



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, FEBRUARY 25, 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 – February 11, 2020
4. Public Hearings
 - (a) There is no Public Hearing
5. Delegations
 - (a) There are no Delegations
6. Old Business
 - (a) Proposed new Recreation Facility Rental Rates – Policy #72-002
7. New Business
 - (a) Proposed New Peace Officer Records Retention Policy #26-015
 - (b) Proposed New Peace Officer Notebook Protocol Policy #26-016
 - (c) Proposed New Peace Officer Exhibit Handling Policy #26-017
 - (d) Proposed New Peace Officer Hazard Assessment Protocol Policy #26-018

- (e) 2020 Interim Capital Budget – Installation of LED Lights at Aquatics Centre
 - (f) Letter of Support – The Rotary Club of Barrhead
8. Reports - The Council Reports
- (a) Council Reports as of February 25, 2020
 - Barrhead Cares Coalition
 - Barrhead & District Social Housing Association
 - Chamber of Commerce
 - Community Futures Yellowhead East
 - Family & Community Support Services
 - Library Board
 - Twinning Committee
9. Minutes
- (a) Barrhead & District Social Housing Association – January 15, 2020
 - (b) Barrhead & District Family & Community Support Services – January 16, 2020
10. Bylaws
- (a) There are 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
 - (b) Land – Pursuant to Section 16(1) of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, FEBRUARY 11, 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 and Cheryl Callihoo, Director of Development & Legislative Services

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.

047-20

Moved by Cr. Klumph that the agenda be accepted with the following additions and deletions:

- New Business – Single Use Plastic
- Reports - Bowling Alley Annual Meeting
- Legal Closed Session
- Deletion – 5(a) Delegation

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of January 28, 2020 were reviewed.

048-20

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of January 28, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

The Delegation was rescheduled for February 24, 2020.

POLICY #72-002, THE PROPOSED NEW RECREATION FACILITY RATES POLICY

Policy 72-002, the revised Recreation Facility Rates Policy was brought forward for approval.

Edward LeBlanc, CAO reviewed with Council.

049-20

Moved by Cr. Penny that Council send the Recreation Facility Rentals & Rates Policy 72-002 by including the revised recreation fees, back to Administration for further review of Section 2(ii)(c)

CARRIED UNANIMOUSLY

SINGLE USE PLASTIC

Cr. Smith discussed single use plastic such as grocery bags, utensils, cups, etc. and advised single use plastic will be phased out in 2021. Cr. Smith suggested engaging with the community of possible elimination of single use plastic before the 2021 deadline. Council suggested meeting with the Chamber of Commerce to discuss phasing out single use plastic in the community. Also discussed was other community initiatives in phasing out single use plastic.

050-20

Moved by Cr. Smith that Administration research phasing out single use plastic initiatives in other communities and bring back a report to a future meeting of Council.

CARRIED UNANIMOUSLY

REPORTS TO COUNCIL

The following Reports to Council as of February 11, 2020, were reviewed:

- Agricultural Society
- Twinning Committee
- Bowling Alley Annual General Meeting
- CAO's Report

- 051-20 Moved by Cr. Kluin that the following Reports to Council as of February 11, 2020 be accepted as information:
- Agricultural Society
 - Twinning Committee
 - Bowling Alley Annual General Meeting
 - CAO's Report

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Penny attended a Highschool Musical and commended the students on an excellent job.

Cr. Kluin thanked the Town of Westlock for the invitation to the Curling Championship held over the weekend and advised Council he challenged Westlock Town to a Curling match.

Cr. Assaf commended Barrhead Minor Hockey for the recent Teddy Bear Toss.

Mayor McKenzie advised he has heard very positive comments from outside our community regarding our Pool and snow clearing.

**CLOSED SESSION – LAND UPDATE
FOIP ACT SECTION 16(1)**

- 052-20 Moved by Cr. Assaf that Council go in closed session at 5:55 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

- 053-20 Moved by Cr. Smith that Council come out of closed session at 6:38 p.m.

CARRIED UNANIMOUSLY

- 054-20 Moved by Cr. Assaf that Council instruct Administration to send an expression of interest letter as per the closed session discussion.

CARRIED UNANIMOUSLY

ADJOURN

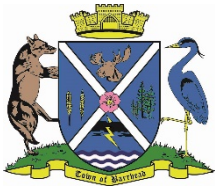
- 055-20 Moved by Cr. Kluin that the Council Meeting be adjourned at 6:39 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc



Item No. 6(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 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:**

During the February 11, 2020 Council Meeting, Council briefly discussed the proposed new policy and passed the following motion:

Moved by Cr. Penny that Council send the Recreation Facility Rentals & Rates Policy 72-002 by including the revised recreation fees, back to Administration for further review of Section 2(ii)(c)

(Reference: Resolution # 049-20)

With the noted direction given by Council, Administration has revised the noted section by deleting a portion of it; leaving all other proposed amendments as it was previously shown from the February 11th version.

As noted in the February 11th Request For Decision Report, the proposed new Policy outlines numerous “housekeeping” items that would provide further clarity and information to the existing policy.

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

As in the previous version of the Policy, 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.

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 be 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	<u>Equipment Pick Up at Arena</u>	<u>Note: 3 days weekend</u>
.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> <ul style="list-style-type: none"> <input type="checkbox"/> Fees paid <input type="checkbox"/> Damage deposit <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Storage Locker 	<p style="text-align: center;">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 evidence 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 activities 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

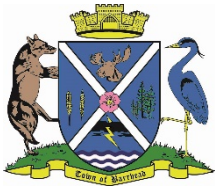
Charles Godberson Rotary Room	Meetings, socials, etc.	Hourly	\$53.60
	Meetings, socials, etc.	Half Day	\$107.10
	Meetings, socials, etc.	Full Day	\$160.70
	Birthday Parties	First hour with Private Pool Rental	\$32.10
Minor Ball	1 Diamond	Full Day	\$37.00
Ball Diamonds- Other Tournaments	1 Diamond	Full 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



Item No. 7(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 2020

Re: Proposed new Peace Officer Records Retention Policy # 26-015

1.0 Purpose:

To approve a proposed new Peace Officer Records Retention Policy # 26-015.

2.0 Background and Discussion:

On December 9, 2019 representatives from Alberta Justice and Solicitor General conducted a review of the Town's Peace Officer Services to determine if the Department complies with the current Peace Officer Act and a number of Provincial regulations, policies and procedures.

During the Province's review, it was identified that the Town required a records retention policy.

With the assistance from the Province, Administration prepared the noted policy and the final draft was reviewed by the Province to ensure it addressed their criteria.

3.0 Alternatives:

- 3.1 Council approve the proposed new Peace Officer Records Retention Policy # 26-015, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed draft Peace Officer Records Retention Policy and to bring back the information at the next Council Meeting.

4.0 Financial Implications:

Any expenses, as it relates to the implementation of the Policy will be accommodated within the current Operational Budget.

5.0 Interdepartmental Implications:

The proposed policy is limited to the Town's Enforcement Services

6.0 Senior Government Implications:

As previously noted, the policy is required as a result of the Provincial Audit.

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

8.1 Proposed draft Enforcement Services Policy # 26-015.

9.0 Recommendations

Council approve Council approve the proposed new Peace Officer Records Retention Policy # 26-015, as presented.

(original was signed by the C.A.O.)
Edward LeBlanc
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 26-015

RESOLUTION NO.:

POLICY TITLE: PEACE OFFICER RECORDS RETENTION

AUTHORITY: Town Council

APPROVAL DATE:

POLICY STATEMENT:

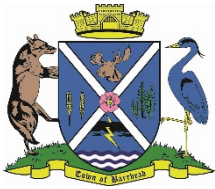
To ensure consistency and continuity of correspondence from the Community Peace Officer Services.

- Correspondence, as well as all written requests will be submitted through the chain of command.
- Copies of all correspondence shall be held on file whether operational (ie. Patrol and Control files), or administrative (ie. Solicitor General's Office). For the required amount of time according to the MGA or other Provincial Legislation.

Traffic Tickets 7 years
Investigational Files 7 years
In car Video 5 years
Body Worn Camera (BWC) Data – 5 years
All other enforcement documents 7years

The Peace Officer Services will utilize the recognized software for all file management.

The appropriate file number will be recorded on the document and the document will be stored in a secure facility.



Item No. 7(b)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 2020

Re: Proposed new Peace Officer Notebook Protocol Policy # 26-016

1.0 Purpose:

To approve a proposed new Peace Officer Notebook Protocol Policy # 26-016.

2.0 Background and Discussion:

On December 9, 2019 representatives from Alberta Justice and Solicitor General conducted a review of the Town's Peace Officer Services to determine if the Department complies with the current Peace Officer Act and a number of Provincial regulations, policies and procedures.

During the Province's review, it was identified that the Town required a notebook protocol policy.

With the assistance from the Province, Administration prepared the noted policy and the final draft was reviewed by the Province to ensure it addressed their criteria.

3.0 Alternatives:

- 3.1 Council approve the proposed new Peace Officer Notebook Protocol Policy # 26-016, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed draft Peace Officer Notebook Protocol Policy and to bring back the information at the next Council Meeting.

4.0 Financial Implications:

Any expenses, as it relates to the implementation of the Policy will be accommodated within the current Operational Budget.

5.0 Interdepartmental Implications:

The proposed policy is limited to the Town's Enforcement Services

6.0 Senior Government Implications:

As previously noted, the policy is required as a result of the Provincial Audit.

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

8.1 Proposed draft Peace Officer Notebook Protocol Policy # 26-016.

9.0 Recommendations

Council approve the proposed new Peace Officer Notebook Protocol Policy # 26-016, as presented.

(original was signed by the C.A.O.)
Edward LeBlanc
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 26-016

RESOLUTION NO.:

POLICY TITLE: PEACE OFFICER NOTEBOOK PROTOCOL

AUTHORITY: Town Council

APPROVAL DATE:

POLICY STATEMENT:

The notebook standard operating procedure will be used for the handling and storage of notebooks utilized by Community Peace Officers (CPO) employed by the Town of Barrhead Protective Services.

1. STANDARDS

- a. CPO Notebooks will be started at the beginning of each shift by writing the date, shift start and end time, and the unit number of the vehicle being used;
- b. CPO Notebooks shall, as necessary, indicate all times, dates, interactions with the public, observations, and shall be compatible with any reports generated;
- c. CPO Notebooks shall be included in court briefs as required;
- d. CPO Notebooks shall have the number of the notebook (first notebook would be #1, second notebook #2, etc), along with the

date of the first and last entry recorded on the outside of the notebook.

- e. CPO Notebooks shall have no blank spaces or lines left anywhere in the notebook which would allow additional information to be added at a later date;
- f. CPO Notebooks shall not be kept in vehicles, or unprotected and shall be locked up and secured after every shift.
- g. CPO Notebooks will be retained by the Town of Barrhead
- h. CPO Notebooks will be inspected quarterly by the CAO/ Director of Enforcement Services.
- i. CPO Notebooks remain the property of the Town of Barrhead not the Peace Officer and will be retained as per the Town of Barrhead Record Retention Schedule.



Item No. 7(c)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 2020

Re: Proposed new Peace Officer Exhibit Handling Policy # 26-017

1.0 Purpose:

To approve a proposed new Peace Officer Exhibit Handling Policy # 26-017.

2.0 Background and Discussion:

On December 9, 2019 representatives from Alberta Justice and Solicitor General conducted a review of the Town's Peace Officer Services to determine if the Department complies with the current Peace Officer Act and a number of Provincial regulations, policies and procedures.

During the Province's review, it was identified that the Town required an Exhibit Handling policy.

With the assistance from the Province, Administration prepared the noted policy and the final draft was reviewed by the Province to ensure it addressed their criteria.

3.0 Alternatives:

- 3.1 Council approve the proposed new Peace Officer Exhibit Handling Policy # 26-017, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed draft Peace Officer Exhibit Handling Policy and to bring back the information at the next Council Meeting.

4.0 Financial Implications:

Any expenses, as it relates to the implementation of the Policy will be accommodated within the current Operational Budget.

5.0 Interdepartmental Implications:

The proposed policy is limited to the Town's Enforcement Services

6.0 Senior Government Implications:

As previously noted, the policy is required as a result of the Provincial Audit.

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

8.1 Proposed draft Peace Officer Exhibit Handling Policy # 26-017.

9.0 Recommendations

Council approve the proposed new Peace Officer Exhibit Handling Policy # 26-017, as presented.

(original was signed by the C.A.O.)
Edward LeBlanc
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 26-017

RESOLUTION NO.:

POLICY TITLE: PEACE CPO EXHIBIT HANDLING POLICY

AUTHORITY: Town Council

APPROVAL DATE:

Policy Statement:

To establish Policy guidelines for the handling and storage of exhibits and disposal of cannabis by the Enforcement Services Department.

1. General Exhibits

- a. When any type of exhibit comes into the possession of a Community Peace Officer (CPO), care must be taken to preserve the exhibit in its original form. Further, it is the CPO's responsibility to ensure the exhibit is safeguarded.
- b. The CPO shall properly label the exhibit by:
 - i. the seizure date,
 - ii. the file number,
 - iii. what the exhibit is, and
 - iv. CPO's name.
- c. CPOs will complete an occurrence report for all events leading to seized property.
- d. All items, whether seized by an CPO or handed in to the office will be recorded in an occurrence report.
- e. Exhibits will be secured in the CPO office in a secure locker or cabinet.
- f. A copy of the report will be kept with the exhibit in the exhibit locker/cabinet.

- g. All exhibits placed into the exhibit locker/cabinet or removed from the exhibit locker/cabinet will have the movement recorded in the exhibit locker/cabinet spreadsheet which is kept in the CPO exhibit area as designated by the CPO.
- h. Exhibits shall be released by the CPO.
- i. Once the trial is concluded for the seized item, the item must be returned or destroyed pending the decision of the trial.

2. Liquor Exhibits

- a. For any liquor offence the liquor exhibits may be disposed of onsite and pictures/video with audio shall be recorded by the CPO.
- b. Record the following in the CPO notebook and on the CPO occurrence report:
 - i. type(s) and amount of liquor,
 - ii. containers, and
 - iii. action taken.
- c. Should the liquor be seized, the container must be brought back to the municipal office and destroy locally with a witness. Photographs/video with audio of the liquor seized from the vehicle shall be recorded.

3. Found Property/Other Exhibits

- a. Enforcement Services will not accept found property. All found property should be directed to the RCMP.
- b. Exhibits related to criminal offences must be turned over to the RCMP.

4. Cannabis Exhibits

1. Illegal Quantities of Cannabis

- a. If during the course of an investigation the CPO believes on reasonable and probable grounds that the quantity of Cannabis exceeds legal 30g the CPO will contact the local RCMP detachment and;
 - i. Keep the subject under observation until RCMP arrive;
 - ii. Maintain accurate notes on times and observations up to the point the RCMP arrive;
 - iii. Any notes or observations shall be forwarded to RCMP, if required.

2. Storage of Cannabis Exhibits

- a. Exhibits which must be stored or maintained for the purposes of court and will be kept in an air tight container, inside an exhibit locker/ cabinet with access limited to the CPO
- b. Any seized articles during the course of an investigation
- c. Retain all cannabis seized which is required as evidence

3. Exhibit Ledger

- a. An exhibit spreadsheet shall be kept and maintained
- b. All exhibit records shall be made and filed subject to the file system
- c. A notation of the exhibit control number shall be made on the file
- d. Record of when the Cannabis is disposed of will be kept on file

4. Destruction and disposal of Cannabis

- a. When the Cannabis is no longer required or necessary the CPO will see that the Cannabis is disposed to ensure that the Cannabis is rendered unusable.
 - b. The Cannabis shall be ground up into small amounts and mix the grinded Cannabis into an air tight container that holds equal or greater amounts of non-cannabis material prior to disposal, The CPO will then transport the mixture for final disposal to the local Class II Landfill.
-
-



Item No. 7(d)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 2020

Re: Proposed new Peace Officer Hazard Assessment Protocol Policy # 26-018

1.0 Purpose:

To approve a proposed new Peace Officer Hazard Assessment Protocol Policy # 26-018.

2.0 Background and Discussion:

On December 9, 2019 representatives from Alberta Justice and Solicitor General conducted a review of the Town's Peace Officer Services to determine if the Department complies with the current Peace Officer Act and a number of Provincial regulations, policies and procedures.

During the Province's review, it was identified that the Town required a Hazard Assessment Protocol policy.

With the assistance from the Province, Administration prepared the noted policy and the final draft was reviewed by the Province to ensure it addressed to their criteria.

3.0 Alternatives:

3.1 Council approve the proposed new Peace Officer Hazard Assessment Protocol Policy # 26-018, as presented.

3.2 Council instructs Administration to provide further information to the proposed draft Peace Officer Hazard Assessment Protocol Policy and to bring back the information at the next Council Meeting.

4.0 Financial Implications:

Any expenses, as it relates to the implementation of the Policy will be accommodated within the current Operational Budget.

5.0 Interdepartmental Implications:

The proposed policy is limited to the Town's Enforcement Services

6.0 Senior Government Implications:

As previously noted, the policy is required as a result of the Provincial Audit.

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

8.1 Proposed draft Peace Officer Hazard Assessment Protocol Policy # 26-018.

9.0 Recommendations

Council approve the proposed new Peace Officer Hazard Assessment Protocol Exhibit Handling Policy # 26-018, as presented.

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

Edward LeBlanc
CAO

TOWN OF BARRHEAD

TOWN OF BARRHEAD POLICY & PROCEDURE STATEMENT

(Policy 26- 018)

Peace Officer Hazzard Assessment Protocol

Effective Date:

POLICY STATEMENT:

Identifying and assessing ways to minimize the risks to Community Peace Officer(s)

PROCEDURES

1. DUTIES OF A COMMUNITY PEACE OFFICER

- a. Driving Patrol Vehicles
- b. Traffic Stops and Emergency Responses
- c. Motor Vehicle Accident Investigations / Dangerous Goods Incidents
- d. Arresting Offenders & Transporting Prisoners
- e. Animal Control
- f. RADAR Investigations

2. HAZARDS ASSOCIATED WITH DUTIES OF A COMMUNITY PEACE OFFICER

a. Driving Patrol Vehicles:

- (i) Injury or death from accidents or collisions with other vehicles
- (ii) Driver fatigue
- (iii) Striking pedestrians / animals
- (iv) Icy or slippery road surfaces

b. Traffic Stops and Emergency Responses

- (i) Injury or death from accidents or collisions with other vehicles
- (ii) Adrenaline or Siren Syndrome
- (iii) Striking pedestrians / animals

- (iv) Being struck by passing motorist

c. Motor Vehicle Accident Investigations & Dangerous Goods Incidents

- (i) Injury or death from downed power lines, explosion, chemical spills, etc.
- (ii) Being struck by passing motorists
- (iii) Blood-borne & air-borne pathogens
- (iv) Illness from cold and inclement weather
- (v) Dangerous chemical spilling on officer

d. Arresting Offenders & Transporting Prisoners

- (i) Subject is an assailant (resistant)
- (ii) Uncooperative subject
- (iii) Risk of injury or death from weapons inside violator's vehicle
- (iv) Injury while searching / blood-borne pathogen
- (v) Risk of injury or death when suspect is in possession of a weapon
- (vi) Risk of assault while prisoner in patrol vehicle

e. Animal Control

- (i) Risk of injury or death due to bite or attack
- (ii) Blood-borne pathogens
- (iii) Being struck by passing motorist

f. RADAR Investigations

- (i) Being struck by passing motorist while conducting stationary radar

3. HAZARD CONTROL METHODS

- a. While driving Patrol Vehicles (regular vehicles, bikes, snowmobiles, ATV's). All Community Peace Officers shall:

- (i) Ensure that the patrol vehicle utilized is suitable for the duties required to be performed. For example: Should the majority of driving be on hilly terrain or gravel roads then perhaps a Sport Utility Vehicle 4 x 4 would be required.
- (ii) The patrol vehicle must be inspected from bumper to bumper, on a routine and frequent basis by a qualified mechanic.
- (iii) Ensure that the Community Peace Officer respects and obeys the current applicable rules of the road. All turns must be clearly signaled well in advance.

b. Striking Animals / Pedestrians

- (i) Avoid driving on the shoulder of any highway, unless in an off-highway or All-Terrain vehicle.
- (ii) A Community Peace Officer shall walk around the vehicle before getting in to avoid striking a pedestrian or objects,

c. Icy or Slippery Road Surfaces

- (i) During the winter months, it is recommended that a Community Peace Officer's patrol vehicle be equipped with reliable winter tires for optimum traction.
- (ii) Patrol vehicles should be equipped with ABS brakes.
- (iii) Patrol vehicles will be equipped with hands free cellular phones or Community Peace Officers will pull into an approach and stop while talking.

d. Traffic Stops, Emergency Responses

- (i) When responding to an emergency situation, Community Peace Officers shall activate the patrol vehicle's emergency lighting and siren.
- (ii) Even though a Community Peace Officer is authorized to exceed the posted speed limit and proceed through stop signs, he or she shall still travel at a safe speed and be prepared to stop at intersections.

e. Adrenaline or Siren Syndrome

- (i) Community Peace Officers can become disorientated during pursuits or emergency responses while their sirens and emergency lights are activated.
- (ii) It is very important that Community Peace Officers try and block out any distractions caused by flashing lights and siren.

f. Being Struck by a Passing Motorist

- (i) This section applies during a traffic stop, when the patrol vehicle is parked behind a violator's vehicle on the side of the road, or when the Community Peace Officer is standing beside the violator's vehicle.
- (ii) A Community Peace Officer shall wear either a traffic vest or bright and reflective patrol jacket when standing beside a violator's vehicle during a traffic stop.
- (iii) This practice will make a Community Peace Officer more visible to a passing motorist and the risk of being struck will be minimized.
- (iv) When a patrol vehicle is parked behind a violator's vehicle on the side of a road during a traffic stop, the patrol vehicle's emergency lights, especially to the rear, shall be activated.
- (v) Whenever possible, a Community Peace Officer shall park his/her patrol vehicle in an offset position behind the violator's vehicle to create a safe corridor for the Peace Officer

g. Uncooperative Subject

- (i) A Community Peace Officer will, from time to time, come into contact with a violator with an unpleasant attitude during a traffic stop.
- (ii) Try and encourage the violator to remain in his or her vehicle during the traffic stop to prevent the violator from being struck by a passing motorist and to minimize the possibility of the violator assaulting the Community Peace Officer.

- (iii) While dealing with the violator in a firm but fair manner, try to keep at least two arms lengths from the violator to provide response time should the violator become an assailant.
- (iv) Should an assault occur, make every effort to guide the arrest procedure to the ditch or far from traffic.
- (v) It is very important for Community Peace Officers to have adequate communications should immediate assistance be required. Minimum communications required are: two-way radio linked to the RCMP and a cellular phone.
- (vi) Training in Arrest & Restraint Techniques is recommended.
- (vii) A Community Peace Officer shall have the means to communicate with a dispatcher or control center to advise:
 - When he or she is coming on or going off duty.
 - Details of any traffic stop or other situation where safety may be of concern while dealing with a violator or suspected violator.
 - If he or she will be performing some extensive driving to a certain destination.
- (viii) Relating to the three aforementioned situations, the dispatcher or control center shall have the:
 - ability to contact a predetermined person(s), or agency, should the Community Peace Officer fail to call, via radio or cellular phone, within a previously established time frame.
- (ix) A Community Peace Officer, during a routine traffic stop, can come into contact with suspects who possess illegal weapons and / or firearms. It is very important not to become complacent and to initially treat every traffic stop as high risk.
- (x) Continually scan the interior of the violator's vehicle for weapons and always know where the violator's hands are. If the violator reaches into areas of suspicion, direct that person to keep his or her hands on the steering wheel or where you can see them.
- (xi) When speaking with the violator at his or her vehicle, stand slightly back of the driver's door so that the violator must turn back and look at you.
- (xii) A Community Peace Officer should never place any part of his/her body inside the window or stand directly in front of the driver's door.
- (xiii) Should a Community Peace Officer stop a large semi-truck, direct the driver to exit the cab and meet you at the back of the trailer. Do not climb up on the side steps of the cab. While the driver is walking to the rear of the unit, check the passenger side of the truck to see if a passenger is walking back as well. If so, direct the passenger to wait inside the truck. While the driver is walking back to the Community Peace Officer, constantly scan that person's body for weapons, and watch the hands.
- (xiv) Should a Community Peace Officer stop a motorcycle, have the operator remain on the seat and remove his helmet, placing such on the ground.
- (xv) A Community Peace Officer shall be issued a Bullet proof vest.

- (xvi) A Community Peace Officer shall be equipped with and trained in the use of OC spray and the ASP Baton.

h. Motor Vehicle Accidents & Dangerous Goods Incidents

- (i) Upon arriving at the scene of a Motor Vehicle Accident or Dangerous Goods Incident,
- (ii) A Community Peace Officer must assess the entire scene for hazards before even exiting the patrol vehicle.
- (iii) If Dangerous Goods are suspected, a Community Peace Officer shall be equipped with and utilize binoculars and determine the product involved by reading the numbers on the vehicle's Dangerous Goods Placards.
- (iv) The Community Peace Officer shall then follow the recommendations listed in the latest edition of the Emergency Response Guidebook relating to Dangerous Goods Incidents.
- (v) Dispatch the necessary emergency response personnel to the scene to control any hazards identified.
- (vi) Should a dangerous gas or chemical be suspected at a Dangerous Goods incident, a Community Peace Officer shall stay upwind from the affected area, until the 'all clear' has been given by the Dangerous Goods response official.

i. Being Struck by Passing Motorists

- (i) An accident scene can sometimes be littered with debris and hazards to passing motorists exist. In addition, passing motorists usually stare at the accident scene and take their eyes off of the roadway ahead of them.
- (ii) A Community Peace Officer shall make every effort to make the accident scene safe by slowing, stopping or redirecting traffic. This can be accomplished by using pylons, road flares (if no flammable or explosive materials are suspected to be involved), emergency lights on the patrol vehicle, etc. These traffic control devices must be kept in the patrol vehicle at all times.
- (iii) A Community Peace Officer shall be equipped with and wear either a traffic vest or bright and reflective patrol jacket while assisting with the accident scene. This vest or jacket must be worn whether the Community Peace Officer is conducting traffic control or other duties inside the scene.

j. Blood-borne & Airborne Pathogens

- (i) A Community Peace Officer is at risk of disease or death while assisting medically or otherwise, at an accident or Dangerous Goods incident.
- (ii) A Community Peace Officer shall be equipped with and use rubber gloves and a facial barrier while dealing with an injured person or performing Artificial Respiration.

- (iii) It is recommended that a Community Peace Officer be immunized for protection from diseases or illnesses such as, but not limited to: Hepatitis, Influenza and Rabies.
- (iv) Should a Community Peace Officer come into unprotected contact with potential sources of disease such as blood, mucous or chemicals, he or she shall seek medical attention immediately.

k. Illnesses from Cold and Inclement Weather

- (i) When a Community Peace Officer is outside his or her patrol vehicle during cold or inclement weather, it is imperative that suitable clothing be worn to prevent illness.
- (ii) A Community Peace Officer shall be issued and wear a bright and reflective rain jacket while it is raining and a parka or similar winter jacket during cold weather.
- (iii) A toque or similar hat and gloves shall also be issued and worn by a Community Peace Officer when required.

l. Arresting Offenders & Transporting Prisoners

- (i) A COMMUNITY PEACE OFFICER should always maintain a safe distance from a subject he/she is dealing with to create an escape route and to increase your response time.
- (ii) In accordance with training, protect yourself and gain control of the subject.
- (iii) After encouraging or assisting the subject to lie on the ground, place handcuffs on the subject with his or her arms behind the back.
- (iv) After conducting a search of the subject for weapons and evidence, carefully place the subject in the back seat of your patrol vehicle.
- (v) Radio nearest RCMP and advise them that you are transporting an assailant to their location to be lodged in cells.
- (vi) It is important that a Community Peace Officer be trained in the use of and issued Pepper Spray and an ASP Baton. These items will assist in the apprehension of an uncooperative subject or assailant and prevent serious injury or death to the Community Peace Officer or innocent citizens.

m. Injury while searching

- (i) Some subjects often carry sharp objects such as hypodermic needles and knives in areas on their body such as pockets.
- (ii) While searching areas that can contain these items, wear puncture proof gloves or use an item such as an ASP Baton to gently rub over the area before inserting an unprotected hand.
- (iii) Ask the subject if he has any of these items in his pockets before searching.
- (iv) A Community Peace Officer is at risk of being injured or killed from a subject holding a gun, knife or other dangerous weapon.
- (v) It is very important for a Community Peace Officer to keep a safe distance while dealing with a person.

- (vi) A Community Peace Officer shall be issued and wear a Bullet Proof Vest while on duty.
- (vii) A Community Peace Officer shall be issued and trained in the use of Pepper Spray and the ASP Baton. These items can help prevent injuries or death to the Community Peace Officer.
- (viii) A Community Peace Officer shall be issued and trained in the use of a sidearm and or a shotgun if authorized

n. Animal Control

- (i) A Community Peace Officer shall be issued adequate gloves that cannot be punctured by the teeth of an attacking animal.
- (ii) A Community Peace Officer shall be issued all the equipment required to capture a stray animal. These items may include: catch pole, nets, cages, etc.
- (iii) Should a Community Peace Officer come into contact with a vicious animal where it appears as though it may attack, and the Community Peace Officer fears for his or her safety, the Community Peace Officer shall retreat and obtain further resources such as: Tranquilizer rifle (if authorized and trained in its use), assistance from others, etc.
- (iv) All Community Peace Officers who perform animal control duties should be afforded the opportunity to obtain immunization against diseases such as rabies.
- (v) As some animals must be captured on the side of the road or in the ditch, a Community Peace Officer is at risk from being struck by a passing motorist.
- (vi) A Community Peace Officer shall be issued and wear a traffic vest or other bright or reflective jacket that will increase his or her visibility to passing motorists.

o. RADAR Investigations

- (i) If conducting Static RADAR while parked in a patrol vehicle, the Community Peace Officer shall park only on driveways or side roads, etc. It is not recommended that a patrol vehicle park on the shoulder of a highway to conduct static RADAR.
- (ii) If conducting laser or handheld RADAR operations, a Community Peace Officer shall wear the same attire that he or she would wear during a traffic stop to minimize visibility concerns.

CONCLUSION

The Recommended Hazard Control Methods listed are not intended to be the ultimate directives on proper methods of performing the duties of a Community Peace Officer.

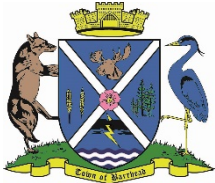
They are to be interpreted as being recommended methods of minimizing the risks associated with a Community Peace Officer position.

A Community Peace Officer performs specialized and unique tasks, which can become very dangerous. The Alberta Association of Community Peace Officers vigorously desire that no Community Peace Officer is ever placed into a situation where his or her safety is in jeopardy.

Should a Community Peace Officer be required to perform a specific hazardous duty, a Hazard Assessment is recommended prior to that duty.

It could be found that the Community Peace Officer requires additional resources or manpower to perform that specific hazardous duty.

A Community Peace Officer may refuse to perform duties if the situation is unsafe or uncomfortable in their discretion.



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 2020

Re: 2020 Interim Capital Budget – Installation of LED lights at Aquatics Centre.

1.0 Purpose:

To approve the 2020 Capital Budget item of purchasing and the installation of LED lights.

2.0 Background and Discussion:

The 2020 Interim Capital Budget includes the purchase and the installation of Light Emitting Diode (LED) lights in the amount of \$41,000.00 for the Town's Aquatics Centre. The scope of the budget includes the retrofit of the entire Aquatics Centre with LED lights. The Aquatics Center currently has 65 metal halide and 268 combine fluorescent and incandescent lights.

It is reported that LED lighting products produce light approximately 90% more efficiently than incandescent light bulbs.

Currently nine metal halide bulbs need to be replaced and with limited supply in the Province, it is getting exceeding difficult to find replacement bulbs.

The estimate life span for metal halide lights is approximately 1 year with an annual replacement cost of \$ 4,200.00.

The estimate life span for fluorescent light is approximately 7-10 years. While the estimate life of an incandescent light is approximately 1 year.

The estimated life of the LED lights is approximately 10 – 11 years.

Should the lights in the Aquatics Centre be converted to LED lights, the Town would recognize an annual savings of \$6,800.00 in electricity.

The payback period of the conversion of the lights is calculated at approximately 3.7 years.

3.0 Alternatives:

- a) Council authorize Administration to proceed with the purchase and the installation of LED lights for the Aquatics Centre, as outlined in the 2020 Interim Capital Budget, in the amount of \$41,000.00.
- b) Council instructs Administration to provide additional information to the possibility of proceeding with the purchase and the installation of LED lights for the Aquatics Centre, as outlined in the 2020 Interim Capital Budget and report back at the next Council Meeting.
- c) Council received this report relating to the possibility of proceeding with the purchase and the installation of LED lights for the Aquatics Centre, as outlined in the 2020 Interim Capital Budget, and take no further action at this time.

4.0 Financial Implications:

As previously noted the pay-back period for the conversion is approximately 3.7 years.

5.0 Interdepartmental Implications:

The project is limited to the Town's Recreation and Parks Services Department.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

The overall Operating Budget would see an decrease as a result of the noted conversion.

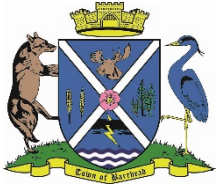
8.0 Attachments:

None

9.0 Recommendations

Council authorize Administration to proceed with the purchase and the installation of LED lights for the Aquatics Centre, as outlined in the 2020 Interim Capital Budget, in the amount of \$41,000.00.

Edward LeBlanc
CAO
(original signed by the CAO)



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 25, 2020

Re: Letter of Support – The Rotary Club of Barrhead

1.0 PURPOSE:

For Council to support in principle a grant application by the Rotary Club of Barrhead made under the Co-op Community Investment Program.

2.0 BACKGROUND AND DISCUSSION:

The Rotary Club of Barrhead is prepared to submit a grant application under the Co-op Community Investment Program to secure some capital funds for the construction of the Town's trail system - replacing the Boardwalk along the Paddle River.

One of the requirements for the grant application is either the certificate of incorporation of the Club or a letter of support from the Town.

The deadline to submit the application March 2, 2020.

3.0 ALTERNATIVES:

3.1 Council provides its support in principle to the Rotary Club of Barrhead in their capital grant application of \$100,000.00 under the Co-op Community Investment Program for the construction of a trail system, replacing the Boardwalk along the Paddle River.

4.0 FINANCIAL IMPLICATIONS:

Based on some research undertaken, there is no financial matching requirement to this particular grant application.

Council may recall that an allocation of \$100,000.00 is included in the Town's 2020 interim Capital Budget for the noted improvement.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The proposed project is limited to the activities with the Town's Recreation and Parks Services and Infrastructure Services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The application illustrates the benefits that can be potentially achieved with collaboration and partnership with a local non-profit organization.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATIONS:

Council provides its support in principle to the Rotary Club of Barrhead in their capital grant application of \$100,000.00 under the Co-op Community Investment Program for the construction of a trail system, replacing the Boardwalk along the Paddle River.

(original signed by the CAO)
Edward LeBlanc
CAO

**COUNCIL REPORTS
AS OF FEBRUARY 25, 2020**

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

3.1a

Minutes

BDSHA Regular Board Meeting

January 15, 2020

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – January 15, 2020**

Members Present: Chairman Darrell Troock, Dale Kluin, Leslie Penny, Craig Wilson,
Members Absent: Ken Killeen, Meertin Zeldenrust
Staff Present: Dorothy Schorr

1.0 Darrell Troock called the meeting to order at 10:08 a.m.

2.0 Approval of Agenda

Craig Wilson moved to accept the Agenda of the January 15, 2020 Regular Board Meeting.

Carried Unanimously

3.0 Adoption of Minutes

3.1 Regular Board Meeting – November 20, 2019

Leslie Penny moved to accept the Minutes of the November 20, 2019 Regular Board Meeting.

Carried Unanimously

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached
Hillcrest Lodge

- One of the dryers in the main laundry room has had a control board replaced
- Tender documents for the replacement of the Main Distribution, Secondary Distribution, and Controls of the Make Up Air Units will be split into two RFPs – engineer, and work

Klondike Place

- Working on empty units

Jubilee Manor

- FRP (fibreglass reinforced plastic) has been applied to the bottom portion of all hallway walls
- Jubilee Manor is being heated by Hillcrest 2-storey boilers. The pneumatic system is running off of one compressor pump. A back-up compressor pump has been purchased.
- There have been quite a few airlocks in the rooms. Auto air vents have been installed.
- Boiler Project: Nowak Engineering has finished tender documents. All documents and drawings have been posted on Alberta Purchasing Connection website. The site visit is scheduled for January 15, 2020 at 2:00 p.m.

Initials: Chairperson DT CAO DS

Minutes

BDSHA Regular Board Meeting

January 15, 2020

Golden Crest Manor

- Tender documents are currently being prepared to replace the intercom system.

Pembina Court Manor

- Fortis changed 4 meters in Pembina Court

JDR Manor

- The new plumbing system is working well.

John and Gerald Fellowship

- A few hinges were broken on the new cabinets. Repairs were completed by maintenance.

Barrhead Community Housing

- Unit #5 required a new gas valve, and Unit #8 needed a new flame sensor.

4.2 Chief Administrative Officer Report by Dorothy Schorr - Attached
Maintenance

- One full-time employee injured his knee and has taken sick time, then short-term disability and is currently on modified work.

Dietary

- The department is running smoothly during the transitional period of new Dietary Supervisor.

Financial Audit

- The final audit will be completed after working papers are done probably the first week of February 2020; the auditor will require 1 day on site.

Lodge Standards

- Lodge Standards review will be completed on February 13 & 14, 2020.

Administration

- T4s, T4A, have been completed and have been filed with Canada Revenue Agency.
- WCB Annual Report has been submitted.

Vacancies

- 7 Community Housing – Swan Hills
- 2 JDR Manor

Dale Kluin moved to accept the Management Reports as presented.

Carried Unanimously

Leslie Penny moved to that Darrell Troock, Chairperson and Dorothy Schorr, CAO should sign the new \$150,000 Design Grant contract; the old contract has expired.

Carried Unanimously

4.3 Lodge Income Statement as of December 31, 2019 unaudited – Attached

4.4 Social Housing Statement as of December 31, 2019 unaudited – Attached

4.5 GICs – December 31, 2019 – Attached

Initials: Chairperson DL CAO LS

3.1c

Minutes

BDSHA Regular Board Meeting

January 15, 2020

*Craig Wilson moved to accept the Financial Statements as presented.
Carried Unanimously*

- 4.4 Cheque Logs – November 2019 and December 2019 – Attached

*Dale Kluin moved to accept the cheque logs as presented.
Carried Unanimously*

5.0 Business Arising from Minutes

- 5.1 Operational Review Action Plan – FYI

- 5.2 Records Retention Policy – revised

*Dale Kluin moved to approve the revised Records Retention Policy as presented.
Carried Unanimously*

- 5.3 Inventory Policy

*Leslie Penny moved to accept the Inventory Policy as presented.
Carried Unanimously*

- 5.4 Bad Debt Policy

*Craig Wilson moved to accept the Bad Debt Policy as presented.
Carried Unanimously*

- 5.5 Late Payments/Arrears Policy

*Dale Kluin moved to accept the Late Payments/Arrears Policy as presented.
Carried Unanimously*

- 5.6 Cyber Security Policy

*Craig Wilson moved to accept the Cyber Security Policy as presented.
Carried Unanimously*

6.0 New Business

- 6.1 Adjusted Lodge Business Plan 2020 – 2022

Dale Kluin moved that the current rent rates for the lodges should remain at status quo and the rent for the new lodge should be set at:

	Residential Services Portion	Plus Housing Component	Maximum Rent
HC new Single Room 385 sq ft	846	30% of NOA	1692
HC new One Bedroom 572 sq ft	1073	30% of NOA	1915
Couple in Hillcrest new Single Room	1146	30% of NOA	2437
Couple in Hillcrest new 1 bedroom	1373	30% of NOA	2758

Carried Unanimously

Initials: Chairperson 

CAO 

Minutes

BDSHA Regular Board Meeting

January 15, 2020

6.2 ASCHA Conference is from April 6 – 8, 2020 in Red Deer, Alberta

Darrell Troock will attend.

7.0 Correspondence

7.1 Alberta Seniors and Housing – Budgets

- 2020 Social Housing Operating Budget
- 2020 Lodge Assistance Program
- 2020/2021 Capital Maintenance and Renewal Budget
 - o ASHC owned - \$40,000

7.2 2020/2021 Private Non-Profit Budget


*Leslie Penny moved to accept correspondence as information.
Carried Unanimously*

8.0 Date and Time of Regular Board Meeting

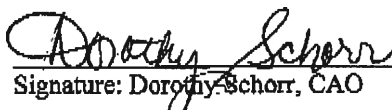
Wednesday, February 19, 2020 at 10:00 a.m.

9.0 Adjournment

*Dale Kluin moved to adjourn the meeting at 11:24 a.m.
Carried Unanimously*


Signature: Darrell Troock, Chairperson

February 19, 2020
Date


Signature: Dorothy Schorr, CAO

February 19, 2020
Date

Initials: Chairperson  CAO 

APPROVED

February 20, 2020

**Barrhead & District Family & Community
Support Services Society
Regular Board Meeting – January 16, 2020 @ 9:30 a.m.
Barrhead FCSS Building**

Finance Committee Meeting held at 9:00 a.m.

Present:

Randy Hindy, Chairperson
Shelly Dewsnap – Executive Director
Carol Lee, Recording Secretary
Jane Wakeford – Vice Chair
Leslie Penny Marvin Schatz Dausen Kluin
Ron Kleinfeldt Shelly Bye
Mark Oberg Sharen Veenstra Marsha Smith

Absent: Vicki Kremp, John Szweg, Secretary/Treasurer Sally Littke

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:42 a.m. by Randy Hindy

2) Acceptance of Agenda – Additions/Deletions

01-20 Moved by Ron Kleinfeldt to accept the Agenda, motion seconded by Marvin Schatz.

Carried

3) Items for Approval**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, December 19, 2019.**

02-20 Moved by Leslie Penny to accept the minutes of the Regular Board meeting of December 19, 2019, seconded by Shelly Bye.

Carried

b) Financial Statements

03-20 Moved by Mark Oberg to accept the General Account, Community Account and Casino Account Financial Statements for the period ending on December 31, 2019, as presented. The motion was seconded by Marsha Smith.

Carried

4) Staff Presentation: Daren Toivonen – Referral Family Counseling

2019 was a busy year both at work and personally. In 2019 I had 172 Referrals and conducted 370 Sessions. Compared to 2018, I had 184 Referrals and conducted 435 Sessions. The Grief Group went well; I follow Dr. Allan Wolfert's method. He came to Edmonton last year and I took the FCSS van in with several women from the Greif Group to hear him. I am looking at running another Greif Group in March of this year. Kid referrals are up and I believe part of the reason is that there is no FSL worker in the elementary school. Lots of anxiety in youth these days, some have difficulty getting on the bus to go to school, others have difficulty writing tests. The Board thanked Daren for all the good work she does.

5) New Business**a) GIC Recommendation**

04-20 Shelly Bye moved to roll existing GIC of \$102,500.00 over into a 90 day GIC. Motion was seconded by Sharen Veenstra.

Carried

6) Old Business**a)****7) Items for Information****a) Directors Report****b) Staff Reports****c) FCSS 2020 Budget Update-**

Shelly received word from both the County and Town Council, that our request for more funding was approved. County Council advised that this is a onetime deal. It is looking favorable that Woodlands will continue with their contract, we are awaiting word.

d) FRN Update -

The deadline for this proposal has been extended to January 20, 2020. Shelly is doing the final touches to the proposal and will have it in by the deadline.

e) FASD Update -

Our FASD contract through Children Services ends the end of March 2020. The program will be transferred to a different ministry; we will be contacted later as to what ministry that is.

8) Board Development**a) Reminder that the Policy & Procedure Committee meet in January****b) FCSS 50th Anniversary Ad-Hoc Committee to meet in January - Leslie Penny to chair****c) New Board Members for April 2020 - Randy Hindy's term is up the end of April 2020.****c) NE Zone Spring Gathering - April 23 & 24, 2020 in Lac La Biche**

If any Board members are interested in going please let Shelly know at the February meeting.

9) Next Meeting:

February 20, 2020

10) Meeting Adjournment

Meeting adjourned at 11:03 a.m.

**Barrhead & District Family & Community Support Services Society Regular
Board Meeting of January 16, 2020**



Chairperson



Recording Secretary