

*Town of Wadena Committee of the Whole*

# **Agenda**

January 18, 2021 6:00 p.m.

Wadena Community Legion Hall, 254 Main St N, Wadena SK

**1. Call To Order**

**2. Administration Reports**

2.i. *Recreation Use And Allocation Policy Draft*

Documents:

[2021.01.14 RECREATION USE AND ALLOCATION POLICY DRAFT.PDF](#)

2.ii. *Aquatic Centre Upgrade Engineering Services RFP*

Documents:

[2021.01.14 AQUATIC CENTRE ENGINEERING SERVICES RFP.PDF](#)

**3. Council Members Round Table Discussion**

**4. In Camera Items**

**5. Adjourn**



---

**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer  
Jocelyn Holowaty, Community Recreational Coordinator

**DATE:** January 14, 2021

**RE:** **Recreation Facility Use, Booking and Allocation Policy Draft**

---

**ISSUE:**

The Town has two policies and a bylaw that have similar, irrelevant or conflicting information.

**BACKGROUND:**

In the past, fees and charges were established through numerous bylaws and policies and were not consistently updated over the years. In January 2020, Council adopted the Fees & Charges Bylaw with schedules containing all the Town's fees and charges. The bylaw allows for Council to adjust any fee or charge by resolution rather than bylaw amendment. In addition, Council can conduct a comprehensive review on an annual basis of all fees and charges which form the basis for much of the Town's revenues.

**ALTERNATIVES:**

- 1) Committee of the Whole can recommend approval of RC-001 Recreation Facility Use, Booking and Allocation Policy as presented to replace the P2017-006 Recreation Facility Booking and Allocation Policy and P2017-008 Recreation Rates and Use Policy.
- 2) Committee of the Whole can provide feedback and direct changes to the draft Policy RC-001.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**ANALYSIS:**

All fees and charges specified in P2017-008 Recreation Rates & Use Policy have all been applied to the Fees and Charges Bylaw and are no longer necessary in this policy. After the removal of any reference to the fees and charges in P2017-008, the information that was left was similar to that of which is contained in P2017-006 Recreation Facility Booking and Allocation Policy. P2017-006 and P2017-008 also contained numerous references to information that is no longer applicable to Town of Wadena. P2017-006 Recreation Facility Booking and Allocation Policy and the remaining information from the Recreation Rates & Use Policy have been amalgamated into the RC-001 Recreation Facility Use, Booking and Allocation Policy draft (attached). With the assistance of HMC Management Inc. Policy RC-001 was drafted to address the information that was relevant in P2017-008 and P2017-006.

In P2017-008 Recreation Rates & Use Policy under the section for the REC CENTRE – Advertising Rates, the fees are now allocated in the Fees & Charges Bylaw. The remainder of the information is being drafted into a separate Advertising Policy to address advertising in all Town facilities.

---

In P2107-008 Recreation Rates & Use Policy under the Section WADENA COMMUNITY LEGION HALL, Storage Rooms/Office Space, has been omitted and is being drafted into a separate Town of Wadena Storage Rooms and rental office space policy.

In the policy RC-001 Section 6 CAMPGROUNDS, this section will be amended to provide further detail closer to the season.

There is information that has been carried forward to the Draft RC-001 regarding “No Charge Events” for the usage of the Town Hall.

The cancellation policy information for the Community Legion Hall has been added to the proposed amendment of Schedule F of the Fees & Charges Bylaw (attached).

**ADMINISTRATIVE RECOMMENDATION(S):**

Administration would like feedback on the draft policy and a whole, as more specifically, on the No Charge Events and whether Committee of the Whole would like this be part of the policy or if separate agreements are sufficient.

“THAT RC-001 Recreation Facility Use, Booking and Allocation Policy be approved as presented.”

“THAT the revised Schedule “F” to Fees and Charges Bylaw No. 2021-01 be approved as presented.”

**ATTACHMENT:**

RC-001 Recreation Facility Use, Booking & Allocation Policy DRAFT  
Schedule “F” Revision Fees & Charges Bylaw  
P2017-006 Recreation Facility Booking & Allocation Policy  
P2017-008 Recreation Rates & Use Policy



<b>POLICY NAME:</b> Recreation Facility Use, Booking & Allocation		<b>LAST UPDATED:</b> January XX, 2021	
		<b>SUPERSEDES POLICY:</b> P2017-006 Facility Booking & Allocation P2017-008 Recreation Rates & Use	
<b>POLICY AREA:</b> Recreation, Cultural Services RC	<b>POLICY NUMBER:</b> RC-001	<b>APPROVAL DATE:</b> January xx, 2021	<b>PAGE:</b> 1 of 9

## **POLICY STATEMENT**

The Recreation Facility Use, Booking and Allocation Policy is intended to ensure that Town of Wadena's indoor and outdoor recreation and park facilities are operated in the most equitable, cost-effective, efficient, and fiscally sustainable manner possible.

## **PURPOSE**

The purpose of this policy is to provide a framework for the booking and allocation of recreation facilities and to ensure the following principles are considered when implementing the policy:

- **Access and Equity:** Strive for fair and equitable access to Town recreation and parks facilities in terms of regular users, and casual users.
- **Efficient Use:** Strive for efficient use of recreation and parks facilities by maximizing use, creating efficient and documented Booking procedures, and ensuring that the Town is receiving fair compensation for use.
- **Diversity:** Promote the widest range of program opportunities in recreation and parks facilities as possible.
- **Youth Sport Development:** Promote the role that the recreation and parks facilities play in the development of minor sport.
- **Partnership:** Promote the importance of partnerships in the delivery of programs and activities.
- **Ease of Use:** Town personnel and the public should be able understand, interpret, and implement this policy.

## **SCOPE**

All users are subject to the terms and conditions of facility use as outlined in the Fees and Charges Bylaw and booking agreements.

## **DEFINITIONS**

**Adult Organization or Group** means an organization or group with any portion of its membership or participants composed of individuals eighteen (18) years of age or older.

**Booking** is an individual time slot based on hour(s) and quarter hour(s).

**Casual User** means a user with a total duration of less than three (3) bookings in a one-month period for a given facility.

**CRC** is the Community Recreation Coordinator.

**Contact Person** refers to the user's primary account holder(s) or an alternate designated by the primary account holder(s). For casual users, the contact person must be the adult(s) listed on the account.

**Day** refers 12 consecutive hours.

**Exclusive Booking** refers to a booking that provides the User, and persons they approve of, with exclusive and private use of rental rooms, ice surface or surfaces, and Aquatic Centre or spaces therein of each facility component.

**Half-Day** refers up to 6 consecutive hours.

**Hourly** refers to bookings by the hour.

**Ice Floods** will be performed after each ice booking unless otherwise requested by the following User. Ice floods may also be scheduled as deemed necessary by the CRC. The time allotted for an ice flood is 15 minutes. Regular floods are included in the hourly rates and shall not be charged to Users. The time associated with floods occurring between two Bookings or Users is not billable to any party. However, flood times for tournaments, carnivals, junior hockey games, and/or other events longer than four hours shall be included in the billing at the applicable Rental rates.

**Indoor Recreation Facilities** refers to those indoor Town operated venues that are available for User Bookings, including arenas with or without ice, gymnasiums, pools, meeting rooms, programming rooms, dressing rooms, change rooms, and lockers.

**Multi-Day** refers to 48 consecutive hours.

**Non-Prime Time Hours** refers to all those arena operating hours during the operational ice season that fall outside of prime-time hours.

**Operating Hours** refers to the times when the Town facilities are open for bookings and public use. The normal operational hours of the Town facilities are from 8:00 a.m. to 11:00 p.m. Bookings outside of the operating hours must be approved by the CRC. An Operator or Manager has the discretion to discuss increasing or decreasing operating hours in consultation with and with authorization from with the CRC. The facility will be closed on Christmas Eve, Christmas Day, Boxing Day, and Good Friday. Other closures may occur at the discretion of the CRC based on operational requirements and/or the lack of bookings and other holidays.

**Outdoor Recreation Facilities** refers to the outdoor parks facilities that are available for user bookings, including but not limited to the ball diamonds, and the rodeo/fair grounds. Park facilities that are generally reserved for spontaneous use are outdoor ice rinks, and general park areas. The use of park facilities is managed by the CRC.

**Prime Time Hours** refer to those hours in the arena during the operational ice season from 4:00 p.m. to 9:30 p.m. on weekdays, all day on weekends, as well as on all days where public school is not in session (e.g. statutory holidays, school professional development days, etc.).

**Regular Ball Season** means the period of time where Town ball diamonds are available for public use and booking. The regular ball season may vary at the discretion of the CRC but will generally be considered the first week in May through the last week in July.

**Regular Ice Season** means the period of time where ice is present on the arena's playing surface and the arena is available for public use and booking. The regular ice season may vary at the discretion of the CRC, but generally falls between October 15<sup>th</sup> and March 31<sup>st</sup> of each year. This season may be extended to complete scheduled league playoffs, provincial finals, and to host events of significance.

**Regular User** means a user that averages four (4) or more bookings per month for a given facility.

**Rentals** are made up of either a single booking or multiple bookings. A single booking is defined as a minimum one-hour rental of a recreation facility. Multiple bookings is defined as separate booking within a day, week, and/or month. The total of the bookings would comprise the user's rental.

**School Use** refers to any bookings by schools within the Town of Wadena and Rural Municipality boundaries for activities that occur during regular school operating hours as part of the school curriculum.

**School Recreation Swim** refers to a school booking in the Aquatic Centre where instruction or lesson plans are not provided by Town personnel.

**School Swim Lesson** refers to a school booking where Town personnel provide instruction and leadership to participants.

**Special Event** means a public or private event directly operated or sponsored by the Town of Wadena.

**Tournament** refers to any competitions between multiple persons or teams that gather together under the direction of an organization or group for the purpose of determining a winner amongst the competitors.

**Town Programs and Special Events** means any program or special event operated, co-sponsored, or sanctioned by the Town of Wadena.

**Town** means the Town of Wadena.

**User** refers to anyone who wishes to use a recreation facility.

**Youth Organization or Group** means an organization or group, which includes extracurricular school programs, with all of its membership or participants composed of individuals less than eighteen (18) years of age.

## **POLICY AND PROCEDURES**

### **1. CANCELLATION POLICY**

- 1.1.** Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the hourly rental rate for the total hours booked for the cancelled event. If the cancellation is within reason and outside of the booker's control, subject to the approval by the CRC or the CAO, the cancellation fee may be waived. Applicable all for all facilities except for the Wadena Community Legion Hall which has its own cancellation policy outlined in section 7.4.

### **2. RECREATION CENTRE**

#### **2.1. REGULAR USER ICE BOOKING PROCEDURES**

- 2.1.1. The responsibility of the Town is to allocate blocks of time to user groups.
- 2.1.2. It is the responsibility of the user groups to internally allocate their facility blocked time to their organization.
- 2.1.3. The following priority ranking will be used to assist with booking request conflict resolution at the start of each year. This will ensure that all Users are given the opportunity to use Town arenas and will help in determining the regular ice season schedule.

**First Priority:** Town of Wadena Special Events and Programs

**Second Priority:** Other Special Events and Tournaments

**Third Priority:** Senior League Games requiring pre-season booking

**Fourth Priority:** Minor Sport League Games requiring pre-season booking

**Fifth Priority:** Adult Organizations and Groups requiring pre-season booking

**Sixth Priority:** Youth Organizations and Groups non-league activities

**Seventh Priority:** Adult Organizations and Groups non-league activities

**Eight Priority:** All other users (including casual users)

- 2.1.4. The CRC will initiate discussions with representatives of individual ice user groups prior to the beginning of the season no later than September 1.
- 2.1.5. Where there is a conflict in the development of the regular ice season schedule the higher priority ranked booking will be provided the ice time.
- 2.1.6. Where conflicts arise between bookings of the same ranking the affected users will resolve the conflict. If no resolution is agreed upon, the CRC will make the final determination.
- 2.1.7. The development of the regular ice season schedule will consider the previous year's ice allocations and cancellations. Final determination of ice allocations based on previous use will be at the discretion of the CRC.
- 2.1.8. Regular users may, at the discretion of the Town, be required to take a portion of their total bookings during non-prime time hours.
- 2.1.9. Playoffs for regular users shall be booked so as not to limit the availability of ice to other users. In the event of cancellation of playoff ice and subject to Section 1.1. the user's contact person or alternate shall give notice to the Town immediately upon requiring further playoff game bookings.
- 2.1.10. Upon notification, the Town will allocate the ice time required to host playoff games. Should a required time slot already be allocated to another user, the Town will contact that user to reschedule or cancel their booking. Youth playoff games shall take precedence over all other bookings, except special events, tournaments, and senior hockey.
- 2.1.11. Users shall not pre-book or reserve times for anticipated playoff games. During the playoff season, the contact person or alternate shall notify the Town immediately upon requiring playoff bookings.

## **2.2. CASUAL USER ICE BOOKING PROCEDURES**

- 2.2.1. Casual user booking requests will be considered after the regular users' ice allocations are set.
- 2.2.2. Casual user booking requests must be made using a facility booking request form and will be considered on a "first come, first served" basis.

## **2.3. SUMMER ICE BOOKING**

- 2.3.1. The Town will not provide summer ice.

## **2.4. OFF ICE SEASON ARENA & MEZZANINE BOOKING PROCEDURES**

- 2.4.1. User bookings will not displace Town of Wadena special events and programs.
- 2.4.2. Booking requests from users will be made using a facility booking request form and will be considered on a "first come, first served" basis.
- 2.4.3. If multiple users are requesting a given facility at the same time on a regular basis, the CRC will meet with the affected users to resolve the booking request conflicts. In such cases, a regular user booking procedure may be implemented.
- 2.4.4. For off-ice leagues the same booking process as per the operational ice season shall apply.

## **3. SPORTS GROUNDS**

### **3.1. REGULAR USER BOOKING PROCEDURES**

- 3.1.1. The responsibility of the Town is to allocate "blocks" of time to user groups.
- 3.1.2. It is the responsibility of the user groups to internally allocate their facility blocked time to their users.
- 3.1.3. The following priority ranking will be utilized to assist with booking conflict resolution at the start of the year. This will ensure that all users are given the opportunity to use Town ball diamonds and will help in determining the regular ball season schedule.

**First Priority:** Town of Wadena Special Events and Programs

**Second Priority:** Other Special Events and Tournaments

**Third Priority:** Senior League Games requiring pre-season booking

**Fourth Priority:** Minor Sport League Games requiring pre-season booking

**Fifth Priority:** Adult Organizations and Groups requiring pre-season booking

**Sixth Priority:** Youth Organizations and Groups non-league activities

**Seventh Priority:** Adult Organizations and Groups non-league activities

**Eight Priority:** All other Users (including casual users)

Practices for all groups will take a lower priority than games and shall be held on school ground diamonds, as permitted under the joint use agreement, if there are conflicts with games.

- 3.1.4. The CRC will initiate discussions with representatives of individual user groups no later than March 1.



- 3.1.5. All ball diamond users and the CRC shall meet as required to resolve booking conflicts between users.
- 3.1.6. The development of the ball season schedule will consider the previous year's allocations and cancellations. Final determination of diamond allocations based on previous use and availability of other booking slots, will be at the discretion of the CRC.
- 3.1.7. Where there is a conflict in the development of the regular ball season schedule, and there is no alternative booking available, the higher priority ranked booking will be provided for the ball diamonds.
- 3.1.8. Where booking conflicts arise between bookings of the same ranking, the users will resolve the conflict. If no resolution is agreed upon, the CRC will make the final determination.
- 3.1.9. Users shall not pre-book or reserve ball diamonds for anticipated playoff games. During the playoff season, the contact person or alternate shall notify the Town immediately upon requiring playoff bookings.

### **3.2. CASUAL USER BALL BOOKING PROCEDURES**

- 3.2.1. Casual user booking requests will be considered after the regular ball users' allocations are set.
- 3.2.2. Casual user booking requests must be made using a facility booking request form and will be considered on a "first come, first served" basis.

## **4. AQUATIC CENTRE**

- 4.1. The Wadena Aquatic Centre capacity is 100 people. There must not be more than 100 people within the fence.

### **4.2. BOOKING PROCEDURES**

- 4.2.1. All booking requests shall be submitted using a facility booking request form and will be considered on a "first-come, first served" basis.
- 4.2.2. Pool may not be rented for private use during lesson or public swim times.
- 4.2.3. Exclusive pool bookings are permitted outside of the normal program and aquatic facility schedule and are subject to the availability of appropriate staffing levels as determined by the CRC. Exclusive pool bookings requested during normal operating hours may be permitted for special events subject to the approval of the CRC.
- 4.2.4. Multiple pool bookings are not permitted to occur at the same time, except for the following:
  - i) When two school recreation swim bookings consist of less than 30 participants each; and/or,
  - ii) When a school recreation swim booking of less than 30 participants is offered at the same time as a school swim lesson.

## **5. FITNESS CENTRE**

## **5.1. MEMBERSHIPS**

- 5.1.1. All members must sign a membership form and a Par-Q & You Liability form. It is the responsibility of the member to update this form as health conditions arise. Members under the age of 18 must have a legal guardian sign the liability waiver and release form.
- 5.1.2. Members are entitled to use of the facility by way of keycard, during normal operating hours, this includes equipment, change rooms and washrooms on the lower level. Upper level includes use of the equipment and gym floor, but only when not occupied by a booking.
- 5.1.3. Memberships start at the time of purchase, unless otherwise approved by the CRC. In the event that there are days remaining on current membership at the time of renewal, those days are added to the new membership term.
- 5.1.4. A deposit for the keycard is required at the time of registration. The deposit will be refunded when the keycard is returned to the Town Office.
- 5.1.5. Refunds associated with cancellation of membership are subject to the Fees & Charges Bylaw.
- 5.1.6. If a membership is inactive for 90 consecutive calendar days, the deposit on the keycard is non-refundable if the card has not been returned, unless otherwise approved by the CRC.
- 5.1.7. In the event the member does not comply with the current terms and conditions set forth in the membership form, immediate termination shall be considered. Circumstances may be considered at the discretion of the CAO or CRC to revoke the termination. A member whose membership is terminated shall not be entitled to a refund of any membership charges including keycard deposit.

## **5.2. BOOKING PROCEDURES UPPER ROOM**

- 5.2.1. Town of Wadena Special Events and Bookings take priority.
- 5.2.2. All booking requests must be made using a facility booking request form submitted to the CRC and will be considered on a “first-come, first served” basis.
- 5.2.3. Instructors will book rental time with the CRC but will manage their own registrations, cancellations and collect their own fees and refunds.
- 5.2.4. When hosting a fitness class, Town of Wadena will provide a keycard upon approval of rental agreement to the instructor. The keycard will only be used for the entering of the building for the rented time. The keycard will be returned to the Town Office within 7 days of the final class. If the card is not returned by this time the Instructor will be charged the deposit rate of the keycard.

## **6. CAMPGROUND**

- 6.1. Camp sites are reserved through the CRC and will be considered on a “first-come, first served” basis.

## **7. WADENA COMMUNITY LEGION HALL**

**7.1.** Hall users must be made aware within the booking contract that the Community Legion Hall is the muster point for the Town's Emergency Measures Organization (EMO) and as such, should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled, and will be refunded after the emergency is over and the Town Office is again open for regular business.

### **7.2. BOOKING**

7.2.1. Town of Wadena special events and programs take booking priority.

7.2.2. No group can be guaranteed exclusive use of the entire facility during their booking, unless booking the complete facility.

7.2.3. Use of the bar and stage is included in all main hall rentals.

7.2.4. Use of the kitchen can be added to any rental at the applicable kitchen use rate established in the Fees & Charges Bylaw.

7.2.5. Users may not access the facility prior to their booked time and must be cleaned up and vacated from the facility no later than their booked end time. Set-up and extra time may be offered pending other bookings and may be adjusted at any time by the CRC to allow for the most efficient and fair use of the facility.

7.2.6. Any portions of the facility available to rent by the hour are specified in the Fees and Charges Bylaw.

7.2.7. Users receiving discounted rates may not take precedence or priority over those paying full rental rates except for Funerals/Memorials and Court Services, which take booking precedence where possible. The CAO or CRC may determine if a user fits under the purpose and intent of any discounted category, or if a group must be bumped for another booking.

7.2.8. Health Action Group's Annual Auction Fundraiser, Town & Country Fair Board's Annual Town & Country Fair, Wadena Elementary School's Christmas Play and the Saskatchewan Health Authority Influenza Immunization Clinics are to receive the use of the facility at no charge.

7.2.9. Any user groups requesting discounted or free use of the facility or any portion thereof, must provide any such request in writing for Council's consideration. User groups requesting on-going discounted use will be required to sign an agreement for such use.

7.2.10. The Town may enter into an agreement with any Local/Regional, Provincial or Federal Government or Agency, or any non-profit organization to provide discounted rates/services at any rate or under any conditions deemed acceptable to the Town. Each group or organization receiving a discount rate shall sign a rental or usage agreement.

### **7.3. DEPOSITS**

- 7.3.1. Deposit must be paid in full to confirm booking.
- 7.3.2. For all bookings, the full booking fee is due in full a minimum of one week prior to the event, or the booking may be cancelled.
- 7.3.3. Any extra cleaning required beyond the deposit will be charged out at the approved rate/hour as set out in the Fees and Charges Bylaw.
- 7.3.4. All damages with costs beyond the deposit are payable by the person/group booking.
- 7.3.5. Deposits eligible for refund will be processed within 14 business days of the event.

### **7.4. CANCELLATION**

- 7.4.1. Cancellations fees are subject to the Fees and Charges Bylaw.

### **RELATED DOCUMENTS**

Fees and Charges Bylaw

### **HISTORY**

This policy amalgamates P2017-008 Recreation Rates & Use Policy and P2017-006 Recreation Facility Booking and Allocation Policy.

## Schedule "F" Recreation and Cultural Services

Account Name	Units	2021
<i>Recreation Centre fees are seasonal - October of one year to April of the following year. Rates are be set to enable 75% user pay cost recovery.</i>		
Regular Youth User - Minor Sports	per hour	\$51.12
Regular Youth User - Skating Club	per hour	\$51.12
Regular User - Men's Rec	per hour	\$91.16
Regular User - Women's Rec	per hour	\$91.16
Regular User - Wildcats	per hour	\$91.16
Regular Youth Organization Rate	per hour	\$57.75
Regular Rate	per hour	\$115.50
Town 3-on-3 Tournament	per player	\$25.00
Cancellation Fee*	< 48 hours' notice	50%
<i>*If the cancellation is within reason and outside of the booker's control, subject to the approval of the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.</i>		
<b>RC Rec Centre - Skate Sharpening</b>	per pair	\$5.00
<b>RC Rec Centre - Mezzanine Rental</b>		
Mezzanine	per hour	\$25.00
Mezzanine	per day	\$100.00
Community Service (Non-profit)	per hour	\$20.00
Community Service (Non-profit)	per day	\$60.00
Deposit (when serving Liquor)	per event	\$250.00
Extra Cleaning	per hour	\$50.00
Cancellation Fee*	< 48 hours' notice	50%
<i>*If the cancellation is within reason and outside of the booker's control, subject to the approval of the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.</i>		
<b>RC Rec Centre – Advertising</b>		
Board Ads	per year	\$225.00
In-Ice Ads	per year	\$500.00
<b>RC Campground Fees</b>		
Campground Fees	per day	\$25.00
Campground Fees	per week	\$150.00

<b>Account Name</b>	<b>Units</b>	<b>2021</b>
<b>RC Sports Grounds Fees</b>		
Adult Ball Teams (18 & over)	per team per season	\$368.00
Minor Sports/Youth Ball Teams	per player per season	\$16.00
Ball Tournament - Local	per tournament	\$263.00
Ball Game/Practice - Non-Local	per diamond	\$32.00
Concession	per day	\$100.00
Concession	per weekend (5pm Friday - 5pm Sunday)	\$200.00
Beer Garden	per day	\$75.00
Beer Garden	per weekend (5pm Friday - 5pm Sunday)	\$100.00
Horse Track	per hour	\$20.00
Horse Track	per day	\$125.00
Horse Track	per weekend (5pm Friday - 5pm Sunday)	\$200.00
Demolition Derby	per day	\$100.00
Demolition Derby	per weekend (5pm Friday - 5pm Sunday)	\$175.00
Complete Facility	per day	\$550.00
Complete Facility	per weekend (5pm Friday - 5pm Sunday)	\$1,100.00
Sports Grounds Advertising	per sign	\$500.00

Account Name	Units	2021	
<b>Wadena Aquatic Centre</b>			<b>w/ Season Pass</b>
<i>Rates be set to enable at least 35% user pay cost recovery.</i>			
<b>RC Pool - Lessons</b>			
Lessons - Preschool (4 & Under Years)	/ session	\$60.00	\$50.00
Lessons - Swim Kids 1-5 (5+ Years)	/ session	\$60.00	\$50.00
Lessons - Swim Kids 6-10 (5+ Years)	/ session	\$60.00	\$50.00
Bronze Courses	/ course	\$130.00	\$120.00
Private Lessons	/ 30-minute lesson	\$20.00	
Private Lessons	/ 45-minute lesson	\$30.00	
Private Lessons	/ 60-minute lesson	\$40.00	
Punch Card - Adult	each	\$50.00	
Punch Card - Senior	each	\$50.00	
Punch Card - Student	each	\$50.00	
Aquacise - Adult	/ class	\$8.00	
Aquacise - Senior	/ class	\$8.00	
Aquacise - Student (K-12)	/ class	\$8.00	
<b>RC Pool - Season Tickets</b>			
Season Pass - Adult	/ year	\$100.00	
Season Pass - Student (K-12)	/ year	\$89.00	
Season Pass - Senior	/ year	\$89.00	
Season Pass - Family (4)*	/ year	\$189.00	
Season Pass - Family additional members**	/ year	\$26.00	
* Family Season Passes are for immediate family only to a maximum of 4 people.			
** Additional family members are limited to a maximum of 2.			
<b>RC Pool - Daily Admissions</b>			
Daily Fees - Adult	/ day	\$7.00	
Daily Fees - Senior	/ day	\$5.25	
Daily Fees - Student (K-12)	/ day	\$5.25	
Daily Fees - Under 5 years	/ day	\$2.00	
Daily Fees -Family (4)	/ day	\$15.75	
Group Rate (up to 10 people)	/ day	\$36.75	

Account Name	Units	2021
<b>RC Pool - Rental</b>		
Group 11-30 people	/ hour	\$115.50
Group 31-75 people	/ hour	\$189.00
Canadian Forces Appreciation Program discount	All Aquatic Centre Rates	10%
Cancellation Fee for Groups/Rentals*	< 48 hours' notice	50%
*If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		
Replacement Punch Cards	No original	\$25.00
Replacement Season Pass	No original	\$25.00
<b>RC Pool - Concession</b>		
Concession	minimum markup	50%
<b>RC Playground Program</b>		
Playground program	per child/day	based on program and grant funding
<b>RC Custom Work, Equipment Rental</b>		
Branch Hauling	/ hour	\$75.00
Grass Cutting	/ hour	\$60.00
Tree Trimming	/ hour	\$100.00
Shrub Trimming	/ hour	\$50.00
Chipper & Truck	/ hour	\$125.00
Compressor/Jackhammer (In town only)	/ hour	\$65.00
Half-ton Truck	/ hour	\$55.00
One-ton Truck	/ hour	\$75.00
Lawn Roller *No operator*	/ hour	\$20.00
Lawn Roller *No operator*	/ day	\$60.00
Plate Tamper *No operator	/ hour	\$20.00
Plate Tamper *No operator	/ day	\$60.00
Picnic tables	per day per table	\$30.00
BBQ (propane not included)	per day per grill	\$75.00

		2020	
Portable Toilets		Per Day*	Per Weekend
1 picked up	per unit	\$75.00	\$125.00
2 picked up	per unit	\$150.00	\$200.00
3 picked up	per unit	\$200.00	\$250.00
4 picked up	per unit	\$250.00	\$300.00
5 picked up	per unit	\$300.00	\$350.00
*Rentals for 7 – 14 days are charged per day at 50% of the established daily rate.			
*Rentals for 15 days or more are charged per day at 25% of the established daily rate.			
To Empty	per unit	\$40.00	
Deposit	per unit	\$100.00	



Account Name	Units	2021
<b>RC Hall – Rental</b> <i>Minimum 50% user pay cost recovery with a 3% annual increase.</i>		
Rental - Side Room (N/Club)	per day	\$206.00
Rental - Side Room (N/Club)	per 1/2 day	\$103.00
Rental - Side Room (N/Club)	per hour	\$51.50
Rental - Side Room (N/Club)	multi day	\$257.50
Rental - Meeting Room (S/Court)	per day	\$283.75
Rental - Meeting Room (S/Court)	per 1/2 day	\$142.14
Rental - Meeting Room (S/Court)	per hour	\$77.25
Rental - Meeting Room (S/Court)	multi day	\$309.00
Rental - Main Hall	per day	\$360.10
Rental - Main Hall	per 1/2 day	\$180.25
Rental - Main Hall	per hour	\$103.00
Rental - Main Hall	multi day	\$463.50
Rental - Kitchen	per day	\$257.50
Rental - Kitchen	per 1/2 day	\$128.75
Rental - Kitchen	per hour	\$77.25
Rental - Kitchen	multi day	\$309.00
Rental - Complete Hall	per day	\$927.00
Rental - Complete Hall	multi day	\$1,133.00
Meetings Not for Profit	per hour	50% of reg rate
Non-profit Fundraising	per hour	50% of reg rate
Storage Rental	per square foot	\$2.00/sq
Storage Rental (non-profit user)	per square foot	\$1.00/sq
Extra Cleaning	per hour	\$50.00
<b>Cancellation</b>	<b>3 – 6 days' notice prior to event</b>	<b>\$50.00</b>
	<b>24-48 hours' notice prior to event</b>	<b>\$50.00 plus full deposit</b>
	<b>&lt; 24 hours' notice prior to event</b>	<b>full deposit &amp; rental fee</b>
<b>* If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.</b>		
<b>RC Hall- PP, glasses, coffee</b>		
Coffee/Tea, Supplies, Perk	per perk per day	\$50.00
Wineglasses	each	\$0.50
<b>RC Fitness Centre Memberships</b> <i>Rates set to enable 100% user pay cost recovery.</i>		
Memberships-Adult	drop in	\$10.00
Memberships-Adult	monthly	\$42.00
Memberships-Adult	3 month	\$118.00
Memberships-Adult	6 month	\$228.00
Memberships-Adult	1 year	\$438.00
Memberships - Student	drop in	\$10.00
Memberships - Student	monthly	\$23.40
Memberships - Student	3 month	\$65.60
Memberships - Student	6 month	\$126.70
Memberships - Student	1 year	\$243.30
Memberships - Senior	drop in	\$10.00
Memberships - Senior	monthly	\$23.40
Memberships - Senior	3 month	\$65.60
Memberships - Senior	6 month	\$126.70

Memberships - Senior	1 year	\$243.30
Memberships- Family (4)	drop in	\$30.00
Memberships- Family (4)	monthly	\$128.40
Memberships- Family (4)	3 month	\$360.50
Memberships- Family (4)	6 month	\$696.60
Memberships- Family (4)	1 year	\$1,338.30
Membership Pass Card Deposit	each	\$20.00
Membership Cancellation Fee		50% monthly rate
* Only the unused portion of the membership pass minus the cancellation fee may be refunded. If the cancellation or refund request is within reason and outside of the user's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		

<b>Discounts</b>		
Annual Discount Days – last Friday of Nov to Jan 15	1 year	50%
Annual Discount Days – last Friday of Nov to Jan 15	6 month	50%
Annual Discount Days – Sept 1 – 30	3 month	25%
Canadian Forces Appreciation Program	members & families	10%
<b>RC Fitness Centre - Rentals</b>		
Upper Room	per hour	\$20.00
Cancellation Fee for Groups/Rentals*	< 48 hours' notice	50% hourly rate
*If the cancellation is within reason and outside of the booker's control, subject to the approval by the Community Recreation Coordinator or the CAO, the cancellation fee may be reduced or waived.		
<b>RC Fitness Centre Classes</b>		
Classes (Town)		100% cost recovery

# TOWN OF WADENA

<b>POLICY:</b> Recreation Facility Booking and Allocation Policy		<b>COUNCIL RESOLUTION:</b> Resolution # 303-17 Effective: October 02, 2017
<b>DEPARTMENT:</b> Parks & Recreation	<b>POLICY NUMBER: #</b> P2017-006	<b>Amended Date:</b>

## A. POLICY STATEMENT

The Recreation Facility Booking and Allocation Policy is intended to ensure that the Town's indoor and outdoor recreation and park facilities are operated in the most equitable, cost-effective, efficient, and fiscally sustainable manner possible.

## B. PURPOSE

Provide a framework for the booking and allocation of recreation facilities and to ensure the following principles are considered when implementing the policy:

- Access and Equity: Strive for fair and equitable access to Town Recreation & Parks Facilities in terms of Regular Users, and Casual Users
- Efficient Use: Strive for efficient use of Recreation & Parks Facilities by maximizing use, creating efficient and documented Booking procedures, and ensuring that the Town is receiving fair compensation for use.
- Diversity: Promote the widest range of program opportunities in Recreation & Parks Facilities as possible.
- Youth Sport Development: Promote the role that the Recreation & Parks Facilities play in the development of minor sport.
- Partnership: Promote the importance of partnerships in the delivery of programs and activities.
- Ease of Use: Town personnel and the public should be able understand, interpret, and implement this policy.

## C. DEFINITIONS

1. "Adult Organization or Group" means an organization or group with any portion of its membership or participants composed of individuals eighteen (18) years of age or older.
2. "Booking" is an individual time slot based on hour(s) and quarter hour(s).
3. "Casual User" means a User with a total duration of less than three (3) Bookings in a one

month period for a given facility.

4. “Town Programs and Special Events” means any program or special event operated, co-sponsored, or sanctioned by the Department of Parks & Recreation.

5. “Town” means the Town of Wadena and the Department of Parks & Recreation.

6. “Contact Person” refers to the User’s primary account holder(s) or an alternate designated by the primary account holder(s). For Casual Users, the Contact Person must be the adult(s) listed on the account.

7. “Exclusive Booking” refers to a Booking that provides the User, and persons they approve of, with exclusive and private use of rental rooms, ice surface or surfaces, and aquatics centre or spaces therein of each facility component.

8. “Ice Floods” will be performed after each ice booking unless otherwise requested by the following User. Ice floods may also be scheduled as deemed necessary by the Director of Parks and Recreation. The time allotted for an ice flood is 15 minutes. Regular floods are included in the hourly rates and shall not be charged to Users. The time associated with floods occurring between two Bookings or Users is not billable to any party. However, flood times for tournaments, carnivals, junior hockey games, and/or other events longer than four hours shall be included in the billing at the applicable Rental rates.

9. “Indoor Recreation Facilities” refers to those indoor Town operated venues that are available for User Bookings, including arenas with or without ice, gymnasiums, pools, meeting rooms, programming rooms, dressing rooms, change rooms, and lockers.

10. “Junior Hockey” means locally organized hockey teams with membership in a Junior “B” or “A” hockey league.

11. “Non-Prime Time Hours” refers to all those arena operating hours during the operational ice season that fall outside of Prime Time Hours.

12. “Office” shall refer to the Office of the Department of Parks & Recreation in the Town of Wadena Municipal Office.

13. “Operating Hours” refers to the times when the Town Facilities are open for bookings and public use. The normal operational hours of the Town Facilities are from 8:00 a.m. to 11:00 p.m. Bookings outside of the Operating Hours must be approved by the Director of Parks and Recreation. An Operator or Manager has the discretion to discuss increasing or decreasing operating hours in consultation with and with authorization from with the Director Recreation & Parks Services. The facility will be closed on Christmas Day, Boxing Day, and Good Friday. Other closures may occur at the discretion of the Director Recreation & Parks Services based on operational requirements and/or the lack of bookings and other holidays.

14. “Outdoor Recreation Facilities” refers to the outdoor parks facilities that are available for User Bookings, including but not limited to the ball diamonds, soccer pitches, and the rodeo/fair grounds. Park facilities that are generally reserved for spontaneous use are outdoor ice rinks, tennis courts, skateboard park, and general park areas. The use of park facilities is managed by the Director of Parks & Recreation.

15. “Prime Time Hours” refer to those hours in the arena during the operational ice season from 4:00 p.m. to 9:30 p.m. on weekdays, all day on weekends, as well as on all days where public school is not in session (e.g. Statutory Holidays, school professional development days, etc.).

16. “Regular Ball Season” means the period of time where Town Ball Diamonds are available for public use and Booking. The Regular Ball Season may vary at the discretion of the Director of Recreation and Parks Services, but will generally be considered the first week in May through the last week in July.

17. “Regular Ice Season” means the period of time where ice is present on the arena’s playing surface and the arena is available for public use and Booking. The Regular Ice Season may vary at the discretion of the Director of Parks and Recreation, but generally falls between the first Sunday in September and the last Saturday in March of each year. This season may be extended to complete scheduled league playoffs, provincial finals, and to host events of significance.

18. “Regular User” means a User that averages four (4) or more Bookings per month for a given facility.

19. “Rentals” are made up of either a single booking or multiple bookings. A single booking is defined as a minimum one hour rental of a recreation facility. Multiple bookings is defined as separate booking within a day, week, and/or month. The total of the bookings would comprise the User’s Rental.

20. “School Use” refers to any bookings by schools within the Town of Wadena and Rural Municipality boundaries for activities that occur during regular school operating hours as part of the school curriculum.

21. “School Recreation Swim” refers to a school booking in the aquatics facility where instruction or lesson plans are not provided by Town personnel.

22. “School Swim Lesson” refers to a school booking where Town personnel provide instruction and leadership to participants.

23. “Special Event” means a public or private event directly operated or sponsored by the Town of Wadena.

24. “Spontaneous Use Recreation & Parks Facilities” refers to Town operated venues that are not generally available for dedicated user bookings, including but not limited to, outdoor ice rinks arenas, Skateboard Park, outdoor aquatic venues (including a water park), tennis courts, playgrounds, and green spaces.

25. “Summer Arena Ice” refers to ice that is available during dates that are outside of the Regular Ice Season.

26. “Tournament” refers to any competitions between multiple persons or teams that gather together under the direction of an organization or group for the purpose of determining a winner amongst the competitors.

27. “User” refers to anyone who wishes to use a Recreation Facility.

28. “Youth Organization or Group” means an organization or group, which includes extracurricular school programs, with all of its membership or participants composed of individuals less than eighteen (18) years of age.

#### **D. FACILITY TERMS OF USE**

All Users are subject to the terms and conditions of facility use as outlined in the Recreation Rates & Use Policy and the booking agreement.

#### **E. FEES, CANCELLATIONS, AND REFUNDS**

All use of Recreation Facilities is subject to the applicable fees and terms outlined in the Recreation Rates & Use Policy.

#### **F. FACILITY RULES AND REGULATIONS**

All Users are required to abide by all the formal and informal rules and regulations set forth by the Town.

#### **G. REGULAR USER ICE BOOKING PROCEDURES**

1. The following priority ranking will be used to assist with Booking request conflict resolution at the start of each year. This will ensure that all Users are given the opportunity to use Town Arenas, and will help in determining the Regular Ice Season Schedule.

**First Priority:** Town of Wadena Special Events and Programs

**Second Priority:** Other Special Events and Tournaments

**Third Priority:** Senior & Minor Sport League Games requiring pre-season Booking

**Fourth Priority:** Youth Organizations and Groups non-league activities

**Fifth Priority:** Adult Organizations and Groups

**Sixth Priority:** All other Users (including Casual Users)

2. Annual Ice User Meetings will be implemented as follows:

Pre-season Meeting: August 15<sup>th</sup> – September 15<sup>th</sup>

Mid-season Meeting: January 2<sup>nd</sup> – 21<sup>st</sup>

Season End Meeting: March 15<sup>th</sup> – April 1<sup>st</sup>

3. By February 28<sup>th</sup> of each year, a reminder letter will be sent to each Regular User to inform and/or remind them of the Booking process for the next Regular Ice Season. The letter will contain the following information:

- The Users hourly Booking totals for the current and previous season.
- The Tournament and Special Events Schedule for the current year, as well as a space for next season’s tournament and event date requests
- The current year’s Weekly Master Schedule for each arena.
- A blank copy of the Weekly Master Schedule for each arena, which the Regular

- Users will use to make ice allocation requests for the next Regular Ice Season.
4. All Booking requests for the next Regular Ice Season, including Tournaments and Events, shall be submitted to the Director of Parks and Recreation no later than August 1<sup>st</sup> of each year.
  5. All Regular Users and the Director of Parks and Recreation shall meet no later than September 30<sup>th</sup> to resolve booking request conflicts. All Rental/Booking requests will remain tentative until after the booking request conflicts are resolved.
  6. Where there is a conflict in the development of the regular ice season schedule the higher priority ranked booking will be provided the ice time.
  7. Where conflicts arise between bookings of the same ranking the affected Users will resolve the conflict. If no resolution is agreed upon, the Director of Parks and Recreation will make the final determination.
  8. The development of the Regular Ice Season Schedule will take into account the previous year's ice allocations and cancellations. Final determination of ice allocations based on previous use, will be at the discretion of the Director of Parks and Recreation.
  9. Regular Users may, at the discretion of the Town, be required to take a portion of their total bookings during non-prime time hours. In such instances, the allocation of non-prime time hours shall be based on the overall percentage of prime time hours used by the regular user.
  10. Playoffs for Regular Users shall be booked so as not to limit the availability of ice to other Users. In the event of cancellation of playoff ice and subject to the cancellation policy, the User's Contact Person or Alternate shall give notice to the Town immediately upon requiring further playoff game Bookings.
  11. Upon notification, the Town will allocate the ice time required to host playoff games. Should a required time slot already be allocated to another User, the Town will contact that User to reschedule or cancel their Booking. Youth playoff games shall take precedence over all other Bookings, except Special Events, Tournaments, and Junior Hockey.

## **H. CASUAL USER ICE BOOKING PROCEDURES**

Casual User Booking requests will be considered after the Regular Users Ice Allocations are set. Casual User Booking requests must be made using a Facility Booking Request Form and will be considered on a "first come, first served" basis.

## **I. SUMMER ICE BOOKING PROCEDURES**

1. The provision of Summer Arena Ice is subject to the approval of Town Council, and must meet the following provisions:

- Notification of Summer Arena Ice Rental request must be made prior to March 1<sup>st</sup> of the year in which Summer Arena Ice is being requested.

- In order to reflect the full operating costs of the arena in the summer, all Users will be billed the adult rate for Summer Arena Ice Rentals.
- The User(s) making the request for ice must guarantee rentals of a minimum of forty (40) hours per week for the entire Rental period, as well as the period of time between the beginning/end of the Rental and the end/start of the Regular Ice Season.

2. Once the provisions for providing Summer Arena Ice are met, all Users can make Summer Arena Ice Bookings on a “first-come, first served” basis by submitting a Facility Booking Request Form.

## J. BALL/SOCCER BOOKING PROCEDURES

1. The following priority ranking will be utilized to assist with booking conflict resolution at the start of the year. This will ensure that all Users are given the opportunity to use Town Ball Diamonds and will help in determining the Regular Ball Season Schedule.

**First Priority:** Town of Wadena Special Events and Programs

**Second Priority:** Other Special Events and Tournaments

**Third Priority:** Youth Organizations - Games

**Fifth Priority:** Adult Organizations and Groups – Games

**Sixth Priority:** All other Users (including Casual Users)

Practices for all groups will take a lower priority than games and shall be held on school ground diamonds, as permitted under the joint use agreement, if there are conflicts with games.

2. Annual Ball User Meetings will be implemented as follows:

Pre-season Booking Meeting March 1<sup>st</sup> – 15<sup>th</sup>

Mid-Season Meeting May 15<sup>th</sup> – June 1<sup>st</sup>

Season End Meeting July 15<sup>th</sup> – 31<sup>st</sup>

3. By January 31<sup>st</sup> of each year, a reminder letter will be sent to each Ball User and/or Soccer User to inform and/or remind them of the booking process for the next Regular Ball Season. The letter will contain the following information:

- The Users previous season total use.
- The Tournament and Event Schedule for the previous season, as well as a space for requesting next season’s tournament and event dates.
- The previous year’s Weekly Master Schedule for Ball Diamonds/Soccer Pitches.
- A blank copy of the Weekly Master Schedule for Ball Diamonds/Soccer Pitches, which the Users will use to slot in booking requests for the next Regular Ball Season.

4. All booking requests for the next Ball of Soccer Season, including Tournaments and Events, shall be submitted to the Director of Parks and Recreation no later than March 1<sup>st</sup> of each year.

5. All Ball and Soccer Users and the Director of Parks and Recreation shall meet no later than March 15<sup>th</sup> to resolve Booking conflicts between Users.



6. The development of the Ball and Soccer Season Schedule will take into account the previous year's allocations and cancellations. Final determination of diamond/soccer pitch allocations based on previous use and availability of other booking slots, will be at the discretion of the Director of Parks and Recreation.

7. Where there is a conflict in the development of the Regular Ball Season Schedule, and there is no alternative booking available, the higher priority ranked booking will be provided for the ball diamond/soccer pitch.

8. Where Booking conflicts arise between bookings of the same ranking, the Users will resolve the conflict. If no resolution is agreed upon, the Director of Parks and Recreation will make the final determination.

9. Users shall not pre-book or reserve Ball Diamonds/Soccer Pitches for anticipated playoff games, as it results in the cancellation of Ball Diamonds that would otherwise be available to Users. During the playoff season, the Contact Person or Alternate shall notify the Town immediately upon requiring playoff Bookings.

## **K. CASUAL USER BALL/SOCCER BOOKING PROCEDURES**

Casual User booking requests will be considered after the Regular Ball/Soccer Users allocations are set. Casual User Booking requests must be made using a Facility Booking Request Form and will be considered on a "first come, first served" basis.

## **L. OFF ICE SEASON ARENA & MEZZANINE BOOKING PROCEDURES**

- User Bookings will not displace Town of Wadena Special Events and Programs.
- Booking requests from Users will be made using a Facility Booking Request Form and will be considered on a "first come, first served" basis.
- If multiple Users are requesting a given facility at the same time on a regular basis, the Director of Parks and Recreation will meet with the affected Users to resolve the Booking request conflicts. In such cases, a Regular User Booking procedure may be implemented.
- For off ice leagues the same booking process as per the operational ice season shall apply.

## **M. SPONTANEOUS USE INDOOR & OUTDOOR RECREATION FACILITIES**

1. The Town reserves the right to sole use of a Spontaneous Use Facility for Special Events and maintenance.

2. Spontaneous Use Recreation Facility Bookings are not permitted. Users may inform the Town of their intentions regarding use of a Spontaneous Use Recreation Facility, but this in no way provides the User special rights and privileges to the facility beyond those extended to all other Users and members of the public.

## **N. AQUATICS CENTRE BOOKING PROCEDURES**

1. All Booking requests shall be submitted using a Facility Booking Request Form and will

be considered on a “first-come, first served” basis.

2. Exclusive Pool Bookings are permitted outside of the normal program and aquatic facility schedule, and are subject to the availability of appropriate staffing levels as determined by the Aquatics Supervisor. Exclusive Pool Bookings requested during normal operating hours may be permitted for Special Events subject to the approval of the Director of Parks and Recreation.

3. Pool Party Pack Bookings are only permitted during scheduled public swimming times.

4. Multiple Pool Bookings are not permitted to occur at the same time, excepting the following:

- When two School Recreation Swim Bookings consist of less than 30 participants each;
- When a School Recreation Swim Booking of less than 30 participants is offered at the same time as a School Swim Lesson; and
- For any number of Pool Party Packs.

# TOWN OF WADENA

<b>POLICY:</b> Recreation Rates & Use Policy		<b>Effective Date:</b> Oct 17, 2017	
<b>Department:</b> Parks & Recreation	<b>POLICY NUMBER:</b> # 2017-008 (Resolution 329-17)	<b>Amended Date:</b> Res 354-17: Nov 6, 2017 Res 131-18: Apr 16, 2018 Res 136-18: Apr 16, 2018 Res 160-18: May 7, 2018 Res 179-18: May 23, 2018 Res 301-18: Aug 13, 2018 Res 406-18: Oct 16, 2018 Res 419-18: Nov 5, 2018 Res 422-18: Nov 5, 2018	Res 447-18: Nov 29, 2018 Res 048-19: Feb 11, 2019 Res 049-19: Feb 11, 2019 Res 063-19: March 4, 2019 Res 080-19: March 19, 2019 Res 159-19: May 6, 2019 Res 385-19: Nov 4, 2019 Res 404-19: Nov 19, 2019 Res 441-19: Dec 17, 2019

**PURPOSE:**

The Town of Wadena is committed to a consistent and fair process of setting and billing for rates for our recreational facilities in order to maximize use, efficiency and costs of operating and maintaining our facilities and show support for youth activities. All rentals are subject to any booking allocation policy in place. Rates are subject to change with 90 days' notice to affected users. Cancellations and refund regulations are noted per facility. Rates are plus all applicable taxes. *It is Council's direction that rates be set to achieve a desired user pay cost recovery at each facility. Any proposed increase for future years may shift an additional 2%-5% based on potential for increased costs of operation of any facility.*

**Definitions:**

*Seniors* - primarily geared for those over 55

*Youth* - primarily geared for those under 18

*Music/Theater Groups* - whose main purpose is musical or theatrical and community oriented

*Regular User* - non-profit user group who is a regular user of a Town of Wadena facility, is invoiced for fees and maintains their accounts in good standing

*Fundraiser* - non-profit organization putting on a special event where 100% of all profits made at the event go towards a local non-profit group or charity. Does not include Farmer's Markets or Trade Shows.

**REC CENTRE**

It is understood that booking of the ice/rink includes use of the ice/rink surface, bathrooms and lobby as well as designated dressing rooms, if applicable. Ice/rink bookings, with the exception of tournament bookings, do not include use of the Mezzanine, which must be booked separately. Wadena Minor Hockey and Skating Clubs may receive Mezzanine use free of charge for a year-end party on an "as needed/as requested" basis; Mezzanine use must still be booked with the Director, and any applicable deposits may still be charged. *It is Council's direction that rates be set to enable a 75% user pay cost recovery at the Rec Centre. The remaining burden on the tax base may be reduced by the revenue from the sale of advertising space and fundraising events.*

## **Ice/Rink Rates**

***Ice rates will increase 5% annually in September of each year (3% towards operation, 2% towards capital/infrastructure). Rates are plus applicable taxes.***

	# of Hours	2017/2018	2018/2019	2019/2020	2020/2021
<b>Minor Hockey</b>	535 (incl. tournaments)	\$22,500	\$23,625	\$24,806.25	\$26,046.56
<b>Wadena Skating Club</b>	100	\$4,200	\$4,410	\$4,630.50	\$4,862.02
<b>Ladies Rec Hockey</b>	18 (incl. 1 tournament)	\$1,359.75	\$1,427.74	Regular season hourly rental	\$1,574.09
<b>Men's Rec Hockey</b>	18 (incl. 1 tournament)	\$1,350	\$1,417.50	\$1,488.38	\$1,562.80
<b>Wildcats</b>	10 games, 20 practices	\$3,750	\$3,937.50	\$4,134.38	\$4,341.10
<b>Summer Rentals</b>	Per day/per hour	\$525/\$42	\$551/\$44	\$579/\$46	\$608/\$48

Regular season rental for ice time: \$100/hour occurring between October 1<sup>st</sup> and March 31<sup>st</sup>.

Off-season rental for ice time: \$150/hour occurring between April 1<sup>st</sup> and September 30<sup>th</sup> inclusive in any given year and this rate is separate and above all other rates charged for in-season ice time.

The ice rental fee for youth organizations, other than those listed above, is 50% of the regular or off-season hourly rental rates.

Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the regular or off-season hourly rental rate for the total hours booked for the cancelled event. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be waived.

## **Dressing Rooms**

All users are required to vacate dressing rooms no later than one hour after games/practices unless authorization has been granted.

## **Skate Sharpening Rate**

Skate sharpening fee: \$5

## **Mezzanine Rates**

Bookings and applicable deposits must be paid in advance to confirm booking.

Day Rental: \$100

Hourly Rental: \$25

Community Service Rental: \$25/session *or* \$50/day

To receive the community service rental rate, rentals must: Be booked by a *non-profit* agency or organization, be for a minimum of 4 consecutive weekly sessions *or* a series of day sessions between the hours of 8 am and 4 pm, over the course of 2 or more

continuous days.

*Deposit:* A deposit of \$250 may apply if liquor is being served (a liquor license is required). Municipal approval of liquor licenses is required through SLGA. Events must be completed no later than midnight. A \$50/hour cleaning fee may apply if extra cleaning/damage occurs over what may be covered by the deposit.

Cancellations of less than 48 hours in advance will still be subject to a cancellation fee equal to 50% of the hourly rental rate for the cost of the lost revenue. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be waived.

### **No Charge Events**

By resolution of Council, the following are to receive use of the facility at no charge, but must still sign a rental agreement:

- Wadena Minor Sports – monthly meetings of the Executive

### **Advertising Rates**

Advertising rates may be subject to up to a 2% annual increase. Renewals for ads will be due on September 1 of each year for the following calendar year. Clients with ads in place will get the first right of refusal at renewal time. If not renewed by the renewal deadline the ad will be removed and arrangements made for the client to pick up their sign/logo. Signs or logos not picked up within 60 days of removal may be destroyed.

*Payment Terms:* Payment is annual and in advance. Clients may pay in advance for multiple years at once up to a five year term.

*Board Ads:* Advertisers are required to have their own sign made at their own expense according to the specifications given by the town to fit in the allotted space. Spaces are offered on a first come first serve basis. Final placement is at the discretion of the Director. Board ads purchased after the ice is already in place for the season may have their signs placed elsewhere in a visible location at the Rec Centre until such time as the sign can be placed in the boards. The Town will install the sign.

**Board Ad Rate:** \$225/year (January – December)

*Ice Logos:* Advertisers are required to submit their logo/graphic to the Town according to the specifications given by the Town. Spaces are offered on a first come first serve basis. Final placement is at the discretion of the Director. Ads purchased after the ice is already in place for the season may require a wait period before installation until such time as the logo can be placed in the ice without significant disrupting to the schedule for ice use already in place. The cost of the graphic/logo is included in the advertising rate. A minimum 5 year commitment is required to place a logo on the ice.

**Ice Logo Ad Rate:** \$500/year (January – December) minimum 5 year commitment

*Ad Rates will not be pro-rated. Ads purchased in November or December will be for the following calendar year, but may be placed/installed in November or December at no additional charge.*

## **FITNESS CENTRE**

No food or drink may be served or present at the Fitness Centre, with the exception of non-alcoholic beverages in closed containers. *It is Council's direction that rates be set to enable a 100% user pay cost recovery at the Fitness Centre to make it a self-sustaining facility. Rates*

will be reviewed annually to determine if increases are necessary.

### **Memberships**

Memberships are based on calendar months and calendar years for full months only. Additional days may be pro-rated. Membership/Pass cards are subject to a \$20 deposit to be refunded upon return of the card to the Town Office.

- *Prorating*: If purchased after the 1<sup>st</sup> of the month, the membership rate for that month may be pro-rated at the monthly rate divided by the number of days in that month multiplied by the number of days the pass will be active for.
- *Multi-Month and Annual passes*: If purchased before the 15<sup>th</sup> day of any month, the pass begins retroactive to the 1<sup>st</sup> day of the current month purchased in. If purchased on or after the 15<sup>th</sup> day of any month, the pass begins on the 1<sup>st</sup> day of the following month.
- *Rate Changes*: If a rate is set to change part way through a pass period, the pass amount will be charged out at the current rate at the time it was purchased.
  
- *Discounts*:
  - Annual Discount Days: 50% off 6 month and yearly memberships beginning on the last Friday of November – January 15; 25% off 3month memberships September 1 - 30
  - Canadian Forces Appreciation Program: The Town will partner with the Canadian Forces to offer a 10% discount on Fitness Centre memberships to members and their families. To prove eligibility for the CF Appreciation Program discounts, each customer must show their CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS).
  - The group rate for Mallard Diversified Services will be \$100/month without limiting the number of clients for use of both upstairs and downstairs for supervised group visits and a single pass be issued with the applicable \$20 deposit.

### **Fitness Centre Membership Rates**

	<b>Adult</b>	<b>Senior</b>	<b>Student</b>	<b>Family (4)</b>
<b>Drop-in</b>	\$ 10.00	\$ 10.00	\$ 10.00	\$ 30.00
<b>Monthly</b>	\$ 40.00	\$ 20.00	\$ 20.00	\$ 110.00
<b>3 Month</b>	\$ 108.00	\$ 60.00	\$ 60.00	\$ 330.00
<b>6 Month</b>	\$ 216.00	\$ 120.00	\$ 120.00	\$ 660.00
<b>Yearly</b>	\$ 432.00	\$ 240.00	\$ 240.00	\$ 1,320.00

\* Refund requests and cancellations will be subject to a cancellation fee equal to 50% of the monthly rate. Only the unused portion of the pass minus the cancellation fee may be refunded. If the cancellation or refund request is within reason and outside of the user's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be waived.

### **Upper Room Rental**

Community service and/or activity clubs or groups, as well as instructors providing a series of courses, not provided under the Town of Wadena, may rent the upper room of the Fitness Centre at the following rates, subject to approval by the Director of Parks & Recreation. A brief set-up and clean-up time may be permitted for each rental at no charge, provided it does not conflict with or run into another rental.

**Hourly Rate: \$20/hour**

Cancellations of less than 48 hours in advance will still be subject to a cancellation fee equal to 50% of the hourly rental rate for the cost of the lost revenue. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be reduced or waived.

**Fitness Classes (Town)**

Fitness classes may be offered by the Town at a user registration cost of \$90 per person for 8 weeks of instruction. The drop-in rate is \$15 per class. The Town will pay the instructor a set fee for services rendered and take registrations.

**Fitness Classes (Other)**

Instructors may rent the facility for the set hourly rental fee to offer classes. Instructors will manage their own registrations, cancellations and collect their own fees and refunds. The Town may include the offered class in the schedule of the Fitness Centre and any promotions for the Fitness Centre providing the instructor's contact information for registration.

**WADENA AQUATIC CENTRE (SWIMMING POOL)**

The Wadena Aquatic Centre capacity is 100 people. There must not be more than 100 people within the fence. Private pool bookings can only be reserved between afternoon and evening public swim times and must be made at least one week in advance. Swimming pool may not be rented for private use during lesson or public swim times. To accommodate smaller bookings, groups of 10 or less are permitted to purchase a group admission rate for use during public swim times. *It is Council's direction that rates be set to enable at least a 35% user pay cost recovery at the Aquatic Centre.*

Aquatic Centre Admission

	Adult	Senior	Student (K-12)	Under 5 years	Family (4)*
<b>Season Pass</b>	\$ 95.00	\$ 85.00	\$ 85.00	N/A	\$ 180.00
<b>Punch Card (12 swims)</b>	\$ 50.00	\$ 50.00	\$ 50.00	N/A	N/A
<b>Daily Fees</b>	\$ 5.00	\$ 5.00	\$ 5.00	\$ 2.00	\$ 15.00
<b>Aquasize</b>	\$ 8.00	\$ 8.00	\$ 8.00	N/A	N/A

\*Family Season Passes are for immediate family only to a maximum of 4 people. Each additional family member is \$25 to a maximum of 2.

**Groups & Rentals**

11-30 people: \$110/hour  
 31-75 people: \$180/hour  
 Group Admission Rate (up to 10 people): \$35

**Lesson Rates**

Preschool Programs & Swim Kids 1,2,3,4,5: \$60  
 Swim Kids 6,7,8,9,10: \$70  
 Bronze Courses: \$130  
 Private Lessons: \$20/30 minute lesson; \$30/45 minute lesson; \$40/60 minute lesson

**Discounts:** Users may receive a \$10 discount on pre-school, swim kids and bronze course lessons if they purchase a season pass. Valid season pass number must be provided with lesson registration to receive discount. (for example: purchase a family pass and then receive a \$10 discount per child per class under your family pass, purchase a student pass and then receive \$10 off your youth lesson). Discount does not apply to

private lessons. Limited to one discount per person per season.

Mallard Diversified Services Inc. (MDSI) may purchase a family season pass at regular price and an unlimited number of Mallard residents may access the pass and the pass will also allow entry for an accompanying person or aid for the residents without additional admission costs.

**Canadian Forces Appreciation Program:** The Town will partner with the Canadian Forces to offer a 10% discount on all Aquatic Centre rates to members and their families. To prove eligibility for the CF Appreciation Program discounts, each customer must show their CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS).

**Cancellations** of Groups/Rentals less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the rental. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be reduced or waived.

**Refunds:** Refunds of daily admission fees is not permitted. Punch cards may only be refunded if they are returned without having been punched and remain in like-new condition.

**Replacements:** In order to have a punch card or season pass replaced, the original must be returned and voided by staff. If the original cannot be returned, the replacement will be subject to a \$25 replacement fee and the original pass number marked as void in the system.

## WADENA COMMUNITY LEGION HALL

Hall users must be made aware within the booking contract that the Legion Hall is the muster point for our Emergency Measures Organization (EMO) and as such, should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled, and will be refunded after the emergency is over and the Town Office is again open for regular business. Rates are subject to an annual increase with 90 days notice to affected users. *Starting September 1, 2018, a fee increase over a four year period will be introduced based on achieving a minimum 50% user pay cost recovery rate, followed by an annual 3% increase.*

Deposit must be paid in order to confirm booking. For all bookings, the full booking fee is due in full a minimum of one week prior to the event, or the booking may be cancelled.

- No group can be guaranteed exclusive use of the entire facility during their booking, unless booking the complete facility.
- Use of the Bar and Stage is included in all Main Hall Rentals.
- Use of the Kitchen can be added to any rental at the appropriate Kitchen use rate.
- Users may not access the facility prior to their booked time and must be removed from the facility and cleaned up no later than the set end time.
- Any portions of the facility available to rent by the hour are indicated under hourly rates.
- Any groups/purposes allowed special or discounted rates are set-out in this policy which may be amended from time to time by resolution of Council.

### Time definitions:

**Hourly:** for bookings by the hour or to add extra hours onto day or multi-day bookings

**Day:** 12 consecutive hours (1/2 day is 6 consecutive hours at half the day rate)

**Multi-Day:** 48 consecutive hours.

*(Set up and extra time may be offered pending other bookings and may be adjusted at any time by the Director of Parks & Recreation to allow for most efficient and fair use of the facility.)*



## Deposits

Deposits must be paid to confirm booking. Any extra cleaning required beyond the deposit will be charged out at a rate of \$50/hour. Groups/services not required to pay a deposit are still responsible for the hourly rate for any extra cleaning required. Any and all damages with costs beyond the deposit are payable by the person/group booking. Deposits eligible for refund will have refunds processed within 14 days of the event.

**Main Hall:** Deposit is \$300 (no liquor), or \$500 (liquor)

**Side/Meeting Rooms:** Deposit is \$150 (no liquor), or \$300 (liquor)

**Kitchen only:** Deposit is \$200

<b>H</b> = Hourly $\frac{1}{2}$ <b>D</b> = Half Day, 6 hrs (1/2 of Day Rate)	<b>D</b> = Daily, 12 hrs <b>MD</b> = Multi-Day, 48 consecutive hrs
<b>SIDE ROOM</b> (North/Club) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$50   D \$200 $\frac{1}{2}$ D \$100   MD \$250	
<b>MEETING ROOM A</b> (South/Court) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$75   D \$275 $\frac{1}{2}$ D \$137.50   MD \$300	
<b>MAIN HALL</b> (incl Stage & Bar) <i>Deposit: Liquor \$500, No liquor \$300</i> H \$100   D \$350 $\frac{1}{2}$ D \$175   MD \$450	
<b>KITCHEN</b> <i>Deposit: \$200</i> H \$75   D \$250 $\frac{1}{2}$ D \$125   MD \$300	
<b>COMPLETE HALL</b> (incl Kitchen) <i>Deposit: Liquor \$500, No liquor \$300</i> D \$900   MD \$1100	
<b>Coffee/Tea, Supplies, Coffee Perk</b> (incl cups, napkins, cream, sugar, etc) \$50/perk/day (when Kitchen not booked)	
<b>Full Business/Media Package</b> (sound, projector, computer, screen, technician) \$50	
<b>Deluxe Lighting &amp; Sound System</b> (sound, media, lighting, staging, technician) \$100	
<b>Linens</b> Tablecloths \$5.50 ea, Chair covers \$1 ea, Napkins & Sashes 50¢ ea <b>Wineglasses</b> 50¢ ea	
<b>Special Event Package (Complete Hall)</b> <i>Deposit: Liquor \$500, No liquor \$300</i> Incl Deluxe Lighting and Sound Package, full consultation, setup, takedown, chair covers, table linens, glassware (based on items available from the Town), \$150 rebate in Wadena Bucks provided with deposit refund cheque D \$1200   MD \$1400	

\*Administration may market additional options for special event packages if it is deemed efficient and effective to do so.

## Cancellations

- Cancellations occurring a minimum of 7 days prior to an event will have a full refund processed without penalty.
- Cancellations within 3-6 days of the event will be subject to a penalty in the amount of \$50.
- Cancellations within 24-48 hours of the event will cause the deposit to be non-refundable. In the event a deposit was not paid, a \$50 cancellation fee will apply.
- Cancellations on the day of the event will cause the deposit and booking fee to be entirely non-refundable.

Cancellations due to unforeseeable circumstances or circumstances beyond the booker's control and within reason, may allow the booker to have cancellation fee reduced or waived at the discretion of the Director of Parks & Recreation or the CAO.

## **Agreements**

The Town may enter into a contract with any Local/Regional, Provincial or Federal Government or Agency, or any non-profit organization to provide discounted rates/services at any rate or under any conditions deemed acceptable to the Town. Each group or organization receiving a discounted rate shall sign a rental or usage agreement with the Town.

## **Discounted Rates**

Groups/Purposes receiving discounted rates may not take precedence or priority over those paying full rental rates with the exception of Funerals/Memorials and Court services which take booking precedence where possible. The Director of Parks & Recreation or CAO may determine if a group/person/purpose fits under the purpose and intent of any discounted category, or if a group must be bumped for another booking.

*Canadian Forces Appreciation Program:* The Town partners with the Canadian Forces to offer a 10% discount on all Funeral/Memorial rentals at the Hall if the deceased was an eligible member. To prove eligibility for the CF Appreciation Program discounts, the CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS) for the deceased, or an appropriate facsimile thereof, must be shown when booking.

## **Regular User Groups**

Regular non-profit user groups will be invoiced for bookings after the event(s) or on a monthly basis or as negotiated in their agreement.

### **Weekly or Monthly Activities**

Groups offering regular weekly or monthly activities for seniors, youth or musical/theatre groups as defined in this policy will see an increase in rates over a four year period, after which the rates will increase by up to 3% annually starting September 1, 2021. The below rates are based on the ½ day rate which is approximately 6 hours of use. These particular user groups of the Hall will receive one free Day rental per year at no charge for a fundraiser, recital or AGM for their group.

½ Day Rates	Sept 1, 2018	Sept 1, 2019	Sept, 2020	Sept, 2021
Main Hall	\$59.38	\$68.76	\$78.14	\$87.50
Club Room	\$31.25	\$37.50	\$43.75	\$50.00
Court Room	\$35.94	\$46.88	\$57.82	\$68.75

Note: Kitchen 50% off of regular rates

Day rate will be double the above ½ day rates listed. Hourly and multi-day will be billed at 50% off of regular rates.

**Wadena Players Theatre:** The Town shall sign an annual use contract with the Wadena Players Theatre group for use of the facility in recognition of their continued valuable contribution to the facility and its upgrades. The rate for use will be \$500 per year with a 3% increase annually starting January 1, 2019.

**Legion:** The Town shall sign an annual free use contract with the Wadena Legion for use of the facility in recognition of their valuable contribution to the building facility. All use of the facility for the Legion will be at no charge.

**Wadena Farmer's Market:** The Town shall sign an annual use contract with the

Wadena Farmer's Market for use of the facility at a reduced rate as follows: regular markets at a rate of \$350 (Main Hall, Kitchen & Club Room included) and Christmas/Holiday market at a rate of \$450 (Main Hall, Kitchen, Club Room and Court Room included) and the rates be subject to review by Council as needed.

**Meetings:** Meetings booked by local non-profit organizations/groups receive 50% off regular rates effective immediately. Groups must supply their own coffee supplies but may use the standard 10-12 cup coffee maker. Perks and supplies may be rented if needed.

**Non-profit Fundraising:** Community dances, dinners with entertainment, performances, etc. to which the public is invited, where 100% of all event profits go to a local non-profit organization or charity, and which are booked by an approved non-profit organization receive 50% off regular booking rates for space used effective immediately.

### **No Charge Events**

By resolution of Council, the following are to receive use of the facility at no charge, but must still sign a rental agreement:

- Health Action Group – Annual Auction Fundraiser
- Town & Country Fair Board – Annual Town & Country Fair
- Wadena Elementary School – Christmas Play
- Saskatchewan Health Authority – Influenza Immunization Clinic

*Groups/Users not listed herein that are requesting discounted or free use of the facility or any portion thereof, or any listed group requesting additional discounted use, must provide any such request in writing for Council's consideration. Groups requesting on-going discounted use may be required to sign a contract for such use.*

### **Storage Rooms/Office Space**

Regular non-profit user groups, or non-profit groups in which the Town is a stakeholder or operates under bylaw of the Town, may use the lobby area offices at no charge on a first come, first serve basis. If bookings are needed to secure space and time, this may be done through the Town Office. Bookings, if any, will be posted on the office doors. Use of the offices under the Court rental agreement will take precedence in any bookings.

Storage rooms may be rented with a signed agreement. Office space may be rented/booked by the hour, day, and week or by the month as indicated with a signed rental agreement. Rental fees are due in advance (if paying annually) or on the first day of each month if paying monthly, at the Town Office or by preauthorized debit.

Base rental rates for storage and offices are calculated based on square footage at a rate of \$1/sq ft starting January 1, 2019, increasing to \$2/sq ft January 1, 2020, and are subject to a potential annual increase of up to 3%.

Non-profit Regular User Groups will pay the base rate annually (i.e. 10 x 10 room = 100 sq ft x \$1/sq ft = \$100/year) starting September 1, 2019

All other rentals will be negotiated per contract.

#### **Square footage reference chart**

Upper Stage Left	180 sq ft
Upper Stage Right	144 sq ft
Attic – Stage Right	132 sq ft

Lower Stage Left	150 sq ft
Lower Stage Right	150 sq ft
Storage 1: "Legion Room"	64 sq ft (no charge to Legion)
Storage 2: "Lions Room"	80 sq ft
Storage 3: "Kin Room"	80 sq ft (no charge to Kin)
Storage: Court/Meeting Room A	108 sq ft
Storage: Court Storage Closets	20 sq ft
Office 1:	100 sq ft
Office 2:	100 sq ft

## **MCCLYMONT SPORTS GROUNDS**

Fees for use of the facilities at the Sports Grounds are as follows:

### **Ball Diamonds**

Adult teams (18 & over): \$350/team/season

includes a tournament\*, games and practices

includes youth playing in adult leagues

Minor Sports & Youth Teams: \$15/minor sports player/season

includes a tournament\*, games and practices

*\*Teams may not charge fees for entry into the Sports Grounds/Fair Grounds for tournaments marked above as included in the ball diamond use rates.*

Tournaments: \$250 (includes concession and beer gardens)

Out of Town Bookings: \$30/diamond/game or practice

### **Concession and Beer Gardens**

Concession: \$100/day, \$200/weekend

Beer Gardens: \$75/day, \$100/weekend

Fees for use of Sports Grounds will be put directly back into maintenance and upgrades at the Sports Grounds and will be held in a separate reserve account.

Organizations booking any part of the facility are required to complete the Rental Agreement and obtain all necessary licenses, permits, liability insurance and security as may be required.

## **CAMPGROUNDS**

Campground sites are to be booked/reserved in advance through the Town.



---

**TO:** Committee of the Whole

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** January 14, 2021

**RE:** **Wadena Aquatic Centre – Engineering Services RFP**

---

**ISSUE:**

Committee of the Whole needs to review submissions and award the Engineering Services RFP for the upgrade to the Wadena Aquatic Centre.

**BACKGROUND:**

On December 21, Council authorized Administration to obtain two (2) quotes to write the Request for Proposal for the Aquatic Centre Upgrade with the following scope:

- Repair to metal pool wall
- Replace gaskets to skimmers, lights, plumbing, rope hooks
- Replace cracked skimmers
- Seal metal walls
- Replace PVC liner
- Replace lifeguard stand
- Control systems for chemical system revamp
- Liquid pool cover system
- Revise boiler and water heating piping
- Electrical confirmation of transformer primary protection by licenced electrician.

**ALTERNATIVES:**

- 1) Committee of the Whole can recommend acknowledgment of the submissions that have been received, review them in camera, and recommend award of the project when out of camera.

**FINANCIAL IMPLICATIONS:**

The Aquatic Centre Upgrade is unbudgeted in the 2021 interim budget and will need to be considered in preparation of the 2021 capital budget. The pool liner replacement was originally budgeted for in the Town's capital budget in 2023. The Town received \$155,122 through the Municipal Economic Enhancement Program (MEEP) for this project that must be used by March 2022.

**ANALYSIS:**

The request for proposals was published on the Town's website, and emailed directly to McGinn Engineering and Associated Engineering on December 29, 2020. The RFP closed on January 13, 2021 at 4pm and 2 submissions were received.

**ADMINISTRATIVE RECOMMENDATION(S):**

---

“THAT the submissions received for Request for Proposals for Engineering Services for the Aquatic Centre from the following firms be acknowledged:

- Associated Engineering
- McGinn Engineering Limited.”

**ATTACHMENT:**

2020-02 WADENA RFP for Engineering Services



# Request for Proposals

ENGINEERING SERVICES

TOWN OF WADENA

Request for Proposal No:	2020-02WADENA
Issued:	December 29, 2020
Submission Deadline:	January 13, 2021 at 4:00PM

# REQUEST FOR PROPOSAL

## Engineering Services



### 1. INTRODUCTION

The Town of Wadena, located at 102 Main Street North, Wadena Saskatchewan, is soliciting proposals from engineering teams to prepare a Request For Proposal, including specifications and drawings, to solicit contractor quotations to execute the work required for an upgrade of the Wadena Aquatic Centre, the Town's community swimming pool.

### 2. PROJECT SPECIFICATIONS

#### 2.1. Work to be included:

- 2.1.1. Document preparation of a Request For Proposal for contractor/construction services including, but not limited to text descriptions and specific drawing details, for an upgrade of the Wadena Aquatic Centre;

The Town of Wadena Aquatic Centre, Structural, Mechanical & Electrical Integrity Physical Plant Audit & Property Condition Assessment may be requested for reference.

#### 2.2. Workmanship

- 2.2.1. All work shall be done of the highest quality in accordance with best trade practice, and to the satisfaction to the Town.

#### 2.3. The Town will inspect the final report prior to payment.

### 3. PREPARATION OF PROPOSALS

#### 3.1. Proposals will be received in hard copy or electronically.

#### 3.2. For hard copy proposals:

- 3.2.1. Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- 3.2.1.1. Wadena Aquatic Centre 66 Jim Headington Way.

- 3.2.1.2. Name and address of bidder.

- 3.2.1.3. Addressed to: Attn: Jennifer Taylor  
Town of Wadena  
102 Main St N  
PO Box 730  
Wadena, SK S0A 4J0

#### 3.3. For electronic delivery:

- 3.3.1. Email address – Jennifer Taylor  
wadadmin@sasktel.net

- 3.3.2. Enter "Wadena Aquatic Centre Engineering Services Proposal" in the subject line.

### 4. PRE-QUALIFICATION

- 4.1. To be considered as eligible to submit a Proposal must be legally licensed under applicable laws in the Province of Saskatchewan.



- 4.2. Engineer must have demonstrated prior experience in assessing similar facilities in accordance with applicable codes, standards, rules and regulations.

## **5. SCOPE OF WORK**

### 5.1. Scope of Services and Responsibilities to be defined:

- 5.1.1. Meet with the Town, inspect the pool site (if necessary), and determine the specific scope for contractor/construction services including, but limited to:
  - 5.1.1.1. Repair to metal pool wall
  - 5.1.1.2. Replace gaskets to skimmers, lights, plumbing, rope hooks
  - 5.1.1.3. Replace cracked skimmers
  - 5.1.1.4. Seal metal walls
  - 5.1.1.5. Replace PVC liner
  - 5.1.1.6. Replace lifeguard stand
  - 5.1.1.7. Control systems for chemical system revamp
  - 5.1.1.8. Liquid pool cover system
  - 5.1.1.9. Revise boiler and water heating piping
  - 5.1.1.10. Electrical confirmation of transformer primary protection by licenced electrician
- 5.1.2. Prepare documents for request for proposal for contractor/construction services including, but not limited to:
  - 5.1.2.1. Detailed specifications and drawing package to describe all the work required;
  - 5.1.2.2. Providing for consideration of quantifying aspects of work that may only be established once existing liner is removed. Ex. condition of pool basin slab (heaves, cracks, spalling), extent of metal wall retrofit, quantity of replacement of skimmers, etc., and establishing the process for adjusting the contract once quantities for the select work can be determined.
  - 5.1.2.3. Completion of all the contracted work for an early June 2021 opening.
- 5.1.3. Assist with the tendering of request for proposal for contractor/construction services, and assist in the evaluation of the tenders received by the Town (to be provided as OPTIONAL); and
- 5.1.4. Provide construction administration including, but limited to, site meetings/inspections, site instructions, change orders, progress claim evaluations, final inspection, and deficiency inspections (to be provided as OPTIONAL).

## **6. FORM OF PROPOSAL**

- 6.1. Proposals must include the following information in the order indicated below:
  - 6.1.1. Cover letter stating interest in project with signature of duly authorized principal.
  - 6.1.2. Proposed methodology.
  - 6.1.3. Timeline of completion of project.
  - 6.1.4. Cost of services breakdown in accordance with Section 5 Scope of Services.
  - 6.1.5. Technical qualifications.
  - 6.1.6. Experience with similar projects involving swimming pool or similar facility structural and mechanical reviews.
  - 6.1.7. Experience of key staff personnel assigned to the project.
  - 6.1.8. List of Professional/Owner references and cost history.
  - 6.1.9. Evidence of License in the Province of Saskatchewan.
  - 6.1.10. Proof of registration with the recognized Saskatchewan Professional/Licensing Association.

## **7. EVALUATION OF PROPOSALS**

7.1. The contract will be evaluated based on:

- 7.1.1. Price;
- 7.1.2. Capacity; and
- 7.1.3. Experience specific to the project.

## **8. GENERAL INFORMATION**

8.1. Proposals will be received at the office of the Town of Wadena, until 4:00 PM on the date as announced. Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately.

8.2. Access to the pool building and area can be arranged for between the hours of 8:00 AM and 3:00 PM, Monday to Friday.

8.2.1. Town staff will be in attendance for all on site visits.

8.2.2. Bidders enter at their own risk.

8.2.3. The Town of Wadena is not responsible for illness, injury, or death of anyone entering this project.

8.3. The Town may hold the bids for 30 days for purposes of reviewing the bid Proposals.

8.4. The Town shall announce the successful bidder on or before 45 days from the final date of receipt of proposals.

8.5. Bidders should carefully review the pre-requisites for bidding which will be adhered to when reviewing the bids.

THE OWNER RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL BIDS.