appendix to this document, which will be updated when the rules around games are established by the Nova Scotia Medical Officer of Health and relevant governing bodies.

### Section 2 – Facility Usage

- a. It is the responsibility of the renter of the facility to ensure all requirements under the Provincial State of Emergency, orders under the Health Protection Act and the requirements set out by any sport governing body are strictly adhered to. This includes but is not limited to social distancing, wearing of masks, and gathering limits. Failure to follow these requirements may result in the cancellation of events, without notice and, if necessary, the cancellation of future events and /or rentals.
- b. All participants are required to immediately exit the ice upon the expiration of their rental; a five-minute warning will be sounded to accommodate this process.
- c. All participants are required to immediately exit the facility after their scheduled ice time is over and in no case will participants be permitted to stay in the facility for more than 15 minutes past their scheduled ice time. It will be the responsibility of team officials to ensure that participants exit the facility in the custody of the team official once this 15-minute time period is up.
- d. Seniors (heated) room will be closed until further notice
- e. The Bar / Community Room will be closed until further notice
- f. The Track will be closed until further notice
- g. The Canteen will be closed until further notice



### **Section 3 – Ice Scheduling**

- a. The ice surface availability may be reduced to accommodate traffic flow, physical distancing and operational requirements of the facility.
- b. The Facilities Manager will attempt to provide ice to each main user group on a prorated basis according to the percentage of ice time utilized in 2019/20.
- c. The ice surface will only be booked for non-competition events that meet all applicable guidelines.
- d. Ice surface will be scheduled optimally balancing demand and operational requirements

### **Section 4 – Dressing Rooms**

- a. For each scheduled rental, dressing rooms will only be used on one side of the stadium
- b. Dressing rooms will be alternated between the north and south side of the stadium
- c. Washrooms in dressing rooms will be available for participants.
- d. Showers will not be permitted.
- e. Dressing rooms, including washrooms, will be sanitized after every rental.
- f. Dressing room capacity:
  - i. Dressing Room 1 – 9 people (used as female dressing room for hockey events)
  - ii. Dressing Room 2 – 10 people
  - iii. Dressing Room 3 – 10 people
  - iv. Dressing Room 4 – 10 people
  - v. Dressing Room 5 – 11 people

### **Section 5 – Traffic Flow**

- a. Participants will be directed which doors they are to enter and exit through at the time of the booking.
- b. The front lobby of the facility will be off limits to spectators.
- c. There will be designated travel lanes through the front lobby to access washrooms.
- d. Signage and stanchions will be utilized to control and direct pedestrians

### **Section 6 – Washrooms**

- a. Public washrooms will be available during rentals.
- b. Washrooms within dressing rooms will be available during rentals.
- c. For public washrooms, every second 'device' may be closed to facilitate social distancing.
- d. Public washrooms will be sanitized after every second rental.
- e. Dressing room washrooms will be sanitized after each rental.

## **Section 7 – Spectators**

- a. The number of spectators permitted in the facility will be determined by the requirements set out by the Chief Medical Officer of Health and may change from time to time. These limits will be enforced by the team official that is present at the facility.
- b. Spectators will enter through the same door as participants.
- c. One designated section in the stands will be available for spectators.
  - a. Only designated rows within the above section will be available.
- d. The front lobby of the facility will be off limits to spectators

## **Section 8 – Other**

- a. **All users of the facility must designate a COVID Team Officer.** This position will be responsible to:
  - i. Ensure that all requirements under the Provincial State of Emergency and the Health Protection Act are adhered to
  - ii. ensure spectators adhere to all facility and governing body guidelines
  - iii. help coaches keep equipment sanitized
  - iv. support participants to adhere to the guidelines
  - v. keep First Aid kit stocked with PPE
  - vi. be the primary liaison between the renter and the facility for COVID related issues
  - vii. The COVID Team Officer cannot be on the ice during the rental.
- b. All renters of this facility must adhere to the rules and regulations established by their governing organizations (Hockey Nova Scotia, Skate Canada, Maritime Hockey League etc.).
- c. 50/50 draws or other fundraising events requiring the exchange of physical money on the premises are not permitted.
- d. Parent / team or spectator meetings are not permitted within the facility
- e. Participants 13 years and younger must come to facility dressed. Dressing rooms will not be available for this age group.
- f. Organization officials (COVID Team Officer) are responsible to enact contact tracking protocols which must include a registry of all participants and spectators present, including their name and phone number. This information must be available to facility staff prior to each ice time. This information will only be used should contact tracing be required by Public Health in the event of a possible exposure to COVID-19. A list of all registered participants including phone number and name of parent (for those under 19) is sufficient.

**Section 9 – Responsibilities**

The coach or team official booking this facility will be required to and be responsible for:

- a. Signing a copy of this document.
- b. Adhering to any governing body rules or regulations, as may be updated from time to time.
- c. Ensuring all participants are aware of and follow the rules outlined in this document.
- d. Ensuring participants and spectators leave the facility in a timely manner after the event.
- e. Designation of a COVID Team Officer.

**Section 10 – Accountability**

Should the rules set out in this document not be adhered to by the team, including coaches, players and spectators, the Town of Amherst reserves the right to suspend all future bookings for the team.

Team: \_\_\_\_\_

Head Coach / Manager: \_\_\_\_\_

Team Officials / Assistant Coaches: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the above information and agree to follow the rules outlined. I further agree to enforce the rules with all coaches, participants and parents / spectators associated with this team.

Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A

### Example Practice Scenario (Figure Skating and Hockey) – subject to change without notice

#### User 1 Practice at 6:00pm

- Assigned dressing rooms 4 and 5
- Entrance door opened at 5:45pm
- Participants go directly to dressing rooms
- Spectators go directly to Section A (South Side)
- Seats and rows are clearly identified
- All other seating sections are closed
- 7:00pm practice is over 7:15pm participants and spectators exit the same door
  
- Between bookings staff would clean all major touch points
- Between bookings staff would clean benches, hooks, door handles and washroom touch point in dressing room.
- Between bookings staff would clean the seating and rail area where spectators were seated
- Between bookings staff would clean dasher board tops along benches

#### User 2 Practice at 7:15pm

- Assigned dressing rooms 2 and 3
- Entrance door opened at 7:00pm
- Participants go directly to dressing rooms
- Spectators go directly to Section N (North Side)
- Seats and rows are clearly identified
- All other seating sections are closed
- 8:00pm practice is over 8:15pm participants and spectators exit the same door

## **Appendix B**

### **Draft Competition Scenario – Subject to change without notice**

#### **Entrance and Exit to the Facility**

- Home players and staff will enter and exit through the entrance closest to their dressing rooms (South side, middle door)
- Visiting players and staff will enter and exit through the entrance closest to the back compound (North side, far end door)
- Doors will be opened by volunteers or security (renter responsibility)

#### **Dressing Rooms**

- Visiting Teams will be given 3 dressing rooms on North side of the facility
- Dressing Room 1 – Coaches
- Dressing Room 2 and 3 – Players and training staff
- Dressing room seating will be identified by 6 feet distance
- Hallways will be petitioned off by security so there is no traffic flow near teams

#### **Pre-Game Warmup**

- Neither team will not be permitted to warmup on the walking track
- Both teams will have to warmup in their respected hallways

#### **Spectators**

- Spectators will enter the facility through the main doors.
- Social distancing markers will clearly be identified on the floor / ground surface to allow for easy flow traffic.
- Once in the facility spectators will go directly to their seat.
- Spectators are expected to sit in a marked seat.
- Game day ticket purchasing and operation of ticket booth will be prohibited.
- All spectators will need to exit the facility at the end of each game. Staying around to talk or visit players will be prohibited.
- Spectators will need to provide personal information for tracking purposes. The renter will need to administrate this. Renters are responsible for emailing the list to Facility Coordinator no more than 24 hours after the game.

#### **Washrooms**

- Public washrooms will be available
- Social distancing markers will be clearly identified to allow for easy flow of traffic to the washroom.

### **Music Room**

- One person allowed in the music room

### **Media Room**

- One person allowed in the media room

### **Clock/Penalty Box Area**

- One person will be allowed in clock area to operate. Door to clock area must be locked
- Penalty box attendants are not allowed

### **Front Lobby**

- Front lobby will be off limits other than those authorized to be in the area.
- Dividers and signage will be put in place to direct traffic flow.

### **Facility Usage**

- Walking track will be closed other than those who require this area for accessibility purposes.
- Spectators are not allowed to stand on walking track and watch game.
- People who need wheelchair accessibility will have access to the area on the walking track.
- Intermission “chuck a puck” will be prohibited
- Canteen will be closed
- The renter of the facility will be responsible to tracking all spectators for the purpose of tracing if a Covid -19 case arises
- Intermission on ice games will be prohibited
- All participants, spectators and volunteers must wear a mask.
- They will be no game day ticket sales at the ticket booth.
- 50/50 sales are prohibited.

### **Referees**

- Referees will enter the main door and exit the main doors
- Signage will be place in referee’s room to allow for social distancing

### **Seating**

- See Covid Seating Chart
- Social distancing at 6 feet apart – capacity is 189 approx

### **Security**

- Security services will be necessary for certain situations

