



Staff Report

Community Services

Report To: Council Meeting
Meeting Date: May 3, 2021
Report Number: CSOPS.21.032
Title: Follow Up to Staff Report CSOPS.21.014 2021 Community Services and By-law Enforcement Staff – COVID-19 Related
Prepared by: Ryan Gibbons, Director Community Services
Will Thomson, Director of Legal Services

A. Recommendations

THAT Council receive Staff Report CSOPS.21.032, entitled "Follow Up to Staff Report CSOPS.21.014 2021 Community Services and By-law Enforcement Staffing – COVID-19 Related";

AND THAT Council approves \$59,600 to implement the recommended options highlighted in the Financial Impact Section of this report and outlined in the Activity Costs by Quarter Chart for the 2nd quarter of 2021;

AND THAT Council direct staff to bring a staff report to the June 15th, 2021 Committee of the Whole Meeting that provides an overview and update of 2nd quarter activities, including 3rd quarter operational and resource considerations, for further direction and approval for potential COVID-19 related operational and resourcing needs for Community Services and By-law.

B. Overview

Due to the COVID-19 pandemic, additional resources were required in 2020 and likely will be required again in 2021. This report outlines the staffing and equipment resources required based on information gathered in 2020. Outlined below are staffing and equipment levels based on provincial regulations and public health recommendations that may be implemented.

Staff has recommended that funding be provided to an upset limit to reflect the unknown circumstances that the pandemic may present. This will allow staff to implement resources as required but if restrictions and recommendations are lessened the resources will not be implemented.

C. Background

In response to the COVID-19 pandemic the Town of The Blue Mountains implemented several actions in 2020 to keep the community safe while maintaining activities for the community and

visitors to participate in. Most of these actions are included in Attachment 1, Staff Report FAF.20.104 entitled “COVID-19 Phase 1 Reopening Plan”. Actions included hiring additional by-law enforcement officers, leasing vehicles, hiring additional staff to open the golf course, and enacting temporary parking restrictions. In addition to these items, the Town implemented a winter trail grooming program, coordinated impromptu parades, and produced a 2020 holiday video to complement the Grants and Donations Committee’s Christmas dinner. The Town is also participating in the parking lot snow removal at one of the rural trailheads to maintain outdoor opportunities year-round.

Staff is bringing this report forward to identify the resources required to maintain the level of service for outdoor activities and to operate the Beaver Valley Community Centre during the golf course season, highlighting the estimated costs to support them while restrictions and public health advice related to the pandemic are in place.

D. Analysis

For the Town to maintain sanitizing, contact tracing, capacity and physical distancing throughout public parks, beaches, trailheads, Beaver Valley Community Centre, and to provide continued winter trail grooming along the Georgian Trail and Tomahawk Recreation Complex, additional resources will be required as outlined in the Resource Requirements Table on page 4 of Attachment 2, Staff Report CSOPS.21.014 entitled 2021 Community Services and By-law Enforcement Staffing – COVID-19 Related.

Resource requirements may vary depending on the provincial regulations and public health recommendations as the year and conditions progress. The resources identified in this report will address issues that were experienced in 2020.

If these resources are not provided for the 2021 season, reduced levels of service from 2020 will be experienced including limited or no access to parks, washroom facilities, or the Beaver Valley Community Centre rentals during the period of time that the golf course is open.

Staff is not recommending the additional resources to open the Beaver Valley Community Centre at this time. The majority facility user is pickleball. New pickleball courts will be constructed this spring and staff has discussed opportunities within municipal parking lots to provide additional courts for this year.

Staff has received confirmation from the Grey Bruce Public Health Unit that the Beaver Valley Outreach Day Camp can continue to operate at the Beaver Valley Community Centre without Town staff present. Staff resourcing and scheduling will have to be considered for other requested access such as Lobsterfest, Oktoberfest and similar events.

Recommended Activities

Winter Trail Grooming Program

The trail grooming program includes regular grooming of 21 kilometers of the Georgian Trail, as well as approximately 5 kilometers of trails at the Tomahawk Recreation Complex property. Staff provided parking lot snow removal for these trails, installed fencing around the golf course

ponds, staked the route at the golf course and, in addition to these duties when grooming wasn't required, performed hazard tree removal on Town properties. Given the popularity of this service, staff will be including these costs in the 2022 base budget for Council consideration.

2021 and 2022 costs include:

- Staffing - \$38,000
- Equipment - \$2,500 (portable toilets)

2021 Staffing and Equipment Costs - \$12,500

2022 Staffing and Equipment Costs - \$28,000

Parks and Trails Sanitizing Staff

This would be an additional staff resource that would be added to the Parks and Trails staff to maintain sanitizing all Parks and Trails washrooms and portable toilets twice per day. Four additional vehicles will be required while limitations of one staff per vehicle is in place.

Costs include:

- Staffing - \$22,000
- Vehicle Costs - \$17,500

By-law Enforcement Option Status Quo Plus 2

As an alternative to the Northwinds and Peasemarsch Ambassador program, staff are recommending this option, which is the extension of two 6-month contract officer positions for a further four months (through Thanksgiving) and adding two additional officers from May 1 until October 29. Staff would strive to achieve an enhanced level of service on weekends and long weekends being at each paid parking location hourly during operating hours. The additional officers would also be available for other requests for service but would focus on paid parking and parking infractions in busy areas. In this model, by-law officers would not provide full-time staffing and management of any Town parks but would have additional resources available to respond as needed.

Costs include:

- Staffing - \$115,000
- Vehicle – \$13,500

Additional Fine Revenues:

- \$30,000

Currently the Parking Fine is set at \$25.00. In order to change this amount, the Town needs to go through a lengthy process. At Council's direction staff can start this process and bring the Parking Fine up to a more restrictive amount.

Additional Options

Beaver Valley Community Centre Sanitizing Staff

These would be additional staff positions from 2020. In 2020, the Beaver Valley Outreach ran a daycare at the Beaver Valley Community Centre. Public Health regulations in 2020 did not permit any additional functions or rentals to take place at the community centre while the daycare operated. It is anticipated that this will change in 2021 and additional rentals will be able to take place at the community centre which will require these additional staff to control access, contact tracing and sanitizing. Public Health guidelines do not permit rentals to take place without staff present. If these staff are not in place, rentals will not occur until staff return to the community centre in the Fall.

Costs include:

- Staffing - \$74,000

Included in the 2021 Approved Fees and Charges is a \$10 per rental fee for COVID-19 Cleaning Surcharge. With Council direction that fee can be changed to help fund some or all of the \$74,000 in extra expenses required for the BVCC.

Northwinds and Peasemarsch Ambassadors

These positions are being proposed to reduce the amount of by-law enforcement officers and associated costs to maintain presence on these two properties during the busy weekend times, which are known to receive higher amounts of visits than other properties. Parks and Trails staff indicated that there was significantly less waste removed from these properties as a result of limited access on weekends, however the need to provide the second shift is still required and has been part of the municipal base budget since 2020.

Costs include:

- Staffing - \$103,250
- Equipment - \$3,000

By-law Enforcement Option Revert to Pre COVID-Staff Resources

This option would have our existing additional contracts expire and revert to four full-time officers. Staff is seeking the extension of one vehicle lease (the by-law department has three vehicles) to allow officers to continue using dedicated vehicles and working "on the road" as a result of COVID-19.

With this option there would be a reduction in service both in parking enforcement and in pro-active enforcement and will likely result in reduced person-hours during the busiest times (Thursday to Sunday). By-law staff will continue to manage and enforce the Town's by-laws but will be limited in enforcing our enhanced parking measures and will not be able to actively manage any waterfront areas.

Costs: No additional costs

By-law Enforcement Option Status Quo

This option would extend our existing two 6-month contract officer positions for a further 4 months (through Thanksgiving). This would preserve our current level of service and by-law staff would be able to continue their robust Town-wide parking enforcement but would not be able to actively manage waterfront areas.

Costs include:

- Staffing - \$45,000
- Vehicle - \$9,000

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Environmental impacts will be considered as each of these programs are worked out in greater detail if they are approved.

G. Financial Impacts

The Activity Costs by Quarter Chart below illustrates the costs of the different activities by quarter in 2021. Due to the volatility of COVID-19, staff are looking for direction quarter by quarter.

Activity Costs by Quarter Chart

Activity	Total Cost	Quarter 2 (Recommend ed by staff)	Quarter 3	Quarter 4
Winter Trail Grooming	\$12,500	\$0	\$0	\$12,500
Parks and Trails	\$39,500	\$25,100	\$11,000	\$3,400
By-law Status Quo Plus 2	\$98,500	\$34,500	\$60,000	\$4,000
Total Cost of Recommended Activities	\$150,500	\$59,600	\$71,000	\$19,900
Additional Activities				
BVCC	\$74,000	\$19,000	\$27,500	\$27,500
Northwinds and Peasemarch Ambassadors	\$106,250	\$36,750	\$52,500	\$17,000
By-law Status Quo ¹	\$54,000	\$16,000	\$35,000	\$3,000

¹ If Council's direction is to go with this option, the By-law Status Quo Plus 2 option will be removed lowering the overall cost to \$106,000 versus \$150,500.

At Council's direction the Additional Activities can be included in the total required funding. At this time staff are requesting \$59,600 to fund the Quarter 2 costs of the recommended activities.

To date the Town has received \$247,523 in Provincial Grants for COVID-19 in 2021. This grant has been allocated to cover the waived penalty and interest on tax and utilities bills, lost revenues at the Beaver Valley Community Centre, contract cleaning and by-law staff that were included in the 2021 Approved Budget for the first quarter of 2021. At this time staff does not believe the grants received to date are sufficient to cover these costs.

Without future COVID-19 grants from either the Province or Federal Governments the Town will need to fully fund the items included in this report. Staff is recommending that the Working Capital Reserve be the funding source for any of the additional costs included in the chart.

H. In Consultation With

Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

Ruth Prince, Director of Financial and IT Services

Sarah Traynor, Manager of Human Resources

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Ryan Gibbons, Director Community Services directorcs@thebluemountains.ca.

J. Attached

1. Staff Report FAF. 20.104 COVID-19 Phase 1 Reopening Plan
2. Staff Report CSOPS.21.014 2021 Community Services and By-law Enforcement Staffing – COVID-19 Related

Respectfully submitted,

Ryan Gibbons
Director Community Services

Will Thomson
Director of Legal Services

Shawn Everitt
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Report Approval Details

Document Title:	CSOPS.21.032 Follow Up to Staff Report CSOPS.21.014 Staffing - COVID-19 Related.docx
Attachments:	- Att 1 CSOPS.21.032.pdf - Att 2 CSOPS.21.032.pdf
Final Approval Date:	Apr 28, 2021

This report and all of its attachments were approved and signed as outlined below:

Ryan Gibbons - Apr 26, 2021 - 4:37 PM

Shawn Everitt - Apr 28, 2021 - 7:53 AM

This document can be made available in other accessible formats as soon as practicable and upon request



Staff Report

Administration

Report To: Council
Meeting Date: June 15, 2020
Report Number: FAF.20.104
Subject: COVID-19 Phase 1 Reopening Plan
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.20.104, entitled "COVID-19 Phase 1 Reopening Plan";

1. AND THAT Council approve funding to an upset limit of \$260,000 for the implementation of a Community Reopening Plan, as outlined in this report, including;
 - a) The hiring of up to eight (8) additional Co-op Municipal Law Enforcement Officers for 12-week contracts including the purchasing or leasing of all required equipment and rental vehicles to provide enforcement specific to COVID-19 related activities as presented in this report; and
 - b) The hiring of three (3) additional staff for Tomahawk Golf Course to enhance physical distancing measures for continued golf course use;
2. AND THAT Council:
 - a) approve the continued full closure of the Thornbury Pier to pedestrian traffic until at least June 2021 to ensure community safety during the COVID-19 Pandemic; and
 - b) approve the Thornbury Pier resurfacing project as presented in the 2020 approved budget so that the Thornbury Pier resurfacing project can proceed in this fiscal year while also ensuring community safety during the COVID-19 Pandemic;
3. AND THAT Council approve the hiring of two (2) additional parks staff for the second parks shift as approved in the 2020 Budget at a cost of \$40,000;
4. AND THAT due to the COVID-19 related impacts and increased operations expenses for staffing at Tomahawk Golf Course, Council waives the provisions of the "Provision of Notice and Manner of Giving Notice to the Public, Policy POL.COR.07.03" as it relates to the approval of fees and charges and public consultation on budget priorities to approve an increase in the fee for one round of golf at Tomahawk from \$10.00, as approved in the 2020 Fees and Charges By-law, to \$_____;

5. AND THAT Council direct that a By-law be enacted at the June 15, 2020 Council Meeting to include a new Schedule "E" to the "Parking By-law 2003-11" that will identify the temporary closure of specific streets from June 16th until October 31st, 2020, as attached to this staff report.

AND THAT Council acknowledges that the enactment of a new Schedule "E" to By-law 2003-11, being the Parking By-law as amended, that will limit parking on the streets identified in Attachment 1 for the period of June 16th until October 31st, 2020 is proposed in accordance with the "Emergency Provision" section of the Town Policy "Provision of Notice and Manner of Giving Notice to the Public Policy, POL.COR.07.03" that states:

Emergency Provision

If a matter or situation arises that, in the opinion of the Chief Administrative Officer or designate, is considered to be of an urgent or time sensitive nature, or could affect the health and well-being of the residents of the Town, or if a state of emergency is declared, or is so directed by a Provincial Ministry, the notice provisions may be waived and best efforts should be made to provide as such notice as is reasonable under the circumstances.

B. Overview

The purpose of this report is to outline staff's proposal for the Phase 1 Reopening Plan that will permit staff to move forward with implementation of Phase 1 as outlined and endorse the proposed next steps for future phases of a reopening.

C. Background

Since early April 2020, and with the establishment of the Community Recovery Task Force, a number of initiatives were devised that would implement a series of initial projects. Council approved funding to the Community Recovery Task Force of \$50,000 to implement immediate Recovery Programs.

Initiative	Total Costs
Explore Blue Website	\$21,631.66
Video Production and Marketing	\$12,236.24
COVID-19 Related Signage and other materials	\$9,250.00
Business Support	\$6,885.00
As of June 2, 2020	Approx. \$50,000

D. Analysis

Staff have continued to monitor changes that have been made through the Province, our two Conservation Authorities and our Grey Bruce Health Unit. As parks and beaches had restrictions lifted by the Province, Conservation Authorities and the Health Unit, Town staff have attempted to be nimble and opened our Town owned properties in a way that focuses on community safety. The Town is in a strong position with its existing Parks and Facilities Regulation By-law that provides the delegated authority to the Town's Director of Community Services to close Town parks.

Over the past weeks, the weather has assisted our community as we have moved to modify infrastructure and typical operations, apply for permits from Grey County that would permit the Town to remove parking on Bruce Street South to enhance physical distancing, and consider how facilities such as the harbour, parks and our municipal golf course could be opened safely.

Moving forward, staff have developed a Phase 1 Reopening Plan for Town properties. The chart below identifies the costing for the period of June through to October 2020 with the emphasis on the summer period of July 1 through to and including Labour Day weekend.

The overall coverage of this Phase includes 103 days with a total of 70 days being what we would typically call "full summer operations". Staff also identify that 3 days within the full summer operations include Statutory Holidays that would see additional salaries for staff required.

Local service clubs have also been contacted to consider assisting the Town with local area information distribution, reopening the Tomahawk Golf Course and the overall Ambassador Program. As part of this work, staff have developed a "Volunteer Policy" that has been vetted through the Senior Management Team and was developed through the review of other municipal volunteer policies. The intention of the Ambassador program is to provide information and to inform and remind our residents and visitors of our commitment to COVID-19 recovery policies, guidelines and rules and to help residents and visitors enjoy their experiences in this new normal.

As outlined in the recommendation of this report, staff are requesting that Council support and endorse the implementation of a proactive and enforcement-based approach to management of Town owned and Town managed properties. This approach supports the issuance of fines in cases where individuals are found not to be respecting the best practices of physical and social distancing and/or where individuals are not respecting management of Town owned and Town managed properties and facilities. As proposed in the recommendation, this activity will be handled by our expanded and trained By-law Enforcement Officers.

The costing of this Phase 1 Plan provides for 7 days per week, monitoring and enforcement, focusing on Town owned lands and other lands that are managed by the Town through current agreements, including Peasemarth and Fireman's Park that are owned by the Grey Sauble Conservation Authority.

Staff have issued the job postings for the additional COVID-19 related Co-op Municipal Law Enforcement Officers and have reached out to additional contacts to try to recruit and identify interested individuals.

Based on the proposed staffing, the number of trained By-law Enforcement Officers for the 2020 summer will be 12 Municipal Law Enforcement Officers with 8 staff being focused on COVID-19 related activities.

In addition, and as outlined in the chart below, staff have been successful in obtaining a Road Use Permit from the County of Grey that permits the placement of a series of concrete jersey barriers on Bruce Street South that will remove the parallel parking to enhance the ability to physical distance in the downtown Thornbury area.

Specific Location	Materials/Supplies	Additional Staffing Expenses	Total Cost
Thornbury Bruce Street South	<ul style="list-style-type: none">• 20 Concrete Jersey Barriers \$16,000 @ \$200 per month for 4 months• Barrier wrap \$3,000• Signage \$3,000• Sanitization \$6,000		\$28,000
Clarksburg Marsh Street	Signage		\$1,500
Ambassador Program	\$30,000 materials and clothing		\$30,000
Site Management Parks & Beaches	<ul style="list-style-type: none">• signs and control materials• Additional cleaning and waste collection• Additional portable washrooms (dependent on restrictions and phased in reopening)	Approval of second parks shift through 2020 Budget \$40,000	\$40,000
Enforcement Parks & Beaches	<ul style="list-style-type: none">• Approx. \$1,600 per month vehicle rental \$30,000• Additional 8 staff @ 40 hrs. for 12 wks.• \$15,000 materials, fuel and uniform	\$114,240 staff	\$160,000

Specific Location	Materials/Supplies	Additional Staffing Expenses	Total Cost
Personal Protection Equipment	<ul style="list-style-type: none"> \$10,000 total Purchasing for external supply where possible 		\$10,000
Tomahawk Reopening		3 additional staff for controlled Golf Course access through pre booking	\$37,100 if required for additional control
		Additional Material and Staffing Costs	\$306,600
		\$50,000 approved June 1 st Council	-\$50,000
		Upset limit request of \$260,000 additional funds	\$256,600

At the June 1, 2020 Council meeting, Council approved an additional \$50,000 for COVID-19 Recovery related items. Due to the time sensitive nature of COVID-19 related recovery activities, this report is being brought directly to Council for consideration.

Paid Parking Program

The 2020 approved budget included implementation of a paid parking program. The proposed fee structure as outlined in the Fees and Charges included a \$10.00 per hour Non-Resident Fee.

Similar to the recommendation to waive the Notice Policy to consider increasing the Tomahawk fee, Council could waive the Notice Policy and amend the Fees and Charges relating to the Parking Hourly Rate (Non-Resident only). Staff looks for guidance and direction from Council as to how to proceed. Staff does however suggest that an option that may be considered is setting an hourly fee schedule as follows:

\$2.00 per hour for up to 3 hours each day, plus \$5.00 per hour for each additional hour up to every 6 hours.

Council may also wish to consider a seasonal parking pass for residents of neighbouring municipalities.

Staff are providing the following recommendation for Council consideration as it relates to the Paid Parking Program:

THAT Council waive the Notice Policy and approve a new fee structure being

THAT due to the COVID-19 related impacts and increased operational expenses to manage parks , Council waives the provisions of the “Provision of Notice and Manner of Giving Notice to the Public, Policy POL.COR.07.03” as it relates to the approval of fees and charges and public consultation on budget priorities to approve a new parking fee structure, from \$10.00 per hour for Non-Resident Only Fee as approved in the 2020 Fees and Charges By-law, to \$_____;

Bruce Street South Specific Plan

As noted, Town staff have secured a permit through the County of Grey that permits the Town to place concrete jersey barriers to block off the existing parallel parking spaces along Bruce Street South to provide more space for physical distancing. The associated costing is based on the following:

- Rental of concrete barriers
- Purchase of beautification signage for Bruce street south to soften the optics of the concrete jersey barrier
- Purchasing of public information signage
- Purchasing of additional wayfinding and ambassador information signage
- Rental of additional washrooms and sanitization infrastructure

Clarksburg/Marsh Street Specific Plan

Staff are anticipating that the Clarksburg sidewalk replacement program will begin in the summer of 2020. As part of this project, additional signage and routing will be considered to ensure that pedestrian movement and business access remains available and physical distancing is encouraged and achievable.

The placement of similar concrete jersey barriers may be considered with additional consultation with the Clarksburg business owners and residents.

Ambassador Program

The funding allocation being proposed is still in the development stages but moving forward quickly as Provincial reopening guidelines continue to change. The ExploreBlue platform will also be instrumental in providing information and acknowledgement to the Ambassador Program.

Staff are working collaboratively with the Blue Mountain Village Association to ensure that the program is consistently implemented throughout The Blue Mountains. At the time of drafting this report, final details had not been determined however sharing of resources and sharing costs are actively being discussed with the President of the Blue Mountain Village Association. In addition, the Blue Mountain Village Association staff have been instrumental in working collaboratively through the COVID-19 Pandemic recovery and reopening process.

Parks and Beaches Specific Plan

Traditionally, Town properties used for recreation and tourism including parks, beaches, parking lots and the Tomahawk Golf Course have not required supervision outside of regular grass cutting, greens maintenance, daily washroom cleanings, waste receptacle changes and minor maintenance on an as-needed basis. Current provincial regulations, public health recommendations and operational reviews have identified that significantly more resources are required to provide a similar level of service than prior to the pandemic.

Staff have identified that additional resources will be required to monitor, educate and enforce physical distancing, group numbers, other public health recommendations and parking regulations at popular recreation areas including, Lora Bay Park, Tomahawk Golf Course and Recreation area, Little River Beach, Moreau Park, Bayview Park, Peasemarsch Beach, Council Beach and Northwinds Beach.

In addition to monitoring these properties, public health has recommended that public washrooms be cleaned a minimum of twice per day. The current service level is once per day. The inventory of public washrooms includes, Lora Bay Park, Little River Beach, Bayview Park, Cedar Grove Park, Nippissing Ridge Park and Northwinds Beach. Additional staff for a second Parks shift was approved through the 2020 Budget. Staff are anticipating that these funds will cover the additional costs required for enhanced washroom cleaning and waste collection.

In addition, staff recommend that the Thornbury Pier remain closed until the 2021 season due to the limited space on the pier surface, touch points required to exit the water onto the pier and what is known to be one of the most significant gathering spaces within the Town during summer months. Staff bring this recommendation forward understanding and expecting the concerns that will be raised throughout our community. However, with community safety being first and foremost the priority while encouraging appropriate physical and social distancing, this recommendation is extremely important. This recommendation is also consistent with the measures being proposed for other areas, such as downtown Thornbury.

Staff have provided a recommendation for Council consideration to approve the Thornbury Pier resurfacing project as outlined in the 2020 approved budget. Staff recommend moving forward with this project while the pier remains closed so future closures are not required to complete the project.

The Grey Bruce Health Unit has been consulted in this regard and have fully supported the recommendation.

Tomahawk Golf Course Specific Plan

The Tomahawk Golf Course is another very popular property that requires additional resources to enforce modified operations under the current provincial orders and public health recommendations including:

1. Screen golfers prior to entry onto the course for signs of illness and restrict entry if illness is detected.

2. Ensure physical distancing is observed by employees and golfers, with a minimum of 2 metres maintained between individuals not living in the same household.
3. Establish clear visuals to show where golfers may park, pay, and always proceed safely to first tee, etc. while maintaining physical distancing of more than 2 metres between individuals.
4. Manage traffic flow and physical distancing with barriers and floor markings.
5. Stagger tee times to avoid congestion.
6. Practice physical distancing (staying 2 metres away from others) during job activities; encourage golfers to practice physical distancing during play.
7. Assign staff to ensure customers are following physical distancing protocols, especially in areas likely to be congested.
8. Provide a safe place for customers to dispose of used sanitizing wipes and personal protective equipment (PPE).
9. Provide hand sanitizer for customers to use upon entry.

The Grey Bruce Health Unit has provided guidance and clarification that the Town will require the placement of staff to control entry onto the Golf Course to ensure appropriate physical distancing as the guidelines for golf courses outlines. Staff suggest that temporary infrastructure, with minimal cost, be installed to implement three sectioned off areas that allows for 1 foursome at the Tee Deck, 2 foursomes totaling 8 people physically distanced in the secondary area and a third area housing 2 additional foursome. Parking for Golf Course would use the large Soccer Field Parking area. Staff believes these methods will allow for effective physical distancing and will meet the gathering of 10 or less guidelines.

The most significant proposed change for this property is additional staffing to allow for controlled entry.

On Street-Parking By-law

Staff are also recommending that an extension of the “No On-Street Parking” be established to include the streets listed in the chart below. Staff suggest that, similar to when the shale beach was closed to vehicular access, secondary and adjacent streets became parking areas for access. This extension to the current By-law would prohibit on-street parking on approximately 55 streets until October 31, 2020.

If approved, Staff will install a series of signs that will identify the streets that have been included in Schedule “E” of the proposed By-law.

Emergency Provision

The Town’s “Provision of Notice and Manner of Giving Notice to the Public Policy, POL.COR.07.03” provides that if a matter or situation arises that, in the opinion of the Chief Administrative Officer or designate, is considered to be of an urgent or time sensitive nature, or could affect the health and well-being of the residents of the Town, or if a state of emergency is

declared, or is so directed by a Provincial Ministry, the notice provisions may be waived and best efforts should be made to provide as such notice as is reasonable under the circumstances.

No on-street parking on the identified Town streets will be enforced with the intent to limit the number of users of our waterfront properties. During this Provincial State of Emergency, as of June 12th, limiting gatherings of no more than 10 people also supports no on-street parking as landowners should have adequate driveway space for their personal vehicles.

Parking By-law 2003-11, as amended, permit staff to utilize Section 6 “No Parking Areas”, that states:

“When authorized signs have been erected, the highways as set out in Schedule “A”, Schedule “B”, Schedule “C” and Schedule “D” attached hereto shall be deemed no parking, no standing and no stopping areas in the areas described therein”.

This report is recommending that a new Schedule “E” to the Town’s Parking By-law 2003-11, be enacted to limit parking on specific streets for the period of June 16, 2020 to October 31, 2020, it being noted that the Town’s annual “No On Street Parking During Winter Maintenance” begins November 1st.

In addition, it is staff’s intent to enforce the no parking and will utilize Section 10 of the By-law “Continued Violations”.

This provides staff the tools to issue parking fines in a continuous manner. It is staff’s intent to issue parking fines on 15-minute increments in areas that seem to be problem areas for on-street parking.

Future Phases

The Province has extended its state of emergency to June 30, 2020 and staff have considered that Town facilities should remain closed until the state of emergency is rescinded, and when no further extension is established.

Staff anticipate that, in most cases, reopening facilities will require one week from the end of the Provincial Declaration of the State of Emergency. Staff have implemented measures and modifications to facilities that enhance safety for the public and staff.

Staff also recommend that Committee of the Whole and Council meetings continue to proceed using the current virtual meeting process until August 25, 2020 unless otherwise required. Council may continue to meet electronically during the period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.01 of the *Emergency Management and Civil Protection Act*.

Staff are working closely and collaboratively with several municipal associations, sports associations, other regional municipalities, The Blue Mountains Public Library Board, and the County of Grey on plans to reopen facilities such as the Public Library, Beaver Valley Community

Centre and small halls. Again, staff look to provide clear reopening information and believe it will take approximately one (1) week, seven (7) days to reopen. These facilities have been regularly maintained and essentially can be reopened quickly. Scheduling of staffing will be modified accordingly to allow for reopening.

Notification of expanding reopening, and movement within the reopening phases have been provided with limited timeframes from notice to implementation. Staff maintain that a one (1) week seven (7) day reopening period will provide adequate time to receive the notification from the Province and provide notification to our residents of reopening.

Reopening considerations that staff are currently working on include the COVID-19 Pandemic effects on the typical installation of ice in the Beaver Valley Community Centre arena. Staff suggest that, similar to the March 2020 ice season being cancelled, a collaborative approach will be taken throughout Ontario as we anticipate not only the province providing guidance but also the full range of Minor Hockey, Figure Skating, curling and other ice surface related providing a consistent reopening and scheduling of programs and leagues.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #2 Attract New Business

Objective #3 Promote a Diversified Economy

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

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

Objective #4 Commit to Sustainability

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

Objective #1 To Be an Employer of Choice

Objective #2 Improve Internal Communications Across our Organization

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

Goal #5: Ensure Our Infrastructure is Sustainable

Objective #1 Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure

Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability

Objective #3 Implement Best Practices in Sustainable Infrastructure

Objective #4 Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

Implementing a COVID-19 Reopening Plan for Town lands while utilizing best practices and measures that meet Health Unit and Provincial guidelines.

G. Financial Impact

Staff are recommending that an upset limit of \$260,000 in additional funds be approved to implement the reopening of Town parks and provide appropriate staffing and measures to ensure appropriate use of Town lands during the summer months of the COVID-19 Pandemic.

At the time of drafting this report, \$100,000 in additional funds have been approved to date for COVID-19 specific initiatives. The recommendations in this report brings a total request of funding to \$360,000 being COVID-19 related.

Staff continue to find cost savings and efficiencies in reopening through competitive pricing processes along with exploring creative and innovative methods of implementing measures. Staff is recommending that these numbers be considered as upset limits and staff have been directed to find savings and efficiencies where possible.

As directed by Council, Staff will provide a report identified as a “mini-budget” to the June 30, 2020 Committee of the Whole meeting outlining potential strategies for balancing the 2020 budget in light of the COVID-19 Pandemic.

H. In consultation with

Senior Management Team

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. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer at cao@thebluemountains.ca.

Comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer at cao@thebluemountains.ca.

J. Attached

1. Map of proposed No On-Street Parking Locations
2. Draft By-law to Amend Parking By-law 2003-11

Respectfully Submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Shawn Everitt, Chief Administrative Officer
cao@thebluemountains.ca
519-599-3131 extension 234

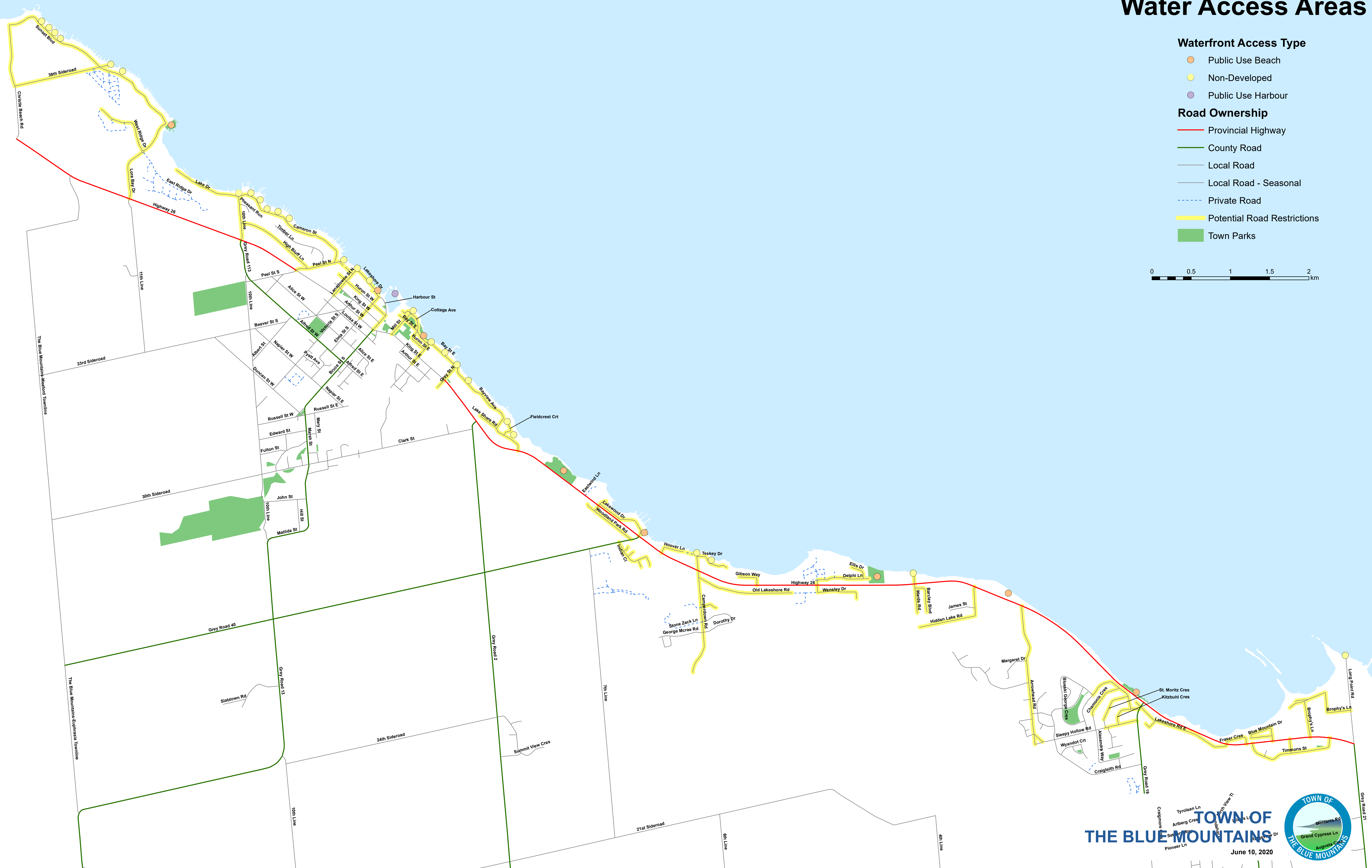
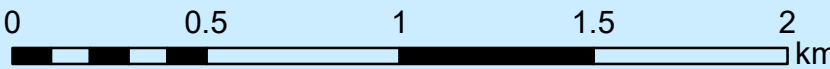
Town of The Blue Mountains Water Access Areas

Waterfront Access Type

- Public Use Beach
- Non-Developed
- Public Use Harbour

Road Ownership

- Provincial Highway
- County Road
- Local Road
- Local Road - Seasonal
- Private Road
- Potential Road Restrictions
- Town Parks



DRAFT

The Corporation of the Town of The Blue Mountains

By-Law Number 2020 –

Being a By-law to amend By-law 2003-11, as amended, being a By-law to regulate the placing, standing, stopping or parking of an object or vehicle on highways within the Town of The Blue Mountains

WHEREAS Section 11(3) of the Municipal Act, R.S.O. 2001, c.25 provides that a lower tier municipality may pass By-laws respecting matters within the spheres of jurisdiction set out therein, including parking on highways;

AND WHEREAS Council of The Corporation of the Town of The Blue Mountains has enacted By-law 2003-11 to regulate the placing, standing, stopping or parking of an object or vehicle on highways within the Town of The Blue Mountains;

AND WHEREAS Council of The Corporation of the Town of The Blue Mountains has received staff report “FAF.20.104 COVID-19 Phase 1 Reopening Plan” and deems it appropriate to amend By-law 2003-11;

NOW THEREFORE, Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

- 1. That By-law 2003-11 is hereby amended by adding a new Schedule “E” as attached to this By-law;
- 2. That Section 6.0 of By-Law 2003-11 be repealed and replaced with the following new Section 6.0:

6. NO PARKING AREAS

When authorized signs have been erected, the highways as set out in Schedule “A”, Schedule “B”, Schedule “C”, Schedule “D” and Schedule “E” attached hereto shall be deemed no parking , no standing and no stopping areas in the areas described therein.

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 15th day of June, 2020

Alar Soever, Mayor

Corrina Giles, Town Clerk

Town of The Blue Mountains

Schedule “E”

By-law No. 2020-

Being a By-law to amend By-law 2003-11, as amended, being a By-law to regulate the placing, standing, stopping or parking of an object or vehicle on highways within the Town of The Blue Mountains

When authorized signs have been erected, the highways as set out in Schedule “E” shall be deemed no parking, no standing and no stopping areas between June 16, 2020 and October 31, 2020.

Highway Name	Portion So Designated	Prohibited Times of Use
39th Sideroad	Both sides from Christie Beach Sideroad to waters edge	Anytime
Aberdeen Court	Both sides - full length	Anytime
Arrowhead Road	Both sides - full length	Anytime
Aspen Way	Both sides from Blueski George Crescent to Lakeshore Road West	Anytime
Barclay Boulevard	Both sides - full length	Anytime
Bay Street East	Both sides - full length	Anytime
Bay Street West	Both sides - full length	Anytime
Bayview Avenue	Both sides - full length	Anytime
Blue Mountain Drive	Both sides - full length	Anytime
Brophy’s Lane	Both sides - full length	Anytime
Cameron Street	Both sides from 10th Line to Peel Street	Anytime
Camperdown Road	Both sides - full length	Anytime
Chamonix Crescent	Both sides, 500 metres south of Lakeshore Road West	Anytime
Collens Court	Both sides - full length	Anytime
Cottage Avenue	Both sides from Mill Street to Bay Street East	Anytime
Delphi Lane	Both sides - full length	Anytime
Elgin Street North	Both sides - full length	Anytime
Ellis Drive	Both sides - full length	Anytime
Fieldcrest	Both sides - full length	Anytime
Fraser Crescent	Both sides - full length	Anytime
Gibson Way	Both sides - full length	Anytime
Grey Street North	Both sides - full length	Anytime
Hidden Lake Road	Both sides - full length	Anytime

Town of The Blue Mountains

Schedule “E”

By-law No. 2020-

Highway Name	Portion So Designated	Prohibited Times of Use
High Bluff Lane	Both sides - full length	Anytime
Hoover Lane	Both sides - full length	Anytime
Hope Street	Both sides - full length	Anytime
Huron Street East	Both sides - full length	Anytime
Huron Street West	Both sides from Landsdowne Street North to Bruce Street North	Anytime
Indian Circle	Both sides - full length	Anytime
Kitzbuhl Crescent	Both sides, 500 metres west of Grey Road 19	Anytime
Lake Drive	Both sides - full length	Anytime
Lakeshore Drive	Both sides from Landsdowne Street North to Elma Street North	Anytime
Lake Shore Road	Both sides - full length	Anytime
Lakeshore Road East	Both sides - full length	Anytime
Lakeshore Road West	Both sides - full length	Anytime
Lakewood Drive	Both sides - full length	Anytime
Lansdowne Street North	Both sides - full length	Anytime
Long Point Road	Both sides, North West side of road from Highway 26 to waters edge	Anytime
Lora Bay Drive	Both sides from Sunset Boulevard to Highway 26	Anytime
Maple Lane	Both sides - full length	Anytime
McAuley Street North	Both sides - full length	Anytime
Mill Street	Both sides - full length	Anytime
Old Lakeshore Road	Both sides - full length	Anytime
Peaks Road	Both sides - full length	Anytime
Peel Street	Both sides from Cameron Street to Highway 26	Anytime
Railway Street	Both sides - full length	Anytime
Scandia Lane	Both sides - full length	Anytime
Schoolhouse Court	Both sides - full length	Anytime
Scotts Court	Both sides - full length	Anytime
Sleepy Hollow Road	Both sides, 500 metres west of Grey Road 19	Anytime
St Moritz Crescent	Both sides, 500 metres south of Lakeshore Road West	Anytime

Town of The Blue Mountains

Schedule “E”

By-law No. 2020-

Highway Name	Portion So Designated	Prohibited Times of Use
Sunset Boulevard	Both sides from Christie Beach Sideroad to Lora Bay Drive	Anytime
Swiss Meadows Boulevard	Both sides - full length	Anytime
Teskey Drive	Both sides - full length	Anytime
Timmons Street	Both sides - full length	Anytime
Wards Road	Both sides - full length	Anytime
Wensley Drive	Both sides - full length	Anytime
West Ridge Drive	Both sides - full length	Anytime
Woodland Park Road	Both sides - full length	Anytime

This document can be made available in other accessible formats as soon as practicable and upon request



Staff Report

Community Services

Report To: Special Committee of the Whole
Meeting Date: March 29, 2021
Report Number: CSOPS.21.014
Subject: 2021 Community Services and By-law Enforcement Staffing – COVID-19 Related
Prepared by: Ryan Gibbons, Director of Community Services
Will Thomson, Director of Legal Services

A. Recommendations

THAT Council receive Staff Report CSOPS.21.014, entitled “2021 Community Services and By-law Enforcement Staffing – COVID-19 Related”;

AND THAT Council approve funding to an upset limit of \$384,000.00 to maintain the level of service required to operate parks, trails, facilities and parking enforcement under provincial regulations and public health recommendations;

AND THAT Council approve the funding for the \$384,000 to come from the Working Capital Reserve.

B. Overview

Due to the COVID-19 pandemic, additional resources were required in 2020 and likely will be required again in 2021. This report outlines the staffing and equipment resources required based on information gathered in 2020. Outlined below are staffing and equipment levels based on provincial regulations and public health recommendations that may be implemented.

Staff has recommended that funding be provided to an upset limit to reflect the unknown circumstances that the pandemic may present. This will allow staff to implement resources as required but if restrictions and recommendations are lessened the resources will not be implemented.

C. Background

In a response to the COVID-19 pandemic the Town of The Blue Mountains implemented several actions in 2020 to keep the community safe while maintaining activities for the community and visitors to participate in. Most of these actions are included in Attachment 1, Staff Report FAF.20.104 entitled “COVID-19 Phase 1 Reopening Plan”. Actions included hiring additional by-law enforcement officers, leasing vehicles, hiring additional staff to open the golf course, and

enacting temporary parking restrictions. In addition to these items, the Town implemented a winter trail grooming program, coordinated impromptu parades, and produced a 2020 Holiday video to complement the Grants and Donations Committee's Christmas dinner. The Town is also participating in the parking lot snow removal at one of the rural trailheads to maintain outdoor opportunities year-round.

Staff is bringing this report forward to identify the resources required to maintain the level of service for outdoor activities and operate the Beaver Valley Community Centre during the golf course season, and highlight the estimated costs to support them while restrictions and public health advice related to the pandemic are in place.

D. Analysis

For the Town to maintain sanitizing, contact tracing, capacity and physical distancing throughout public parks, beaches, trailheads, Beaver Valley Community Centre, and to provide continued winter trail grooming along the Georgian Trail and Tomahawk Recreation Complex, additional resources will be required as outlined in the Resource Requirements Table on page 4.

Resource requirements may vary depending on the provincial regulations and public health recommendations as the year and conditions progress. The resources identified in this report will address issues that were experienced in 2020.

If these resources are not provided for the 2021 season, reduced levels of service from 2020 will be experienced including limited or no access to parks, washroom facilities or the Beaver Valley Community Centre rentals during the period of time that the golf course is open.

Winter Trail Grooming Program

The trail grooming program includes regular grooming of 21 kilometers of the Georgian Trail, as well as approximately 5 kilometers of trails at the Tomahawk recreation property. Staff provided parking lot snow removal for these trails, installed fencing around the golf course ponds, staked the route at the golf course and in addition to these duties, when grooming wasn't required, performed hazard tree removal on Town properties.

Parks and Trails Sanitizing Staff

This would be an additional staff resource that would be added to the parks and trails staff to maintain sanitizing all parks and trails washrooms and portable toilets twice per day. Four additional vehicles will be required while limitations of one staff per vehicle is in place.

Beaver Valley Community Centre Sanitizing Staff

These would be additional staff positions from 2020. In 2020, the Beaver Valley Outreach ran a day care at the community centre. Public health regulations in 2020 did not permit any additional functions or rentals to take place at the Beaver Valley Community Centre while the day care operated. It is anticipated that this will change in 2021 and additional rentals will be able to take place at the community centre which will require these additional staff to control access, contact tracing and sanitizing.

Paid Parking Enforcement

These staff are being identified to perform the paid parking enforcement program as it was originally intended to be enforced. These two staff would perform paid parking enforcement but would not stay on one property. They would patrol all paid parking properties and monitor illegally parked vehicles in these general areas that may experience parking issues. This staff complement would be on different shifts and would only require one vehicle.

Northwinds and Peasemarsch Ambassadors

These positions are being proposed to reduce the amount of by-law enforcement officers and associated cost to maintain presence on these two properties during the busy weekend times, which are known to receive higher amounts of visits than other properties. Parks and trails staff indicated that there was significantly less waste removed from these properties as a result of limited access on weekends.

By-law Enforcement Option 1 – Revert

This option would have our existing additional contracts expire and revert to four full-time officers. Staff is seeking the extension of one vehicle lease (the by-law department has three vehicles) to allow officers to continue using dedicated vehicles and working “on the road” as a result of COVID-19.

With this option there would be a reduction in service both in parking enforcement and in pro-active enforcement and will likely result in reduced person-hours during the busiest times (Thursday to Sunday). By-law staff will continue to manage and enforce the Town’s by-laws but will be limited in enforcing our enhanced parking measures and will not be able to actively manage any waterfront areas.

By-law Enforcement Option 2 – Status Quo

This option would extend our existing two 6-month contract Officer positions for a further 4 months (through Thanksgiving). This would preserve our current level of service and by-law staff would be able to continue their robust Town-wide parking enforcement but would not be able to actively manage waterfront areas.

Resource Requirements Table

	Staffing	Vehicles	Equipment	Total Cost
Georgian Trail and Tomahawk Winter Trail Grooming	<ul style="list-style-type: none"> - Two (2) Winter Trail Grooming staff for December 1, 2021 to March 25, 2022 (These positions will also be included for consideration in the 2022 budget) - Cost: \$38,000 		<ul style="list-style-type: none"> - Four (4) portable toilets for 17 Weeks - Cost: \$2,500 	\$40,500
Parks and Trails	<ul style="list-style-type: none"> - One (1) Seasonal Sanitizing staff for May 1 to October 29 - Cost: \$18,500 	<ul style="list-style-type: none"> - Four (4) vehicles with front and back seating for May 1 to September 6 - Cost: \$17,500 		\$36,000
Beaver Valley Community Centre	<ul style="list-style-type: none"> - Two (2) Seasonal Sanitizing staff for May 1 to December 31 - Cost: \$74,000 			\$74,000
Paid Parking	<ul style="list-style-type: none"> - Two (2) Paid Parking Enforcement Officers for May 1 to October 1 - Cost: \$44,000 	<ul style="list-style-type: none"> - One (1) Vehicle - Cost: \$4,500 		\$48,500
Northwinds and Peasemarth	<ul style="list-style-type: none"> - Four (4) Ambassadors to monitor/control access for parking, educate residents and visitors - Cost: \$128,000 		<ul style="list-style-type: none"> - Reader board signs - Cost: \$3,000 	\$131,000
By-law Enforcement Option 2	<ul style="list-style-type: none"> - Extend two (2) contract by-law enforcement staff for 4 months - Cost: \$45,000 	<ul style="list-style-type: none"> - Two (2) Vehicles - Cost: \$9,000 		\$54,000
			Total Cost	\$384,000

E. Strategic Priorities

1. Communications and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Environmental impacts will be considered as each of these programs are worked out in greater detail if they are approved.

G. Financial Impact

To date the Town has received \$247,523 in Provincial Grants for COVID-19 in 2021. This grant has been allocated to cover the waived penalty and interest on tax and utilities bills, lost revenues at the Beaver Valley Community Centre, and contract cleaning and by-law staff that were included in the 2021 Approved Budget for the first quarter of 2021. At this time staff does not believe the grants received to date are sufficient to cover these costs.

Without future COVID-19 grants from either the Province or Federal Governments the Town will need to fully fund the items included in this report. Staff is recommending that the Working Capital Reserve be the funding source for the \$384,000 as outlined.

H. In consultation with

Ruth Prince, Director of Financial and IT Services

Sarah Traynor, Manager 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 Ryan Gibbons,
directorcs@thebluemountains.ca.

J. Attached

1. Staff Report FAF.20.104 COVID-19 Phase 1 Reopening Plan

Respectfully submitted,

Will Thomson,
Director of Legal Services

Ryan Gibbons
Director of Community Services

For more information, please contact:
Ryan Gibbons
directorcs@thebluemountains.ca
519-599-3131 extension 281