



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, APRIL 13, 2021 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 – March 23, 2021
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 p.m. – Mr. Shallon Touet, Director of Parks and Recreation – Discussion of New Business 7(a) and 7(b)
6. Old Business
 - (a) Proposed new Animal Control Bylaw 04-2021
7. New Business
 - (a) Proposed Amendments to Policy 72-002, Recreation Facility Rentals and Rates Policy
 - (b) Capital Retrofit and Energy Conservation Project - Agrena

8. Reports

- (a) Agricultural Society
- (b) Attraction & Retention Committee
- (c) Barrhead & District Social Housing Association
- (d) Community Futures Yellowhead East
- (e) C.A.O.'s Report
- (f) Council Action List

9. Minutes

- (a) Barrhead & District Family and Community Support Services Society – February 18, 2021
- (b) Barrhead & District Family and Community Support Services Society, Summary of Performance Review – February 17, 2021
- (c) Yellowhead Regional Library – December 7, 2020

10. Bylaw

- (a) There are no Bylaws

11. Correspondence Items

- (a) Letter from the Barrhead RCMP, quarterly Community Policing Report

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) Pursuant to Section 16 Land and Section 24(1) Legal of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, MARCH 23, 2021,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT

Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald 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

Cr. Penny

CALL TO ORDER

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

AGENDA

The agenda was reviewed.

109-21

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

- 8(b) Delete – Barrhead & District Social Housing Association Report
- 8(d) Delete – Community Futures Yellowhead East Report
- 8(g) Add – Yellowhead Regional Library Report
- 8(h) Add – Agricultural Society Report

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of March 9, 2021, were reviewed.

110-21

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of March 9, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Sergeant Bob Dodds of the RCMP at 5:31 p.m.

Sergeant Bob Dodds of the RCMP discussed with Council the January to February 2017-2021 Crime Statistics Report along with discussing Council's priorities for the pending RCMP's annual performance plan.

Including in the plan:

- Enhanced visibility of members 2021-2022
- Drug enforcement increase efforts 2021-2022
- Council discussed drug enforcement in the community and property crime.

Council discussed drug enforcement in the Community and Property Crime report.

EXITED

Mayor McKenzie and Council thanked Sergeant Bob Dodds of the RCMP for his presentation and he exited the Chambers at 6:09 p.m.

111-21

Moved by Cr. Assaf that Council accepts the January to February: 2017 – 2021 Crime Statistics Report from Sergeant Dodds of the Barrhead Provincial RCMP Detachment, along with the presentation, as information.

CARRIED UNANIMOUSLY

112-21

Moved by Cr. Assaf that Council provide the Barrhead Provincial RCMP Detachment with Council's priorities relating to the RCMP's annual Performance Plan to include increased member visibility and drug enforcement.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of March 23, 2021, were reviewed:

- Agricultural Society
- Barrhead Cares Coalition
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board
- Yellowhead Regional Library

- 113-21 Moved by Cr. Klumph that the following Reports to Council as of March 23, 2021, be accepted as information:
- Agricultural Society
 - Barrhead Cares Coalition
 - Chamber of Commerce
 - Family & Community Support Services Society
 - Library Board
 - Yellowhead Regional Library

CARRIED UNANIMOUSLY

**BYLAW 04-2021, THE
ANIMAL CONTROL BYLAW**

Proposed Bylaw 04-2021, the Animal Control Bylaw, was presented.

- 114-21 Moved by Cr. Kluin that Council give Bylaw 04-2021, the Animal Control Bylaw, first reading.

CARRIED

IN FAVOR: Mayor McKenzie, Crs: T. Assaf,
S. Oswald, D. Smith and D. Kluin

OPPOSED: Cr. R. Klumph

- 115-21 Moved by Cr. Oswald that Council give Bylaw 04-2021, the Animal Control Bylaw, second reading.

CARRIED

IN FAVOR: Mayor McKenzie, Crs: T. Assaf,
S. Oswald, D. Smith and D. Kluin

OPPOSED: Cr. R. Klumph

- 116-21 Moved by Cr. Smith that Council give Bylaw 04-2021, the Animal Control Bylaw, be presented for third reading.

CARRIED

IN FAVOR: Mayor McKenzie, Crs: T. Assaf,
S. Oswald, D. Smith and D. Kluin

OPPOSED: Cr. R. Klumph

**CORRESPONDENCE
ITEM**

The following correspondence item was reviewed:

Response letter from the Minister of Jobs, Economy and Innovation, dated March 12, 2021, regarding the Town and Chamber of Commerce letter of support for local business.

117-21 Moved by Cr. Smith that Council accepts the response letter from the Minister of Jobs, Economy and Innovation, dated March 12, 2021, regarding the Town and Chamber of Commerce letter of support for local business, as information.

CARRIED UNANIMOUSLY

RECESSED

118-21 Moved by Cr. Assaf to recess the meeting at 6:56 p.m.

CARRIED UNANIMOUSLY

RECONVENED

119-21 Moved by Cr. Assaf to reconvene the meeting at 7:23 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –
FOIP ACT SECTION 24(1)**

120-21 Moved by Cr. Smith that Council go in closed session at 7:23 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

EXITED Cr. Assaf exited the Council Chambers at 8:17 p.m.

121-21 Moved by Cr. Smith that Council come out of closed session at 8:20 p.m.

CARRIED UNANIMOUSLY

122-21 Moved by Cr. Kluin that council reject all the tenders related to the pumphouse project and instruct Administration to retender by changing the scope of the project.

CARRIED UNANIMOUSLY

ADJOURN

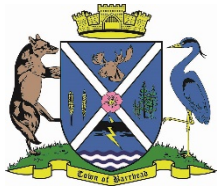
123-21 Moved by Cr. Kluin that the Council Meeting be adjourned at 8:21 p.m.

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: April 13, 2021

Re: Proposed new Animal Control Bylaw 04-2021

1.0 Purpose:

For Council to pass third reading to Bylaw 04-2021, Animal Control Bylaw.

2.0 Background and Discussion:

Council will recall that Bylaw 04-2021 received first and second reading during the March 23rd Council Meeting. Third reading is now required in order to finalize the file.

As noted in my previous report of March 23rd, the Town's Enforcement Services Department along with our Director of Legislative Services undertook a review of the Town's existing Animal Control Bylaw. Based on their review, Administration is submitting recommendations on several "house-keeping" amendments.

The attached draft Bylaw 04-2021 has the suggested additions highlighted in yellow while the proposed deletions are seen with a ~~striketrough~~.

3.0 Alternatives:

- 3.1 Council pass third reading to Bylaw 04-2021, the Animal Control Bylaw, as presented.
- 3.2 Council tables the third reading of Bylaw 04-2021, the Animal Control Bylaw and instructs Administration to provide further information and bring back the information at the next Council Meeting.

4.0 Financial Implications:

Limited.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 Draft Bylaw 04-2021, the Animal Control Bylaw

9.0 Recommendations

Council pass third reading to Bylaw 04-2021, the Animal Control Bylaw, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

BYLAW NO 04-2021

THE ANIMAL CONTROL BYLAW

A Bylaw of the Town of Barrhead, in the Province of Alberta, for the purpose of regulating and controlling of animals within the Town.

WHEREAS, the Council of the Town of Barrhead has deemed it desirable, expedient and in the best interest of developing and maintaining a safe and viable community to pass a Bylaw to control and regulate the ownership and activities of animals within the Town,

NOW THEREFORE the Council of the Town of Barrhead, in the Province of Alberta, in an open meeting hereby enacts as follows:

1. TITLE

This Bylaw shall be referred to as the “Animal Control Bylaw”.

2. DEFINITIONS:

In this Bylaw:

- a) **“Animal”** means any animal, feral or domesticated.
- b) **“Animal Shelter”** means the premises designated by the Town of Barrhead for the impoundment and care of dogs and cats, includes but not limited to premises provided by a veterinary clinic or independent contractor under contract to the Town to provide an animal shelter.
- c) **“CAO”** means the Chief Administrative Officer or designate of the Town of Barrhead.
- d) **“Cat”** means a male or female of the feline species.
- e) **“Council”** means the Council of the municipal corporation of the Town of Barrhead.
- f) **“Dangerous Dog”** means any Dog, regardless of age, whether on public or private property, which has:
 - (i) without provocation, chased, injured, or bitten another animal or human, or
 - (ii) without provocation destroyed any public or private property that is not the owners, or
 - (iii) without provocation threatened or created the reasonable apprehension of a threat to a human, another domestic animal, which in the opinion of the Animal Control Office, or Peace Officer, presents a serious threat of serious harm to humans, other domestic animals.
- g) **“Dog”** means a male or female of the canine species and includes all canine hybrids such as a canine species crossed between a wolf or coyote.
- h) **“Former Owner”** means the person who at the time of impoundment was the owner of the animal.
- i) **“Housed and Confined”** means to confine a female dog or female cat during the whole period of time that such dog or cat is in heat in such a manner that the dog or cat will not be a source of attraction to the other dogs or cats.
- j) **“License Tag”** means an identification tag issued by the Town in accordance with the provision of this bylaw.
- k) **“Livestock”** means those animals which have been domesticated for and are associated with agriculture or ranching including but not limited to horses, ponies, cattle, chickens, birds, sheep, swine, goats and mules, but excluding cats and dogs.
- l) **“Municipal Tag”** means a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town.
- m) **“Off-Leash Area”** means, an area designated and signed by Town Administration where Owners may legally have their Dog At Large and unleashed or leashed.
- n) **“Owner”** means
 - a. a person who has care, charge, custody, possession or control of an animal;
 - b. a person to whom a license was issued for the animal;
 - c. a person who harbours, shelters, permits or allows an animal to remain in or about a person’s land or premises.
- o) **“Peace Officer”** has the same meaning as the Provincial Offence Procedures Act, as amended.
- p) **“Permitted Leash”** means a humane and reasonably employed restraint adequate to control the dog or cat it is used on, and which shall not exceed three (3) meters in length
- q) **“Person”** includes a corporation, an individual, and the heirs, executors, administrators or other legal representatives of an individual.

- r) **“Running At Large”** means a dog or cat found on any public land within the Town of Barrhead or on private property without the consent of the landowner or occupant thereof and is not controlled by a any person by means of a leash or other similar devise for that purpose.
- s) **“Service Dog”** has the same meaning as defined in the Service Dogs Act, as amended.
- t) **“Violation Ticket”** means a ticket issued pursuant to the Provincial Offences Procedure Act as amended.

3. **QUANTITY OF ANIMALS**

- (a) No person residing within the Town shall keep or harbour more than two (2) dogs and /or three (3) cats for a total of five (5) animals of whatever sex, aged six (6) months or more at the same time in any house, shelter, room or place within the Town.
- (b) This Section shall not apply to premises lawfully used for the care and treatment of dogs or cats or other animals operated by and in charge of a licensed veterinarian, nor to premises for which permission has been granted by the Town for temporary use for the purpose of a dog or cat show, nor to any person who has been granted a permit to operate a kennel within the Town.

4. **REQUIREMENT FOR LICENSING**

- (a) All dogs or cats within the Town aged six (6) months or more must be licensed.
- (b) The owner of a dog or cat shall obtain an annual license for each dog or cat that he/she owns and pay the required fee as set out in Schedule “B”, attached to this Bylaw.
- (c) The owner is required to obtain the license tag on the first business day of January each year, or on the first business day after which he/she becomes the owner of the dog or cat.
- (d) The owner shall ensure that the license is secured to the dog or cat, by means of a collar or harness, when the dog or cat is off the premises of the owner.
- (e) The license is issued for the calendar year and no refunds shall be issued for reason of the death of the dog or cat, change of ownership, or moving.
- (f) The provision of section (a) shall not apply to the following:
 - (i) dogs or cats accompanying a person temporarily in Town on business or vacation for a period not exceeding 14 days;
 - (ii) holders of a valid development permit issued under the Land Use Bylaw for a kennel;
 - (iii) service dogs as defined in the Service Dogs Act;
 - (iv) police dogs.

5. **AT LARGE:**

- (a) The owner of a dog or cat shall not permit or otherwise allow the dog or cat to run at large within the jurisdiction of the Town.
- (b) Any dog or cat left in a vehicle off the premises of the owner shall be deemed to be at large unless the animal is contained within an enclosed portion of the vehicle or is securely fastened within and unable to exit that vehicle to any area surrounding the said vehicle.

6. **RESPONSIBILITY OF THE OWNER:**

- (a) The owner of a dog shall not permit the animal to be or become a public nuisance by:
 - (i) threatening, biting, and chasing any person;
 - (ii) biting, threatening, barking at and worrying or chasing livestock, bicycles, automobiles, or other vehicles;
 - (iii) barking, howling, or otherwise disturbing any person;
 - (iv) causing damage or injury to property or other animals.
- (b) The owner of a dog or cat who permits their animal to defecate on property other than their own shall immediately remove any matter deposited.
- (c) The owner of a female dog or cat, which is in heat shall keep the animal housed and confined.
- (d) The owner of a dog or cat who allows such dog or cat to upset waste receptacles or scatter the contents in and about a lane, street or other public or private property or in and about premises belonging to the owner of the animal is guilty of an offence.

7. DANGEROUS DOG:

- (a) If a Peace Officer determines on reasonable grounds, that a dog is dangerous, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he/she may:
 - (i) give the owner of a dog written notice that the dog has been determined to be a dangerous dog and keep a record of notice on file at the Town office, with the name and address of the owner as well as a description of the dangerous dog for future reference;
 - (ii) require the owner to keep such a dog at all times while on the owner's property confined and secure by way of fence, enclosure or securely tethered in a manner that will not allow the dog to bite or harm any person or animal and not allow the dog outside the owner's property unless such a dog is on a leash held and under the control of the owner or another responsible person with the owner's consent;
 - (iii) inform the owner that if the dog is not confined in accordance with this bylaw the owner will be fined or subject to enforcement action pursuant to this bylaw;
 - (iv) require the dog to be muzzled when off the owner's property, with exceptions for bona fide dog shows or while on duty in an enclosed area for which it is responsible to protect livestock, humans or property.
- (b) An owner of a dangerous dog is guilty of an offence if such a dog:
 - (i) is on any public property or other private property unless the dog is on a leash and under the control of the owner or another responsible person with the owner's consent;
 - (ii) threatens or attacks any person;
 - (iii) chases any person on a bicycle, or while walking or running; or
 - (v) attacks, harasses, injures or kills another animal.

8. DOGS IN OFF-LEASH AREAS:

- (a) An owner of a dog is not required to have the dog on a leash in any area which has been designated as an "off-leash area" by the Town.
- (b) The owner of a dog in an "off-leash area" shall ensure that such dog is under control at all times.
- (c) A Peace Officer may order that a dog be put on a leash, and/or the dog be removed from an off-leash area;
 - i) if the dog has done any act that injures a person or another animal,
 - ii) chases or otherwise threatened a person, and
 - iii) causes damage to property
- (d) An owner who fails to restrain a dog on a leash and/or remove a dog from the off-leash area upon being directed to do so by the Peace Officer is guilty of an offence; and nothing in this section relieves a person from complying with any other provisions of this Bylaw.
- (e) No owner of a dangerous animal shall permit the animal to be in an off-leash area at any time.

9. PROHIBITED AREAS:

- (a) The owner of a dog, cat or other animal shall not place or allow such dog, cat or other animal to enter or remain in any swimming, bathing or wading pool within the Town which is open to the public.

10. OBSTRUCTION:

- (a) No person, whether or not they are the owner of a dog or cat which is being or has been pursued or captured, shall:
 - (i) Interfere with or attempt to obstruct an Peace Officer who is attempting to capture or has captured a dog or cat which is subject to being impounded pursuant to the provisions of this Bylaw.
 - (ii) Induce the dog or cat to enter a house or other place where it may be safe from capture or otherwise assist the dog to escape capture.
 - (iii) Falsely represent themselves as being in charge or control of a dog or cat so as to establish that the animal is not running at large.
 - (iv) Unlock or unlatch or otherwise open a vehicle in which dogs or cats seized for impoundment have been placed.
 - (v) Remove or attempt to remove a dog or cat from the possession or control of the Peace Officer.

11. OTHER CONTRAVENTIONS:

- (a) No person shall:
 - (i) Untie, loosen or otherwise free a dog or cat which has been tied or otherwise restrained.
 - (ii) Negligently or wilfully open a gate, door, or other opening in a fence or enclosure in which a dog has been confined and thereby allow a dog to run at large within the Town.
 - (iii) Cause unnecessary suffering to a dog, cat or other animal by neglect or deprivation nor punish or abuse a dog, cat or other animal in a manner or to an extent that is cruel or unnecessary
- (b) No Person shall:
 - (i) Keep livestock within the Town limits except the following:
 - a) in a veterinary clinic or hospital or as part of a cultural, recreational or agricultural event (such as a. rodeo, fair, 4-H or similar event.); and
 - b) at the discretion of the CAO or Peace Officer, in the Urban Reserve District of the Land Use Bylaw, provided the lot size is 5 acres or greater.

12. AUTHORITY TO IMPOUND:

- (a) A Peace Officer may capture and impound any dog or cat in respect of which they believe or have reasonable grounds to believe an offence under this Bylaw is being or has been committed.
- (b) A Peace Officer authorized by this Bylaw to enforce the provisions contained herein may enter onto the land surrounding any building in pursuit of any dog or cat which has been running at large and should the dog or cat attain the safety of its home, the owner, possessor or harboured may be charged for allowing the dog or cat to run at large whether the animal is captured by the Peace Officer or not.
- (c) Any person may seize a dog or cat found at large and deliver such dog or cat to a Peace Officer who, upon being satisfied that such dog or cat was at large, may deliver such dog or cat to the animal shelter for impoundment.

13. ESTABLISHMENT OF AN ANIMAL SHELTER:

- (a) It shall be the duty of the CAO to designate an animal shelter for the impounding and care of dogs cats or animals captured pursuant to this Bylaw, and the CAO is further authorized to make any such rules and regulations consistent with the provisions of this Bylaw as it considers necessary for the conduct in regulating such an animal shelter.

14. RECLAIMING:

- (a) The owner of any impounded dog may reclaim the dog or cat within seventy two (72) consecutive hours, excluding Saturdays, Sundays and Holidays from time of impoundment by paying to the Town, all penalties and fees as authorized by Council under Schedules “A” and/or “B” contained within this Bylaw.

15. SALE OR DESTRUCTION:

- (a) The animal shelter or peace officer may authorize the sale or destruction of a dog or cat in a humane manner after the dog or cat is retained for no less than seventy two (72) consecutive hours from the time of the impoundment, excluding Saturdays, Sundays and Holidays, unless the CAO or his representative orders the further retention or the destruction of the dog or cat, or the owner of the dog or cat makes arrangements with the animal shelter or peace officer for further retention of the dog or cat at the owners expense.
- (b) Notwithstanding subsection (a), if in the opinion of the animal shelter or peace officer the animal appears to be a purebred animal or if it bears an obvious identification tattoo, brand, mark, tag or license, the applicable time limit under subsection (a) is 10 days after the date on which the animal was delivered.
- (c) An owner who voluntarily relinquishes ownership of his animals to the animal shelter shall be responsible for any and all costs of retention or destruction of the animals while in the care of the shelter. The Town shall not be responsible for any costs associated with the above.
- (d) The purchaser of the impounded dog or cat from the animal shelter pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the former owner of the dog or cat shall cease.
- (e) The animal shelter shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog or cat to a veterinarian and act upon their recommendation. The owner, if known, shall be held responsible for all charges resulting.

16. **ENFORCEMENT:**

- (a) Where a Peace Officer believes that any person has contravened any provision of this Bylaw, they may serve upon such person a Municipal Tag as provided by this section by:
 - (i) either personally or by leaving a copy for them at their last or most usual place of abode with some person present who is apparently at least 16 years of age, or
 - (ii) by mailing a copy to the owner by registered or certified mail to their last known post office address.
- (b) A person who is guilty of an offence is liable to a fine in an amount not less than that established in this bylaw, and not exceeding \$10,000.00.
- (c) A Peace Officer who is duly authorized may choose to serve a Violation Ticket pursuant to the Provincial Offenses Procedures Act RSA 2000 as amended upon any person the Peace Officer believes to be in contravention of any provision of this bylaw. A Violation Ticket may require a person to appear in court on a date specified, without the option of making a voluntary payment.
- (d) Notwithstanding the provisions of this Section, a person to whom a Municipal Tag or a Violation Ticket has been issued” pursuant to this Section may exercise his right to defend any charge of committing a contravention of any of the provisions to this Bylaw.
- (e) The CAO ~~Municipal Manager~~, or designate may, at their discretion, revoke the penalties and/or fees as provided in Schedule "A" and release any dog or cat in contravention of any provision of this Bylaw to the owner.

17. **SUMMARY CONVICTION:**

- (a) The levying and payment of any fine in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw
- (b) If a court of competent jurisdiction determines that an offence is sufficiently serious, that the court may direct or order the person that owns, keeps, maintains or harbours a dog or cat to prevent such dog or cat from doing mischief or causing the disturbance or a nuisance complained of, or to have the animal removed from the Town, or to have the animal destroyed.

18. **SEVERABILITY PROVISION:**

- (a) It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

19. **RESCIND:**

- (a) Bylaw 01-2013 is hereby rescinded.

Read a first time this _____ day of _____, 2021

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, 2021

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, 2021

Mayor, Dave McKenzie

CAO, Edward LeBlanc

SCHEDULE "A"

In lieu of prosecution the Town will accept the following payments.

SPECIFIED PENALTIES

OFFENCE	SECTION	PENALTY
Failure to hold a current dog or cat license	4	\$100.00 + License fee
Dog or Cat At Large:		
Unlicensed	5	\$100.00 – increase to \$150.00
Licensed	5	\$75.00 – increase to \$100.00
Dangerous Dog	5	\$250.00 – increase to \$400.00
Owner Responsibility		
Unlicensed	6(a) (iii-iv), (b), (d)	\$200.00
Dog Bite	6 (a) (i-ii)	\$300.00
Licensed	6	\$150.00
Dangerous Dog	7(b)	\$500.00
Off Leash Areas	8	\$200.00
Prohibited Area	8	\$200.00
Obstruction	9	\$500.00
Miscellaneous	3, 10	\$100.00

Contravention of any and each Bylaw provision:

Second Offence within any twelve (12) month period	Double the above Penalties
Third and Subsequent Offence within any twelve (12) month period	Triple the above Penalties

FEES

Fees shall be computed as follows for each day of impoundment in the animal shelter, commencing the day of seizure, in respect of each dog or cat impounded:

Per Day	\$ 20.00
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SCHEDULE “B”

RATES FOR THE PURCHASE OF AN ANNUAL DOG OR CAT LICENSE

1. Each spayed/neutered dog or cat (documentation required)	\$ 8.00
2. Each unspayed/unneutered dog or cat	\$20.00
3. Service Dog	\$ NIL
4. Replacement of lost or destroyed dog tag	\$ 8.00



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 13, 2021

Re: Amendments to Policy 72-002 (Recreation Facility Rentals & Rates Policy)

1.0 **Purpose:**

For Council to approve the amendments to Policy 72-002, Recreation Facility Rentals and Rates Policy.

2.0 **Background and Discussion:**

The Town's Recreation & Parks Department undertook a review of the Town's existing Recreation Facility Rentals and Rates Policy. Based on their review, Administration is submitting a recommendation on several "house-keeping" amendments.

For reference and convenience, the suggested additions to the policy are shown in red while the proposed deletions are seen with a ~~strike through~~ and are highlighted in yellow.

The following is a summary of the recommended amendments:

CHANGE	REASON
Remove \$107.10 public skating sponsorship fee	Public skating sponsorship includes digital advertising for the sponsor, therefore should be classified as digital advertising as per the <i>Agrena Digital Sign Advertising Policy 72-009</i> . Public skating will remain free of charge to the public.
Remove lock replacement procedure	Following re-opening after the first shutdown, most patrons had purchased their own locks.

Permission for the Town to use Curling Rink at no cost as required for meetings and/or education	This clause already exists in the Curling Club's Lease Agreement, but is also relevant to include in the Policy
Move the User Agreement to be included as Appendix B	The User Agreement should be attached as an appendix rather than be included within the Policy as it is operational. No change to the existing wording is suggested.
Clarification of ice subsidy in User Agreement	Specifies that it is applicable to minor sport organizations only

Administration will be reviewing the various rates and fees and will be presenting a report to Council prior to November 30, 2011 (as previously directed by Council during the March 9, 2021 Council Meeting - Resolution No. 107-21).

3.0 Alternatives:

- 3.1 Council approves the amendments to Policy 72-002 (Recreation Facility Rentals & Rates Policy) as presented.
- 3.2 Council approves the amendments to Policy 72-002 (Recreation Facility Rentals & Rates Policy) as further discussed.
- 3.3 Council tables the potential amendments to Policy 72-002 (Recreation Facility Rentals & Rates Policy) and instructs Administration to provide further information and report back at the next Council Meeting.

4.0 Financial Implications:

Limited:

- a) The public skating sponsorship will still be available through the *Agrena Digital Sign Advertising Policy 72-009*.
- b) The lock replacement procedure does not generate revenue as locks are rented for free.
- c) The Curling Club would not lose any revenue as the Town would only use the facility when it is not needed by the Club.
- d) Specification of ice subsidy application is financially beneficial for minor sports

5.0 Interdepartmental Implications:

Not applicable

6.0 Senior Government Implications:

Not applicable

7.0 Political/Public Implications:

Limited – based on the suggested amendments

8.0 Attachments:

8.1 – amended Policy 72-002 (Recreation Facility Rentals & Rates Policy)

9.0 Recommendations

Council approves the amendments to Policy 72-002 (Recreation Facility Rentals & Rates Policy) as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

TOWN OF BARRHEAD

PROCEDURE STATEMENT

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

Effective Date: 98/10/13
Revised Date: 20/02/25

PROCEDURES:

The Town of Barrhead 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 DEFINITIONS AND PROCEDURES

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 45 minutes for ice use, and 15 minutes to clean the ice.
- V. Minor Ice- will mean youth activities including but not limited to Minor Hockey, Figure Skating, or Ringette.
- VI. Private 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

- 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 as outlined in the Policy.
- e. Upon completion of the yearly ice allocations, user groups will be required to coordinate all times with the 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.
- 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 \$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. Competitive/Adult Teams

- a. 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 as outlined in the Policy.
- b. Competitive and Adult Teams will be allotted a minimum of an hour and a half per booking which will include warm up and the flooding of ice.

- c. 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 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 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 Director of Parks & Recreation or their delegate at the beginning of the current season.

VII. Special Events

- a. The Town of Barrhead Parks and Recreation Department reserves the right to book Special Events during regular season as deemed necessary by the 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 Director of Parks & Recreation and/or the Director of 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 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 Parks & 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).

3. Charles Godberson Rotary Room 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.

4. Charles Godberson Rotary Room Procedures

I. Renter's Responsibility

- a. It will be the Renter's responsibility to block book the facilities if required, with the inclusion of a Cancellation Policy.
- b. The Renter must fill out a Rental Agreement Form.
- c. Renters must remove all supplies brought in for the function.
- 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.
- 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.
- b. Winter hours- will be in effect from October 1st to March 30th, Monday to Sunday as per arena schedule.

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. Arena staff reserve the right to refuse use of the track if consumption of drugs or alcohol is evident.

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.

7. Arena Ice Surface (Off Season) User Procedures

I. Renter's Responsibility

- a. The Renter must obtain permission, in writing, from the 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.

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 DEFINITIONS AND PROCEDURES

1. Ball Diamond User Definitions

- I. Rental Fees for Ball Leagues - refers to rates Per Team Per Season.

2. Ball Diamond User Procedures

NOTE Minor Ball gets first 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.
- 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, 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 Barrhead Regional Aquatics Centre front desk.

II. Parks & Recreation Department Responsibility

- a. It will be the 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 or their delegate is responsible for providing access to maintained and fully equipped washrooms.

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 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.

5. Stage Rental Procedures

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

D. BARRHEAD REGIONAL AQUATICS CENTRE DEFINITIONS AND PROCEDURES

1. Barrhead Regional Aquatics Centre Definitions

- 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 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.Water Fitness Classes

- a. The instructor/Participant ratio is subject to pool capacity and equipment availability.

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 6, must have completed prior level and present report card or complete a swim evaluation.
- IV. Rookie/Ranger/Star - 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 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.

E. ROTARY PARK CAMPGROUND DEFINITIONS AND PROCEDURES

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. 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

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.

III. The Curling Club shall permit the Town the use of any and all space within the Curling Rink at no cost to the Town for the purpose of meetings and/or education, providing it does not conflict with any functions the Curling Club may have.

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.

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.

(Moved to "Appendix B")

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

For Non-Seasonal Users

____ Ice Rental Date ____/____/20____
____ Dr. Godberson Rotary Room Type of Event _____
____ Dry Floor Start Time _____
____ Concession 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

OFFICE USE ONLY NOTES

____ Fees paid
____ Damage deposit
____ Proof of Insurance
____ Storage Locker

Town of Barrhead Agrena Centre

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 accidence 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.
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.

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 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 Agrena. 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 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 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:

$120 \text{ registrants} / 12 = 10 \text{ groups}$

$10 \text{ groups} \times 75 \text{ mins/week} = 12.5 \text{ hours}$

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

Notes of user meeting dated: ____/____/20____

This image shows a full page of yellow paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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	\$160.20
	Summer Ice - Outside of Town or County	Hourly	\$170.90
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 Godbersen 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

Appendix B

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.

Signature of User Group Rep

_____/_____/20____
Day Month Year

OFFICE USE ONLY

NOTES

___ Fees paid
___ Damage deposit
___ Proof of Insurance
___ Storage Locker

Town of Barrhead Agrena Centre

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 accidence 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

8. 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.
9. 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.
10. 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.
11. 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.
12. 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:

- f) 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
- g) Minor leagues
- h) Adult recreational/Commercial leagues
- i) Pembina Hills Regional Division No. 7
- j) 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.

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.

13. 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.

14. The arena is closed all statutory holidays, unless by special request approved by Council.

SCHEDULE OF FEES

- 9. At the directed by council ice user rates may be adjusted annually to maintain an overall subsidy of 40% of arena costs each season **for minor sports organizations only.**
- 10. 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.
- 11. Outside leagues and private rentals are subject to the adult rental rate unless otherwise approved by Council.
- 12. 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.
- 13. 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.

14. Non-prime rates apply to ice bookings prior to 9:00 am and after midnight, Monday to Friday, as well as when school is in session, excluding holidays and non-instructional days.
15. 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.
16. 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

5. 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
6. 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.
7. Organizations renting the facility during the off-season must notify the Recreation Administration one week in advance of any cancellation.
8. Ice rentals are for the sole use of the renter and are not to be sub-let to another user.

DISCIPLINE

5. 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.
6. 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.
7. The use of tobacco, vapor or marijuana products is not permitted in the Agrena. 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.

8. 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

13. 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.
14. Any building alterations must, have the approval of the Director of Parks and Recreation.
15. The Town of Barrhead and Arena staff members will not be responsible for any loss, damage or theft of personal property.
16. The Director of Parks and Recreation is to have in his/her possession, keys to all doors and locks in the facility.
17. Skaters must leave the ice surface immediately once the time allotment has expired. In situations where extra maintenance work to the ice surface is required as a result of the actives of an 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.
18. No person 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.
19. Teams will supply their own locks for dressing rooms. The Arena reserves the right to remove locks at their discretion.
20. No tobacco, vapor or marijuana products, food, or drinks will be permitted on the ice surface at any time.
21. 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.
22. All users are to utilize dressing rooms for skate and equipment changing with the exception of Public Skating.

23. 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.
24. 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 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

9. The Dr. Charles Godberson Rotary Room will be opened and available for special needs such as meetings and group rentals.
10. 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.
11. 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.
12. The Recreation Administration and health inspector, if required, must approve any sale of food and beverage.
13. Unsupervised children will not be allowed in the Dr. Charles Godberson Rotary Room.
14. 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.
15. 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.

16. The emergency exit is not be utilized at any time except in an emergency.
In addition, the User will:

9. 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.
10. 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.
11. Report all damages immediately to the Recreation Administration or his/her designate.
12. 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.
13. Be responsible for leaving the premises clean. Failure to do so may result in additional fee levied for maintenance.
14. 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.
15. 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.
16. 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.

6. 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.
7. 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).
8. Minor sports groups receive a minimum base of seventy-five minutes per week for each group of 12.
For example:
 $120 \text{ registrants} / 12 = 10 \text{ groups}$
 $10 \text{ groups} \times 75 \text{ mins/week} = 12.5 \text{ hours}$
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.
9. 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.
10. 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

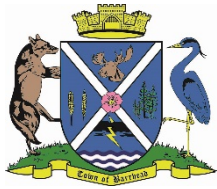
4. Registration numbers will be sent to the Town's Booking Representative to determine the minimum number of hours for each group.
5. For every 2 groups (24 members) each organization receives one ticket to be placed in a draw box. A random draw determines who picks the next available ice time.
6. No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

3. Director of Parks and Recreation
4. Chief Administration Officer

[illegible]



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 13, 2021

Re: Capital Retrofit and Energy Conservation Project - Agreva

1.0 Purpose:

For Council to provide direction to the potential capital retrofit and energy conservation project at the Agreva.

2.0 Background and Discussion:

Our Recreation and Parks Department has been very diligent in their efforts to secure a capital grant to undertake capital improvements at the Agreva. The general scope of the project relates to the replacing the existing refrigeration pumps and heating equipment.

With the added support of an engineer report, our Parks & Recreation Department was successful in securing a capital grant of \$750,000.00 from Municipal Climate Change and Action Centre.

The Agreva uses seven refrigerate pumps for creating the ice playing surface and redirects the wasted energy to heat the interior of the building. All the pumps are original equipment and are 21 years old. The engineer report outlines that the pumps along with the motors are at the end of their expected life span and will or has in the past required significant repairs. The refrigerant freon material for six of the seven heat pumps will be discontinued in 2 – 4 years.

The noted capital improvements are included in the Town's existing 10-year capital plan and was identified as a potential project for 2023.

The process for this particular capital project would consist of our engineers preparing a "design built" tender, seeking a potential design from the private sector. After the evaluation process is completed, a recommendation would be forward to our office for consideration with the possibility of Council awarding the project.

If approved, the project would commence this year and completed by 2022, with the anticipation that it would not disrupt the traditional ice usage season.

The capital grant stipulates that the project must be completed by August 31, 2022.

The following pictures illustrates the general scope of the project:



Picture # 1 – remove and replace the seven refrigeration pumps



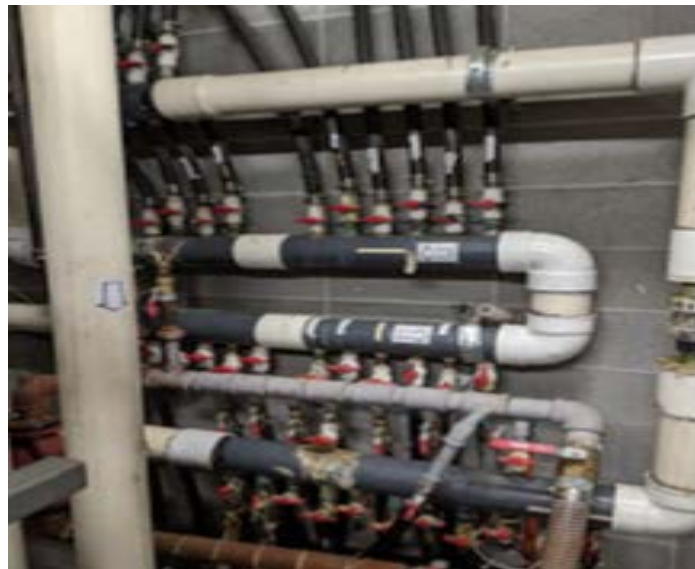
Picture # 2 – remove and replace approx.1,000 feet of heat pipe (some piping is warped)



Picture # 3 - evidence of warped heat pipes



Picture # 4 remove and replace 5 interior heat pumps



Picture # 5 – remove and replace manifold (the distribution system between the pumps and interior lines)

3.0 Alternatives:

- 3.1 Council authorizes Administration to endorse the offer letter from Municipal Climate Change Action Centre dated March 18, 2021 for a rebate of \$730,000.00 regarding the Town's application for the Recreation Energy Conservation Program.

and further;

- 3.2 (a) Council instruct Administration to engage the services of Associated Engineering Alberta Ltd. to prepare a design build tender for the Agrena retrofit and energy conservation project.
- 3.3 Council tables the potential Agrena retrofit and energy conservation project and instructs Administration to provide further information and bring back the information at the next Council Meeting.

4.0 Financial Implications:

The attached engineered report outlines that the estimated annual cost savings would be approximately \$22,000.00. Once the tenders are formally presented to Council, Administration will include a detail capital budget for the project.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

With the limited life span remaining on the major cooling components for the Agrena, should the Town undertake the noted improvements, it would demonstrate that Council is taking a pro-active position in respect to the anticipated and required capital repairs.

8.0 Attachments:

- 8.1 Offer letter from Municipal Climate Change Action Centre dated March 18, 2021 (document refers to \$730,000.00. An additional \$20,000.00 was previously approved for engineering services)

8.2 REC Engineering Study of the Agrena prepared by Revolve Engineering (please note, the anticipated cost of the repairs has been deleted from this particular version of the report).

9.0 Recommendations

Council authorizes Administration to endorse the offer letter from Municipal Climate Change Action Centre dated March 18, 2021 for a rebate of \$730,000.00 regarding the Town's application for the Recreation Energy Conservation Program.

and further;

Council instruct Administration to engage the services of Associated Engineering Alberta Ltd. to prepare a design build tender for the Agrena retrofit and energy conservation project.

(Original signed by the CAO)

Edward LeBlanc
CAO

OFFER LETTER

March 18, 2021

Shallon Touet
Town of Barrhead
5607 47 Street
Barrhead, Alberta T7N 1A2

Subject: Your application for the Recreation Energy Conservation Program – EA-0000003962 (REC-207)

Dear Shallon Touet:

Thank you for your application for a Recreation Energy Conservation Program rebate for your Implementation Project. Please note that the Offer Letter which was issued for this project [EA-0000003962 (REC-207)] on March 11th, 2021 is no longer valid.

A total rebate of \$730,000.00 has been pre-approved for your project at the Barrhead Agrena in Barrhead, Alberta. The schedule of rebate payments is included for your reference in Table 1.0 on the following page. We have the Implementation Project completion date estimated as August 31, 2022. You must notify program representatives if your Implementation Project completion date will be later than this date.

NEXT STEPS

- 1) Offer Acceptance: Acknowledge and accept this Offer Letter via your application portal dashboard or complete and sign the form on page two of this letter and email it to REC@clearesult.com.
- 2) Complete Implementation Project: Please notify program representatives of changes to your completion timeline by adjusting the expected installation date listed on your offer acceptance.
- 3) Submit all required documentation: After completing the Implementation Project, submit a payment request for the rebate via your application portal dashboard, or complete the form on page three, and email it to REC@clearesult.com.
- 4) Complete public engagement and profiling activities: Submit proof of completion of the activities listed in the REC Guidebook to contact@mccac.ca.
- 5) Final review and inspection by program representatives: By submitting a completed payment request, your Implementation Project may be subject to a post-installation inspection. If you are selected for an inspection, you will be contacted separately. Please review program terms and conditions for more details.

We look forward to working with you on this and future energy efficiency projects. Please contact me if you have any questions. Please reach out via email to REC@clearesult.com or call (587) 319 2889 if you have any questions.

Sincerely,
Program Manager

Municipal Climate Change Action Centre's Recreation Energy Conservation Program is proudly delivered by our program implementer, CLEAResult. www.clearesult.com

Town of Barrhead - Rebate Offer Letter – March 18, 2021

OFFER ACCEPTANCE – EA-0000003962 (REC-207)

A response to this rebate offer is requested within 30 days of issue. By signing this Offer Letter, the municipality acknowledges and agrees to the attached Recreation Energy Conservation Program Terms and Conditions. The municipality is responsible for ensuring their Project, and all associated Work (including public engagement) is completed within 17 months from the signing date below.

- ☐ We are proceeding with the Implementation Project as outlined in the initial Application and accept the rebate listed in Table 1.0.

Expected Implementation Project start date: _____

Expected Implementation Project completion date: August 31, 2022

- ☐ We are not proceeding with an Implementation Project.

Municipality Name

Name and Title

Signature

Date

Name and Title

Signature

Date

TABLE 1.0 – PRE-APPROVED REBATE DETAILS

Implementation Project: Energy Conservation Measures	Pre-Approved Rebate Amount ¹
Measure 1: Ice Plant Upgrade	\$730,000.00
Total	\$730,000.00

¹Rebates are contingent on the installation of equipment as described in your application and will be adjusted to reflect changes to the scope of the project that may occur during implementation. Implementation Project rebates are paid in a lump sum after the Third-Party Administrator completes the review of Implementation Project completion documentation. In the event of Implementation Projects that receive greater than \$50,000 in rebates, MCCAC reserves the right to hold back up to 10% of the total rebate amount pending completion of site measurement to confirm the associated energy savings and greenhouse gas reductions. In some instances, additional metering may be required of the municipality. The need for a hold back as well as the need for additional metering will be assessed on a case by case basis. Rebate amount is subject to change pending final costs.

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Town of Barrhead - Rebate Offer Letter – March 18, 2021

REBATE PAYMENT REQUEST FORM – EA-0000003962 (REC-207)

To be submitted by the Municipality or on behalf of the Municipality by the Program Ally upon completion of the Implementation Project. This payment request may be submitted by visiting your application portal dashboard or by completing the Payment Request Checklist section below and emailing it to REC@clearesult.com. Supporting documentation must be submitted with this Payment Request and may include, but is not limited to, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, ECM layout descriptions, metering, data collection, interviews, utility bill data analysis, final invoices, and proof of payment. Documentation must include sufficient detail to separate the labour and equipment cost from the cost of other services such as repairs and building code compliance. Municipal Climate Change Action Centre reserves the right to request additional supporting documentation necessary to determine measure eligibility and verify that the expected energy savings will occur.

- ☐ Check here if the payee information has changed from the information submitted with the initial project application. Attach a revised payee information form located on page five of this letter.
- ☐ Check here if the implemented project was different from the proposal provided in the original rebate application and attach information regarding the revision. This includes any changes to the type or amount of baseline or high-efficiency equipment, equipment cost or operating hours. Attach revised energy savings calculations, if appropriate.

Pre-Approved Rebate Details		
Energy Conservation Measure	Total Pre-Approved Rebate Amount ¹	Installation Completed
Measure 1: Ice Plant Upgrade	\$730,000.00	
Total	\$730,000.00	

¹Rebates are contingent on the installation of equipment as described in your application and will be adjusted to reflect changes to the scope of the project that may occur during implementation.

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Town of Barrhead - Rebate Offer Letter – March 18, 2021

PAYMENT REQUEST CHECKLIST

Use the checklist below to ensure you receive payment in a timely manner, please include the following:

- ☐ Provide updated project documentation for any changes to the scope of work.
- ☐ Customer acknowledgement the project has been completed by signing and dating this page.
- ☐ Submit the required documentation which may include, but is not limited to, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, ECM layout descriptions, metering, data collection, utility bill data analysis, final invoices, and proof of payment.
 - All Implementation Projects require completion documentation including the following:
 - Final itemized invoices with labour and equipment costs distinctly broken out
 - Proof of payment to the Program Ally or contractor
 - Part numbers and serial numbers of equipment, as applicable
 - Post-installation photographs of each unique type of installed equipment
 - Other information as necessary and as requested
- ☐ Documentation includes sufficient detail to separate the labour and equipment cost from the cost of other services such as repairs and building code compliance.
- ☐ Verify Payee information and address included on the initial project application are correct.

This payment request and corresponding supporting documents complete your application for final review. By signing below, the Municipality acknowledges the Implementation Project has been performed and is completed.

Municipality Name

Name and Title

Signature

Date

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Town of Barrhead - Rebate Offer Letter – March 18, 2021

PAYEE INFORMATION

Optional: This section only needs to be completed if the payee information has changed from the information submitted on the initial project application. This information may be updated on your application portal dashboard or by completing the form below and emailing it to REC@clearesult.com

Payment Information (Required)		
Municipality Name (as shown on federal income tax return):		
Mailing Address		
City	Province	Postal Code
Payee Tax ID # of Municipality Name Above:		

Municipal Climate Change Action Centre's Recreation Energy Conservation Program is proudly delivered by our program implementer, CLEAResult. www.clearesult.com

REC Engineering Study

*Barrhead Agrena
5607-47th Street, Barrhead, AB*



Prepared For:
Town of Barrhead
5014 50 Ave, Barrhead, AB T7N 1L1

Prepared By:
Revolve Engineering Inc.
Phone: 780.619.2270
www.revolveengineering.ca



Executive Summary

The Barrhead Agrena, located at 5607-47th Street, Barrhead, AB, was visited by Revolve Engineering Inc. on October 6th, 2020 to gather information for a REC Engineering Study assessment. The purpose of the engineering study is to assess specific measures that can be taken to reduce the building's energy use, energy cost and greenhouse gas footprint. Three conservation measures (ECMs) were assessed, resulting in a recommendation to proceed in the short term on two of the three ECMs. The three ECMs are as follows (they will be described in more detail further in this report):

ECM1: Replacement of the main refrigeration plant

ECM2: Replacement of the heating systems for certain areas within the Agrena

ECM3: Incorporation of a Ground Heat Exchanger (GHX) and tie-in to the adjacent swimming pool for rejection of waste heat from the refrigeration plant

The two ECMs recommended for immediate implementation would result in an estimated annual energy reduction of 219,346 kWh of natural gas, 234,986 kWh of electricity and 174 tonnes of CO₂e. The annual cost savings is estimated at \$22,397 in the first year. The combined cost of all recommended ECMs is estimated at approximately :

A summary of ECMs is listed below:

Table 1 - Summary of ECMs

Energy Savings and GHG Reductions Summary Table							
ECM	Description	Annual electricity savings	Electricity demand savings	Annual natural gas savings	Annual GHG reductions	Measure life	Lifetime GHG reductions
#		kWh/yr	kW	kWh/yr	tCO ₂ e/yr	years	tCO ₂ e
1	Replacement of Ice Plant	279,272	74	0	159.2	20	1,777
2	Heating System upgrade and replacement	-26,495	-11	219,543	25.3	25	872
3	Add GHX and W-W Heat Pumps for Hot Water Heating	-20,573	-3	428,283	67.1	25	1,911
1 & 2	Combination of ECM1 and ECM2	234,986	63	219,346	174.3	20	2,342
ECM Totals (ECM 1,2 and 3)		218,542	65	428,283	203.4	20	3,045

Table 2: Financial Analysis Summary Table

Financial Analysis Summary Table							
ECM	Description	Total equipment and installation cost	Annual cost savings	Simple payback without incentive	Expected REC rebate	Simple payback with incentive	Lifetime abatement rate
#		\$	\$/yr	years	\$	years	\$/tCO ₂ e
1	Replacement of Ice Plant		\$21,692	40+			\$698
2	Heating System upgrade and replacement		\$2,091	33			\$505
3	Add GHX and W-W Heat Pumps for Hot Water Heating		\$6,495	32			\$396
1 & 2	Combination of ECM1 and ECM2	\$	\$22,397	35			\$715
ECM Totals (ECM 1,2 and 3)			\$25,068	35			\$798



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1.0 DISCLAIMER AND LIMITATIONS

This report represents information based on the experience, best judgement, and the quality of information gathered during the site visit, including information provided via discussions and email exchanges with the building's representative. Where complete building information was not available, the auditors estimated values using their best judgement. Energy savings calculated in this report depend on many variables that can change significantly; energy prices, costs to implement, future weather patterns and usage patterns can change widely and have a large impact on the financial viability of any ECMs listed in this report. Revolve Engineering does not guarantee energy savings, NPVs, simple paybacks, energy cost savings, GHG emission savings and capital costs listed in this report. All ECM costs should be verified by qualified contractors before a decision is made to implement.

2.0 REVISION RECORD

Rev	Date	Description	Prepared By
0	December 29, 2020	Initial Release	Jacob Komar, P.Eng



3.0 REPORT OVERVIEW

This report provides an analysis of the Barrhead Agrena's existing energy use patterns, including energy costs and greenhouse gas footprint and evaluates a number of energy conservations measures to aid in guiding the building's operator in ways to reduce energy use, energy cost and greenhouse gas footprint.

The building site visit occurred on October 6th, 2020 by Jacob Komar.

4.0 GLOSSARY OF TERMS

The following are abbreviations or acronyms used in the report and their definitions:

ECM – Energy Conservation Measure – The recommended upgrades or improvements to be studied and analyzed.

EWI – Entering Water Temperature – An important factor in distributed water-to-air heat pump systems such as that found in this facility. The entering water temperature needs to be in a certain range for proper operation of the heat pump. The temperature also directly impacts the efficiency of the heat pump; in heating for example, the warmer the temperature, the higher the efficiency of the heat pump.

COP – Coefficient of Performance – This value represents the efficiency of the equipment where an efficiency of 100% is equal to a COP of 1.0. Because heat pumps move heat and not create heat, they typically have average efficiencies of well over 100%; anywhere from 250-900% depending on application. Thus a COP of 2.5-9.0.

NPV – Net Present Value - Net Present Value (NPV) is the value of all future cash flows (positive and negative) over the entire life of an investment discounted to the present. A positive net present value indicates that the projected earnings generated by a project or investment - in present dollars - exceeds the anticipated costs, also in present dollars. It is assumed that an investment with a positive NPV will be profitable, and an investment with a negative NPV will result in a net loss.

IES – Integrated Environmental Solutions – The software suite (IES VE (Virtual Environment) 2019) used for energy modelling of each ECM.

5.0 BUILDING INFORMATION

The Barrhead Agrena is a two-storey ice recreation facility located at 5607-47th Street in Barrhead. The building features an indoor ice surface, bleachers (1431 capacity), concession, dressing rooms, press booth, offices, washrooms, physical therapy space, gym and a walking/running track. In total, the facility has approximately 7,400 m² of floor area.

5.1 OCCUPANCY/BUILDING USE

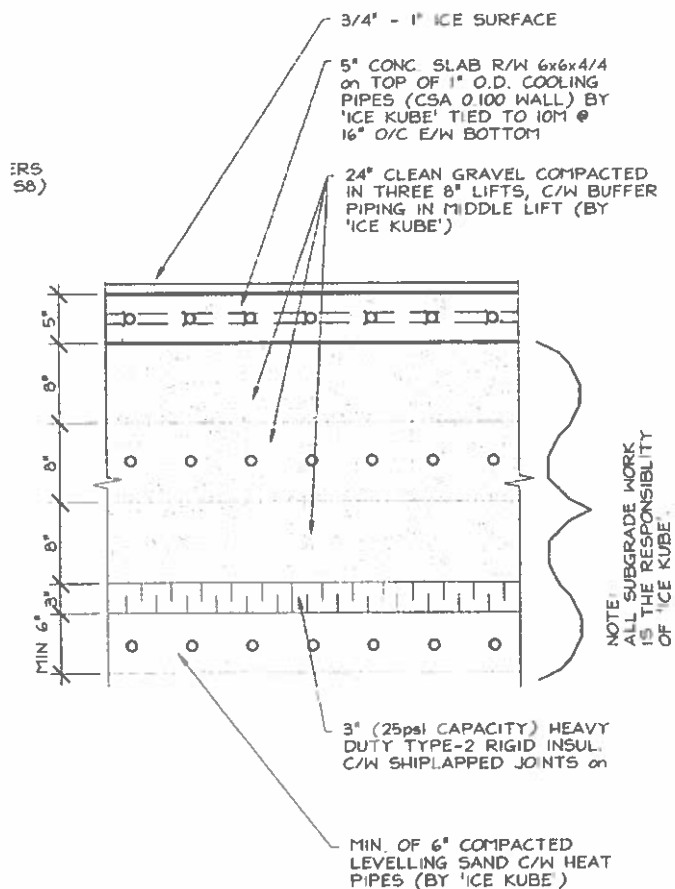
The building's operating hours are 7:30 AM to 11:30 PM Monday-Sunday in the winter, with reduced hours in the summer where the ice is typically not used. There is one ice sheet and is used at essentially full capacity for recreational skating, hockey and by a AA team. The ice is typically flooded every 45 minutes. Aside from the ice use, the main occupancy in the building is minimal staff for ice plant operation, concession, and gym use, as well as the physiotherapy clinic on the second floor.



5.2 BUILDING ENVELOPE

The building envelope construction was taken from previous architectural record drawings and consists of concrete and steel stud wall types with U-values varying between $U-0.367 \text{ W/m}^2\text{K}$ and $U-0.767 \text{ W/m}^2\text{K}$. The fenestration and door to wall area ratio is relatively small, at around 3%, with approximately 70 m^2 of window and door area. The windows are aluminum dual pane windows with an assumed U-value of $U-3.18 \text{ W/m}^2\text{K}$.

The arena floor consists of a 5" concrete slab with cooling piping, a 24" buffer section with piping in the center section, as well as 3" of heavy duty insulation and 6" of sand underneath with heating piping. The section below shows the typical rink slab construction:



5.3 MECHANICAL

5.3.1 ICE REFRIGERATION PLANT

The facility uses a 7 heat pump plant for creating ice and maintaining the buffer and warm floor. The ice plant, seen in Figure 1 below consists of six 13.5 ton Ice Kube heat pumps, and one 36 ton Ice Kube heat pump. All of the heat pumps are original and are 21 years old using R-22 as a



refrigerant. The original ice plant used a horizontal geothermal system for heat rejection but was abandoned because of leaks. A 5 year old Guntner Fluid Cooler is now used for heat rejection.

The current control system is very basic and is limiting efficient operation of the building. The heat pumps can only be staged with 4 heat pumps on, then 3 more heat pumps; they cannot be staged individually. Furthermore, the pumping is very crude and operates 24/7 regardless of heat pump operation. The issues and shortcomings of the existing ice plant are detailed below:

- Heat pumps are at end of life and require repair often (compressor replacements, plate/frame heat exchangers replaced)
- 6 of the 7 heat pumps use R404a refrigerant which will be phased out in 2-4 years.
- The existing 14 circulation pumps (2hps each) are on essentially 24/7 with the plant and aren't set up to run independently from the main ice operation.
- Warm floor is manually adjusted with a valve (set to maintain warm floor at 1.1°C). Not built into control system.
- Buffer floor cannot be run at night as there is no staging or separate circulators.
- Snow melt comes off ice plant but pump runs 24/7 (should be off desuperheater).
- Condenser heat goes outside to fluid cooler *first*, before feeding heat pump loop and infloor zones; the supply temperature for both the heat pump loop and infloor is much too cold. This change was made when the fluid cooler was installed, issues with heating started with this change.
- Original condenser heat (before fluid cooler install) was sent to heat pump loop which was installed with PVC piping not rated for the high temperatures, this piping has warped and deformed significantly and needs replacement.





Figure 1 - Existing Ice Plant





Figure 2 - Fluid Cooler

5.3.2 ARENA HEATING

The heating in the arena areas (including spectator, walking track, lockers rooms and ancillary spaces) were originally designed to be heated with infloor heating zones (with waste heat from the ice plant). However, several punctures during installation of spectator seating floorboards (seen in Figure 3), as well as lighting caused widespread damage to the infloor piping. As a result, most of the arena areas do not currently have any heat, or have minimal heat. Two radiant tube heaters have been added to one side of the spectator areas, but locker rooms do not have any form of heat. The locker rooms are served by Heat Recovery Ventilators (HRVs) (seen in Figure 4) but currently have no other form of heating. However, it should be noted that approximately 5 of the 20 infloor zones are still operational. However, since the piping changes made with the fluid cooler, the heat for the infloor zones no longer comes from the waste heat off the ice plant, instead, a boiler is used (seen in Figure 5).



Note: For the purposes of this study, areas of the building served by individual unit heaters (such as mechanical room areas, and spectator areas) were either modelled and ignored (mechanical rooms), or not modelled at all (spectator radiant tube heaters) since they are not in the scope of the upgrades and would not impact the energy usage.

The following are the issues with the arena heating system:

- Infloor piping has been damaged extensively and the valves to most zones are closed off, not providing any heating to most of the arena areas
- The HRVs serving the locker rooms don't have any reheat coils, sending cold air into the locker rooms (which don't have heat)
- Because condenser heat is routed through fluid cooler first, the delivery temperature is too low and condenser heat cannot be used to heat the remaining operational infloor zones; a boiler was installed to provide heat to these areas



Figure 3 - Ice Rink Infloor Heating and Radiant Tube Heaters





Figure 4 - Typical HRV



Figure 5 - Boiler



5.3.3 BUILDING HEATING AND COOLING

The heating and cooling system in the rest of the building (non-arena areas) is handled by a distributed water-to-air heat pump system which is connected to the ice plant condenser loop. As noted above, with the piping changes introduced with the fluid cooler install, the heat from the condenser loop goes through the fluid cooler first, before serving the heat pump loop. This has significantly reduced the entering water temperature to the heat pumps (sometimes below freezing) and has caused a lot of heating issues and cold temperatures in the spaces.

The fresh air for the heat pumps are provided by HRVs, identical to the locker room HRVs.

The following are issues with the building heating/cooling system:

- Heat pump loop delivery temperature is too low in the winter, causing either lockouts, or reduced capacity at heat pumps
- Spaces are not maintaining temperature and are uncomfortable
- Heat pump loop piping originally installed was PVC Schedule 40 (seen in Figure 7) not rated for the high condenser loop temperatures, most of the piping is warped (in the ceiling space).
- Heat pumps are at end of life
- Heat pumps are low on refrigerant and use R-22 (which cannot be used anymore).



Figure 6 - Multi-Purpose Room Heat Pump and HRV





Figure 7 - Heat Pump Loop Piping

5.4 DOMESTIC HOT WATER

The building's domestic hot water supply is provided by several distributed hot water tanks, as well as on-demand hot water heaters (for west locker rooms). The on-demand heaters have been installed more recently but the existing hot water tanks are over 20 years old.

There are currently no major issues with the hot water systems but they are not currently using any waste heat from the ice plant.





Figure 8 - Typical DHW Tank



Figure 9 - On Demand Hot Water Heaters

5.5 ELECTRICAL SYSTEMS

5.5.1 LIGHTING

While the lighting is not in the scope of this study, lighting power densities (LPDs) have been modelled for various areas of the building in order to capture the internal heat gains and energy consumption. It should be noted that the arena recently had a retrofit to the lighting systems and the installed LPDs were provided for a lot of the retrofitted spaces (seen in Figure 10 below). For spaces where LPDs were not provided, a reasonable assumption was made based on values from NECB 2017.

Barhead Arena		# lamp	Wattage	retrofit	retrofit Wsum	# bulbs
change rooms	T8 4'	2	36	32	18	648
washrooms	T8 4'	2	12	32	18	216
	T8 4'	4	12	32	18	216
exit lights		1	38	?		0
hallway 1	T12 4'	1	8	40	40	320
rink	highbay	1	40	400	184	7360
bleachers	T12 8'	1	72	80	80	5760
front	T8 4'	2	45	32	18	810
front	U tube	2	4	32		0
stairwell, storage	T8 4'	2	11	32	18	198
washrooms 2	T8 4'	2	17	32	18	306
offices (used 104)	T8 4'	4	5	32	18	90
upstairs	T8 4'	2	33	32	18	594
upstairs	T8 4'	4	3	32	18	54
	T8 4'	1	1	32	18	18
	T8 4'	2	3	32	18	54
physio	T8 4'	4	33	32	18	594
	T12 4'	2	1	40	40	40
change rooms 2 9left	T8 4'	4	1	32	18	18
	T8 4'	2	3	32	18	54
	T8 4'	2	2	32	18	36
back area	wallpacks	1	4	175	71	284
	T8 4'	2	20	32	18	360
	T12 8'	1	3	80	80	240
	T8 4'	1	17	32	18	306
						0
public room	T8 4'	2	5	32	18	90
	T8 4'	4	40	32	18	720
	T8 4'	2	17	32	18	306
						0
Total arena	T8 4'	1	26	32	18	468
w/o HB + bleachers	T8 4'	2	205	32	18	3690
	T8 4'	4	94	32	18	1692
	T12 8'	1	3	80	80	240
	wallpacks	1	4	175	71	284
	u tube	2	4	32	18	72
	exit lights	1	38			0
						0
external	wallpacks	1	6	250		0
	floods	1	7	400		0
	floods	1	4	400		0
	pots	1	7	175		0
						0
curling rink	T12 8'	2	44	80		0
	wallpack	1	1	400		0
						0

Figure 10 - LPDs from Lighting Retrofit

5.5.2 PLUG LOADS

There are no significant plug loads present in the building simply based on the building type. However, approximate plug load densities have been entered to represent the physiotherapy, gym, concession, multi-purpose and office areas of the building.



6.0 UTILITY BILL SUMMARY

Three years of monthly natural gas and electricity bills were reviewed for the Barrhead Agrena, from 2017 to 2019, and are summarized below. Please note that 2020 data was ignored because of lack of a full year as well as disruptions due to the COVID-19 pandemic. Electricity for the building is provided by Fortis using Rate 61 rate schedules (Site 0040582474000). Natural gas is provided by AltaGas (site 0007020609937).

6.1 ELECTRICITY

Table 3 below shows annual electrical consumption and cost. The cost shown include all items on the bill, including GST. Electricity consumption in 2019 was approximately 6% lower than the previous year, and 28% lower than in 2017. A cost of 7.8 cents per kWh was used to calculate electricity savings associated with the various ECM's in Section 7.0, consisting of 7.4 cents per kWh of electrical energy and 0.4 cents/kWh of transmission and distribution charges (this blended rate is an estimate based on current bills that accounts for fixed charges not related to consumption). Please note that based on the current rate schedule, the majority of the electricity cost is actually based on the capacity provided and the peak usage. There is an approximate minimum \$4,100 charge simply for connection, thus the energy rate is less than in other jurisdictions which don't use kw/day type rates.

Table 3 - Electricity Use

Year	2017	2018	2019	Average	Modelled
Electricity Use (kWh)	1,298,858	994,567	935,176	1,076,200	1,054,226
Cost	\$120,068	\$112,368	\$84,897	\$105,778	\$103,618

Figure 11 shows the electricity usage variation throughout the year. Peak electricity usage is seen in the late summer months, when the ice is put back in. It can be seen that electricity use patterns are relatively consistent from one year to the next. The blue line indicates the computer energy model simulated electricity use.



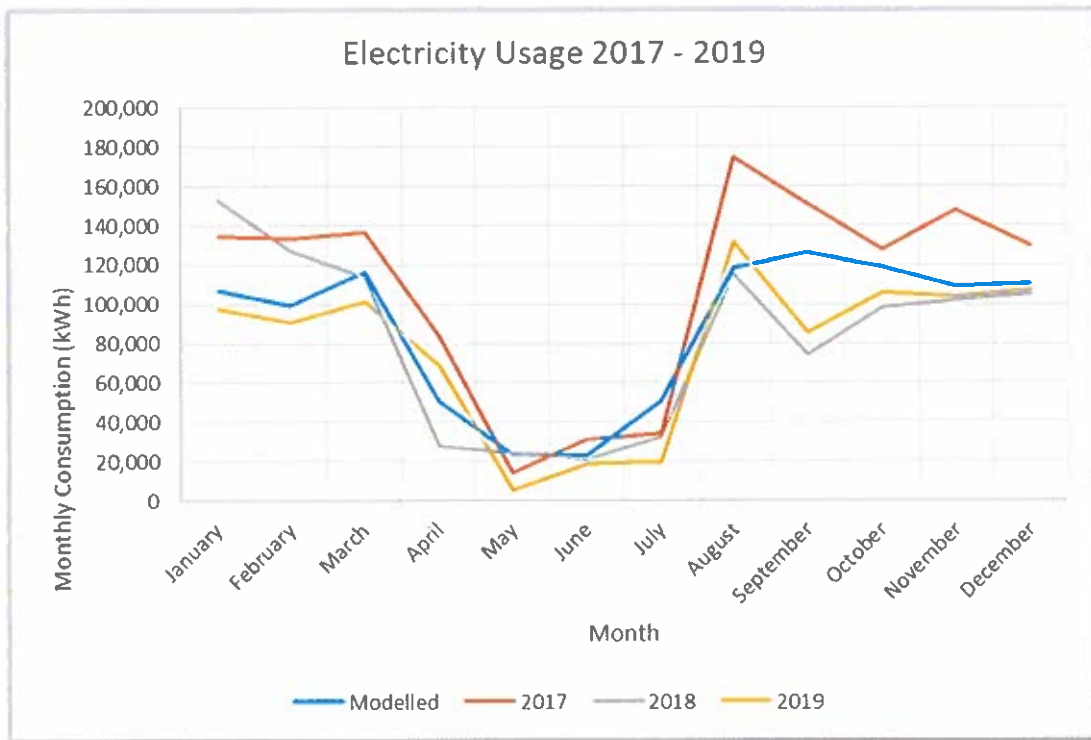


Figure 11 - Electricity Usage 2017-2019

6.2 NATURAL GAS

Table 4 shows the annual natural gas consumption and cost. The cost shown includes all items on the bill, including GST. Annual natural gas use was significantly higher in 2017 but similar in 2018 and 2019; the reason for the high usage in 2017 is unknown.

Modeled natural gas consumption is 1,172 GJ; this is lower than the "actual" average because the energy model ignored heating sources not in scope of the studied systems. For example, unit heaters in some auxiliary spaces, the radiant tube heaters in the spectator areas, as well as dehumidification energy in the arena. As mentioned, because these systems were not part of the studied scope, the energy was not calibrated to the energy usage of these systems.

A cost of \$5.25/GJ was used to calculate natural gas savings associated with the various ECM's in Section 7.0. This rate was calculated based on the last 3 years worth of energy bills, accounting for transmission/distribution and fixed costs.

Table 4 - Annual natural gas use

Year	2017	2018	2019	Average	Modelled
GJ	2,575	1,698	1,757	2,010	1,172
kWh	715,161	471,653	488,013	558,276	325,468
Cost	\$21,653	\$14,668	\$14,926	\$17,082	\$9,959

Figure 12 shows natural gas usage variation throughout the year. As expected, consumption increases over the winter months and is lowest over the summer months. The variation from year to year is significant and likely accounts for usage and weather variations. As mentioned above, the modelled



energy consumption is lower as several out of scope items were not accounted for; however the general pattern of usage is consistent with the actual energy usage.

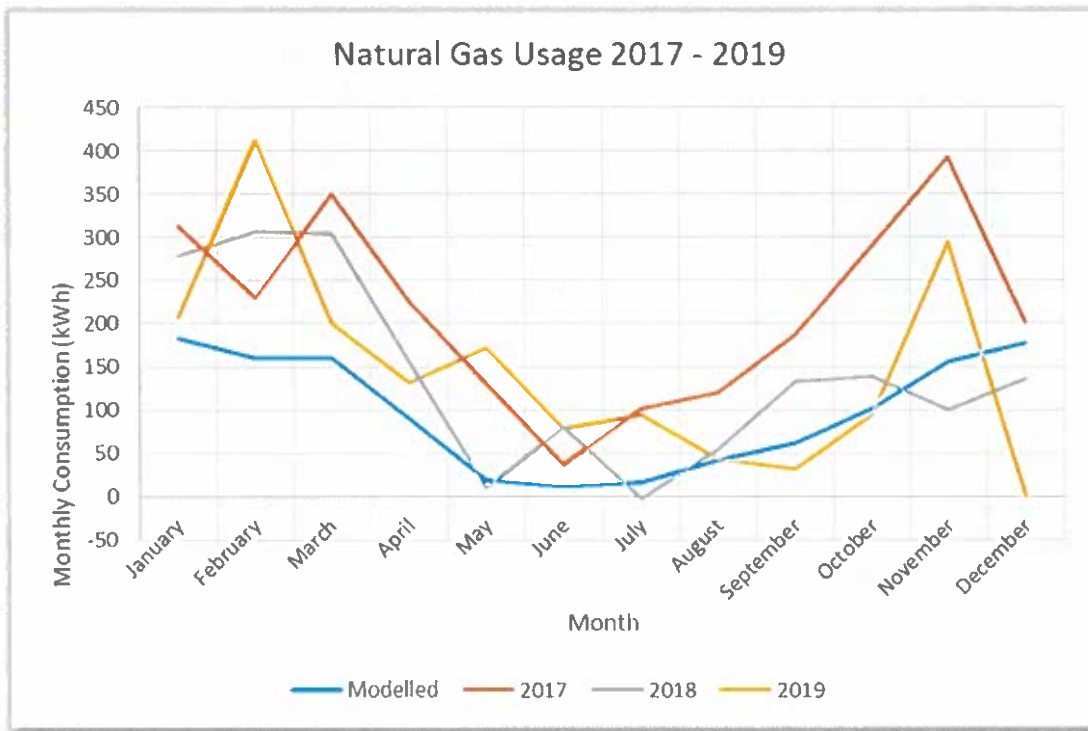


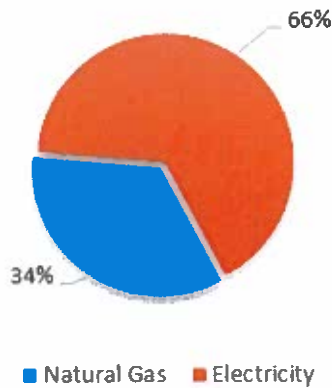
Figure 12 - Monthly natural gas consumption

6.3 ENERGY BREAKDOWN

Figure 13 below shows the average energy use and cost breakdown for the facility. As seen from this breakdown, 66% of energy use comes from electricity while the remaining 34% is from natural gas. Furthermore, electricity represents 86% of the energy cost for the facility. This is consistent with expectations for an ice arena type building, where refrigeration accounts for the largest single energy end use. This graph also suggests that electrical savings are more likely to provide cost savings, however with the carbon tax price increasing every year, this may be a little bit misleading, as will be discussed later in this report.



Energy Use Breakdown



Energy Cost Breakdown

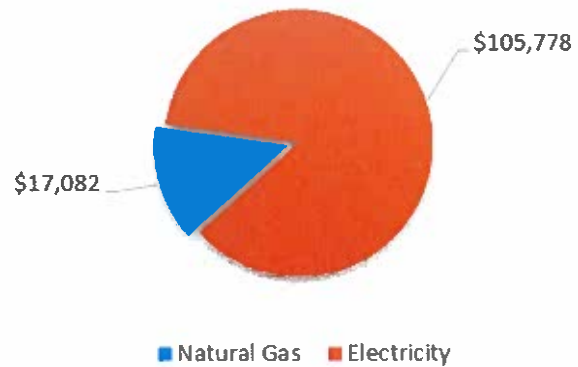


Figure 13 - Building end use and energy cost breakdown

The building's modeled energy end-use breakdown is shown in Figure 14 below. Ice plant refrigeration is the largest component of energy use at 46%, followed by space heating at 22%, lights at 12% and DHW at 6%. It should be noted that the space heating component will be larger in reality as several heating sources were ignored in the analysis (as discussed above).

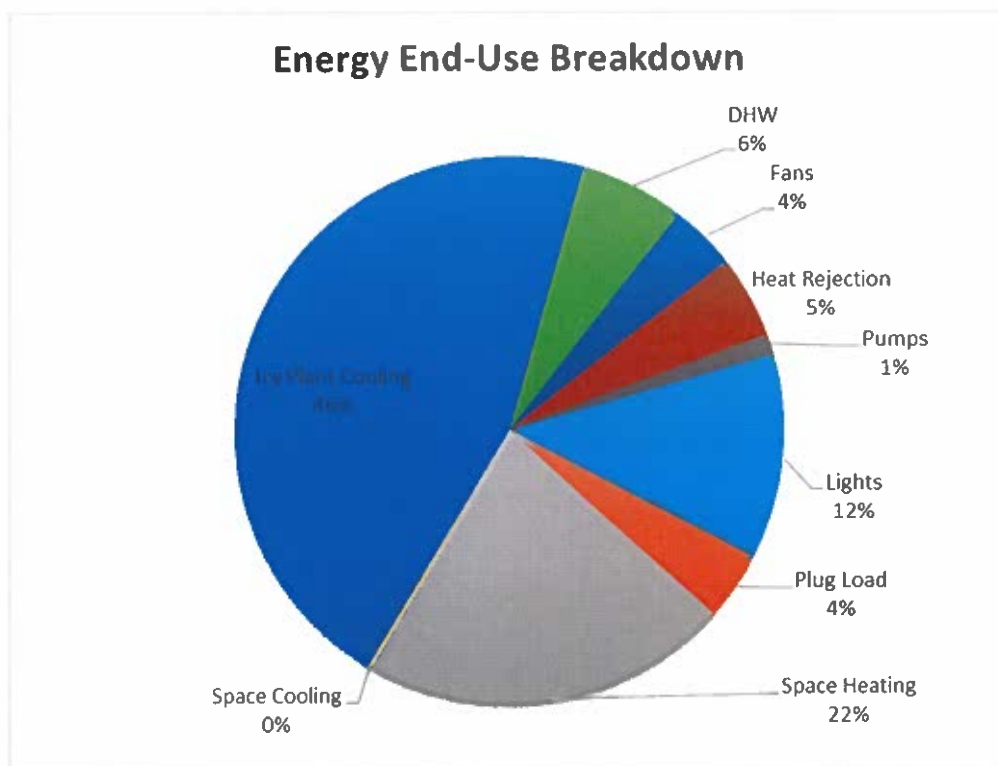


Figure 14 - Modeled Energy End-Use Breakdown



6.4 GHG EMISSIONS

Even though electricity represents 66% of the energy usage of the building, the GHG emissions associated with this electricity represent 86% of total emissions. This is partly because Alberta's electricity grid primarily relies upon fossil-fuel power plants as opposed to less carbon-intensive electricity sources such as hydro-electric power plants (British Columbia), but it should also be noted that the emissions factor used for natural gas only includes direct emissions and ignores indirect fugitive emissions which would more than double the emissions factor (this is not accounted for in this analysis as REC emissions factors were used for both electricity and natural gas). Furthermore, it should also be noted that as the grid intensity factor decreases over time, so will the associated emissions; the natural gas emissions are fixed.

Table 5 below shows the GHG emissions breakdown for the average of the years 2017-2019.

Table 5 - GHG Emissions based on Average Usage (2017-2019)

	Energy Used		CO2 Emissions		Total
	kWh	GJ	tonnes of CO2e		tonnes
	Electricity	NG	Electricity	NG	
Baseline	1,076,200	2,010	613	100	714

The following are emissions factors used in the analysis, as per REC requirements:

Electricity: 0.57 tCO₂e/MWh

Natural Gas: 0.05 tCO₂e/MWh

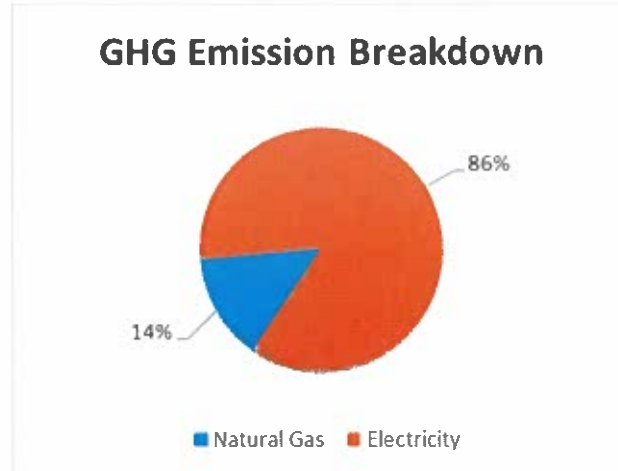


Figure 15 - Building GHG emission breakdown

7.0 ENERGY CONSERVATION MEASURES

The Energy Conservation Measures (ECM's) assessed in this report have been analyzed based on the savings rates as listed in Table 6 below. The electricity GHG emission rate could be expected to drop in the coming years as Alberta's electricity grid continues to reduce use of fossil fuel based power generation (especially coal) and shifts towards renewable sources of electricity (this has been



accounted for in the lifetime GHG savings calculation). The energy savings rates listed are based on the building's utility bills from January – December 2019.

Table 6 - ECM GHG abatement and \$ saving rates

GHG emission rates		
Natural Gas	0.05	t _{CO2e} /GJ
Electricity	0.57	t _{CO2e} /MWh
Energy cost savings rates		
Natural Gas	\$5.25	\$/GJ
Electricity	\$0.078	\$/kWh

The Net Present Value (NPV) calculations are based on a discount rate of 5% (as per REC requirements) and assumed natural gas and electricity annual rate increases of 6% and 4% respectively. The financial viability of the ECMs analyzed are based in large part to these percentages. It should also be noted that design costs are *not* included in the ECM costs.



Table 7 - NPV and Utility Cost Price Increases

Financial Metrics	
NPV Discount Rate	5.0%
Natural Gas Annual Price Increase	6%
Electricity Annual Price Increase	4%

The analysis also takes into account the escalating cost of the existing carbon tax, currently at \$30/tonne and going up to \$170/tonne by 2030 (as per federal mandate). To account for changes in future climate policy, it is also assumed that the carbon tax will increase at a rate of 10% per year past 2022 (which is conservative considering the yearly escalation until 2030 goes from 30% per year in 2023 to 10% at 2030). While the increases might not be linear in reality, we believe this is a reasonable assumption.

Note regarding assumptions:

The above assumptions have been made based on historical energy costs, escalation rates, current climate policy etc... using credible sources whenever available. However, it should be noted that we are entering a time of very rapid transition in terms of climate policy, energy transition, energy systems and political landscape. Recent events surrounding COVID-19 have only exacerbated the uncertainty in forecasting the future energy landscape. The recommendations made in this report are based on the assumed starting energy costs, escalation rates, carbon taxes etc... but we will be the first to recognize that our assumptions may look silly even within a few years time depending on many factors beyond our control.

Currently, the ECMs don't look very attractive from a financial standpoint. This is mostly due to the relatively low cost of electricity and natural gas; making upgrades tough to justify financially. In particular, the electricity rate is lower than we typically see for commercial buildings, but based on the rate structure, a lot of the cost is tied to the *capacity* of the system (Fortis is unique in Alberta for charging demand charges). Furthermore, even though some of the ECMs lower the electrical demand, the Fortis rate schedule is based on 50kW and 450kW thresholds, which falls between both baseline and ECM energy demands. Thus, the demand charge portion of the bill would not likely change significantly. It should also be noted that the existing systems are at or near end of life and pose significant comfort and other issues in the building, making the justification to proceed with the ECMs much stronger.

7.1 ECM 1 – REPLACEMENT OF THE ICE REFRIGERATION PLANT

7.1.1 ECM DESCRIPTION

This ECM will determine the impact of replacing the entire ice plant, including heat pumps, circulation pumps, piping, controls and auxiliary systems with a new heat pump plant. As mentioned above, the existing ice plant has major issues and requires a lot of manual control and maintenance to remain operational. The intent is to install a new plant with 4 heat pumps, with a capacity of approximately 100 tons.



7.1.2 EXISTING CONDITIONS AND ASSUMPTIONS/METHODOLOGY

The existing plant consists of 7 Ice Kube heat pumps (6 x 13.5 tons, and one 36 ton). There are 14 x 2hp circulation pumps which currently run essentially 24/7 and do not stage at all with the heat pumps. The heat pumps stage 4 on, then 3 more on, without any more control than that. The plant is connected to a fluid cooler.

In order to model this ECM, a detailed hourly load profile was created for the ice plant based on hours of operation, flood frequency, and expected usage. Figure 16 below shows a portion of a spreadsheet which was used to estimate the ice plant loads. This spreadsheet was used to create an hourly load profile of the expected waste heat generated by the Ice plant. This load was used for the baseline as well as proposed ECMs.

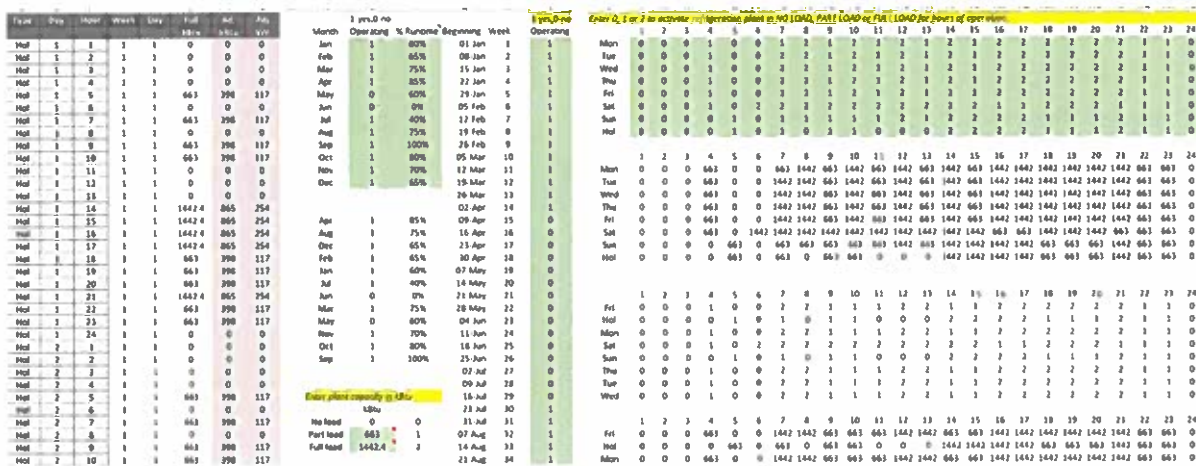


Figure 16 - Estimating Ice Plant Loads

Using a detailed energy model created by the IES Virtual Environment, a 6" thick slab component was created below the building to represent the rink floor; as seen in Figure 17. The top 3" of the slab (ceiling) were modelled with concrete, whereas the bottom 3" (floor) were modelled with concrete, a ground adjustment layer (to account for the buffer floor) as well as insulation. This creates essentially a zero-volume space with a lot of thermal mass (and is how radiant floor systems are modelled in IES). By applying the above calculated loads as heat gains to the space (which represent all of the heat loads the ice plant would see, including flooding, lights, radiation etc...), and creating a radiant cold floor radiator component in this space, the energy consumption of the ice plant can be modelled with reasonable accuracy. A surface temperature sensor was placed on the top surface of the slab and was controlled to maintain a surface temperature of -6°C.



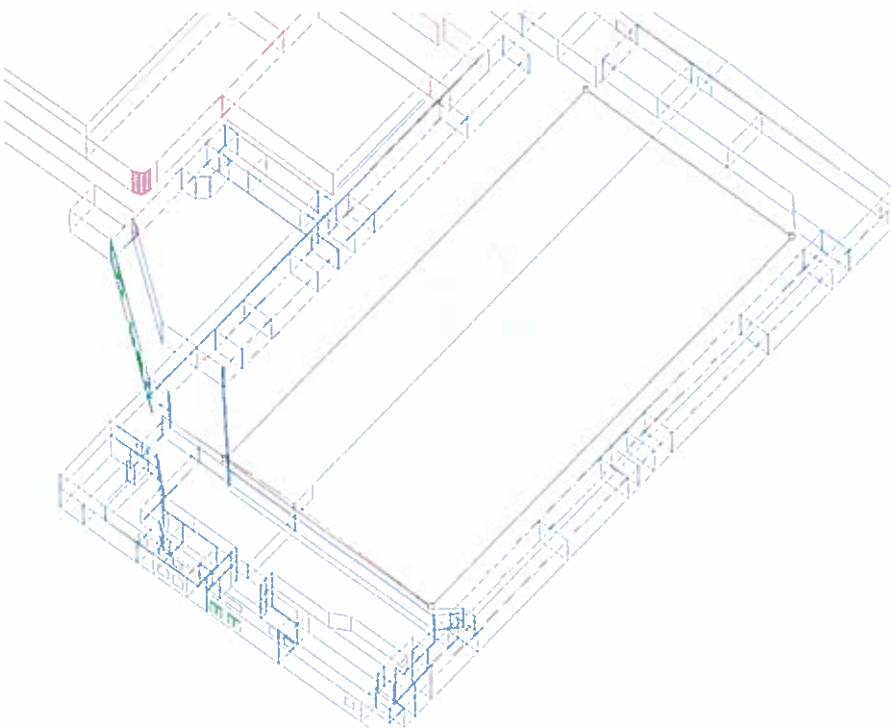


Figure 17 - Energy Modelling of Ice Plant Loads

Figure 18 below shows how the ice plant was modelled in IES, with 7 heat pumps sized and staged as per the existing plant operation, as well as the radiant floor which cools the slab. The circulator pumps were modelled as per reality, with constant operation and no staging.

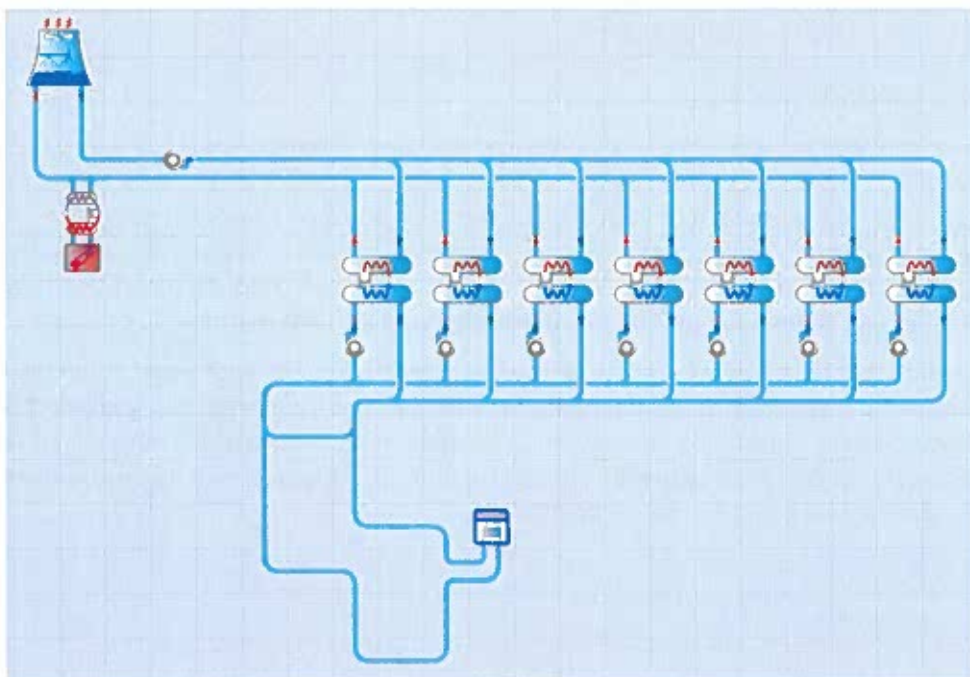
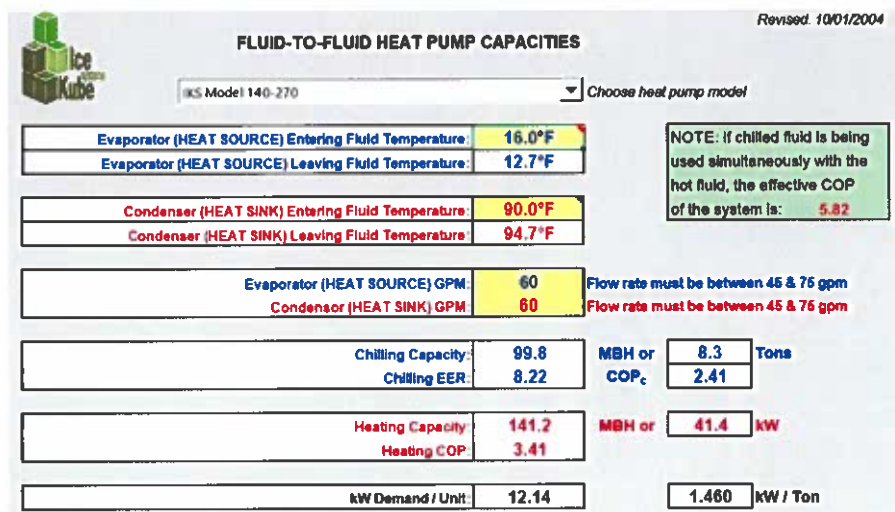


Figure 18 - Baseline Ice Plant in Energy Model



The COPs of the existing ice plant were estimated using an original selection spreadsheet for the exact heat pumps installed (obtained from old Ice Kube representative). As seen in Figure 19 below, the existing plant COP was estimated to be approximately 2.4; this is what was modelled in IES.



FLUID-TO-FLUID HEAT PUMP CAPACITIES Revised: 10/01/2004

Ice Kube Model 140-270 Choose heat pump model

Evaporator (HEAT SOURCE) Entering Fluid Temperature:	16.0°F
Evaporator (HEAT SOURCE) Leaving Fluid Temperature:	12.7°F
Condenser (HEAT SINK) Entering Fluid Temperature:	90.0°F
Condenser (HEAT SINK) Leaving Fluid Temperature:	94.7°F
Evaporator (HEAT SOURCE) GPM:	60
Condenser (HEAT SINK) GPM:	60

NOTE: If chilled fluid is being used simultaneously with the hot fluid, the effective COP of the system is: 5.82

Flow rate must be between 45 & 75 gpm

Chilling Capacity:	99.8	MBH or	8.3	Tons
Chilling EER:	8.22	COP:	2.41	
Heating Capacity:	141.2	MBH or	41.4	kW
Heating COP:	3.41			

kW Demand / Unit:	12.14	1.460	kW / Ton
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Figure 19 - Existing Heat Pump COP

The existing heat pump loop heating system was modelled as is for the baseline model, that is, with the condenser heat going out to the fluid cooler first, then delivering low temperatures to the heat pump loop. It was assumed that the existing heat pumps see an average entering water temperature (EWT) of 5°C. This is actually conservative as based on discussions with the maintenance staff, the heat pump loop is sometimes below freezing. Staff have also reported that space temperatures in the spaces are also cold in the winter months, with the heat pumps not keeping up, the EWT is likely a big contributing factor.

7.1.3 ECM DETAILS AND ASSUMPTIONS

The proposed new heat pump plant consists of 4 x 27 ton Ice Kube heat pumps (model IC-2445) which can be staged individually. The new heat pump plant consists of one 2hp circulator per heat pump on the evaporator side (which stage with each heat pump), as well as a 15hp cold floor pump. Figure 20 below shows the revised heat pump chiller plant, using the existing fluid cooler, the same loads as the baseline and 4 staged heat pumps. Based on selections provided by the manufacturer, the heat pumps were modelled with a cooling COP of 3.3 (38% better than the existing plant).

For this ECM, it is assumed that small piping adjustments are made to allow the capture of condenser heat into the heat pump loop. Essentially diverting heat to the heat pump loop first, then going to the fluid cooler. This allows the heat pump loop to stay much warmer as the condenser heat is used to maintain loop temperature (up to 25°C). Figure 21 shows the amount of heat that is captured from the ice plant (with no heat recovered when the ice plant is off).



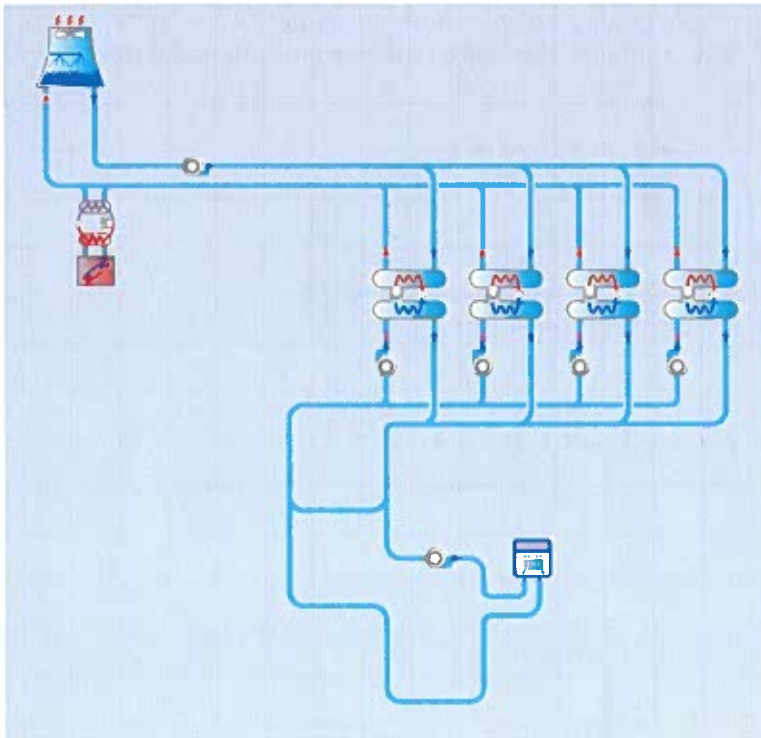


Figure 20 - ECM1 Proposed Ice Plant Model

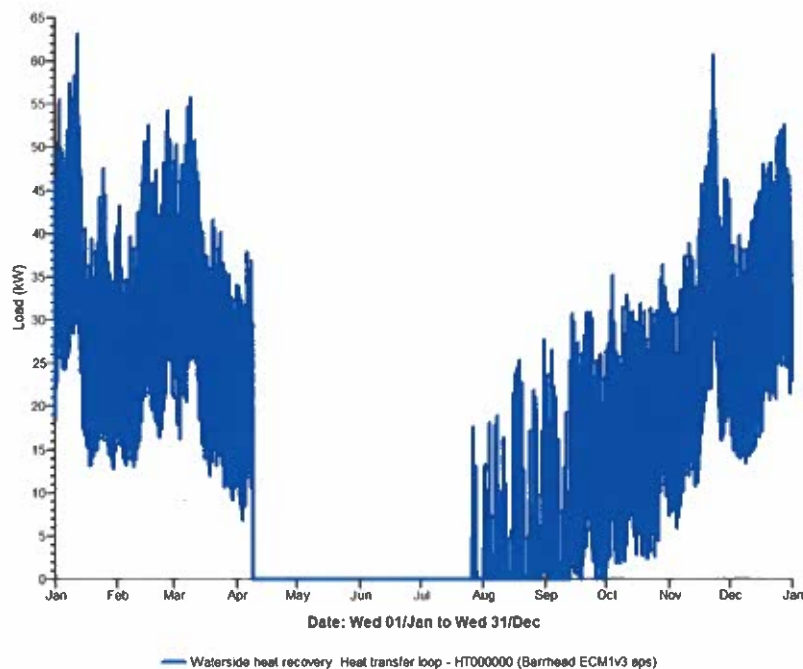


Figure 21 - Condenser Heat Recovery in ECM1

The increased EWT also helps maintain space temperatures, as seen in Figure 22 below, which shows the space temperature in the multi-purpose room in January. As seen in red, in the baseline



model, the low EWT reduces the equipment heating capacity and causes significant unmet hours (hours below setpoint), whereas with ECM 1 in blue, the space temperatures are much warmer (note that setbacks were used).

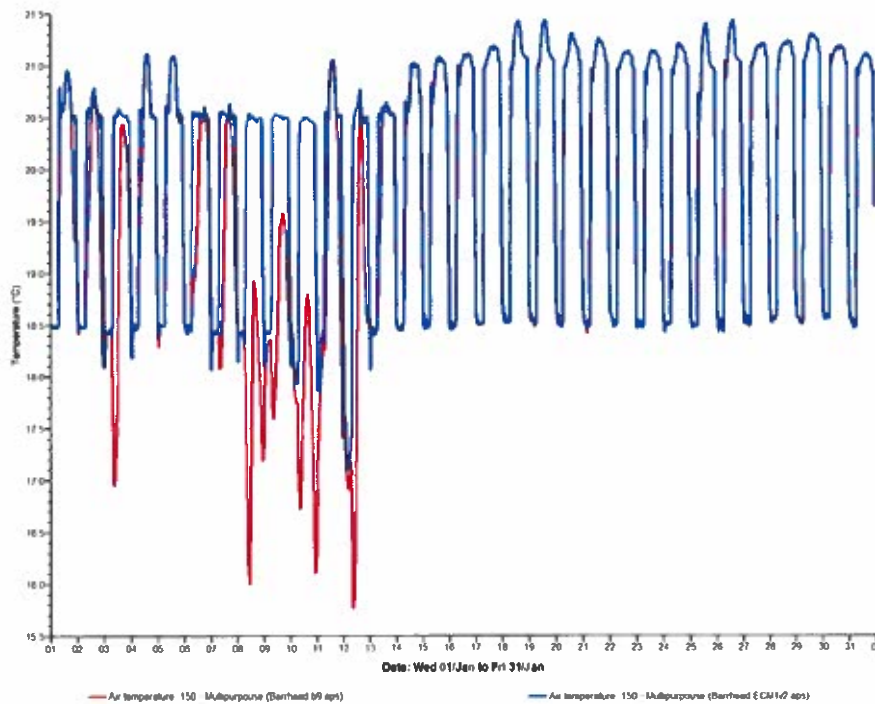


Figure 22 - Space Temperatures in Multi Purpose Room



7.1.4 RESULTS AND RECOMMENDATION

Table 8 - ECM 1 Summary

ECM 1: Energy Details	Natural Gas	Electricity	Electrical Demand	Total
Units	MWh	MWh	Peak kW	MWh
Annual Energy Use - Baseline	341.4	1,054.2	170.0	1,395.7
Annual Energy Use - ECM1	341.4	775.0	110.0	1,116.4
Annual Energy Savings	0.00	279.3	60.0	279.3
ECM GHG and Cost Savings	Natural Gas	Electricity	Total	
First Year GHG reduction (tCO _{2e})	0.0	159.2	159.2	
First Year Cost Savings	\$0	\$21,692	\$21,692	
Financial Analysis				
Equipment Lifetime (years)	20			
Equipment Capital Cost				
First Year Utility Cost Savings				
NPV				
Simple Payback (years)				
Expected REC rebate				
Simple Payback with rebate (years)				
Lifetime Cost Savings				
Lifetime GHG Savings (tCO _{2e})				
GHG Abatement Rate (\$/tCO _{2e})				

While this ECM has a negative NPV and long payback (even with rebate), it is still a recommended ECM as the equipment is at end of life and has numerous issues. By replacing the system, the Town can save almost \$22,000 in operating costs per year and improve the performance and comfort of the system significantly. The long payback and negative NPV is simply a reality of the fact that equipment needs to be replaced at end of life, but while technology has improved (resulting in the demonstrated energy savings), the change is not revolutionary, so the business case suffers.

7.2 ECM 2 – HEATING SYSTEM UPGRADE AND REPLACEMENT

7.2.1 ECM DESCRIPTION

This ECM examines the feasibility of upgrading the existing heating systems for areas served by infloor heating zones as well as water-to-air heat pumps. This ECM would include the following changes:

- Replace existing water-to-air heat pumps with new heat pumps
- Add water-to-air heat pumps for spaces where there currently is no heat (where infloor heating system is not operational)
- Use condenser waste heat as the primary heat source for the heat pump loop
- Add preheat tank to preheat water for DHW use in the west locker rooms (served by on demand hot water heaters). These were chosen as they are close to the ice plant. The other DHW loads are served by DHW tanks far away from the ice plant.



The main goal of this ECM is to provide heat to spaces that currently don't have them, and to address the inadequate heat in the other spaces (as seen in Figure 22). Furthermore, by abandoning the infloor system which is now served by a fossil fuel boiler, and replacing with heat pumps served from the waste heat of the ice plant, the COP of the entire system can be improved.

7.2.2 EXISTING CONDITIONS AND ASSUMPTIONS/METHODOLOGY

As mentioned in Section 5.3.2 and 5.3.3, the existing heating system consist of infloor heating zones (most of which have been shut off because of leaks), as well as a distributed water-to-air heat pump system serving the front areas of the building. There are four 6 ton heat pumps and one 2 ton heat pump. All heat pumps are over 20 years old and use R-22 as a refrigerant. The fresh air for the heat pumps is delivered by HRVs which deliver approximately 1,200 cfm to each zone (one for the west locker rooms, one for the east locker rooms, one for the multipurpose room and one for the main lobby/physio areas). The HRVs recover approximately 57% of the sensible energy from the exhaust air.

To model the existing and proposed systems, a detailed energy model was created using the IES Virtual Environment. Figure 23 below shows the geometry of the modelled building. Figure 24 shows the HVAC system used to model the heating and cooling systems. The baseline system was modelled with dedicated HRVs serving both the water-to-air heat pumps, as well as the infloor zones (neither have reheat on the fresh air system).

Note: While most of the infloor zones are not currently working (thus spaces are cold), for modelling purposes it was assumed that all of the infloor zones were operational so as to not penalize the proposed system.

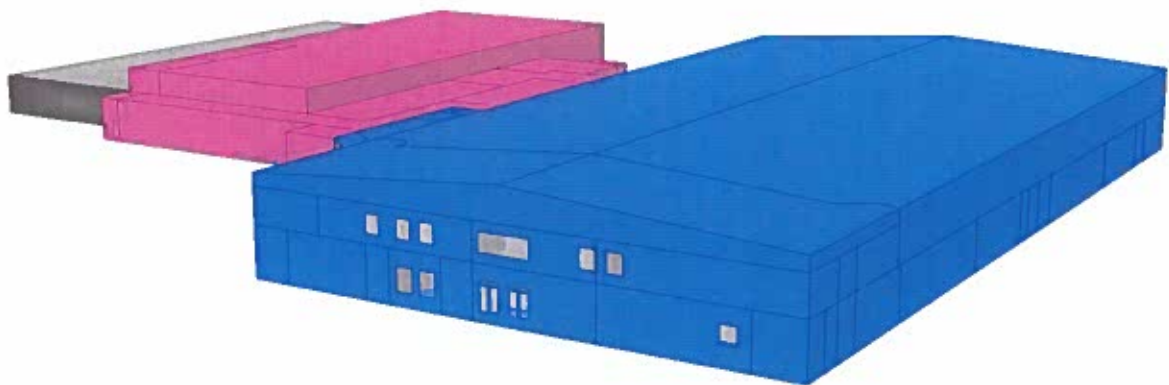


Figure 23 - Building Energy Model



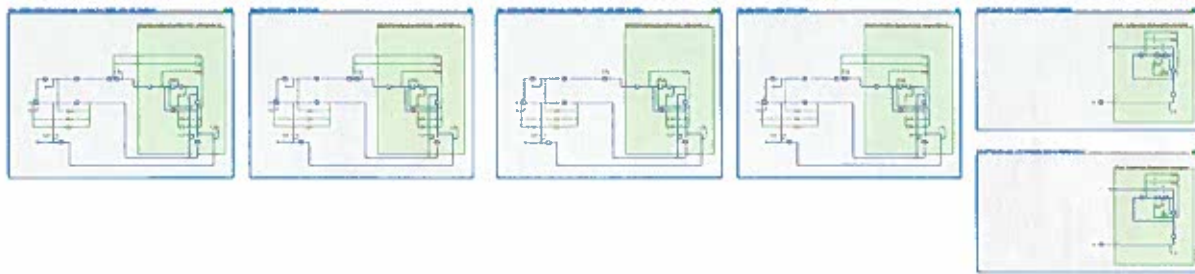


Figure 24 - HVAC System in Energy Model

7.2.3 ECM DETAILS AND ASSUMPTIONS

For this ECM, the HVAC systems were modelled with the same existing HRVs, but with higher Entering Water Temperatures (EWTs) using waste heat from the ice plant, and with water-to-air heat pumps replacing all infloor zones. All of the setpoints and outside air volumes were kept constant, however the new heat pumps were modelled with 2 speed fans and COPs typical of a new mid-range heat pump. The pumps were modelled with an energy consumption of 300 W/L/s (conservative value from Ashrae 90.1) and variable speed drives.

The setpoint for the heat pump loop was set to 25°C and waste heat from the ice plant is used to maintain this temperature. Where the temperature goes above 25°C, the fluid cooler is used to reject heat from the loop and conversely, when the waste heat from the ice plant is not present or not enough, the existing LAARS boiler is used to warm up the loop. Figure 25 shows how the system was setup in the model.

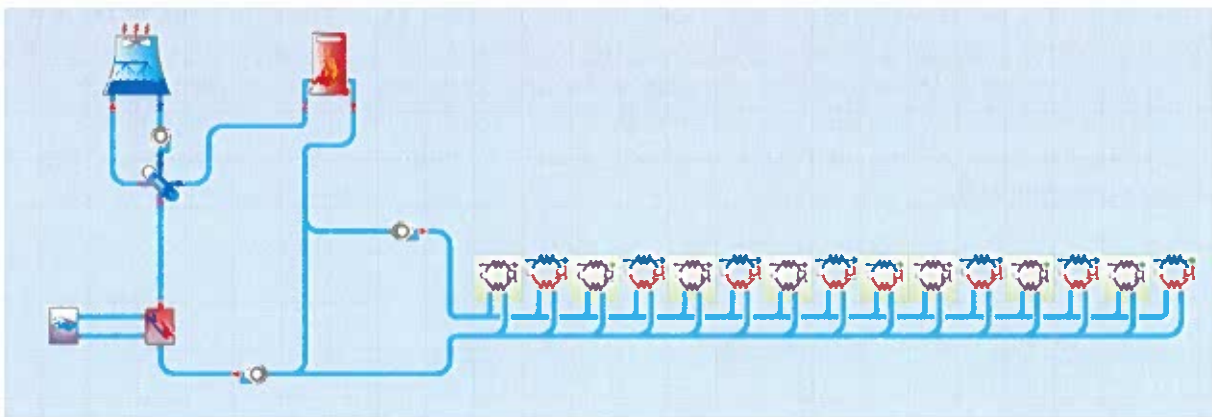


Figure 25 - ECM 2 Heat Pump Loop

As seen in Figure 26 below, the waste heat can cover almost all of the heat demands of the heat pump loop, except of course when the ice plan is not operating. During these periods, the boiler would be used to provide heat to the heat pump loop.



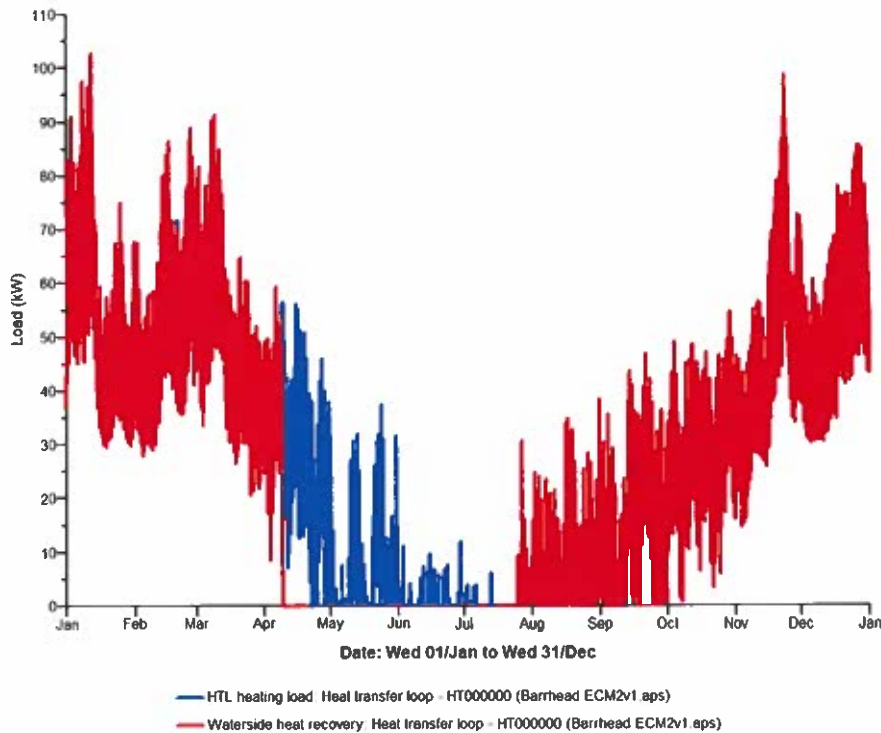


Figure 26 - ECM 2 Heat Pump Loop Heating Demand and Recovered Heat

7.2.4 RESULTS AND RECOMMENDATION

As seen in the results of Table 9, the natural gas energy savings is significant from this ECM, going down by 61%. However, because we are switching a lot of the heating system to an electric source, the electricity usage does go up, but because of the increased COPs of the heat pumps (both because they are new and they use a higher EWT), the electricity consumption doesn't go up significantly. However, the high cost of electricity relative to natural gas does eat into the energy cost savings significantly.



Table 9 - ECM 2 Summary

ECM 2: Energy Details	Natural Gas	Electricity	Electrical Demand	Total	
Units	MWh	MWh	Peak kW	MWh	
Annual Energy Use - Baseline	341.4	1,054.2	255.2	1,395.7	
Annual Energy Use - ECM2	121.9	1,080.7	266.4	1,202.6	
Annual Savings	219.5	-26.5	-11.2	193.0	
ECM GHG and Cost Savings	Natural Gas	Electricity	Total	25.3	
	First Year GHG reduction (tCO ₂ e)	40.4	-15.1		25.3
	First Year Cost Savings	\$4,148	-\$2,058		\$2,091
Financial Analysis					
Equipment Lifetime (years)	25				
Equipment Capital Cost					
First Year Utility Cost Savings					
NPV					
Simple Payback (years)					
Expected REC rebate					
Simple Payback with rebate (years)					
Lifetime Cost Savings					
Lifetime GHG Savings (tCO ₂ e)					
GHG Abatement Rate (\$/tCO ₂ e)					

This ECM has a negative NPV and a long simple payback, which does improve significantly with the REC rebate. The GHG savings are significant however, and the future cost savings will also become significant as the carbon tax price goes up. It is not recommended to proceed with this ECM as a standalone upgrade, but in conjunction with ECM1. The main reason for this recommendation is that the existing system is at the end of its useful life and doesn't provide the heating that the building needs.

7.3 ECM 3 – ADD GROUND HEAT EXCHANGER AND W-W HEAT PUMPS FOR HOT WATER HEATING AND SHARING ENERGY WITH POOL

7.3.1 ECM DESCRIPTION

This ECM will determine the feasibility of sharing waste heat with the neighbouring swimming pool (both for makeup water and showers) as well as using a ground loop heat exchanger along with water-to-water heat pumps to preheat hot water when the waste heat delivery does not match up with the hot water demands.

This ECM can be thought of in two parts. The main intent is to share waste heat energy with the neighbouring pool since pool makeup water and shower demands can be quite high. Pool makeup water is often delivered at 30-35°C, which matches well with the temperature off the ice plant condensers, which is around the same temperature. The intent of this ECM is to install piping over to the pool mechanical room (which is nearby) as well as a heat exchanger to heat the pool water



directly. The one challenge with this approach is that the ice plant doesn't run all the time, and not always when there is a demand for hot water at the pool. Thus, the second part of this ECM is to install a ground loop heat exchanger which along with a water-to-water heat pump, can store this heat in the ground, and use it later. While using the heat directly is obviously the most desired scenario, using a water-to-water heat pump can still drastically reduce energy use and reduce fossil fuel usage.

7.3.2 EXISTING CONDITIONS AND ASSUMPTIONS

Currently, the existing pool makeup water demands are handled by two RBI Flexcore condensing boilers. These boilers are assumed to operate with an average 90% efficiency. Hot water for showers is handled separately by typical tank type hot water heaters (assumed 67% efficiency).

The hot water demands for the Arena, Pool Showers, and Pool Makeup water were estimated using existing water bills for the last two years, as seen in Table 10 below. As the water usage was lower than expected, it was assumed that 100% of the water was used for hot water demands.

Table 10 - Hot Water Demands

	Pool 5/8" Meter	Pool 3" Meter	Arena Meter
	m³	m³	m³
Jan	194	27.5	28
Feb	194	27.5	28
Mar	204	26	21.5
Apr	204	26	21.5
May	206.5	25.5	10
Jun	206.5	25.5	10
Jul	214.5	21.5	24
Aug	214.5	21.5	24
Sep	160	24.5	20.5
Oct	160	24.5	20.5
Nov	164.5	23	28
Dec	164.5	23	28
TOTAL	2287	296	264
Total (L)	2,287,000	296,000	264,000

For this ECM, the baseline energy usage was increased (compared to ECM1 and 2) to account for the natural gas consumption for heating this hot water. For the Arena DHW and Pool Shower hot water energy, the storage losses associated with hot water tanks was also accounted for. This increased the baseline natural gas energy usage from 341.4 MWh to 475.1 MWh, as seen in Table 11.

7.3.3 ECM DETAILS AND ASSUMPTIONS

In this ECM, the waste heat from the ice plant is used directly to heat the pool as much as possible (using a heat exchanger with an approach temperature of approximately 2°C), as well as to provide stored preheated water for pool showers and arena hot water demands. Based on an analysis of the timing of pool makeup water demand and when waste heat is available, it was determined that the



waste heat can cover approximately 56% of the yearly pool hot water makeup demands with no additional required energy. This represents an immediate elimination of 48.9 MWh of natural gas energy.

Since the rest of the time, the waste heat is not available, the rest of the heat would come from a water-to-water heat pump which would operate with an average efficiency of approximately 400% (COP of 4.0); based on the expected EWT (see seasonal heating COP in Figure 29). For pool and arena showers, the waste heat would provide preheated water at around 30°C, which could be heated to 60°C using high temperature water-to-water heat pumps. However, for this to be possible, a ground loop heat exchanger would need to be installed.

In order to future proof the building and give it the ability to transition away from fossil fuels, the ground loop was sized based on all of the heating demands of the Arena, as well as all of the hot water demands (for both the pool and arena). The combined loads of the building, along with the waste heat loads, are shown in Figure 27 below. This approach allows the ground loop to be used as a source of heat for the building heat pump loop, instead of the existing boiler.

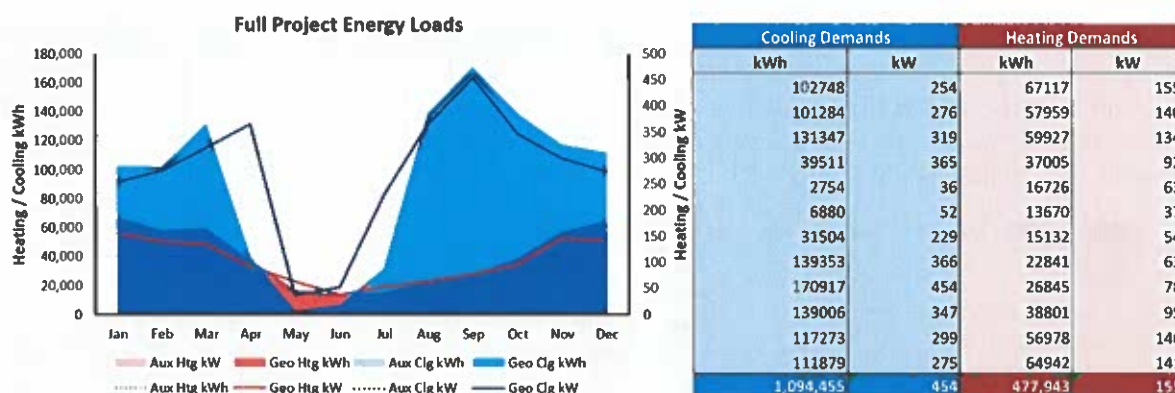


Figure 27 - Project Energy Loads

As seen above, the waste heat (or cooling demand) in the building is much higher than the heating demand (partly because a lot of the building heat demands are on traditional NG fired systems which cannot be integrated).

In order to balance the building loads through the ground loop properly, the existing fluid cooler will have to be used to reject the excess heat. Based on sizing runs in ground loop sizing software, it is estimated that the ground loop would be able to handle approximately 40% of the yearly waste heat demands, which would result in a much more balanced load profile, as seen below.



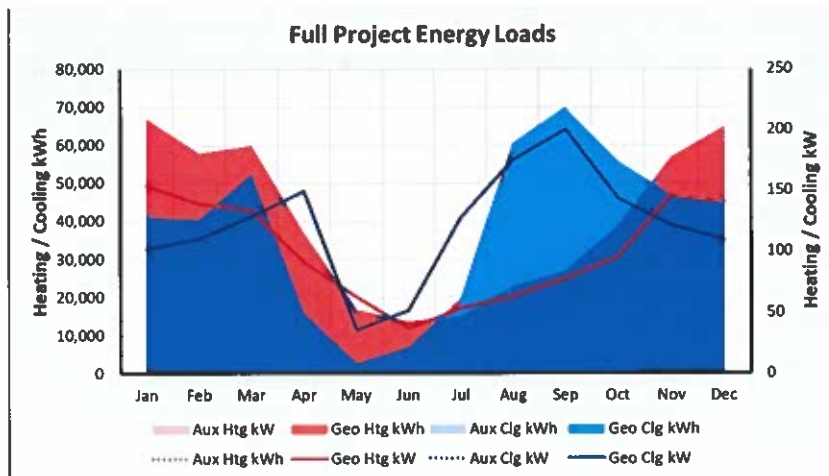


Figure 28 - Balanced Loads with Fluid Cooler handling 60% of cooling load

With these balanced loads, it was determined that the building would require a ground heat exchanger with 24 boreholes at a depth of 122m (spaced 7.6m apart). This, along with the predicted entering water temperature over 10 years is shown in Figure 29. As seen from this Figure, the EWTs are relatively warm year round, giving a stable source of heat for the water-to-water heat pumps as well as the building heat pump loop.

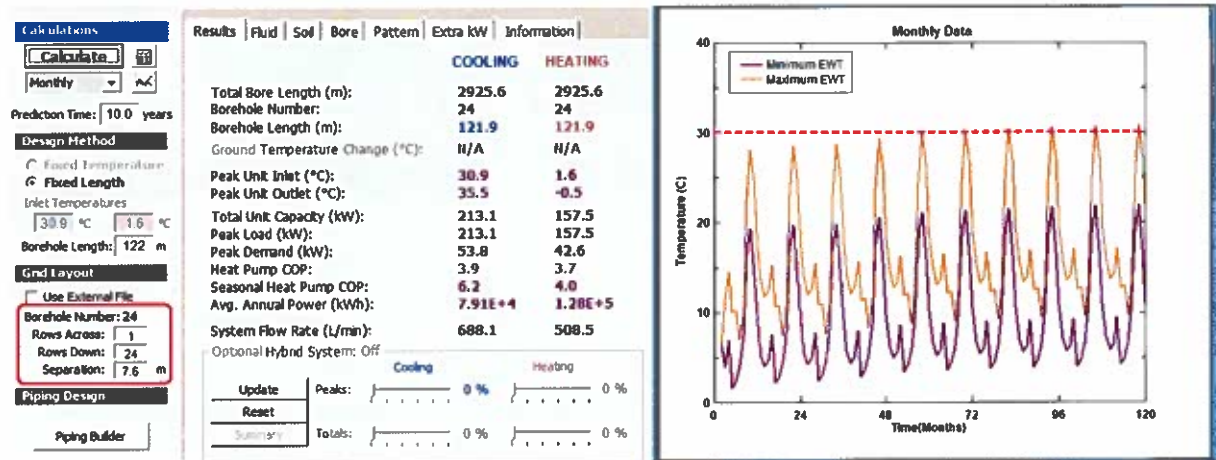


Figure 29 - GHX Sizing

7.3.4 RESULTS AND RECOMMENDATION

As seen in Table 11 below, this ECM increases electrical energy use and demand slightly, but significantly reduces natural gas energy associated with creating hot water. The electrical cost increase is disproportionately high because of the higher cost of electricity (compared to natural gas), but the measure still achieves a yearly operating cost savings of \$6,495.

However, due to the negative NPV without rebate, it likely makes more sense to hold off on this ECM until the future. The REC rebate would be much better spent on ECMs 1 and 2 which are more urgently needed and provide more cost savings for the money spent. This would be a great additional ECM for future consideration once natural gas prices and carbon taxes go up.



Furthermore, along with future retrofits that allow the building heating systems (for both pool and arena) to use waste heat, this will be a very attractive way of electrifying the building. It should also be noted that the equipment life is based on the water-to-water heat pumps, but the ground heat exchanger has an expected life of over 100 years.

Table 11 - ECM 3 Summary

ECM 3: Energy Details	Natural Gas	Electricity	Electrical Demand	Total
Units	MWh	MWh	Peak kW	MWh
Annual Energy Use - Baseline	475.1	1,054.2	255.2	1,529.3
Annual Energy Use - ECM2	46.8	1,074.8	258.4	1,121.6
Annual Energy Savings	428.3	-20.6	-3.2	407.7
ECM GHG and Cost Savings	Natural Gas	Electricity	Total	
First Year GHG reduction (tCO _{2e})	78.8	-11.7	67.1	
First Year Cost Savings	\$8,093	-\$1,598	\$6,495	
Financial Analysis				
Equipment Lifetime (years)	25			
Equipment Capital Cost				
First Year Utility Cost Savings				
NPV				
Simple Payback (years)				
Expected REC rebate				
Simple Payback with rebate (years)				
Lifetime Cost Savings				
Lifetime GHG Savings (tCO _{2e})				
GHG Abatement Rate (\$/tCO _{2e})				

7.4 COMBINED ECMs – ECM 1 AND ECM2

In order to show the impact of combining ECMs, ECM1 and ECM2 were combined to show the combined impact, as seen below.



Table 12 - ECM1 and ECM2 Summary

ECM 1 and 2 Energy Details	Natural Gas	Electricity	Electrical Demand	Total
Units	MWh	MWh	MW	MWh
Annual Energy Use - Baseline	341.4	1,054.2	255.2	1,395.7
Annual Energy Use - ECM3	122.1	819.2	192.4	941.3
Annual Savings	219.3	235.0	62.8	454.3
ECM GHG and Cost Savings	Natural Gas	Electricity	Total	
First Year GHG reduction (tCO _{2e})	40.4	133.9	174.3	
First Year Cost Savings	\$4,145	\$18,252	\$22,397	
Financial Analysis				
Equipment Lifetime (years)	20			
Equipment Capital Cost				
First Year Utility Cost Savings				
NPV				
Simple Payback (years)				
Expected REC rebate				
Simple Payback with rebate (years)				
Lifetime Cost Savings				
Lifetime GHG Savings (tCO _{2e})				
GHG Abatement Rate (\$/tCO _{2e})				

Combining ECMs 1 and 2 improves the business case over ECM1 but still has a long payback and negative NPV. But as mentioned for ECM1, the financial optics are bad simply because the entire ice plant and heating system in the building need replacement at the end of their useful life. While there are significant energy savings, they are not so large as to make up for the replacement cost of the system.

7.5 COMBINED ECMs – ECM 1, ECM2, AND ECM3

In order to show the impact of combining all of the proposed ECMs, ECM1, ECM2 and ECM3 were combined to show the combined impact, as seen below. Note the increased natural gas usage in the baseline to account for the pool hot water demands.



Table 13 - All ECMs Combined Summary

ECM Energy Details	Natural Gas	Electricity	Electrical Demand	Total
Units	MWh	MWh	MW	MWh
Annual Energy Use - Baseline	475.1	1,054.2	255.2	1,529.3
Annual Energy Use - ECM3	46.8	835.7	190.7	882.5
Annual Savings	428.3	218.5	64.5	646.8
ECM GHG and Cost Savings	Natural Gas	Electricity	Total	
First Year GHG reduction (tCO _{2e})	78.8	124.6	203.4	
First Year Cost Savings	\$8,093	\$16,975	\$25,068	
Financial Analysis				
Equipment Lifetime (years)	20			
Equipment Capital Cost				
First Year Utility Cost Savings				
NPV				
Simple Payback (years)				
Expected REC rebate				
Simple Payback with rebate (years)				
Lifetime Cost Savings				
Lifetime GHG Savings (tCO _{2e})				
GHG Abatement Rate (\$/tCO _{2e})				

8.0 MEASUREMENT AND VERIFICATION

This section will describe what instrumentation and equipment will be required to measure and verify the energy savings predicted in this report.

Generally speaking, before implementation of any ECMs we recommend to implement a program of tracking utilities on a monthly basis, whether this is manually done using energy bills, or with instrumentation based on meter readings. This along with at least 3 years of historical data will give the building owners a clear indication of whether the expected energy savings are achieved.

8.1 ECM 1

Depending on the existing electrical system, we recommend installing a sub-meter for all ice plant operations so that electricity usage can be tracked independently from the rest of the building. This includes all ice plant heat pumps, fluid cooler and circulation pumps.

In addition, the following variables should be trended, which will be useful not only to estimate energy consumption and performance, but to diagnose problems (not all are required and discussions should be had with the equipment supplier on which are practical):

- Pump speeds and/or status for all circulation pumps
- All relevant temperatures required for ice generation, including slab and buffer/warm loop temperatures, supply fluid temperatures (for cold/buffer/warm loops), condenser loop temperatures, supply and return temperatures off each heat pump,



- Fluid cooler incoming and leaving temperatures, fan and pump status

Knowing these variables will allow optimization of equipment controls to reduce energy consumption. For example, rejecting heat to the warm floor instead of the fluid cooler when it makes sense.

8.2 ECM 2

Tracking the energy savings for this ECM would require either individual meters on each heat pump (likely not practical) or installing an energy meter on the heat pump loop to track how much heat was extracted from the heat pump loop. Using the loop supply temperature, and an estimate of the COP of the heat pumps at that EWT, the energy use can be approximated using this data.

The fan energy for the new heat pumps would not be captured in this method however, so if practical, energy meters on each heat pump may be the most accurate way to estimate energy savings.

In addition, the temperature inside the preheat tank should be monitored.

8.3 ECM 3

For this ECM, the important variables to track would be the condenser leaving temperature, the EWTs into each heat pump, the entering and leaving temperature from the ground loop, and possibly energy meters on the heat pumps and pool heat exchanger. Hot water demands are difficult to track accurately using water meter data therefore flow meters may be desired as well.

As in ECM 2, monitoring and trending of tank temperatures would be beneficial.

9.0 ECM SUMMARY

Table 14 and Table 15 below summarize the energy, GHG and financial analysis for each ECM, as well as ECM 1 and 2 combined. In addition, the final row shows the ECM totals for all ECMs. Please note that this is not simply a sum of ECMs 1-3 since the baseline changed slightly for ECM 3 (to account for the pool shower and makeup water energy). It should also be noted that the indicated "expected REC rebate" is based on each ECM taken in isolation.

Table 14 - Energy Savings and GHG Reductions Summary Table

Energy Savings and GHG Reductions Summary Table							
ECM	Description	Annual electricity savings	Electricity demand savings	Annual natural gas savings	Annual GHG reductions	Measure life	Lifetime GHG reductions
#		kWh/yr	kW	kWh/yr	tCO ₂ e/yr	years	tCO ₂ e
1	Replacement of Ice Plant	279,272	74	0	159.2	20	1,777
2	Heating System upgrade and replacement	-26,495	-11	219,543	25.3	25	872
3	Add GHX and W-W Heat Pumps for Hot Water Heating	-20,573	-3	428,283	67.1	25	1,911
1 & 2	Combination of ECM1 and ECM2	234,986	63	219,346	174.3	20	2,342
ECM Totals (ECM 1,2 and 3)		218,542	65	428,283	203.4	20	3,045



Table 15 - Financial Analysis Summary Table

Financial Analysis Summary Table							
ECM	Description	Total equipment and installation cost	Annual cost savings	Simple payback without incentive	Expected REC rebate	Simple payback with incentive	Lifetime abatement rate
#		\$	\$/yr	years	\$	years	\$/tCO ₂ e
1	Replacement of Ice Plant		\$21,692	40+			\$698
2	Heating System upgrade and replacement		\$2,091	33			\$505
3	Add GHX and W-W Heat Pumps for Hot Water Heating		\$6,495	32			\$396
1 & 2	Combination of ECM1 and ECM2		\$22,397	35			\$715
ECM Totals (ECM 1,2 and 3)		\$	\$25,068	35			\$798

While the simple payback and NPV don't look attractive for all of the ECMs, it must again be noted that because the replaced equipment is at the end of its useful life and poses so many issues and added maintenance costs (which aren't captured in this analysis), it is still highly recommended to proceed with ECMs 1 and 2. These two ECMs will address all of the heating and operational issues currently experienced and will save the Town approximately \$22,400 per year in operational costs (not including maintenance savings).

At this time, it is not recommended to proceed with ECM3, as ECMs 1 and 2 are much more critical and valuable from a capital cost standpoint. However, ECM3 can become very valuable in the future as a way to decarbonize and electrify the building, and to reduce costs. This measure will become only more attractive in the future.

It should be mentioned that that part of the reason for the poor financial indicators is the relatively low cost of natural gas and electricity (which is tied more to system capacity than energy usage). However, we would expect energy prices in general to trend up over the next decade, especially natural gas which has been at historical lows for the better part of the last decade but this is not expected to continue into the next decade; this will improve the financial attractiveness of all the ECMs. It should also be mentioned that increasing carbon taxes will continue to put pressure on natural gas prices and energy costs. For this reason it is suggested to reassess the viability of any ECMs that were not implemented if natural gas prices increase, and to stay up to date with developments in natural gas markets.

Implementing the first two recommended ECMs (1 and 2) would result in an annual reduction of 219,346 kWh (790 GJ) of natural gas, 234,986 kWh of electricity and 174 tonnes of CO₂e. The combined cost of all recommended ECMs is estimated at \$25,068.



**COUNCIL REPORTS
AS OF APRIL 13, 2021**

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



C.A.O Report

To: Town Council

Date: March 5, 2021

Re: March 9, 2021 C.A.O. Report

General Administration:

The following are a few highlights from the recently announced Provincial 2021/2022 budget:

- a) Town's MSI Operating Grant of \$152,920.00 is \$4,018.00 higher than our preliminary Budget.
- b) Town's MSI Capital Grant of \$921,620 is \$2,322.00 lower than our preliminary Budget.
- c) The Town's Federal Gas Tax Grant \$274,174 is \$34,174 higher than our preliminary budget.
- d) Town's Residential and Farmland School Requisition is 2.15% lower than in 2020.
- e) Town's Non-Residential School Requisition is 1.3% lower than in 2020.
- f) Town's Overall School Requisition is 1.9% lower than in 2020.
- g) Senate elections and referendums will be held at the same time as the Municipal election this October with some Provincial financial contribution to municipalities.
- h) The Province will provide the same level of funding to F.C.S.S. as compared to the last fiscal year.
- i) Library Services Operating funding will see a decrease of 3/10 of 1% from the 2020/2021 fiscal year.
- j) Agricultural Societies and Exhibition Grants remain the same from the last fiscal year.
- k) Community Facility Enhancement Program will see a reduction of 26% from the previous fiscal year.

To serve as a reminder, a full AUMA Budget analysis was electronically forward to all members of Council on February 25th.

Communication Services:

➤ Works in Progress

- Commenced adding more engaging content to Instagram (via page posts & Instagram stories)
- Youtube generated impressions (subject matter shown on individual devices) of Town contents to 5,600 users
- Top Videos in last 28 days:
 - Ice Fishing with Fish and Wildlife Officer (494 Views)
 - Centre of Alberta Hike (68 Views)
 - West of the 5th (50 Views)
- Continued public notification of Town activities via social pages, website, and BARCC

➤ Works in Progress/Ongoing

- Expanding integration of Parks & Recreation video content with Instagram & Facebook Live/Stories.
- Research what city urban population is “searching for” on the internet in relation to rural urban living and use that data to guide future video content.
- Continue to update website with relevant COVID information.
- Monitor urban, rural, provincial and federal press releases and news conferences for information that may affect or influence our municipal operations, local businesses, and residents.
- Plan snow removal and garbage spacing videos with Mayor McKenzie
- Started work on May/June Newsletter.
- Continue to develop plan for regular Google My Business postings to show up on Google when people search for the “Town of Barrhead”
 - These are free and appear with business information on the right side of a google search
 - Opportunity to get more information out to people who are just looking for our contact information on google

- Topics – pool updates, COVID restrictions/information, programs & events, etc.

Enforcement Services:

- The Department currently has 26 open file under review/investigation:
 - Bylaw issues: 16 files
 - Animal Control matters/miscellaneous: 1 files
 - Traffic Enforcement (ie: speeding, school zone speeding, distracted driving, fail to obey stop sign): 9 files
- The Department is currently working with the Town of Westlock as well as Westlock County with regard to a cooperative solution to the Provincial Government's decision to implement E-Ticketing. The strategy is to purchase the required software and equipment as one agency, whereby recognizing some savings for all three municipalities and also creating an environment where Officers from all three agencies will be trained and provide support to each other.
- Administration has drafted a revision to the existing Animal Control Bylaw. Minor amendments are suggested and the new bylaw will be presented to Council in the near future.

Fire Protection Services:

- Incidents from February 1 – February 28, 2021
 - Fires – 2
 - Rubbish or grass fires – 1
 - RCMP Assist – 1
 - Medical Assist – 8
 - Carbon monoxide - 1
 - Alarms – 5

Total of 18 calls which represented a total of 164.25 firefighter hours

- Training:
 - 8 members completed the NFPA 1072 hazmat awareness
 - 11 members completed ice rescue through Raven Rescue
 - 5 members completed testing for NFPA 1021 level 2 fire officer

- Approximately 90% of the members were orientation with new Engine 37
- Ongoing training on small engines and hand tool Maintenance
- 8 members started the NFPA 1001 level 1 firefighter
- A new member commits to approximately two years before they can be fully trained for structural fires; this excludes the time required for pump and driving training.

➤ Other

- Engine 37 was placed into service
- Engine 3 was retired from service
- 40 total responders, 39 responding and 1 new recruit

Recreation Services:

➤ Operational:

- Staff worked in the Blue Heron Bowling Alley to remove items caused by a frozen water line. Director Touet met with the insurance agent along with representatives from the restoration contractor.
- Director Touet attended the meeting of the Paddle River Golf and Country Club and also met with the executive of the Blue Heron Bowling Alley.
- The Department continues to work on various park features (ie: picnic tables, benches, relocation dog waste bins) and having them ready for placement in various parks for the season.
- With a joint effort between a Contractor and Town staff the installation of tiles at the back door of the Aquatics Centre as well as the entrance to men's and ladies change rooms was completed.
- Staff continues to film videos that conform to the three pillars (economic development, tourism and Public Service Announcements) of the community
- Department will start playground inspections and repairs by the end of March
- Towards the end of March, the Department will commence the maintenance program at the cemetery, by levelling headstones. Installation of turf will take place in late May/early June.

➤ Special Events:

- Due to current COVID-19 restrictions no events are planned for at this time.

Transportation Services:

➤ Operational:

- Excavate and replace two services on 47th street.
- Undertook preliminary activities for the upcoming 45th street paving program. (Hydrovac to locate natural gas lines and geotech drilling a few areas to confirm the existing sub-base material).
- Repair some pot holes around Town.
- Completed another round of snow removal (hopefully the last one of the season).
- Camera sewer service on 56th street due to blockage issue.
- Continue with sanding due to seasonal thaw cycles.
- Commence with gutter cleaning to improved drainage.
- Repair water leak along 49th street. The Department will have to replace the complete water service line once frost is out.
- Replaced level sensor at the main sewer lift station.
- Commencing a lagoon study to ensure the discharged material will meet new and proposed new parameters from Alberta Environment.
- Contractor crushed metal material and hauled away from the Landfill.

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

Edward LeBlanc - CAO

TOWN OF BARRHEAD

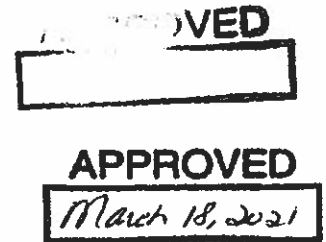
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of March 23, 2021

Resolution Number	Resolution	Comments	Status
	<u>March 23, 2021 Council Meeting</u>		
112-21	Moved by Cr. Assaf that Council provide the Barrhead Provincial RCMP Detachment with Council's priorities relating to the RCMP's annual Performance Plan to include increased member visibility and drug enforcement.	Formal documentation was submitted to the local RCMP Detachment.	Completed
122-21	Moved by Cr. Kluin that council reject all the tenders related to the pumphouse project and instruct Administration to retender by changing the scope of the project.	New revised tender has been prepared and the results will be presented to Council during the April 27th Council Meeting for consideration	Completed
	<u>March 9, 2021 Council Meeting</u>		
080-21	Moved by Cr. Klumph that Council approve the 13 Non-Profit Community Organization Property Tax Exemption applications as indicated on the listing provided.		Completed
082-21	Moved by Cr. Smith that Council approves the purchase of a new 2021 Heil Odyssey Half Pack Residential Refuse Truck on a 2021 Peterbilt 520-unit chassis in the amount of \$389,900.00 (G.S.T. excluded).	Unit has been ordered, anticipate delivery by mid-June	Considered completed
083-21	Moved by Cr. Assaf that Council authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.	Unit will be dispose of this Fall	
090-21	Moved by Cr. Assaf that Council instructs Administration to prepare a Property Tax Installment Plan Bylaw and present it during a future Council meeting.	Bylaw will be presented during the April 27th Council Meeting	In Progress
099-21	Moved by Mayor McKenzie that Council instruct Administration to send a letter in favour of retaining the RCMP.		Completed
107-21	Moved by Cr. Assaf that Council bring the proposed Summer Ice Rental Rates for 2022 back to Council by November 30, 2021.		
	<u>June 23, 2020 Council Meeting</u>		
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	Notification was provided to the Town of Edson. Administration is waiting for some additional information in order to complete the requested report to Council.	In Progress

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of March 23, 2021

Resolution Number	Resolution	Comments	Status
	<u>April 14, 2020 Council Meeting</u>		
125-20	Moved by Cr. Klumph that Council postpone the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw and that the date be determined at a future time.	Public Hearing was delayed due to COVID-19 restrictions.	Pending
	<u>November 12, 2019 Council Meeting</u>		
382-20	Moved by Cr. Assaf that Council move forward on the +/- 3 acre parcel subdivision of Town land in the SE-29-59-03-5.	Subdivision application was conditional approved on March 27, 2020. Next step is to prepare the required survey of the new lot. Survey is scheduled for April 19th	In Progress
	<u>July 9, 2019 Council Meeting</u>		
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Pending
	<u>May 14, 2019 Council Meeting</u>		
145-19	Moved by Cr. Klumph that Council award the Wastewater Lagoon System Upgrades Project to Chandos Construction Ltd. in the amount of \$947,000.00 + GST and that Administration forward a Notice of Award letter to Chandos Construction Ltd.	Substantial Completion Certificate was issued on March 2, 2021; the one-year warranty has now commenced was this point in time.	Completed
	<u>February 12, 2019 Council Meeting</u>		
039-19	Moved by Cr. Assaf that Administration follow up with the Bowling Alley Association to review the existing agreement.	Administration is working on a new agreement similar to the one endorsed for the Curling Club.	In Progress
	<u>January 22, 2019 Council Meeting</u>		
032-19	Moved by Cr. Assaf that Council approve Mr. K. David Campbell to conduct a utilities rates analysis and assessment, based on a project cost of \$31,500.00, to be funded from the water and sewer operating reserves.	The noted report along with Administration's response to the Consultant's recommendation was part of the January 26, 2021 C.A.O. Planning Session. Further discussion will take place at a future CAO Planning Session. The Report will be formally presented to Council once a final version is received.	In Progress.



**Barrhead & District Family and Community
Support Services Society
Thursday, February 18, 2021
Financial Meeting – 9:00 a.m.
Regular Board Meeting – 9:30 a.m.
VIA ZOOM
Minutes**

Present:

Randy Hindy, Chairperson
Shelly Dewsnap – Executive Director
Carol Lee, Recording Secretary
Jane Wakeford – Vice Chair
Mark Oberg, Secretary/Treasurer
Sally Littke Shelly Bye
Bill Lane
Leslie Penny Marsha Smith
Dausen Kluin Vicki Kremp
Sharen Veenstra Ron Kleinfeldt

Absent:

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:34 a.m. by Chair, Randy Hindy

2) Acceptance of Agenda – Additions/Deletions

09-21 Moved by Sally Littke to accept the Agenda, Motion seconded by Leslie Penny, with the addition of 7f Personnel Committee Report, 7g Nomination Committee Report and 5d Transfer of Funds

Carried

3) Items for Approval

a) Minutes of the regular Board meeting of the Barrhead & District FCSS, January 21, 2021.

10-21 Moved by Ron Kleinfeldt to accept the minutes of the Regular Board meeting of January 21, 2021, seconded by Jane Wakeford.

Carried

b) Financial Statements

11-21 Moved by Mark Oberg and seconded by Dausen Kluin to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on January 31, 2021, as presented.

Carried

4) Staff Presentation: Rhonda Waggoner & Rebecca Creber- Barrhead Family Connections Centre

Rhonda – Received the FRN Contract in March 2020, Parent Link is now Barrhead & District Family Connection Centre. She has been using new methods like hosting zoom meetings and take out kits. She notes some challenges with doing online parenting sessions. Rhonda has been busy taking training and HR courses. It is very important to keep connected with groups and families, especially in these Covid times.

Rebecca – Busy running zoom sessions for youth with activity packages they pick up and watch online. Have done some developmental screening for children ages 0-6, again online. The Board thanked the ladies for a job well done and wished them continued success.

5) New Business

a) 2021 Organizational Chart

12-21 Leslie Penny moved to approve the 2021 Organizational Chart, Sharen Veenstra seconded the motion.

Carried

b) Letter to Board – Volunteer Appreciation Committee

This committee did not request additional money for this year's event; \$2,500 still available from FCSS for planning virtual celebration activities.

c) April AGM

Shelly Dewsnap will prepare an ad for the FCSS AGM stating the date, and requesting interested people to phone FCSS to register. If restrictions allow we will host a live AGM in a larger facility to allow social distancing, if not, the AGM will be done via zoom. NE Zone Rep will get an invite along with prospective new member

d) Transfer of Funds

13-21 Mark Oberg moved to delete column 11420 from General Account Family Violence, motion seconded by Bill Lane.

Carried

14-21 Mark Oberg moved to transfer funds from 114.16 FCSS Reserve Thrive Family Violence, to transfer funds from 224 Community Thrive, as this program is no longer associated with Government Funding. Motion seconded by Shelly Bye.

Carried

6) Old Business

a) Director & Board Officers Liability Insurance

15-21 Leslie Penny moved that we purchase Director and Board Officers Liability Insurance at \$2 million coverage, seconded by Bill Lane.

Carried

*This year's cost will be \$847/premium to cover \$2 million

7. Item for Information

a) Directors Report

b) Staff Reports

c) Safety Update

d) 2020 FCSS Fact Sheet

e) FCSSAA Newsletter – Newsletter was emailed to Board members

f) Personnel Committee Report – Leslie Penny

See attachment

g) Nomination Committee Report – Marsha Smith

FCSS Board has 2 seats to fill at April AGM. Judy Bradley is interested in sitting on the FCSS Board and wants to be invited to the March board meeting. Dan Garvey has expressed an interest in returning to the FCSS board, not on executive but as an at large member. Sally Little will talk to Dan about coming on board.

8) Board Development

a)


9) Next Meeting:

March 18, 2021

10) Meeting Adjournment

Chair Randy Hindy adjourned the meeting at 11:24 a.m.

**Barrhead & District Family and Community Support Services Society
Regular Board Meeting of February 18, 2021**



Chairperson



Recording Secretary

BARRHEAD FCSS**SUMMARY OF PERFORMANCE REVIEW****SHELLY DEWSNAP****FEBRUARY 17, 2021**

Shelly Dewsnap wrote her self-evaluation and covered the areas of her responsibility concisely and thoroughly.

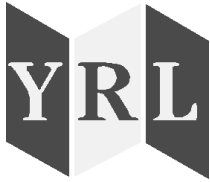
The members of the personnel committee reviewed her self-assessment and agreed that Shelly is doing an excellent job in her role of Executive Director of Barrhead FCSS. She has navigated the staff through a particularly challenging year. Several significant changes took place last year. Parent Link was replaced by Family Resource Network which meant many decisions about ongoing staffing and allocation of space in the building. She was intensively involved in the on-going orientation of our new bookkeeper at a time when new grant monies were being offered to help with extra expenses due to COVID. The change from Parent Link to FRN meant learning new reporting systems.

The on-going changes in managing the COVID epidemic and the concerns about keeping staff and clients safe and yet receiving the services they needed was a huge challenge that Shelly managed extremely well.

An indication of the fine work an ED does is the retention of staff. Staff turn-over at Barrhead FCSS is minimal and results more from financial restraints than staff dissatisfaction.

Shelly never forgets why FCSS exists. It exists to provide services to some of the most vulnerable residents of our community. Staff show the same dedication to their work with clients. This is the mark of a great leader.

The Personnel Committee of the board is unanimous in the appreciation of the work that Shelly is doing.



**Yellowhead Regional Library
Board of Trustees Meeting
Online via GoToWebinar
December 7, 2020**

Present

Chair Hank Smit, Town of Hinton
Vice Chair Bill Elliot, City of Wetaskiwin
Ann Morrison, Summer Village of Sunset Point
Carla Frybort, City of Leduc
Cindy Miller, Town of Calmar
David Truckey, Town of Westlock
Donna Wiltse, Brazeau County
Dwayne Mayr, Village of Warburg
Eric Meyer, Town of Stony Plain
Jason Shewchuk, Village of Spring Lake
Jayne Pettifor, Wetaskiwin School Division
Jeff Goebel, Town of Swan Hills
Jenna McGrath, Municipality of Jasper
Judy Lefebvre, Pembina Hills School Division
Judy Valiquette, Village of Alberta Beach
Kathy Rooyakkers, County of Wetaskiwin No. 10
Krystal Baier, Town of Edson
Len Spink, City of Beaumont
Liz Turnbull, Summer Village of Silver Sands
Lloyd Giebelhaus, Lac Ste. Anne County (proxy vote)
Lynn Pritchard, Village of Breton
Margaret Gagnon, Summer Village of Crystal Springs
Marlene Walsh, Summer Village of Val Quentin
Pat St. Hilaire, Town of Onoway
Paul Chauvet, Town of Whitecourt
Rick MacPhee, Summer Village of Seba Beach
Rod Klumph, Town of Barrhead
Ron Kleinfeldt, County of Barrhead No. 11
Sandy Morton, Town of Mayerthorpe
Sherry Jeffreys, Northern Gateway School Division
Stacey May, Town of Devon
Tracey Melnyk, Parkland County
Victor Julyan, Westlock County
Wayne Rothe, City of Spruce Grove

Guest

Robert McClure, YRL Public Libraries' Council

Staff

Karla Palichuk, Director
Wendy Sears Ilnicki, Deputy Director
Jocie Wilson; Mgr., Collections and Resource Sharing
Stephanie Thero; Mgr., Technology Services
Ben Ehlers; Librarian, Library Development Services
Laurie Haak, Executive Assistant and Recorder

Absent

Art Purdy, Village of Clyde
Bill Ballas, Town of Drayton Valley
Dave Kusch, Woodlands County
Don Bauer, Summer Village of Yellowstone
Doug Peel, Town of Millet
Ivor Foster, Town of Thorsby
Jocelyn Wiggins, Village of Wabamun
John Slater, Summer Village of Ma-Me-O Beach
Ken Lewis, Summer Village of Grandview
Marge Hanssen, Summer Village of Nakamun Park
Penny Lowe, Yellowhead County
Sandi Benford, Summer Village of South View
Tessa Hutchings, Leduc County

Representative not Appointed

Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Norris Beach
Summer Village of Poplar Bay
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of Sunrise Beach
Summer Village of West Cove

CALL TO ORDER

K. Palichuk called the meeting to order at 10:00 a.m.

NOTE: Explanatory documentation included in meeting package unless otherwise noted.

1. YRL Board and Executive Committee Structure and Voting Overview

M. Gagnon and R. McClure entered the meeting followed by B. Elliot and K. Baier.

2. Election of Chair

H. Smit accepted a nomination from S. Morton in the advance nomination phase.

K. Palichuk opened the floor for Chair nominations; she called for nominations two more times.

MOVED by B. Elliot that nominations cease.	CARRIED BY MAJORITY	3961
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Hendrik (Hank) Smit acclaimed as the Chair.

3. Approval of Agenda

MOVED by S. May that the agenda be approved as presented.

SECONDED by J. Shewchuk.	CARRIED BY MAJORITY	3962
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W. Rothe entered the meeting.

4. Approval of Minutes

MOVED by S. Morton that the minutes of the October 5, 2020 YRL Board of Trustees meeting be approved as presented.

SECONDED by S. May.	CARRIED BY MAJORITY	3963
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T. Melnyk entered the meeting followed by S. Jeffreys

DECISION ITEMS

5. Election of Vice Chair

B. Elliot accepted a nomination from C. Frybort in the advance nomination phase.

H. Smit opened the floor for Vice Chair nominations.

S. May nominated herself.

H. Smit called for nominations two more times.

MOVED by S. Morton that nominations cease.	CARRIED BY MAJORITY	3964
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Bill Elliot elected as the Vice Chair.

D. Mayr entered the meeting followed by L. Turnbull and R. Kleinfeldt.

6. Election of Executive Committee

The Executive Committee is comprised of 10 trustees; seven seats are occupied by:

- Chair: City of Wetaskiwin, Municipality of Jasper and Towns seat
- Vice Chair: Open seat
- City of Beaumont, City of Leduc, City of Spruce Grove, Parkland County, Town of Stony Plain: Five seats for municipalities with more than the legislated 15,000 population threshold

H. Smit opened the floor for the School Divisions seat nominations.

S. Jeffreys nominated herself.

H. Smit called for nominations two more times.

MOVED by L. Pritchard that nominations cease.	CARRIED BY MAJORITY	3965
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Sherry Jeffreys acclaimed for the School Divisions seat.

H. Smit opened the floor for the Municipal Districts seat nominations.

H. Smit nominated V. Julyan, he accepted.

H. Smit called for nominations two more times.

MOVED by B. Elliot that nominations cease.

CARRIED BY MAJORITY

3966

Victor Julyan acclaimed for the Municipal Districts seat.

L. Pritchard accepted a nomination from I. Foster in the advance nomination phase.

H. Smit opened the floor for the Municipal Districts, Villages and Summer Villages seat nominations.

D. Mayr nominated himself; H. Smit nominated A. Morrison, she accepted.

H. Smit called for nominations two more times.

MOVED J. Shewchuk that nominations cease.

CARRIED BY MAJORITY

3967

Ann Morrison elected for the Municipal Districts, Villages and Summer Villages seat.

Executive Committee

Chair Hendrik Smit, Town of Hinton

Len Spink, City of Beaumont

Vice Chair Bill Elliot, City of Wetaskiwin

Sherry Jeffreys, Northern Gateway School Division

Ann Morrison, Summer Village of Sunset Point

Tracey Melnyk, Parkland County

Carla Frybort, City of Leduc

Victor Julyan, Westlock County

Eric Meyer, Town of Stony Plain

Wayne Rothe, City of Spruce Grove

A. Morrison left the meeting.

7. Election of Executive Committee Alternates

H. Smit opened the floor for the School Divisions alternate seat nominations.

H. Smit nominated J. Lefebvre, she accepted.

H. Smit called for nominations two more times.

MOVED S. Jeffreys that nominations cease.

CARRIED BY MAJORITY

3968

Judy Lefebvre acclaimed for the School Divisions alternate seat.

H. Smit opened the floor for the Municipal Districts alternate seat nominations.

H. Smit nominated R. Kleinfeldt, he accepted.

H. Smit called for nominations two more times.

MOVED T. Melnyk that nominations cease.

CARRIED BY MAJORITY

3969

Ron Kleinfeldt acclaimed for the Municipal Districts alternate seat.

H. Smit opened the floor for the Municipal Districts, Villages and Summer Villages alternate seat nominations.

D. Mayr nominated himself; L. Pritchard nominated herself.

H. Smit called for nominations two more times.

MOVED M. Walsh that nominations cease.

CARRIED BY MAJORITY

3970

Lynn Pritchard elected for the Municipal Districts, Villages and Summer Villages alternate seat.

S. Morton accepted a nomination from H. Smit in the advance nomination phase.

H. Smit opened the floor for the City of Wetaskiwin, Municipality of Jasper and Towns alternate seat nominations.

S. May nominated herself.

H. Smit called for nominations two more times.

MOVED W. Rothe that nominations cease.	CARRIED BY MAJORITY	3971
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Stacey May elected for the City of Wetaskiwin, Municipality of Jasper and Towns alternate seat.

Executive Committee Alternates	
Honey Pell, City of Beaumont	Lynn Pritchard, Village of Breton
Jackie McCuaig, Parkland County	Ron Kleinfeldt, County of Barrhead No. 11
Jeff Acker, City of Spruce Grove	Stacey May, Town of Devon
Judy Bennett, Town of Stony Plain	Vacant, City of Leduc
Judy Lefebvre, Pembina Hills School Division	Open seat does not have an alternate

8. Motion to Destroy Ballots

MOVED by D. Mayr that the electronic ballot surveys be destroyed.	CARRIED BY MAJORITY	3972
SECONDED by B. Elliot.		

BREAK: 10:47-10:52 a.m.

9. 2021 Meeting Dates

MOVED by W. Rothe that the Board meet in 2021 on Mar. 15, June 21, Oct. 4 and Dec. 6.	CARRIED BY MAJORITY	3973
SECONDED by B. Elliot.		
PROXY VOTE: One in favour.		

10. 2021 Budget

MOVED by T. Melnyk that the 2021 budget be approved as presented.	CARRIED BY MAJORITY	3974
SECONDED by D. Mayr.		
PROXY VOTE: One in favour.		

11. Infrastructure Grant Report for the Province

MOVED by V. Julyan that the Infrastructure Grant report be approved for submission to Alberta Municipal Affairs Public Library Services Branch.	CARRIED BY MAJORITY	3975
SECONDED by D. Mayr.		
PROXY VOTE: One in favour.		

INFORMATION ITEMS

12. 2019-2021 Plan of Service Workplan Status

13. Indigenous Grant Update

D. Truckey left the meeting.

14. Stronger Together Virtual Conference Summary Report

15. YRL Trustee and Alternate Orientation – January 25, 2021

D. Truckey returned to the meeting.

16. YRL Public Libraries' Council (PLC) Update

PLC meets on December 11; structure being revised to focus on professional development and networking.

17. Public Library Services Branch (PLSB) Update

An email update is forthcoming.

18. Alberta Library Trustees' Association (ALTA) Update

H. Smit is the ALTA Area 2 (Yellowhead) trustee and S. Morton is the alternate. Dr. Margaret Law will be conducting an organizational review.

19. The Alberta Library (TAL) Update

K. Palichuk reappointed as Vice Chair of TAL Board. Dr. Law continues as the part-time term CEO. At the conclusion of the GST review, less than \$170,000 was paid to the Canada Revenue Agency.

20. Correspondence

MOVED by S. Morton that the 2019-2021 Plan of Service workplan status, Stronger Together virtual conference summary report, YRL trustee and alternate orientation, the updates about the Indigenous Grant, PLC, PLSB, ALTA and TAL, and the correspondence be accepted as presented for information.

SECONDED by D. Mayr.

CARRIED BY MAJORITY

3976

NEXT MEETING

The next YRL Board of Trustees meeting is on March 15, 2021 at 10:00 a.m.

ADJOURNMENT

MOVED by D. Mayr that the meeting adjourn at 11:35 a.m.

CARRIED BY MAJORITY

3977

Hendrik Smit, Chair

Karla Palichuk, Director

Date

Date



Item No. 11(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 13, 2021

Re: Correspondence Item

Item # 1 Letter from Sgt. Bob Dodds, RCMP Detachment Commander, dated April 6, 2021, regarding the quarterly Community Policing Report for the Barrhead Detachment, reporting period from January 1 to March 31, 2021.

Recommendation:

That Council accept the letter from Sgt. Bob Dodds, RCMP Detachment Commander, dated April 6, 2021, regarding the quarterly Community Policing Report for the Barrhead Detachment, reporting period from January 1 to March 31, 2021, as information.

(Original signed by the CAO)

Edward LeBlanc
CAO



April 6nd, 2021

Sgt. Bob Dodds
Detachment Commander
Barrhead, Alberta

Dear Mayor McKenzie,

Please find attached the quarterly Community Policing Report for Barrhead Detachment, that covers the January 1 to March 31st, 2021 reporting period. Starting this year, quarterly updates on community-identified policing priorities will be shared through this new policing report to all communities served by the Alberta RCMP.

Our first priority is the safety and security of Albertans, in addition to providing accountable, effective and transparent policing to your community. This reporting, along with community insights and guidance that you readily provide, will further help us optimize our services to address the priorities that are important to you.

The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for Barrhead Detachment. Further analysis on local trends and updates on resourcing and financial forecasting is included. Community priorities and consultations that inform these quarterly updates are also documented in this report.

We recognize that having a voice in policing priorities is a top concern for communities. As part of maintaining engagement with the Albertans we serve, this new quarterly policing report is a tool for us to report our progress on community-identified priorities. This report also reinforces our commitment to communicate the work we do to enhance public safety in your community.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns regarding this report.

Sgt. Bob Dodds
Detachment Commander
Barrhead, Alberta



RCMP Provincial Policing Report

Detachment	
Detachment Commander	
Quarter	
Date of Report	

Provincial Police Service Composition¹

Staffing Category	Established Positions	Working	Soft Vacancies ²	Hard Vacancies ³
Police Officers				
Detachment Support				

Comments

Quarterly Financial Drivers

¹ Data extracted on March 12th, 2021 and is subject to change over time.

² Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

³ Hard Vacancies are full FTE positions that are vacant and need to be filled.



Crime Statistics⁴

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January – February			January – December		
	2020	2021	% Change Year-over- Year	2019	2020	% Change Year-over- Year
Total Criminal Code						
Persons Crime						
Property Crime						
Other Criminal Code						
Traffic Offences						
Criminal Code Traffic						
Provincial Code Traffic						
Other Traffic						
CDSA Offences						
Other Federal Acts						
Other Provincial Acts						
Municipal By-Laws						
Motor Vehicle Collisions						

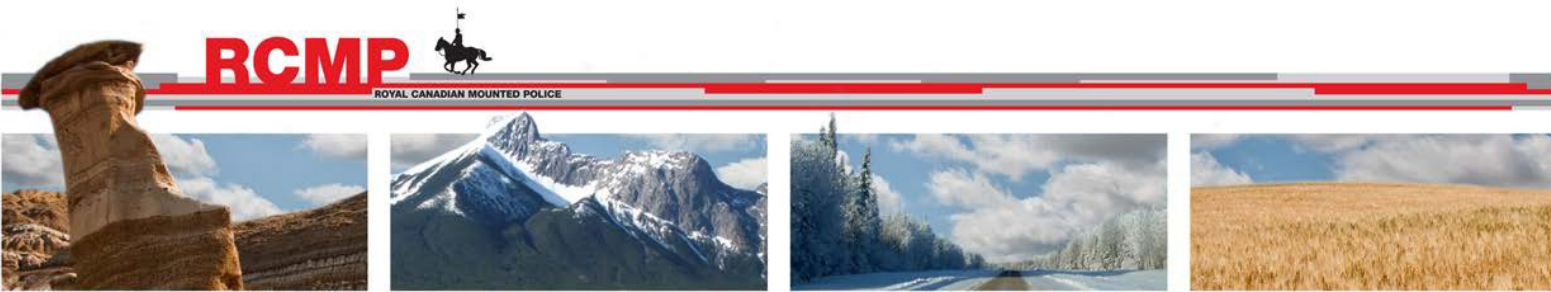
Trends/Points of Interest

⁴ Data extracted from a live database (PROS) and is subject to change over time.



Community Priorities

Priority 1	
Current Status & Results	
Priority 2	
Current Status & Results	
Priority 3	
Current Status & Results	



Community Consultations

Date	Attendee(s)	Notes



Barrhead Provincial Detachment Crime Statistics (Actual) January to February: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

March 3, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	2	0	0	0	N/A	N/A	-0.2
Robbery		0	0	0	1	1	N/A	0%	0.3
Sexual Assaults		1	0	0	4	2	100%	-50%	0.6
Other Sexual Offences		3	0	0	4	4	33%	0%	0.6
Assault		13	13	17	16	11	-15%	-31%	-0.1
Kidnapping/Hostage/Abduction		0	3	2	0	0	N/A	N/A	-0.3
Extortion		1	1	0	0	0	-100%	N/A	-0.3
Criminal Harassment		1	8	8	5	3	200%	-40%	0.1
Uttering Threats		8	5	8	12	2	-75%	-83%	-0.5
TOTAL PERSONS		27	32	35	42	23	-15%	-45%	0.2
Break & Enter		5	22	9	13	10	100%	-23%	0.1
Theft of Motor Vehicle		7	16	6	4	3	-57%	-25%	-2.0
Theft Over \$5,000		1	0	2	2	2	100%	0%	0.4
Theft Under \$5,000		21	27	41	39	19	-10%	-51%	0.8
Possn Stn Goods		6	8	4	4	2	-67%	-50%	-1.2
Fraud		1	5	5	9	13	1200%	44%	2.8
Arson		0	2	1	3	0	N/A	-100%	0.1
Mischief - Damage To Property		0	0	0	6	10	N/A	67%	2.6
Mischief - Other		12	10	15	2	2	-83%	0%	-2.8
TOTAL PROPERTY		53	90	83	82	61	15%	-26%	0.8
Offensive Weapons		4	5	0	2	2	-50%	0%	-0.7
Disturbing the peace		1	2	4	4	2	100%	-50%	0.4
Fail to Comply & Breaches		20	23	25	18	8	-60%	-56%	-2.9
OTHER CRIMINAL CODE		6	9	3	6	6	0%	0%	-0.3
TOTAL OTHER CRIMINAL CODE		31	39	32	30	18	-42%	-40%	-3.5
TOTAL CRIMINAL CODE		111	161	150	154	102	-8%	-34%	-2.5



Crime Statistics (Actual) January to February: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

March 3, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		9	6	2	3	3	-67%	0%	-1.5
Drug Enforcement - Trafficking		1	4	1	0	0	-100%	N/A	-0.6
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		10	10	3	3	3	-70%	0%	-2.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	1	0	2	0	-100%	-100%	-0.5
TOTAL FEDERAL		13	11	3	5	3	-77%	-40%	-2.6
Liquor Act		2	1	4	3	0	-100%	-100%	-0.2
Cannabis Act		0	0	2	1	0	N/A	-100%	0.1
Mental Health Act		10	25	17	12	11	10%	-8%	-1.1
Other Provincial Stats		12	12	15	20	31	158%	55%	4.6
Total Provincial Stats		24	38	38	36	42	75%	17%	3.4
Municipal By-laws Traffic		1	0	1	0	1	0%	N/A	0.0
Municipal By-laws		0	1	3	1	5	N/A	400%	1.0
Total Municipal		1	1	4	1	6	500%	500%	1.0
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		6	3	5	4	1	-83%	-75%	-0.9
Property Damage MVC (Reportable)		70	65	65	54	52	-26%	-4%	-4.7
Property Damage MVC (Non Reportable)		2	4	8	3	3	50%	0%	0.1
TOTAL MVC		78	72	79	61	56	-28%	-8%	-5.5
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		38	78	161	209	279	634%	33%	61.3
Other Traffic		2	1	3	2	0	-100%	-100%	-0.3
Criminal Code Traffic		13	11	8	8	5	-62%	-38%	-1.9
Common Police Activities									
False Alarms		19	20	11	9	3	-84%	-67%	-4.3
False/Abandoned 911 Call and 911 Act		12	21	19	20	14	17%	-30%	0.3
Suspicious Person/Vehicle/Property		24	25	42	33	30	25%	-9%	2.0
Persons Reported Missing		3	4	3	4	4	33%	0%	0.2
Search Warrants		0	1	1	1	0	N/A	-100%	0.0
Spousal Abuse - Survey Code (Reported)		10	6	8	9	8	-20%	-11%	-0.1
Form 10 (MHA) (Reported)		0	0	0	1	1	N/A	0%	0.3