



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, FEBRUARY 11, 2020 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

Barrhead....a quality community....giving a quality lifestyle

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – January 28, 2020
4. Public Hearings
 - (a) There is no Public Hearing
5. Delegations
 - (a) Delegation at 5:30 p.m. - Ms. Michelle Jones, Manager of Community Futures Yellowhead East
6. Old Business
 - (a) Proposed new Recreation Facility Rates – Policy # 72-002
7. New Business
 - (a) There is no New Business

8. Reports - The Council Reports
 - (a) Council Reports as of February 11, 2020
 - Agricultural Society
 - Barrhead & District Social Housing Association
 - Twinning Committee
 - (b) CAO's Report
9. Minutes
 - (a) There are no Minutes
10. Bylaws
 - (a) There is no Bylaws
11. Correspondence
 - (a) There are no Correspondence Items
12. For the Good of Council
13. Tabled Items
14. Closed Session
 - (a) Land – Pursuant to Section 16(1) of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 28, 2020,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT

Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald, L. Penny and D. Smith

Officials: Ed LeBlanc, CAO, Kathy Vickery, Director of Corporate Services, Cheryl Callihoo, Director of Development & Legislative Services and Kat Hueggenberg, Communications Coordinator

Others: Barry Kerton, Barrhead Leader

ABSENT

CALL TO ORDER

Mayor McKenzie called the meeting to order at 5:30 p.m.

AGENDA

The agenda was reviewed.

022-20

Moved by Cr. Oswald that the agenda be accepted with the following additions:

- 7(e) Chamber of Commerce
- 8(a) Chamber of Commerce Report
- 8(a) Community Futures Yellowhead East Report
- 14(b) Closed Session – Legal – Pursuant to Section 23(1)(b) of the FOIP Act

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of January 14, 2020 were reviewed.

023-20

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of January 14, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Ms. Kat Hueggenberg, Communications Coordinator at 5:30 p.m.

Ms. Kat Hueggenberg presented to Council the status report on the re-branding initiative for the Town of Barrhead and discussed moving forward on the Branding Project.

EXITED

Mayor McKenzie and Council thanked Ms. Kat Hueggenberg for her presentation and she exited the Chambers at 6:08 p.m.

024-20

Moved by Cr. Assaf that Council accepts the presentation from Communications Coordinator, Kat Hueggenberg, relating to the Town's re-branding initiative, as information.

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC LIBRARY –
MEMBERS-AT-LARGE**

Council to rescind resolution 009-20, the members-at-large for the Barrhead Public Library, that was presented to Council at the January 14, 2020 Council Meeting, was received.

025-20 Moved by Cr. Klumph that Council rescinds resolution 009-20 and appoints the following as members-at-large for the Barrhead Public Library for a three-year term commencing on January 1, 2020 expiring December 2022:

- Ruth Bohn (renewal)
- Sandra Olthuis (renewal and Neerlandia Library representative)
- Jane Kusal
- Susan McLaren
- Isabel Rempel

CARRIED UNANIMOUSLY

**NEW HEALTH AND SAFETY
POLICY**

The revised Health and Safety Policy, was reviewed.

Ed LeBlanc, CAO reviewed with Council.

026-20 Moved by Cr. Smith that Council approves the revised Health and Safety Policy as presented.

CARRIED UNANIMOUSLY

**ALBERTA COMMUNITY
PARTNERSHIP GRANT
PROGRAM**

The Barrhead Regional Water Commission would like for Council to support in principle a grant application made under the Alberta Community Partnership Program, was received.

Ed LeBlanc, CAO reviewed with Council.

027-20 Moved by Cr. Penny that Council provides it's support in principle for the Joint Regional Water Infrastructure Plan grant application with the County of Barrhead under the Alberta Community Partnership Grant Program.

CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended December 31, 2019, was received.

028-20 Moved by Cr. Kluin that Council approve the Monthly Bank Statement for the month ended December 31, 2019, as presented.

CARRIED UNANIMOUSLY

**2019 YEAR END FINANCIAL
SUMMARY & RESERVE
TRANSFERS**

The 2019 Year End Financial Summary, Operating Revenues & Expenses and Transfers to Reserves Summaries for the period ended December 31, 2019, was reviewed.

029-20

Moved by Cr. Assaf that Council approves the various transfers to/from Operating and Capital Reserves for year ending December 31, 2019, as presented; and further

Council to accept the following information, as presented:

- The preliminary Financial Statement for year ending December 31, 2019
- Summary of Operating Revenues and Expenditures Report for year ending December 31, 2019
- Operating and Capital Reserves Report for year ending December 31, 2019

CARRIED UNANIMOUSLY

**CHAMBER OF
COMMERCE**

Mayor McKenzie advised that Cr. Kluin will be stepping down as the Representative to the Chamber of Commerce and that Cr. Assaf will be taking over as the Representative to the Chamber of Commerce.

030-20

Moved by Cr. Klumph that Council accept the change that Cr. Kluin will be stepping down as the Representative to the Chamber of Commerce and that Cr. Assaf will be taking over as the Representative to the Chamber of Commerce, as presented.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of January 28, 2020, was reviewed:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board

031-20

Moved by Cr. Oswald that the following Reports to Council as of January 28, 2020 be accepted as information:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society Meeting – December 19, 2019
- Barrhead & District Social Housing Association – November 20, 2019

032-20

Moved by Cr. Penny that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 1-2020, INTERMUNICIPAL
COLLABORATION FRAMEWORK
BYLAW**

Bylaw 1-2020, the Intermunicipal Collaboration Framework Bylaw, was reviewed.

033-20 Moved by Cr. Smith that Council give Bylaw 1-2020, the Intermunicipal Collaboration Framework Bylaw, first reading.

CARRIED UNANIMOUSLY

034-20 Moved by Cr. Klumph that Council give Bylaw 1-2020, the Intermunicipal Collaboration Framework Bylaw, second reading.

CARRIED UNANIMOUSLY

035-20 Moved by Cr. Penny that Bylaw 1-2020, the Intermunicipal Collaboration Framework Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

036-20 Moved by Cr. Assaf that Council give Bylaw 1-2020, the Intermunicipal Collaboration Framework Bylaw, third reading.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items was reviewed:

Letter from Alberta Municipal Affairs, dated January 2, 2020 regarding the Correction Notice - updates to the Assessment Year Modifiers for the 2020 taxation year.

037-20 Moved by Cr. Klumph that Council accept the letter from Alberta Municipal Affairs, dated January 2, 2020 regarding the Correction Notice - updates to the Assessment Year Modifiers for the 2020 taxation year as information.

CARRIED UNANIMOUSLY

Letter from the Alberta Health Services dated January 10, 2020 regarding Public Health Information for Municipalities on the Legalization of Cannabis Edibles, Extracts and Topicals.

038-20 Moved by Cr. Assaf that Council accept the letter from Alberta Health Services dated January 10, 2020 regarding Public Health Information for Municipalities on the Legalization of Cannabis Edibles, Extracts and Topicals, as information.

CARRIED UNANIMOUSLY

Letter from Community Futures Yellowhead East dated January 20, 2020 requesting free or reduced room rates for municipality owned meeting spaces.

039-20 Moved by Cr. Kluin that Council accept the letter from Community Futures Yellowhead East dated January 20, 2020 requesting free or reduced room rates for Town owned meeting spaces, as information.

CARRIED UNANIMOUSLY

Letter from the Office of the Lieutenant Governor, dated January 10, 2020 regarding the nomination Nominees for The Alberta Order of Excellence.

040-20 Moved by Cr. Penny that Council accept the letter from the Office of the Lieutenant Governor, dated January 10, 2020 regarding the nomination Nominees for The Alberta Order of Excellence, as information

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Klumph thanked Misty Ridge and the County of Barrhead for putting in a new tow rope at the ski hill.

RECESSED

041-20 Moved by Cr. Assaf recessed the meeting at 7:00 p.m.

CARRIED UNANIMOUSLY

RECONVENED

042-20 Moved by Cr. Penny reconvened the meeting at 7:30 p.m.

CARRIED UNANIMOUSLY

CLOSED SESSION – LAND AND LEGAL UPDATE FOIP ACT SECTIONS 16 & 23

043-20 Moved by Cr. Smith that Council go in closed session at 7:30 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

044-20 Moved by Cr. Smith that Council come out of closed session at 8:28 p.m.

CARRIED UNANIMOUSLY

045-20 Moved by Cr. Assaf that Council set the dates for the following meetings:

- Budget Meeting Retreat to April 16, 2020 at 5:30 p.m.
- Special Meeting to April 21, 2020 at 12:00 p.m.
- Annual Meeting to April 28, 2020 at 7:00 p.m.

CARRIED UNANIMOUSLY

ADJOURN

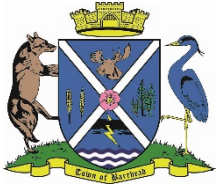
046-20 Moved by Cr. Penny that the Council Meeting be adjourned at 8:28 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc



REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: February 11, 2020
Re: 5:30 p.m. Delegation

1.0 PURPOSE:

Delegation – Ms. Michelle Jones, Manager of Community Futures Yellowhead East at 5:30 p.m.

2.0 BACKGROUND AND DISCUSSION:

Ms. Michelle Jones will present Council an overview of the results from the Business Diversification Strategy Report and provide some information on upcoming Business Education Training Sessions and Lemonade Day.

3.0 ALTERNATIVES:

3.1 That Council accepts the presentation from Ms. Michelle Jones, Manager of Community Futures Yellowhead East, as information.

4.0 FINANCIAL IMPLICATIONS:

Not Applicable

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

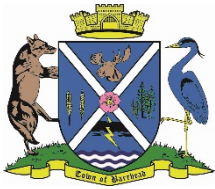
8.0 ATTACHMENTS:

Letter from Community Futures Yellowhead East, dated January 22, 2020.

9.0 RECOMMENDATION:

That Council accepts the presentation from Ms. Michelle Jones, Manager of Community Futures Yellowhead East, as information.

(original signed by the CAO)
Edward LeBlanc
CAO



Item No. 6(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 11, 2020

Re: Proposed new Recreation Facility Rentals Rates - Policy # 72-002

1.0 Purpose:

To approve a proposed new Recreation Facility Rentals & Rates Policy # 72-002.

2.0 Background and Discussion:

The proposed new Policy outlines numerous “housekeeping” items that will provide further clarity and information to the existing policy.

To assist in reviewing the proposed changes, the attached draft shows any proposed deletions as ~~striketroughs~~ and any proposed new wording is found in **red bold** lettering.

Starting on Page 33 of the attached draf, it includes an ice allocation procedure that will be used should a schedule can not be agreed upon by the users during the annual Ice User Meeting(s). Administration is introducing this procedure, based on similar procedures found in several other communities.

For ease of reference, all rates are now shown in one grouping at the end of this particular version of the Policy.

3.0 Alternatives:

3.1 Council approve the proposed new Recreation Facility Rentals & Rates Policy # 72-002, as presented.

3.2 Council amends the proposed new Recreation Facility Rentals & Rates Policy # 72-002, as directed to Administration.

3.3 Council instructs Administration to provide further information to the proposed new Recreation Facility Rentals & Rates Policy # 72-002 and to bring back the information at the next Council Meeting.

4.0 Financial Implications:

Not applicable, as any new user rates were formally adopted by Town Council during their meeting of December 10, 2019.

5.0 Interdepartmental Implications:

The proposed amendments are limited to the Town's Recreation and Parks Department.

6.0 Senior Government Implications:

Not applicable

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

8.1 Proposed new Recreation Facility Rentals & Rates Policy # 72-002.

9.0 Recommendations

Council approve the proposed new Recreation Facility Rentals & Rates Policy # 72-002, as presented.

(original was signed by the C.A.O.)

Edward LeBlanc
CAO

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 72-002)
Recreation Facility Rentals & Rates Policy

Effective Date: 98/10/13
Revised Date:

PROCEDURES:

The Town of Barrhead Recreation Director of Parks & Recreation will ensure that all facility & and program rental rates and policy be implemented as approved by Town Council. All rates are attached to this policy as "Appendix A."

A. ARENA RENTAL FEES DEFINITIONS AND PROCEDURES

Arena Ice User Fees – Hourly Rate:

.1 Youth Activities (Minor Hockey, Figure Skating, Ringette)	\$100.00
.1 use before 9:00 a.m. (Mon-Fri)	\$88.00
.2 School use (Mon-Fri)	\$41.00
.2 Adult	\$168.00
.1 adult use 11:00 p.m. - 8:00 a.m.	\$168.00
.3 Adult Hockey Admission Charge Non-Local	\$177.00
.4 Private Booking	\$100.00
.5 Summer Ice – Local (July 15 – Sept.30)	\$130.00
.6 Summer Ice – Non-Local (July 15 – Sept.30)	\$140.00

* ~~Add GST to all rental rates above.~~

** ~~Fee includes free Charles Godberson Rotary Room Usage, for each 10-hour day booked during sports tournaments (i.e. hockey, figure skating, swim club) – when available.~~

1. Arena Ice User Definitions

- I. Adult Recreation Ice- will apply for adult recreation leagues, separate rates for inside or outside of Town or County apply as per "Appendix A".**

- II. Block Ice Time – will mean ice time booked at the beginning of the season by any user group, and will be a total of 25 hours or more during that season.
- III. **Competitive Hockey- will mean leagues which charge admission.**
- IV. Ice Unit – will mean a period of ~~55~~ **45** minutes for ice use, and ~~5~~ **15** minutes to clean the ice. ~~Each Ice Unit will be charged at the rates above, otherwise called hourly rates.~~
- V. **Minor Ice- will mean youth activities including but not limited to Minor Hockey, Figure Skating, or Ringette.**
- VI. ~~Private Booking Rate~~ **Youth Ice** – will apply where the majority of users are youth (0-17 years of age) otherwise adult **recreation ice** rates will apply.
- VII. **School Ice Rental- will mean school group, such as a Physical Education class, use between Monday to Friday.**
- VIII. **Summer Ice- will mean indoor ice scheduled between July 15th and September 30th.**

2. Arena Ice User Procedures

I. General Requirements

~~All rates are based on Ice Units as defined in this policy.~~

- a. User groups requesting ice for the current season will do so stating dates, times, and other particulars at the annual ice user groups meeting of the current year.
- b. All user groups who are requesting ice for the upcoming ice season must submit a signed user agreement, acknowledging procedures and rules of the facility.
- c. Upon receipt of all potential ice user requests for the current season, the Director of Parks & Recreation or their delegate will schedule a meeting of all ice users in April, and again in August to finalize requests for ice. A final schedule for the season will be determined at this joint meeting and copies of the schedule will be forwarded to all ice users. The Parks & Recreation Department reserves the right to adjust ice schedules on daily/weekly/monthly basis to best utilize the ice and accommodate ice users.
- d. Upon completion of the yearly ice allocations, user groups will be required to be responsible for the scheduling of their Block Ice Time including tournaments (with the exception of Christmas holidays and New Years Day – December 24 – January 1 inclusive). This includes a Cancellation Policy for ice allocations and user groups will be responsible for payment of all Block Ice Time whether it is used or not **as outlined in the Policy.**

- e. **Upon completion of the yearly ice allocations**, user groups will be required to coordinate all times with the Recreation Director **of Parks & Recreation or their delegate** so that there is appropriate staff, and weekly schedules are kept up to date ensuring maximum use of the facility.

~~User groups requesting ice over the Christmas Holiday with the exception of December 25, 26 and January 1, will be required to submit their requests to the Recreation Director 20 working days prior to December 24 in a minimum of 8 hour blocks.~~

- f. Any damages incurred to the facility before, during, and after the game by players or teams will be the responsibility of the team.
- g. Public Skating will be free of charge. A donation of ~~\$400.00~~ **\$107.10** per month will be found from businesses and/or service clubs to fund public skating. Donor recognition will be placed on the Agrena digital sign for the month.

II. **Commercial Competitive/Adult Teams**

- a. ~~Commercial~~ **Commercial Competitive** and Adult Teams will be responsible for the scheduling of their Block Ice Time, excluding tournaments (with the exception of Christmas holidays and New Years Day – December 24 – January 1 inclusive). This includes a Cancellation Policy for ice allocations and user groups will be responsible for payment of all Block Ice Time whether it is used or not **as outlined in the Policy**.
- b. ~~Commercial~~ **Commercial Competitive** and Adult Teams will be allotted a minimum of **an hour and a half** ~~1.5 Ice Units~~ per booking which will include warm up and the flooding of ice.
- c. If the game/practice should exceed the allotted time booked, then the team will be charged accordingly. The ice time following them must not be booked by another team in order for the first team to remain on the ice and facility staff must be scheduled to remain on duty.
- d. Any damages incurred to the facility before, during, and after the game by players or teams will be the responsibility of the team.

III. **Minor Hockey/Figure Skating/Fun Hockey/Ringette Clubs**

- a. Scheduling of Block Ice Time will be the responsibility of the Barrhead Minor Hockey Association, Barrhead Figure Skating Club, Ringette Club, and Fun Hockey.
- b. Each practice booking is based on a ~~55~~ **45** minute time slot (applicable to Minor Hockey, Ringette, Figure Skating and Fun Hockey).

- c. All bookings must be coordinated through the appropriate club to the ~~Recreation Director or assigned staff~~ **Director of Parks & Recreation or their delegate**.
- d. Any damages incurred to the facility before, during, and after the game by players or teams will be the responsibility of the team.

IV. Ice Use Prior to 9:00 A.M.

- a. Requests for ice use prior to 9:00 a.m. from all Ice Users must be submitted at the beginning of the season and will be scheduled in conjunction with other schedules set.
- b. Ice Users will be responsible for ensuring that all users wear protective gear required for the sport during usage, to the satisfaction of the Town.
- c. Ice Users will be responsible for ensuring that all activities undertaken in the facility will be done so safely, to the satisfaction of the Town.

V. Tournaments

- a. Requests for Tournaments from all Adult **Recreation** Ice Users must be at the beginning of the season and will be scheduled in conjunction with the Tournament requests from Barrhead Minor Hockey Association, **Ringette**, Barrhead Figure Skate Club, and Fun Hockey.

VI. Figure Skating Carnival & Spring Skating Schools

- a. Requests for the above noted events will be forwarded by the club to the ~~Recreation Director~~ **Director of Parks & Recreation or their delegate** at the beginning of the current season.

VII. Special Events

- a. The Town of Barrhead ~~Recreation, Parks & Tourism~~ **Parks and Recreation** Department reserves the right to book Special Events during regular season as deemed necessary by the ~~Recreation Director~~ **of Parks & Recreation**. The Director will do so by consulting all affected user groups, and schedule these events, ensuring maximum use of the facility.

VIII. Payment

- a. Ice time will be billed monthly or groups may choose to pre-pay for the entire season.
- b. User groups who are in good standing will be allowed to make payment within 30 days of invoice date.

- c. At the discretion of the ~~Recreation Director~~ **of Parks & Recreation** and/or the Director of ~~Finance and Administration~~ **Corporate Services**, new and/or existing user groups may be required to make payment within 15 days of invoice date dependent on payment history, or if payment delinquency is evident.
- d. Ice rentals will be available to all groups who are in good financial standing with the Town.

IX. Public Use

- a. The ~~Recreation Director or assigned staff person~~ **Director of Parks & Recreation or their delegate** will schedule bookings for private and/or public events in conjunction with all block booking ice users which will accommodate the best use of the ice.

X. Mechanical & Facility Considerations

- a. The ~~Director of Recreation Services~~ **Director of Parks and Recreation** and Recreation/Parks Foreman reserve the right to cancel any bookings due to mechanical or facility inadequacies (i.e. Ice Plant operations and facility deficiencies).

Charles Godberson Rotary Room and Kitchen User Fees

.1 Charles Godberson Rotary Room – Hourly	
.1 Meetings, Socials, etc.	\$50.00

.2 Charles Godberson Rotary Room – Birthday Parties	
.1 Includes 1 hour of use after Private Rental (must be pre-booked and paid for in advance)	\$31.50 (includes GST)

.3 Charles Godberson Rotary Room – Half Day	
.1 Meetings, Socials, etc.	\$100.00

.4 Charles Godberson Rotary Room – Full Day	
.1 Meetings, Socials, etc.	\$150.00
.2 Sports Tournaments	No Charge, for each 10-hour day booked during tournaments

.5 Agrena Kitchen/Concession	
.1 Hourly	\$80.00
.2 Half Day	\$120.00
.3 Full Day	\$170.00
.4 Concession Lease	\$591.43

~~* Add GST to all rental rates above.~~

~~Damage Deposit~~ ————— ~~1/2 day rental rate~~

~~Non-refundable Deposit~~ ——— ~~25% of applicable category~~

3. Charles Godberson Rotary Room and Kitchen User Definitions

- I. Full Day - will mean any period in excess of 4 hours, to a maximum of 8 hours (any additional time will be charged the hourly rate).
- II. Half Day - will mean any period up to a maximum of 4 hours.
- III. Hourly - will mean any period one hour or less.
- IV. Block Booking - will mean the user group has pre-booked the facility at the beginning of the season for specific dates and times for the remainder of the season, as identified in the rental agreement.
- V. Nonprofit Groups - groups/associations currently registered under the Societies Act of Alberta.
- VI. Season - normal season of minor sport being organized.
- VII. ~~GST - Goods and Services Taxes are additional to the above prices, as applicable~~
- VIII. ~~With Assistance - Town staff will unlock and lock facility, set up and take down tables as directed, wash floor as needed. Renter will be responsible for picking up and taking out garbage, and sweeping and dry mopping floors.~~

~~Charles Godberson Rotary Room and Kitchen Renters Categories~~

- ~~1. Meetings, Birthday Parties, Workshops, Clinics, Socials, Weddings, Anniversaries, Funerals, etc.~~
- ~~2. Nonprofit Groups, must be a member of Societies Act of Alberta.~~
- ~~3. Town of Barrhead sponsored events, etc.~~

4. Charles Godberson Rotary Room and Kitchen User Procedures

I. Renter's Responsibility

- ~~To pay damage deposit prior to use.~~
- a. **It will be the Renter's responsibility** to block book the facilities if required, with the inclusion of a No Cancellation Policy, which means that rental charges will apply whether the facility is used or not, unless extenuating circumstances occur which require other consideration.
 - b. **The Renter must** fill out a Rental Agreement Form (~~see attached Schedule 1~~)

~~Set up the tables and chairs~~

~~Paper tables if necessary~~

~~Stack all tables and chairs at the end of the function/event.~~
 - c. **Renters must** remove all supplies brought in for the function.

~~Pick up all garbage, bag and place in the dumpster provided.~~
 - d. **Renters will** obtain any and all licenses required by any other government agency in order to hold the event (i.e. liquor licenses).
 - e. **The Renter must** ensure that the hall is left in a clean and tidy manner.
 - f. Renters are responsible for all damages to the facility that occurs while they rent the facility.

~~Non-refundable deposit is due at the time of booking to hold facility and will be deducted from the rental fee (no GST on non-refundable deposit)~~

~~Damage Deposit is due before rental date and will be refunded after event if no damage is reported (no GST on damage deposit).~~
 - g. **The** rental fee must be paid before the event.

II. Town's Responsibility

- a. It will be the Town's responsibility to maintain access to clean and fully equipped washrooms.
- b. **The Town staff will assist with the setup and take down of tables and chairs if required.**

5. Walking/Running Track Definitions and Procedures

I. Walking/ Running Track Definitions

- a. Summer hours- **will be in effect from** April 1st to September 30th, Monday to Friday from 8:00 a.m. to 5:00 p.m. (~~Free Admission~~) ~~Recreation Staff to monitor users periodically.~~
- b. Winter hours- **will be in effect from** October 1st to March 30th, (~~Free Admission~~) Monday to Sunday as per arena schedule. ~~And monitored by Agrena staff.~~

II. Walking/Running Track Rules of Use and Procedures

- a. **The Walking/Running Track is free admission.**
- b. **Arena staff will monitor users periodically.**
- c. No roller blades, skate boards or scooters used on track.
- d. No metal cleats on track.
- e. No pets allowed.
- f. Strollers will be permitted on the track with clean wheels.
- g. All groups and/or individuals must ensure appropriate supervision for participants.
- h. ~~Town of Barrhead~~ **Arena** staff reserve the right to refuse use of the track if consumption of **drugs or** alcohol is evident.

A.3.1 ~~Agrena Ice Surface (Off Season) User Fees:~~

	Hourly	Half Day	Full Day
.1 Socials, Graduations, Weddings, etc.	\$ 400.00	\$ 650.00	\$ 1,000.00
.2 Agricultural Shows, Rodeos, Fairs, etc.	\$ 500.00	\$ 750.00	\$ 1,200.00
.3 Commercial Rentals (Trade Shows, etc.)	\$ 600.00	\$ 1,000.00	\$ 1,500.00
.4 Nonprofit Group Rentals	\$ 350.00	\$ 550.00	\$ 800.00
.5 Out of Town Rentals (groups, rentals)	\$ 500.00	\$ 750.00	\$ 1,200.00
.6 In-Line Hockey, Ball Hockey, Rollerblading — 8:00 a.m. — 5:00 p.m.	\$ 65.00		
.7 In-Line Hockey, Ball Hockey, Rollerblading — 5:00 p.m. — 10:00 p.m.	\$ 80.00		

~~*Add GST to all rental rates above.~~

~~Damage Deposit~~ ———— ~~1/2 day rental rate, according to category~~

~~Non-refundable Deposit~~ — 25% of applicable category

~~A.3.2~~ ———— ~~Arena Ice Surface (Off Season) Renters Categories:~~

~~.1 Socials, Bingos, Graduations, Banquets, Auctions~~

~~.2 Agricultural Shows/Sales, Fairs & Rodeos~~

~~.3 Commercial Rentals, Trade Shows, Car Shows etc.~~

~~.4 Nonprofit Groups, must be currently registered under the Societies Act of Alberta~~

~~.5 Out of Town rentals (groups/rentals)~~

6. Arena Ice Surface (Off Season) User Definitions

- I. Full Day - will mean any period in excess of 4 hours, to a maximum of 8 hours.
- II. Half Day - will mean any period of 4 hours or less.
- III. Renter's & Town's Responsibilities - refers to Group Use, and not Program Use.

~~GST - Goods and Services Taxes are additional to the above prices, as applicable.~~

7. Arena Ice Surface (Off Season) User Procedures

I. Renter's Responsibility

~~Fill out a Rental Agreement Form (see attached Schedule 1)~~

- a. **The Renter must** obtain permission, in writing, from the ~~Recreation/Parks~~ **Parks & Recreation** Foreman, prior to moving any vehicle over 1,500 kilograms onto the floor surface.
- b. **The Renter is responsible for** set up all additional equipment required for their event and remove immediately following the event.
- c. **The Renter must** obtain any additional electrical hook-ups or lighting.
- d. **The Renter is responsible for the** supply and install of any floor coverings required, and remove the same immediately following the event.

II. Town's Responsibility

- a. It will be the Town's responsibility to provide access to clean and fully equipped bathrooms.
- b. **The Town will** supply and access to the public announcement system.

- c. **The Town will** supply chairs and tables as are required, including pick up after the event. **Please note this refers to events held at the Agrena only; refer to section C2 for off-site table and chair rentals.**

A.3.5 Arena Advertising

~~.1 Please see attached "Schedule 2," Agrena Board Advertising Agreement.~~

A.4.1 Arena Storage Unit Rentals

.1 Rental Rates

	<u>Per Year</u>
.1 Annual rental of one Arena Storage Unit	\$ 200.00/unit

~~*Add GST to above rental rate.~~

8. Arena Advertising Procedures

- I. **Arena advertising is available on (but not limited to): Ice Scooters, Bleacher Risers, Ice Logos, Dash Boards, Zamboni, Dressing Rooms, Arena Glass, and Centre Ice Logo.**
- II. **The Director of Parks & Recreation may negotiate advertising in other locations within the arena, at his or her discretion.**

B. BALL DIAMONDS RENTAL FEES AND PROCEDURES

B.1.1 Ball Diamond User Fees:

.1 Tournaments - Minor Ball

	<u>Per Day</u>
.1 Diamonds & Concession	\$97.80
.2 1 Diamond	\$34.50
.3 Concession Only	\$28.75

.2 Tournaments - Other

	<u>Per Day</u>
.1 Diamonds & Concession	\$195.50
.2 1 Diamond	\$69.00
.3 Concession Only	\$57.50

~~**.3 Camping Fees**~~

	<u>Per Day</u>
.1 Camping in designated area of ball diamonds (*with permission)	\$ 25.00/unit/night

~~.4~~ Rental Fees For Non-League Teams

	<u>Per Game or Practice</u>
.1 Games	\$31.25
.2 Practices	\$15.00

~~.5~~ Rental Fees For Ball Leagues

	<u>Per Team Per Season</u>
.1 Senior Men's or Ladies	\$144.00
.2 Fast Ball	\$144.00
.3 Slo-Pitch	\$144.00

~~.6~~ Rental Fees for Minor Ball Leagues

	<u>Per Team Per Season</u>
.1 Minor Ball _____ .1 T-Ball	\$23.00
.2 Mite to Bantam	\$34.50
.3 Midget	\$46.00

* _____ Add GST to all above rates

B. BALL DIAMONDS DEFINITIONS AND PROCEDURES

1. Ball Diamond User Definitions

- I. Rental Fees for Ball Leagues - refers to rates Per Team Per Season, using diamonds 12-16 weeks in the season. Games and practices been held each week.

2. Ball Diamond User Procedures

NOTE Minor Ball gets first chance preference at scheduling. Ball Users meeting to be held in April.**

I.Renter's Responsibility

- a. It will be the Renter's responsibility to book ball diamonds by contacting the **Parks &** Recreation Department. Bookings will be taken on a first come first

serve basis. In the event of adverse weather conditions, no guarantee will be given to the groups regarding usability of the Ball Diamonds.

- b. **Renters must** provide their own supervision during their booking. ~~if using concession/kitchen, clean it to its original condition, immediately following the event. Should the group fail to clean the concession/kitchen properly, it will cleaned by the Town crew at the renter's sole cost.~~
- c. **The Renter will** pay for all damages incurred to the facilities under their control.
- d. For tournaments, it will be the Renter's responsibility to mark out the diamonds throughout their use, ~~provide their own utensils and supplies for the concession booth,~~ arrange for appropriate fencing, for such events and acquire appropriate liquor permits, and clean up the area during and immediately after the event by removing all garbage from surrounding area and placing it in appropriate cans and/or dumpsters.
- e. **The Renter must** pay for all fees in advance at the ~~Town Office~~ **Barrhead Regional Aquatics Centre front desk.**

II. Parks & Recreation Department Town's Responsibility

- a. It will be the Town's **Parks & Recreation Department's** responsibility to float the diamonds through the season, 1 to 2 times per week, or as deemed necessary by staff. For tournaments, the Town will float diamonds once only prior to the first game beginning.
- b. **The Parks & Recreation Department will** provide garbage cans, toilet paper, hand towels and garbage bags.
- c. **The Parks & Recreation Department will** provide ball diamonds in a usable state, mowed and leveled.
- d. **The Parks & Recreation Department** is responsible for providing access to maintained and fully equipped washrooms.

~~Provide necessary training to ensure that the renters are familiar with the equipment in the concession booth, and are able to use it in a safe manner.~~

C. MISCELLANEOUS EQUIPMENT RENTAL FEES AND PROCEDURES

C.1.1 ~~Miscellaneous Equipment User Fees:~~

.1 Equipment Pick Up at Arena	Note: 3 days weekend
.1 Tables (50 Available)	\$ 10.00 Each/weekend
.2 Chairs (500 Available)	\$ 3.00 Each /weekend

A 10% damage deposit is required for all rentals, to have the deposit returned all tables and/or chairs must be returned damage free and clean.

* ~~Add GST to above rental rates~~

~~C.1.2~~ ~~Miscellaneous Equipment User Definitions:~~

- ~~.1 Equipment Pick Up at Arena will be either at 10:00 A.M. or 3:00 P.M., after payment of fees at the Recreation Office. All equipment must be returned to where it was picked up.~~
- ~~.2 Equipment Pick Up at Recreation Office will be after payment of fees at Recreation Office or Town Office. All equipment must be returned to where it was picked up.~~

C. MISCELLANEOUS EQUIPMENT RENTAL DEFINITIONS AND PROCEDURES

1. Miscellaneous Equipment User Definitions

- I. Community Groups- will mean a group that operates for a specific purpose or service in a community for the public benefit of the members of the community.**
- II. Non- Profit Organizations- will mean an organization under the Agricultural Societies Act, Companies Act, Religious Societies Land Act, and Societies Act.**
- III. Private Rental- will mean a rental made by any person or organization that is not a community group or non-profit organization.**

2. Table & Chairs Rental Procedures

- I. Table and Chairs will be provided to Community Groups and Non-Profit Organizations with no rental charge.
- II. Where applicable rental charges, delivery & pick up charges and deposit must be paid in full prior to pickup or delivery.
- III. Pick up/return will take place at the Arena at the prearranged times scheduled with the **Parks &** Recreation Department. All tables and chairs must be returned to where they were picked up.
- IV. All tables and chairs to be returned in clean condition, wiped down if necessary, and user must report any damages.
- V. Users will be responsible for any additional charges for repairs or replacements over and above deposit if costs are not covered by the amount of deposit.
- VI. Requests for delivery/pick up of tables and chairs, to be provided by Town staff, must be provided 14 days in advance in order to schedule staff.

- VII. If Town is picking up equipment, all tables and chairs must be folded and chairs stacked on site prior to scheduled pick up time.
- VIII. Tables and chairs rentals or usage is to be conducted within the Town limits or Town facilities.
- IX. Deposit of \$ 100.00 will be paid on all rentals whether private, community group or non-profit organization. Deposit to be returned upon receipt of clean, non-damaged tables & chairs.
- X. Town will determine the number of staff required for any delivery and/or pick up requests.

3. Bounce House Rentals Procedures

- I. Any person in charge of a private rental event of Town-owned bounce houses is required to sign a Bounce House Usage Agreement and adhere to the rules set forth in the Agreement.**
- II. Any child under the age of 18 that participates in a private rental event must have written consent from their parent or guardian on the Bounce House Participant Waiver.**
- III. The Town-owned bounce houses must remain in the Agrena for private rental events.**

4. Recreation User Group Storage Facilities Procedures

- I. Any and all users of Town recreation facilities who store items in Town recreation buildings or on Town lands, must provide their own replacement insurance for all items on site.
- II. If the such groups do not wish to purchase insurance they then must sign a waiver to release and save harmless the Town, its elected officials, officers, employees and agents from all claims, liabilities and demands which may be brought or made against the Town and shall indemnify the Town, its elected officials, officers, employees or agents from all liabilities, judgments, cost, damages or expenses in any way arising out of the occupation or rental of such Town facility or any act or deed or any omission to act of the organization while occupying any sites.

~~.2 The following rental rates will be reviewed and adjusted as required.~~

Agrena Under Bleachers	Minor hockey, Figure skating, Fun Hockey, Ringette	\$200.00 per club per season
Agrena Dressing Room	Minor Hockey	\$200.00 per season

~~*Add GST to above prices~~

5. Stage Rental Procedures

- I. The Town-owned stage must remain in the Arena when used by pre-approved organizations.

D. ~~BARRHEAD REGIONAL AQUATICS CENTRE RENTAL FEES DEFINITIONS AND PROCEDURES (Effective Jan. 1/18)~~

D.1.1

	Daily	10-pass	1-month	3-month	6-month	12-month
Tot (0-2)	Free	Free	Free	Free	Free	Free
Child (3-12)	\$4.00	\$35.00	\$28.00	\$78.00	\$155.00	\$240.00
Youth (13-17)	\$5.25	\$50.00	\$45.00	\$127.00	\$246.00	\$350.00
Adult (18-64)	\$8.40	\$73.00	\$55.00	\$160.00	\$310.00	\$470.00
Senior (65+)	\$6.30	\$55.00	\$40.00	\$120.00	\$240.00	\$360.00
Family	\$17.50	\$160.00	\$145.00	\$420.00	\$625.00	\$1,000.00

*GST Is Included in Above Rates

Pool Rental will only be granted before or after regular Aquatic Centre hours					
Pool rental	1-40 people	41-60 people	61-80 people	81-100 people	
Inside of Town or County	\$126.00	\$173.25	\$215.25	\$262.50	
Outside of Town or County	\$252.00	\$262.50	\$294.00	\$354.90	
School Use while in session					
School Use while in session	1-40 people	41-60 people	61-80 people	81-100 people	100-120 people
Schools inside the Town or County	\$73.50	\$105.00	\$136.50	\$173.25	\$210.00
Schools outside the Town or County	\$126.00	\$147.00	\$204.75	\$246.75	\$288.75

*GST is included in above rates

D.1.2

Swim Club Pool Usage				
Swim-club	5 lanes	\$21.00 per lane per use	Swim meet use 8 hours	\$1,018.50

*GST is included in above rates

Lessons	Per lesson set per child	Pre-school	\$48.00
		Level 1-6	\$53.00
		Level 7-10	\$58.00
		Private — 4 Classes or more (per lesson)	\$33.00

		Semi private (per lesson)	\$22.00
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~~*GST added to above rates for ages 15 years or over~~

1. Barrhead Regional Aquatics Centre Definitions

~~GST- Goods and Services Taxes are to be added to all prices.~~

- I. Tot - persons between 0 and 2 years of age.
- II. Child – persons between 3 and 12 years of age.
- III. Youth – persons between 13 and 17 years of age.
- IV. Adult - persons between 18 and 64 years of age.
- V. Senior - persons who are 65 years of age and older.
- VI. Family – all members of the same household related by birth, legal status or marriage, up to a maximum of two adults and an unlimited number of children aged 17 years or under, and/or including full time students up to 25 years of age.

VII. Corporate- 5 or more employees of the same corporation, community groups and non-profit organizations.

2. Barrhead Regional Aquatics Centre User Procedures

I. General Facility Use

- a. Pool must be booked for a minimum of one hour.
- b. Bookings must be made at least ~~14 days~~ **5 days** before the planned use, unless other arrangements have been made.

II. Cancellation

- a. All cancellations must be communicated to the **Parks &** Recreation Department at least 7 days before the rental or all fees will be in effect.

III. Waivers

- a. School must supply, before utilizing the facilities, a copy of a signed, properly executed, waiver form from all participants under the age of 18. Any participant lacking this form will be denied use of the facility.

IV. Additional Lifeguards/Instructors

- a. The Aquatic Supervisor or Head Lifeguard will have the sole discretion to require any additional Lifeguards or instructors if, in their opinion, they are required.
- b. The ratios presented in this procedure are minimums.
- c. The Aquatic Supervisor or Head Lifeguard will examine the participants, the needs of the participants, and the goals of the School when determining the number of Lifeguards or Instructors required.

V. Recreation Swim Rentals

- a. All recreation swim rentals include one lifeguard minimum, use of lifejackets, teaching equipment and accessories.
- b. In all recreation swim rentals, the Lifeguard to participants ratio will be as follows: 1 for 40 participants, 2 for 75 participants, 3 for 100 participants, and 4 for 100+ participants.
- c. **Recreation swim rentals must occur before or after regular hours.**

VI. Aquatics/ Water Fitness Classes

~~The rate includes one qualified Aquatics/Water Fitness Instructor.~~

- a. The instructor/Participant ratio is subject to **pool capacity and equipment availability**. ~~1 instructor per 20 participants, Additional instructors and/or lifeguards will be required for any number of participants in excess of 20.~~

3. Swimming Lesson Procedure

- I. **Parent & Tot- 1 instructor/ 10 Students, all students must be accompanied by an adult in the water.**
- II. **Preschool 1-5- 1 instructor/5 students, minimum age 3, maximum age 5.**
- III. **Level 1- 6 - 1 instructor/10 Students – minimum age 5 6, must have completed prior level and present report card or complete a swim evaluation.**
- IV. **Rookie/Ranger/Star Level 7-10 - 1 instructor/ 10 Students, must complete a swim evaluation.**
- V. **Semi-Private Lesson (1/2 hr)- 1 instructor/up to 5 students maximum age 6, or 1 instructor/ up to 10 students minimum age 6.**
- VI. **Private Lesson (1/2 hr)- 1 instructor/1 student of any age.**
- VII. All lessons must be prepaid. No registration will be accepted without payment.

VIII. Swim Lessons for Schools

- a. The rental rate includes one Lifeguard/Instructor.

- b. Instructors are available for lessons and/or Stroke Improvements programs.
- c. The instructor to student ratios are as follows: 1 instructor per 10 participants (age 6+ yrs) **within each level.**
- d. Instructors will have the option to teach from the deck or the water at their sole discretion.
- e. **Ribbons** Badges will be supplied to successful participants.

IX. Additional Course Instruction

- a. **Subject to availability, qualified instructors are available to teach First Aid, National Lifeguard (NL), or other courses when advertised.**

4. Lock Replacement Procedure

- i. **The Barrhead Regional Aquatics Centre provides locks for use free of charge while patrons are using the facility as a courtesy. In the event that a lock is lost or damaged, the individual who borrowed the lock will be charged a \$20.00 lock replacement fee.**

5. Special Events Procedure

- i. **The Town of Barrhead Parks and Recreation Department reserves the right to book Special Events as deemed necessary by the Director of Parks & Recreation.**

6. Corporate Discount Procedure

- i. **A corporate discount of 15% will be applied to annual youth, adult, or senior memberships for corporations, community groups and non-profit organizations signing up with 5 or more employees.**

9. Special Interest Group Instruction

- ~~Special interest groups are not schools and are not regular scheduled programs.~~
- ~~Instructed by pool staff with instructor ratios at a maximum of 1:8~~
- ~~Is an interest group that wishes to contract the pool to teach something the pool has a qualified instructor for (different from rental in that much lower ratios required).~~
- ~~Numbers based on 5 hours of instruction.~~
- ~~Prices subject to adjustment if a lower ratio or more time is required.~~
- ~~Prices do not include materials and supplies which will depend on the program and will be billed in addition to the price.~~
- ~~Prices do not include contract instructor fees.~~

D.1.5 Mini Golf:

.1 One Round Fee	FREE
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~~.2 Hourly Rental~~

FREE

E. ROTARY PARK RV CAMPGROUND DEFINITIONS AND PROCEDURES

E.1.1 ~~Rotary Park Camping Fees:~~

.1 Non-Electrical Sites	\$20.00/night
	\$120.00/week
.2 Electrical Site	\$25.00/night
	\$150.00/week

~~**MAXIMUM ALLOWABLE CONTINUOUS STAY: 14 DAYS~~

~~**GST is INCLUDED in above rates~~

1. Rotary Park Campground Definitions

- I. **Self-register- will mean each camper must register themselves upon arrival at the Rotary Park Campground by following the registration procedures below. The Town of Barrhead does not take campground reservations in advance.**

2. Self Registration Procedures

- I. Everyone must **self**-register to camp overnight.
- II. **Campers must** occupy a vacant campsite and note the campsite number and your vehicle license plate number on the self-registration envelope and remove receipt stub. Place appropriate fee (**cash or cheque**) in the envelope and seal, then deposit in the registration lock box. Fill in the receipt stub and place on your dash.
- III. **Alternatively, payments via debit or credit card may be made at the Barrhead Regional Aquatics Centre during business hours.**

3. Campground Rules

- I. All campers must register.
- II. Campers must camp, park and drive in designated areas only.
- III. Quiet hours are from 11:00 p.m. – 7:00 a.m.
- IV. All pets must be kept on a leash.

- V. Fires must be built in fire rings, stoves and grills only.
- VI. Fires must not be left unattended.
- VII. Fires must be completely extinguished before leaving.

F. CURLING RINK DEFINITIONS AND PROCEDURES

F.1.1 Curling User Fees:

	<u>Half Day</u>	<u>Full Day</u>	<u>Weekend</u>
.1 Main Floor	\$120.00	\$240.00	\$500.00
.2 Kitchen	\$60.00	\$100.00	\$180.00
.3 Refundable Deposit	\$ 50.00	\$ 100.00	\$ 200.00

* ~~Add GST to above rental rates~~

1. Curling Rink Facility User Definitions

- I. Facility Dimensions – the dimensions of the facility are 150 feet X 65 feet.
- II. Full Day – will mean any period in excess of 4 hours, to a maximum of 8 hours.
- III. Half Day – will mean any period of 4 hours or less.

2. Curling Rink Facility Procedures

- I. Facility may be rented out May 1st – September 30th.
- II. The upstairs lounge cannot be rented out.

G. SOCCER FIELD DEFINITIONS AND PROCEDURES

1. Soccer Field User Definitions

- I. Mini Kickers, First Kicks and Mini Soccer- **will mean children** age 5 and under. No charge for field use but a \$5.00 registration fee if Recreation Department handles registrations.
~~Youth rate: \$15.00 per field (2 hour booking) for both practices and games.
 Adult Rate: \$30.00 per field (2hour booking) for both practices and games. * Add GST to above rates.~~

- II. **Minor Soccer-will mean any division within the Barrhead Minor Soccer Association.**
- III. **Town-contracted organizations- will mean organizations which provide soccer camps or training on behalf of the Town, such as Challenger Sports.**

2. Soccer Field Procedures

- I. **There will be no charge for soccer field use for:** Mini Kickers, First Kicks, Mini Soccer, **or Town-contracted organizations.**
- II. **There will be a charge per field used for Minor Soccer, as per “Appendix A” fees.**

H. REFUND POLICY

1. Facility Rental Refund Policy

I. Ice Rink Rentals

- a. Requires 14 days or more notice of cancellation to receive a full refund.
- b. After 14 days **or less**, a 50% refund will be issued if a replacement for the ice time cannot be found. If a replacement can be found, a full refund will be issued.
- c. After 7 days **or less**, no refund will be issued if a replacement for the ice time cannot be found. If a replacement can be found, a full refund will be issued.

II. Charles Godberson Multipurpose Room Rentals

- a. Requires 7 days notice to cancel or no refund will be provided.

III. Swimming Pool Rentals

- a. Require 7 days notice to cancel or no refund will be provided.

2. Course Registration Refund Policy

I. Non-Medical Withdrawals

- a. A full refund or credit will be issued up to three working days prior to the start date of a program.

- b. A partial refund or credit will be issued two working days prior to the start date of a program, or within the first two classes. This refund is subject to a 15% administrative fee.
- c. There will be no refunds after the second class has completed.
- d. Unusual circumstances will be considered and will be subject to approval by the Director of Parks and Recreation or his delegate.

II. Medical Withdrawals

- a. A full refund will be issued with medical documentation, if withdrawal is prior to class commencement.
- b. If a class has already commenced, a pro-rated refund will be issued with medical documentation.
- c. Refunds or credit are not issued for classes missed during a session; non-attendance in a class does not constitute withdrawal.

3. Cancellation of Programs, Events, and Activities Refund Policy

- I. Programs, events, and activities may be cancelled by the Town of Barrhead based on the following circumstances:
 - a. Insufficient registration.
 - b. Unforeseen safety consideration.
 - c. Instructor or facilitator illness and/or unavailability.
 - d. Program or service materials not available.
 - e. Inclement weather conditions.
- II. The following options will be offered at the discretion of the Town of Barrhead in the event of program, event, or activity cancellation:
 - a. A full refund to the participant for fees paid.
 - b. The option to attend a re-scheduled class at a later date.

4. Pass Refund Policy

I. Medical Hold

- a. Passes can be put on hold for medical reasons for a maximum of one month.
- b. A written statement or form from your physician is required.

II. Medical Withdrawals

- a. A full refund will be issued with medical documentation, if withdrawal is prior to the pass commencement date.
- b. If a pass is already in use, a pro-rated refund will be issued with medical documentation.

III. Non-Medical Withdrawals

- a. A full refund or credit will be issued up to three working days prior to the start date of pass.
- b. There will be no refunds for non-medical withdrawals after the first day the pass is valid.
- c. Unusual circumstances will be considered and will be subject to approval by the Director of Parks and Recreation or his delegate.

5. Merchandise Refund Policy

- I. Swim goggles- A full refund will be issued if the product has a manufacturing defect, or a refund or exchange will be issued if the product has not been already worn in water.
- II. Swim diapers- No refunds will be issued for this product.
- III. Swim caps- A full refund will be issued if the product has a manufacturing defect, or a refund or exchange will be issued if the product has not been already worn in water.
- IV. Shampoo and conditioner- No refunds will be issued for this product.

6. Payment Method Policy

- I. Payments made by debit card will only be refunded back to the original debit card.
- II. Payments made by credit card will only be refunded back to the original credit card.
- III. Payments made by cash will only be refunded by cheque.

- IV. If a refund is requested by someone on behalf of the original customer, a letter authorizing the refund from the original customer must accompany the request.

Town of Barrhead Agrena Centre
User Agreement

THIS AGREEMENT made the _____ day of _____, 20_____.

BETWEEN:

AND:

Town of Barrhead
5607-47 Street
PO Box 4112
Barrhead AB
T7N-1A1

CLUB OR GROUP NAME _____
CONTACT NAME _____
PHONE NUMBER _____
EMAIL _____

Facility Rental

___ Ice
___ Dr. Godberson Rotary Room
___ Dry Floor
___ Concession

For Non-Seasonal Users

Rental Date ___/___/20___
Type of Event _____
Start Time _____
End Time _____
Anticipated Attendance _____
Alcohol Served Y N

I, the undersigned User Group Representative, have read the General Information, Terms and Regulations, the Waiver and Indemnity Clause and Arena Procedures and will comply with said document. I hereby certify that I have the authority to represent the above noted organization/group, have read, understand and agree to abide by the above terms, sign this voluntarily and with full knowledge of its significance, and will be responsible for all debts incurred under this application.

Print Name and Title of User Group Rep.

_____ / _____ /20_____

Signature of User Group Rep

Day

Month

Year

<p>OFFICE USE ONLY</p> <p><input type="checkbox"/> Fees paid</p> <p><input type="checkbox"/> Damage deposit</p> <p><input type="checkbox"/> Proof of Insurance</p> <p><input type="checkbox"/> Storage Locker</p>	<p>NOTES</p>
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User Agreement

Only the User Contact as named in the Agreement, have the authority to book or cancel ice time. Any requested changes in ice time must be in writing, (email or other).

The applicant agrees that before commencing use of the premises, they shall inspect the premises and equipment and shall immediately notify the Recreation Administration and/or on duty Arena Staff of any condition that may render the premises or equipment unsafe for use.

Prior to granting of this application, the applicant shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Town of Barrhead. The Town of Barrhead shall be included as additional named insured. Evidence of such insurance coverage shall be provided if required by the Town of Barrhead. Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence, including \$2,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits as the Town of Barrhead may require from time to time. The policy shall contain a clause providing that the insurer will give the Town of Barrhead thirty (30) days prior written notice in the event of cancellation or material change. The applicant shall provide the Town of Barrhead with accident of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Town of Barrhead ten (10) days prior to the granting of this License.

It shall be the sole responsibility of the applicant to determine what additional insurance coverage, if any, including but not limited to Worker's Compensation and Participants Insurance, are necessary and advisable for its own protection and /or fulfill its obligations under this License. Any such additional insurance shall be maintained and provided at the sole expense of the applicant.

The Town of Barrhead shall not be liable for any damage or injuries incurred while the organization is renting or using the Town of Barrhead facility and such organization/group shall release and save harmless the Town of Barrhead and its elected officials, officers, employees and agents from all claims, liabilities and demands which may be brought or made against the Town of Barrhead and shall indemnify the Town of Barrhead, its elected officials, officers, employees or agents from all liabilities, judgments, costs, damages or expenses in any way arising out of the renter's occupation or rental of such Town of Barrhead facility or any act or

deed or any omission to act of the organization or its servants or agents or any of them during the occupation of the arena as set out above.

The applicant warrants and represents that if he/she executes this application on behalf of a group or organization that the applicant has sufficient power, authority and capacity to bind the group or organization with his/her signature.

I have read the above and fully understand the terms and regulation and the waiver and indemnity clauses and will comply with said document.

Printed Name of Applicant _____

Signature of Applicant _____

Date _____

Town of Barrhead Agrena Centre

User Agreement

Any user with a balance owing 30 days after the end of the current ice season will be required to present proof to the Recreation Administration that the balance has been paid prior to being allowed on the ice, for the next ice season. The responsibility for making arrangements for payment with the Town of Barrhead rests with the user. This will be strictly enforced.

The user will be invoiced at the beginning of each month for the total ice time used during the previous month, or chose to pre-pay for the entire season. Questions or disputes regarding invoices for ice rental should be made directly with the Recreation Administration, in a timely manner.

PROCEDURES

The purpose of this manual is to outline and clarify rules, regulations and procedures that relate to both staff and patrons. It is the goal of this policy to set forth guidelines to ensure maximum safety for patrons and increase operating efficiency of the Barrhead Agrena. Revision of the procedure manual shall be made by Council. No action shall be taken on the revision of any item of the procedure manual except on written request of the group involved.

The Town of Barrhead Agrena Volunteers shall have the authority to enforce the procedures outlined in this manual in the absence of arena staff.

BOOKING AND PRIORITIES OF USE

1. All parties interested in booking regular weekly ice time for the upcoming ice season are encouraged to attend the **Ice User's Meeting (IUM)** held in the April to tentatively events and August to confirm events. Users will be notified of this meeting via email. The schedule determined at this meeting is final. No users are guaranteed the ice time they held in the previous season. **If a schedule cannot be agreed upon at the IUM, the Allocation Procedure will take effect.**

2. The weekend tournament schedule will be determined by written request at the August IUM prior to the upcoming season. Conflicts will be subject to the priority list in (5); **the Booking Agent will decide by lottery if conflicts cannot be resolved.**
3. **Minor leagues are defined as being Barrhead-based and having all registrants under the age of 18. Adult leagues are defined as being Barrhead-based and having all registrants 18 years of age or above.**

B. ~~Special Events (Tournament, etc)~~

1. ~~Anyone renting the ice for a one (1), two (2), or three (3) day event shall provide a \$500.00 non-refundable deposit thirty (30) days prior to the event.~~
 2. ~~Anyone who has not set up an account as a regular ice user will pay the full amount of the event rental seven (7) days prior to the event.~~
 3. ~~Any person(s)/group(s) from outside the Town of Barrhead area renting the arena must pay the rental amount in full fourteen (14) days prior to the event.~~
4. Renters must secure a \$2,000,000 liability insurance policy naming the Town of Barrhead as a third party insured on the policy; a copy of the policy must be presented to the Town before a rental is authorized.
 5. The Town of Barrhead has determined that certain user groups should have priority with regards to selecting ice time.

Leagues/groups booking ice time are subject to the following priority list:

a) Public skating -	Monday to Thursday	12:00pm to 1:00pm;
	Tuesday Adult 18+	10:30am to 11:45am
	Wednesday Tots	1:15pm to 2:00pm
	Sunday	6:30pm to 7:30pm

 - b) Minor leagues
 - c) Adult recreational/Commercial leagues
 - d) Pembina Hills Regional Division No. 7
 - e) All other rentals

Ice time will be allocated to nonprofit and minor sports for both skill development and competition and adult recreational groups for competition only. **Competitive adults may be permitted to practice time during the week day.**

~~A minimum of 9 hours per week must be available for parks and recreation programming (public skating, lessons etc)~~

~~Weekday Usage:~~ **see ice allocation procedure**

~~Non-profit organizations including charity and minor sports will have priority bookings during the Monday – Friday hours of operation.~~

~~Weekend Usage:~~ **see ice allocation procedure**

~~First priority will go to user groups making a day booking. This booking is to be identified at the Annual User Group meeting held in April and confirmed at the August meeting.~~

~~Second priority is to provide ice time to user groups booking a regular time slot for each weekend during the season excluding ice time used by day bookings. **see ice allocation procedure**~~

~~Occasional users may book ice once first and second priority users have booked.~~

- ~~• Summer floor rentals are subject to a \$1000.00 refundable cleaning/security deposit fee. (All or a portion will be refunded depending on the level of cleaning needed or the damage done.)~~

Efforts will be made to keep historical bookings consistent but cannot be guaranteed from year to-year. Any conflicts will be subject to the above priority list. Existing user groups with a regular timeslot in the previous season will get priority over new user groups, regardless of the age of the registrants.

6. Booking requests made after the **IUM** will be taken on a first-come first-served basis. If a booking request made after the **IUM** conflicts with an existing booking, it is the **user's** responsibility to get the approval of all affected leagues and forward this change to the **Booking Representative** at least seven days before the event.
7. The arena is closed all statutory holidays, unless by special request approved by Council.

SCHEDULE OF FEES

1. At the directed by council ice user rates **may be** adjusted annually to maintain an overall subsidy of 40% of arena costs each season.
2. Free use will only be granted through the annual grant-in-aid process. Applications must be submitted according to the grant-in-aid policy. Free use will be at the discretion of Council on the recommendations of the Recreation Administration upon written request from a public service organization as per Policy and Guidelines established.
3. **Outside leagues and private rentals are subject to the adult rental rate unless otherwise approved by Council.**
4. Limited storage at the arena is available for regular ice users with an approved rental agreement. Change rooms, under bleacher lockers, and other storage spaces are leased. **These rates will increase each year according to CPI and include GST.**
5. Fees left unpaid for more than 30 days will result in immediate cancellation of all upcoming ice time. Future bookings must be paid in advance.
6. Non-prime rates apply to ice bookings prior to ~~8:00 am~~ **9:00 am** and after midnight, Monday to Friday, as well as when school is in session, excluding holidays and non instructional days.

7. The Arena will provide one attendant for all functions. If the group organizing a high attendance event, special event or league game requests, or the Recreation Administration deems it necessary, additional staffing will be brought in and the group invoiced for the hourly rate. Adequate security will be the responsibility of the group organizing the event, as approved by the Recreation Administration.
8. Confirmation of ice requirements must be confirmed with Recreation Administration at least fourteen (14) days prior to the tournament (special event). The hours of ice booked on a day booking will be charged at the set rate regardless of usage unless the ice can be filled with another group.

CANCELLATION OF ICE TIME

1. Any ice renter shall notify the Booking Agent 14 days in advance if they wish to cancel any ice rental. The renter will be charged if they do not give proper notice:
 - 0% if the user group finds another user to fill their time
 - 50% if within 14 days of the rental
 - 100% if within 7 days of the rental
2. The Recreation Administration reserves the right, due to genuine emergencies, to postpone or reschedule any activity, with notice being given to the user groups by email as soon as possible.
3. Organizations renting the facility during the off-season must notify the Recreation Administration one week in advance of any cancellation.
4. **Ice rentals are for the sole use of the renter and are not to be sub-let to another user.**

DISCIPLINE

1. Management/staff reserves the right to evict, cause to be removed or refuse further bookings or admissions to person(s) or group(s) causing willful damage or abusing privileges in the facility. Further bookings will be denied to delinquent accounts and their sponsors.
2. Anyone found on the premises with liquor in his/her possession, without proper authorization, will be removed from the premises. Anyone found on the premises with illegal drugs in his/her possession will be reported to the proper authorities.
3. The use of tobacco, vapor or marijuana products is not permitted in the Arena. This includes dressing rooms, hallways and walkways as well as any staff or common areas. Anyone found using tobacco products in these areas will be asked to extinguish his/her

cigarette, cigar or pipe vaporizer or **E-cigarettes** and in the event of refusal to do so, will be asked to leave the arena.

4. Organizations including minor sports will be invoiced \$100.00 per offence, if found to be using tobacco, vapor or marijuana products of any kind. Organizations including minor sports will be invoiced the total costs of repairs for any willful damage.

OPERATING PROCEDURES

1. Dressing rooms shall be vacated within forty-five (45) minutes of completion of a game or any other activity. Any group causing Arena Staff overtime for failure to vacate on time will be invoiced in one half hour increments.
2. Any building alterations must, have the approval of the Director of Parks and Recreation.
3. The Town of Barrhead and Arena staff members will not be responsible for any loss, damage or theft of personal property.
4. The Director of Parks and Recreation is to have in his/her possession, keys to all doors and locks in the facility.
5. Skaters must leave the ice surface immediately once the time allotment has expired. In situations where extra maintenance work to the ice surface is required as a result of the actives of a ice user, skaters may be asked to leave the ice up to 10 minutes before the allotment has expired in order to effect the said work.
6. **No person** ~~Nobody~~ is allowed on the ice without skates during public sessions unless special permission is obtained from the Recreation Administration or a staff member. Wheel chairs and strollers are permitted for all school and public skating sessions.
7. Teams will supply their own locks for dressing rooms. The Arena reserves the right to remove locks at their discretion.
8. No tobacco, vapor or marijuana products, food, or drinks will be permitted on the ice surface at any time.
9. The compressor room, boiler room and ice machine storage room are strictly out of bounds to all persons except facility personnel and authorized maintenance persons.

10. All users are to utilize dressing rooms for skate and equipment changing with the exception of Public Skating.
11. No person is permitted on the ice surface while the ice machine is operating, **except to move nets, and then must immediately leave the ice surface. The ice machine must leave the ice and the gates closed prior to anyone taking to the ice surface.**
12. **No glass will be removed around the ice surface without authorization from the Director of Parks and Recreation. Requests must be made one (1) month prior to the event and may incur a fee.**

~~The P.A. system and time clock are not to be used without permission of the Recreation staff.~~

~~The office telephone is restricted for staff only.~~

The Arena will supply one attendant for all functions. If the group organizing a high attendance event, special event or league game requests or the Recreation Administration deems it necessary, additional staffing will be brought in and the group invoiced for the hourly rate. Adequate security will be the responsibility of the group organizing the event, as approved by the Recreation Administration.

DR. CHARLES GODBERSON ROTARY ROOM

1. The **Dr. Charles Godberson Rotary Room** will be opened and available for special needs such as meetings and group rentals.
2. When a group rents the ice for 10 hours or more, the **Dr. Charles Godberson Rotary Room** will be available at no charge to host a banquet, beer garden, etc, providing that:
 - a. **it is available**
 - b. all permits and regulations are met
 - c. the cleanup is done to the same standard as it was prior to the event
 - d. a damage/cleanup deposit is given (see rates and fees) to the Recreation Administration prior to the event and if not required, all or a portion will be returned depending on the level of cleaning needed or damage done.
3. The **Dr. Charles Godberson Rotary Room** is a non-smoking area. If groups using the **Dr. Charles Godberson Rotary Room** do not respect this rule they will be charged \$100.00 per offence.
4. The Recreation Administration and health inspector, if required, must approve any sale of food and beverage.
5. Unsupervised children will not be allowed in the **Dr. Charles Godberson Rotary Room.**
6. The **Dr. Charles Godberson Rotary Room** will be available for rent when not utilized by ice users or for Town programs. Dry floor rental does not include the **Dr. Charles Godberson Rotary Room**. A damage/cleanup deposit (**see rates and fees**) will be

required in advance and if not required, all or a portion will be refunded depending on the level of cleaning needed or damage done.

7. Tables and chairs will not be available outside of the area and are not to be removed from the **Dr. Charles Godberson Rotary Room** unless permission has been obtained from Recreation Administration or on duty Arena staff.
8. The emergency exit is not be utilized at any time except in an emergency.

In addition the User will:

1. Be responsible for advising all attendees and will ensure that all attendees adhere strictly to all regulations posted and /or attached hereto. Failure to adhere to said regulations can result in the revoking of a User's right to use the Arena facility and/or **Dr. Charles Godberson Rotary Room**.
2. Provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing the Premises with respect to participants and spectators to the event.
3. Report all damages immediately to the Recreation Administration or his/**her** designate.
4. Be responsible for any damages incurred or caused by the User group. Said damages to be paid firstly by the User and/or their insurer.
5. Be responsible for leaving the premises clean. Failure to do so may result in additional fee levied for maintenance.
6. Be given access to the arena ½ hour prior to the first scheduled event of the day. Users who require the use of the dressing rooms or ice for more than that period to the commencement of an activity will be expected to rent additional ice to cover their requirements. Regular user groups will be given access to the arena at any reasonable time, provided the Arena Staff is given reasonable prior notice.
7. Be responsible for their equipment or materials stored or placed in the Barrhead Agrena as the building's insurance does not cover any equipment or materials not owned by the Town of Barrhead.
8. Provide their own locks for dressing rooms and inform visiting teams to do the same.

The Town of Barrhead, in cooperation with the Parks and Recreation, Administration and staff are charged with enforcing the above rules and regulations, and with insuring the safe and efficient operation of the Barrhead Agrena. They are empowered to have individuals or groups breaking the rules removed from the building.

ICE ALLOCATION PROCEDURE

The intent of the Town of Barrhead Ice Allocation policy is to ensure fair and equitable allocation and distribution of ice time. This procedure will deal with the minor sport users only and will only take effect if an ice schedule cannot be agreed upon at the annual IUM. If the Allocation Procedure comes into effect, users must send registration numbers to the Towns Booking Representative, and a second IUM will be held to complete the lottery procedure.

ALLOCATION PROCEDURE

The following procedure will outline the methodology that the Town of Barrhead will use in the allocation of ice time at the Barrhead Agrena. Ice time is allocated by using a formula based on a group's previous year's registration numbers. New groups must prove that they have sufficient registered participants to warrant requested ice time at the time of the scheduled IUM. The following steps will be taken.

- 1. Each organization is comprised of groups of individual ice users. The number of participants per group has been set at 12, determined by the need to be fair, safe, and reasonable for skill development purposes.**
- 2. Using each organization's previous year's registration numbers, the Town's Booking Representative can determine how many groups are within each organization by dividing the total number of registered participants by 12 (i.e. organization has 240 members divided by 12 equals 20 groups).**
- 3. Minor sports groups receive a minimum base of seventy five minutes per week for each group of 12.**

For example:

120 registrants/ 12 = 10 groups

10 groups x 75 mins/week = 12.5 hours

This formula determines the minimum that a group will be allotted. If there is more time available those who wish to book more time may do so.

- 4. For annual or special events (Figure Skating Carnival, Minor Hockey Tournaments) minor sports groups may book up to twenty two (22) hours of 'Special Event' weekend time outside of their regularly scheduled ice time.**

5. Any other time required for special events that affects other users must be negotiated with the users affected and the Town of Barrhead. No Groups are permitted to trade ice times without the consent of the Town of Barrhead.

LOTTERY PROCEDURE

1. Registration numbers will be sent to the Town's Booking Representative to determine the minimum number of hours for each group.
2. For every 2 groups (24 members) each organization receives one ticket to be placed in a draw box. A random draw determines who picks the next available ice time.
3. No group may be drawn more than twice in a row.

ICE ALLOCATION DISPUTES

In the event that an Ice User Group is dissatisfied with the Ice Allocation Process, and wishes to dispute the issue, the group should seek resolution by consulting, in order;

1. Director of Parks and Recreation
2. Chief Administration Officer

Appendix A

Facility/ Description	Item	Rate Type	Rate with GST
Arena- Ice	Minor Ice Before 9:00am (Mon-Fri)	Hourly	\$94.30
	Minor Ice 9:00am-4:00pm (Mon-Fri)	Hourly	\$84.00
	Minor Ice After 4:00pm (Mon-Fri)	Hourly	\$107.10
	School Ice Rental	Hourly	\$43.90
	Adult Recreation Ice- Town or County	Hourly	\$179.90
	Adult Recreation Ice- Outside of Town or County	Hourly	\$189.60
	Private Youth Ice	Hourly	\$107.10
	Competitive Hockey- Practice (9-4, Mon.- Fri.)	Hourly	\$84.00
	Competitive Hockey- Games	Hourly	\$179.90
	Summer Ice-Town or County	Hourly	\$139.20
	Summer Ice - Outside of Town or County	Hourly	\$149.90
Arena-Ice (Off Season)	Socials,Graduations,Weddings	Hourly	\$428.40
	Socials,Graduations,Weddings	Half Day	\$696.20
	Socials,Graduations,Weddings	Full Day	\$1,071.00
	Agricultural Shows, Rodeos	Hourly	\$535.50
	Agricultural Shows, Rodeos	Half Day	\$803.30
	Agricultural Shows, Rodeos	Full Day	\$1,285.20
	Commercial Rentals, Trade shows	Hourly	\$642.60
	Commercial Rentals, Trade shows	Half Day	\$1,071.00
	Commercial Rentals, Trade shows	Full Day	\$1,606.50
	Nonprofit Group	Hourly	\$374.90
	Nonprofit Group	Half Day	\$589.10
	Nonprofit Group	Full Day	\$856.80
	Rental - Outside of Town or County	Hourly	\$535.50

	Rental - Outside of Town or County	Half Day	\$803.30
	Rental - Outside of Town or County	Full Day	\$1,285.20
	In-Line Hockey, Ball Hockey	Hourly/From 8am-5pm	\$69.60
	In-Line Hockey, Ball Hockey	Hourly/From 5pm-10pm	\$85.70
	Off Season BMBA	Hourly	\$26.80
Arena Kitchen/Concession	Rental	Half Day	\$128.50
	Rental	Full Day	\$250.00
	Concession Lease	Lease	\$633.40
Arena Lobby	Lobby	Full Day	\$160.70
	Lobby	Half Day	\$85.70
Charles Godberson Rotary Room	Meetings, socials, etc.	Hourly	\$53.60
	Meetings, socials, etc.	Half Day	\$107.10
	Meetings, socials, etc.	Full Day	\$160.70
	Birthday Parties	First hour with Private Pool Rental	\$32.10
Minor Ball	1 Diamond	Full Day	\$37.00
Ball Diamonds-Other Tournaments	1 Diamond	Full Day	\$73.90
Non League Teams	Games	Full Day	\$33.50
	Practices	Full Day	\$16.10
Ball Leagues	Senior Men's or Ladies	Team Per Season	\$154.20
	Fast Ball	Team Per Season	\$154.20
	Slo-Pitch	Team Per Season	\$154.20
	Minor Ball or T-Ball	Team Per Season	\$24.60
	Mite to Bantam	Team Per Season	\$37.00
	Midget	Team Per Season	\$49.30
Rotary Park Camping	Non- Electric Sites	Per Night	\$25.00
	Non- Electric Sites	Per Week	\$175.00
	Electrical Sites	Per Night	\$30.00
	Electrical Sites	Per Week	\$210.00
Cecile Martin/Beaver Brook Soccer Fields	Youth Rate	Field Per 2 Hour Booking	\$16.10
	Adult Rate	Field Per 2 Hour Booking	\$32.10
Misc Items	Tables	Each Per Weekend	\$10.50
	Chairs	Each Per Weekend	\$3.15

	Delivery Fee Outside of Town Working Hours or Statutory Holidays	Hour Per Person	\$78.75
	Delivery Fee Within Town Working Hours	Hour Per Person	\$52.50
	Pick Up Fee Outside of Town Working Hours or Statutory Holidays	Hour Per Person	\$78.75
	Pick Up Fee Within Town Working Hours	Hour Per Person	\$52.50
	Damage Deposit	Flat Rate	\$105.00
Bounce House	Child Drop in	Per Person	\$4.00
	Castle Bounce House	Hourly	\$148.50
	Jungle Combo Bounce House	Hourly	\$148.50
	Obstacle Course Bouncer	Hourly	\$168.50
	Castle Bounce House & Jungle Combo	Hourly	\$208.50
	Obstacle Course & Jungle or Castle Combo	Hourly	\$228.50
	Obstacle Course & Jungle & Castle Combo	Hourly	\$288.50
Bounce House with Pool Rental	Castle Bounce House	Hourly	\$111.40
	Jungle Combo Bounce House	Hourly	\$111.40
	Obstacle Course Bouncer	Hourly	\$126.40
	Castle Bounce & Jungle Combo	Hourly	\$156.40
	Obstacle Course & Jungle or Castle Combo	Hourly	\$171.40
	Obstacle Course & Jungle & Castle Combo	Hourly	\$216.40
Advertising	Zamboni	Per Unit- Price Dependent on Location	\$367.50- \$525.00
	Arena Glass	Per Year	\$315.00
	Dash Boards	Per Year	\$840.00
	Dash Boards	Per multi-year Agreement	\$735.00
	Dressing Room	Per Year	\$1,575.00
	Ice Scooter Advertising	Per Year	\$78.75
	Ice Scooter Advertising	Lifetime	\$267.80
	Centre Ice Logo	Per Year	\$1,575.00
	Ice Logo	Per Season	\$525.00
	Bleacher Risers	Per Year	\$262.50
Clean up Charge	Event Clean Up	Flat Rate	\$321.30
	Concession Clean Up	Per Hour	\$100.00
Curling Rink	Main Floor	Half Day	\$126.00
	Main Floor	Full Day	\$252.00
	Main Floor	Weekend	\$525.00
Misc	Flowers Beds & Ground Maintenance	Flat Rate	\$1,071.00
	Grass Cutting	Flat Rate	\$535.50
Misc	Public Skate Sponsorship	Flat Rate	\$107.10
	Re-Key Storage Room	Flat Rate	\$100.00
	Smoking By-Law	Flat Rate	\$107.10

	Dressing Room	Flat Rate/Per Ice Season	\$630.00
	Under Bleacher Storage Unit Rental	Per Unit/Per Season	\$214.20
Pool Pass	Adult(18-64)	Drop in Rate	\$8.75
		10 Passes	\$74.50
		Monthly Membership	\$56.10
		3 Month Membership	\$163.20
		6 Month Membership	\$316.20
		12 Month Membership	\$479.40
		12 Month Corporate Membership	\$407.50
Pool Pass	Youth(13-17)	Drop in Rate	\$5.50
		10 Passes	\$51.00
		Monthly Membership	\$45.90
		3 Month Membership	\$129.50
		6 Month Membership	\$250.90
		12 Month Membership	\$357.00
		12 Month Corporate Membership	\$303.45
Pool Pass	Child (3-12)	Drop in Rate	\$4.00
		10 Passes	\$35.70
		Monthly Membership	\$28.60
		3 Month Membership	\$79.60
		6 Month Membership	\$158.10
		12 Month Membership	\$244.80
Pool Pass	Tot (0-2)	Drop in Rate	\$0.00
		10 Passes	\$0.00
		Monthly Membership	\$0.00
		3 Month Membership	\$0.00
		6 Month Membership	\$0.00
		12 Month Membership	\$0.00

Pool Pass	Senior(65+)	Drop in Rate	\$6.40
		10 Passes	\$56.10
		Monthly Membership	\$40.80
		3 Month Membership	\$122.40
		6 Month Membership	\$244.80
		12 Month Membership	\$367.20
		12 Month Corporate Membership	\$312.10
Pool Pass	Family	Drop in Rate	\$17.90
		10 Passes	\$163.20
		Monthly Membership	\$147.90
		3 Month Membership	\$428.40
		6 Month Membership	\$637.50
		12 Month Membership	\$1,020.00
	Aqua Spin	Daily Drop in	\$12.90
		Discount on Daily Drop In	\$6.40
		9 Pass Membership	\$96.40
		Discount on 9 Pass	\$48.20
Pool Rentals	Private Pool Rental 1-40 People	In town/county	\$128.50
		Out of town/county	\$257.00
	Private Pool Rental 41-60 People	In town/county	\$176.70
		Out of town/county	\$267.80
	Private Pool Rental 61-80 People	In town/county	\$219.60
		Out of town/county	\$299.90
	Private Pool Rental 81-100 People	In town/county	\$267.80
		Out of town/county	\$362.00
School Pool Rentals	School Rental 1-40 People	In town/county	\$75.00
		Out of town/county	\$128.50
	School Rental 41-60 People	In town/county	\$107.10
		Out of town/county	\$149.90
	School Rental 61-80 People	In town/county	\$139.20
		Out of town/county	\$208.90
	School Rental 81-100 People	In town/county	\$176.70
		Out of town/county	\$251.70
	School Rental 101-120	In town/county	\$214.20
		Out of town/county	\$294.50
School Lessons	One Instructor(No GST)	Per Student	\$33.00
	Additional Instructor (No GST)	Per Student	\$20.00

Lessons	Preschool	Per Set	\$49.00
(No GST for 14 Years and Under)	Swimmer 1-2	Per Set	\$54.10
	Swimmer 3-6	Per Set	\$55.00
(GST for 15 Years and Older)	Rookie/Ranger/Star	Per Set	\$59.20
	Private Lessons	Per Lesson	\$33.70
	Semi- Private Lessons	Lesson Per Person	\$22.40
Swim Club	Lane	Lane Per Hour	\$21.40
	Day	Per 8 Hour Day	\$1,038.90
Pro Shop	Goggles - Adult	Per item	\$20.00
	Goggles- Youth	Per item	\$17.10
	Swim Caps	Per item	\$10.70
	Nose Clips	Per item	\$6.40
	Pool Pants	Per item	\$10.70
	Swim Diapers	Per item	\$2.10
	Shampoo	Per item	\$7.00
	Conditioner	Per item	\$7.00
	Ear Plugs	Per Item	\$6.40
	Disc Rental	Per Item	\$10.00
	TOB Disc	Per Item	\$2.00
Misc.	Lock Replacement Fee	Per item	\$20.00

**COUNCIL REPORTS
AS OF FEBRUARY 11, 2020**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u> X </u>
Barrhead Accessibility Coalition	Cr. Kluin	<u> </u>
Barrhead Cares Coalition	Cr. Kluin	<u> </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	<u> </u>
Barrhead & District Social Housing Association	Cr. Penny	<u> X </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	<u> </u>
Barrhead Attraction & Retention Committee	Cr. Penny	<u> </u>
Barrhead Regional Airport Committee	Mayor McKenzie	<u> </u>
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	<u> </u>
Capital Region Assessment Services Commission	Cr. Penny	<u> </u>
Chamber of Commerce	Cr. Kluin	<u> </u>
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	<u> </u>
Economic Development Committee	Committee of the Whole	<u> </u>
Enhanced Policing School Resource Officer Committee	Cr. Oswald (Alt. Mayor McKenzie)	<u> </u>
Family & Community Support Services Society	Cr. Kluin and Cr. Penny	<u> </u>
Library Board	Cr. Klumph (Alt. Cr. Oswald)	<u> </u>
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)	<u> </u>
Regional Landfill Committee	Cr. Klumph and Cr. Penny	<u> </u>
Subdivision & Development Appeal Board	Cr. Penny	<u> </u>
Twinning Committee	Cr. Oswald	<u> X </u>
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Penny)	<u> </u>



C.A.O Report

To: Town Council

Date: February 11, 2020

Re: February 11, 2020 Council Meeting

Administrative Services:

Closing date for accepting resumes for the Communication Co-ordinator position is February 21st at 4:30 p.m.

The Town was informed by the County that they will continue to partner with the Town in the Communities in Bloom program, to a maximum of \$1,500.00 per year for 2020 – 2022.

General Administration Services

Administration received notification from the Province advising that the Town was the 86th employer to submit the required 2019 year-end employer/employee pension reports.

With over 500 participating employers across Alberta, its quite an achievement for the Town of Barrhead.

Another example on the diligent work performed by the Town's administration staff.

Enforcement Services:

- The Department currently has 63 open file under review/investigation:
 - Bylaw issues: 27 files
 - Animal Control matters/miscellaneous: 2 files
 - Traffic Enforcement (moving violations): 7 files
 - Bylaw Traffic (snow removal/parking bans): 27 files

Similar to last month, the Enforcement Services Department continues to pay close attention to snow removal issues.

Legislative and Development Services:

- Working with County staff relating to updating our Joint Intermunicipal Development Plan. The Plan will be presented to Council during the February 25th Council Meeting.
- Attended Twinning Committee meeting
- Focusing some attention on itinerary and homestays for upcoming Twinning delegation visit
- Continue to respond to subdivision and development inquiries from the general public
- Ongoing internal inquiries from other Town departments.

Fire Protection Services:

- Incidents from January 1 – January 31
 - Fires - 3
 - Ambulance Assist - 13
 - False alarms - 6
 - Vehicle accidents - 4

Total of 26 calls – with a total of 165.2 Man hours.

- Training:
 - Advanced medical skills training Vitals, Airways and oxygen delivery, packaging patient and splinting.
 - Started and completed the new NFPA 1072 Hazmat Awareness, 8 students.
- Other
 - Applied through the Richardson Foundation for a \$10,000.00 grant for improving our training facility.
 - Tower 6 tank to pump valve repair completed.
 - Rescue 8 command tower light repairs completed.

Membership is now 35 in total - 34 members responding

Recreation Services:

- Operational:
 - Attended Community in Blooms and Pickleball meetings.

- The Department ensured all compressors, pumps were operational after power outage.
 - Hosted activities for 20 children (ages 6 – 12) during the January Teacher's Professional Development Day.
- Works in Progress:
- Continue to remove snow at all recreational facilities.
 - The Department is looking at options for refurbishing Arron the Blue Heron from the downtown core.
 - Staff members are working on hosting day time activities for 20 children during the February teacher's convention in the Charles Godberson Rotary Room.
 - Monitoring how the public's use of the dog park in relationship to removing and disposing of dog waste.
 - Exploring options for more children and youth programming as the Department are receiving numerous requests from parents to host such events weekly.
 - Experimenting with the new branding looks for posters to highlight upcoming events.
- Upcoming Special Events:
- Planning events for Family Day February 17.
- Other:
- On January 28th, Associated Engineering held a mandatory site tour of the Curling Rink project for potential contractors. Approximately 32 individuals attended.
 - Starting to plan for summer parks maintenance as well as securing all summer staffing posting out to the public.
 - Working with Associated Engineering on curling rink project, tender is out for public bid.
 - Working with Barrhead Bowling on operational issues with the roof top HVAC unit.

Transportation Services:

- Operational:
- Second full round of snow removal completed on the streets
 - Snow clearing & sanding of sidewalks, walking trail, streets and parking lots
 - Ongoing sign, equipment, and building maintenance.

- Student applications rolling in now for spring and summer employment.
- Continual cross training with staff members

➤ On-going projects:

- Working with engineers on lagoon upgrades, industrial park reservoir possible upgrades
- Arranging a start date for finishing sanitary sewer main line camera and inspections.

(original report signed by the C.A.O.)

Edward LeBlanc

C.A.O.