



**Report Date:** June 7, 2021  
**Meeting Date:** June 15, 2021  
**From:** Sundance Topham, Chief Administrative Officer  
**Subject:** UNA Facilities Restart Plan

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## **Background**

With the release of the Province of BC Restart Plan UNA staff have begun to map out the return to normal for UNA Facilities – including the restart of in-person Committee and Board meetings.

This report summarizes preliminary plans to date – noting that items are subject to change based on external factors.

## **Decision Requested**

For information

## **Discussion**

BC's Restart Plan is a four-step plan for bringing BC back together. The plan gradually increases social connections, businesses, and activities – with a goal towards returning to normal by September 7, 2021.

The items as outlined in the BC Restart Plan are dependent on the level of vaccination achieved in the province, as well as low case counts and declining COVID-19 hospitalizations.

The UNA has planned its restart plan to coincide with the provincial plan – as well as looking towards best practices from the Provincial BC Recreation and Parks Association (BCRPA) for guidance.

Sector specific indoor and outdoor gathering restrictions have also been considered, as well as staffing considerations and the necessity for a gradual return to normal workplace interactions.

For the restart plan the UNA is planning increased services to coincide with Step 3 of the Provincial restart plan – which begins on July 1 – with a return to full services by September 7. The UNA will be submitting an updated COVID-19 Safety Plan as part of the restart plan.



The current reopening plan for the recreation facilities and fields is as follows:

<b>Category</b>	<b>Timeline (July 1 to Sept 6, 2021)</b>		<b>Scope of Services</b>
<b>Facility</b>	<b>Wesbrook Community Centre</b>	<b>Old Barn Community Centre</b>	
Front Desk (FD) General Services	In-person general FD services  *Program registration: Online registration for summer.  In-person registration from August 16 for Fall	In-person general FD services  *Program Registration: Online registration for summer.  In-person registration from August 16 for Fall.	UNA Account UNA Cards UNA Parking Program Registration Community Inquiries Community Garden payments
Programs	Proceed with the current plan, do not foresee any major changes.	Proceed with the current plan, do not foresee any major changes.	30 Camps 36 Registered programs
Common Spaces	Current plan is to remain closed until the capacity and physical distancing limits are clarified. To be monitored.	Current plan is to remain closed until the capacity and physical distancing limits are clarified. To be monitored.	
Fitness Centre	7am-8:30pm Mon-Fri 8:30am-5:30pm weekends  Will return to drop in when capacity and physical distancing limit is lifted.	8:30am-5:00pm Mon-Fri No weekend hours for Summer  Limited to two people at a time with the current pre-registration. Will return to drop in when capacity and physical distancing limit is lifted.	
Room Rental	Bookings Coordinator needs to be hired and trained to get ready for opening room rentals. Waiting for physical distancing limits and capacity limitation are clarified. To be monitored.	Bookings Coordinator needs to be hired and trained to get ready for opening room rentals. Waiting for physical distancing limits and capacity limitation are clarified. To be monitored.	
Field Booking + Usage	Fields continue to be available. New Safety Plan to reflect the changes.	Fields continue to be available. New Safety Plan to reflect the changes.	



Birthday Party	TBD		
Washroom Change Room Lockers	Limited washroom access until capacity and physical distancing limit is lifted.  Change rooms and lockers will remain closed until capacity and physical distancing limit is lifted.	Washroom access	
Equipment/Toys Rental	Will resume when allowed.	Will resume when allowed.	
Hours of Operation	The current hours of operation will remain unchanged.  8:30am-8:30pm Mon-Fri 8:30am-5:30pm weekends	Proposed Hours of operation to align with the summer camp operation: 8:30am-5:00pm Mon-Fri No weekend hours planned for Summer.	

The current reopening plan for the Administration Office as follows:

Category	Timeline (July 1 to Sept 6, 2021)	Scope of Services
Front Desk (FD) General Services	Remain closed until the capacity and physical distancing limit is lifted. Gradual reopening based on staff return to work planning.	UNA Account UNA Cards

The current restart plan for committee and board meetings is as follows:

Category	Timeline (July 1 to Sept 6, 2021)	Scope of Services
Committee Meetings	Restart at Wesbrook Community Centre starting September	
Board Meetings	Restart at Wesbrook Community Centre starting September	

### Financial Implications

None

### Operational Implications

None



**Strategic Objective**

Community and Stakeholder Relations

**Attachments**

None

**Concurrence**

1. Wegland Sit, Operations Manager
2. Qiuning Wang, Acting Recreation Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham  
Chief Administrative Officer