

LAC LA BICHE COUNTY
POLICY AND PRIORITIES COMMITTEE

DATE: April 1, 2014
TIME: 10:00 a.m.
PLACE: Council Chambers
COUNTY CENTRE

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 March 4, 2014 Policy & Priorities Committee Meeting.
4. COUNCILLOR REPORTS
5. FOLLOW-UP ACTION LIST
 - 5.1 Follow-Up Action List.
6. UNFINISHED BUSINESS
7. URGENT MATTERS
8. DELEGATIONS
9. DISPOSITION OF DELEGATIONS
10. NEW BUSINESS
 - 10.1 Briefing – Revised Recreation User Fees Proposal for 2014-16;
 - 10.2 Briefing – Waste Disposal Fees (Hand-out);
 - 10.3 Meeting with Minister of Justice and Solicitor General (addition to agenda);
 - 10.4 Letter from Northern Lights School Division (addition to agenda);
 - 10.5 2015 Alberta 55+ Winter Games (addition to agenda);
 - 10.6 Letter from Lakeland Archers (addition to agenda);

- 10.7 Dimestore Fisherman (addition to agenda);
- 10.8 Global News Network Broadcast (addition to agenda);
- 10.9 Policy and Procedure Regarding Cancellation of Meetings;
- 10.10 Heavy Vehicles in Hamlets and Subdivisions (addition to agenda);
- 10.11 Lac La Biche West Sewer Line.

11. BOARDS AND COMMITTEES – REPORTS & MINUTES

- 11.1 March 1, 2013 Veterans Memorial Highway Annual General Meeting minutes;
- 11.2 February 18, 2014 FCSS Board Meeting minutes;
- 11.3 March 1, 2014 Environmental Stewardship Advisory Committee Snapshot.

12. CORRESPONDENCE

- Received March 3, 2014 from Danielle Smith, MLA Highwood – Re: Wildrose 10/10 Community Infrastructure Plan Details;
- Received March 3, 2014 from Mayor Don Iveson, City of Edmonton – Re: Zero 2014-A Conference for a Low Carbon Future;
- Received March 4, 2014 from Statoil – Re: Statoil and PTTEP swap Canadian oil sands assets;
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- Sent on March 10, 2014 to Healthy Babies Program – Re: Funding request for the Healthy Baby program has been approved;

- Received March 11, 2014 from Enbridge – Re: Invitation to attend an open house to learn more about the proposed Wood Buffalo Pipeline Extension Project;
- Received March 11, 2014 from Grizzly Disposal – Re: Grizzly Disposal Solutions Inc. sale to Waste Management of Canada;
- Received March 12, 2014 from CN – Re: News article titled “CN reviews safety practices, shares dangerous goods information through structured community outreach program”;
- Received March 13, 2014 from BlackPearl Resources Inc. – Re: Proposed BlackPearl Resources Inc. Blackrod Commercial Steam Assisted Gravity Drainage Project update;
- Received March 17, 2014 from County of St. Paul No. 19 – Re: Provincial Funding for Bridges;
- Received March 17, 2014 from Alberta Transportation – Re: Fourth and final Grant payment to assist with the Biological Nutrient Removal Waste Treatment Plant project;
- Received March 24, 2014 from Alberta Municipal Affairs – Re: Assessment Review Board and Clerk Training;
- Received March 24, 2014 from Alberta Transportation – Re: Getting grain to market on local roads;
- Received March 24, 2014 from Lakeland Archers – Re: Request to remain in the old curling rink;
- Received March 25, 2014 from ISL Engineering and Land Services Ltd. – Re: Lac La Biche County Land Use Bylaw Stakeholder Session, April 8, 2014;
- Received March 25, 2014 from the Associate Minister of Wellness – Re: Alberta Get Outdoors (GO!) weekend, April 10-13, 2014;
- Received March 26, 2014 from Brian Storseth, M.P. – Re: Prevailing wage rates affecting business operators in Lac La Biche.

13. IN CAMERA SESSION

13.1 Briefing – Land Sales Status Update (section 25 FOIP).

14. ADJOURNMENT

**LAC LA BICHE COUNTY
POLICY AND PRIORITIES COMMITTEE MEETING
COUNTY CENTRE, LAC LA BICHE**

April 1, 2014 – 10:00 a.m.

Minutes of the Lac La Biche County Policy and Priorities Committee Meeting held on April 1, 2014 at 10:00 a.m.

CALL TO ORDER Mayor Langevin called the meeting to order at 10:00 a.m.

PRESENT	Aurel Langevin	Mayor
	Robert Richard	Councillor / Deputy Mayor
	Richard Olson	Councillor
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor
	Hajar (Jerry) Haymour	Councillor
	John Nowak	Councillor (entered at 10:05 a.m.)

STAFF IN ATTENDANCE	Jeff Lawrence	Interim Chief Administrative Officer/ General Manager, Operations
	Nancy Broadbent	General Manager, Corporate Services (in part)
	Gordon Frank	General Manager, Development & Community Services
	Melanie McConnell	Manager, Legislative Services
	Joanne Onciul	Legislative Services Coordinator
	Julie MacIsaac	Communications Coordinator

REGRETS	Wanda Austin	Councillor
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ADOPTION OF AGENDA

P.14.032 Motion by Councillor Haymour to approve the April 1, 2014 Policy and Priorities Committee Meeting agenda as amended:

- Addition of Item 10.3 - Meeting with Minister of Justice and Solicitor General;
- Addition of Item 10.4 – Discussion – Letter from Northern Lights School Division;
- Addition of Item 10.5 – 2015 Alberta 55+ Winter Games;

- Addition of Item 10.6 – Letter from Lakeland Archers;
- Addition of Item 10.7 – Dimestore Fisherman;
- Addition of Item 10.8 – Global News Network Broadcast;
- Addition of Item 10.9 – Policy and Procedure regarding cancellation of meetings;
- Addition of Item 10.10 – Heavy Vehicles in Hamlets and Subdivisions;
- Addition of Item 10.11 – Lac La Biche West Sewer Line.

CARRIED UNANIMOUSLY

Councillor Nowak entered Council Chambers at 10:05 a.m.

ADOPTION OF MINUTES

3.1 Policy and Priorities Committee Meeting of March 4, 2014.

P.14.033 Motion by Councillor Nowak to adopt the Policy and Priorities Committee Meeting minutes of March 4, 2014 as circulated.

CARRIED UNANIMOUSLY

COUNCILLOR REPORTS

4.1 Councillor Reports.

Councillor Nowak

- Reported that the CAO Recruitment Committee has met and the County's Human Resources department will be advertising for the position.

Councillor Phillips

- Attended the Assessment Review Board Member training.

Councillor Richard

- Attended meeting with Brian Storseth and Michelle Rempel at AAMDC – shared programs that are available regarding economic diversification;
- Attended the Northern Leaders' Summit – Greater North Foundation on behalf of Mayor Langevin, a report on the same will follow.

FOLLOW UP ACTION LIST

5.1 Follow-Up Action List.

P.14.034 Motion by Councillor Nowak to update the Follow Up Action List by changing the status of the school funding discussion to complete.

CARRIED UNANIMOUSLY

P.14.035 Motion by Councillor Thompson to accept the Follow-Up Action List as information.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A discussion ensued regarding whether or not Lac La Biche County has received a report back from MNP on the whistleblowing matters. It was noted that this discussion should take place during the in-camera portion of the meeting.

DELEGATIONS

Alex Broadbent was in attendance in the gallery and was invited to speak by Mayor Langevin.

Mr. Broadbent expressed concern with respect to the Lac La Biche West Area Structure Plan, which is currently in the public consultation stage.

DISPOSITION OF DELEGATION BUSINESS

P.14.036 Motion by Councillor Siebold that Bylaw 14-001 – Meeting Procedures Bylaw be amended to include a Public Input Session at the Policy & Priorities Committee Meetings.

CARRIED UNANIMOUSLY

NEW BUSINESS

10.1 Briefing – Revised Recreation User Fees Proposal for 2014-16;

Councillor Nowak declared a conflict of interest due to his personal business interests and left Council Chambers at 10:45 a.m.

Staci Lattimer, Manager, Recreation provided Council with a presentation on the proposal for the revised recreation user fees, as attached to and forming part of these minutes.

Councillor Haymour left Council Chambers at 11:09 a.m.

Councillor Haymour returned to Council Chambers at 11:10 a.m.

Ms. Lattimer continued with her presentation on the proposal for the revised recreation user fees.

RECESS

Mayor Langevin called a recess at 11:11 a.m.

RECONVENE

Mayor Langevin reconvened the meeting at 11:22 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

10.1 Briefing – Revised Recreation User Fees Proposal for 2014-16 (continued);

Ms. Lattimer continued with her presentation on the proposal for the revised recreation user fees.

RECESS

Mayor Langevin called a recess at 11:55 a.m.

RECONVENE

Mayor Langevin reconvened the meeting at 1:01 p.m. with all those Members of Council previously listed in attendance, including Councillor Nowak.

NEW BUSINESS

10.2 Briefing – Waste Disposal Fees (hand-out).

Nancy Broadbent, General Manager, Corporate Services and Gary Siebold, Manager, Utilities provided Council with an overview of the waste disposal fees and disposal at the BNR plant by private contractors.

Discussion ensued regarding upcoming meetings with the engineering firm involved with the BNR project.

P.14.037 Motion by Councillor Haymour that the Mayor or Deputy Mayor attends meetings, along with Administration, regarding deficiencies at the BNR plant.

IN FAVOUR

**Mayor Langevin
Councillor Richard
Councillor Olson
Councillor Thompson
Councillor Haymour
Councillor Nowak**

OPPOSED

**Councillor Phillips
Councillor Siebold**

CARRIED

P.14.038 Motion by Councillor Thompson that the Briefing – Waste Disposal Fees be accepted as information.

CARRIED UNANIMOUSLY

10.3 Meeting with Minister of Justice and Solicitor General (addition to agenda);

Mayor Langevin advised that he will be attending a meeting with Minister Denis on April 16 and invited other Members of Council to attend. The purpose of the meeting is to discuss traffic safety issues as well as to lobby for a traffic unit in Lac La Biche.

Deputy Mayor Richard and Councillor Phillips agreed to attend the meeting.

10.4 Discussion – Letter from Northern Lights School Division (addition to agenda);

Discussion ensued regarding the proposal from the Northern Lights School Division to provide lands in exchange for the school services at the Bold Center. It was noted that Council should strategize regarding the joint matters with NLSD and schedule a future meeting with the Board.

Councillor Phillips left Council Chambers at 1:53 p.m.

It was noted that the previously scheduled April 9th lunch meeting should be rescheduled to a later date.

Councillor Phillips returned to Council Chambers at 1:56 p.m.

P.14.039 Motion by Councillor Olson to direct Administration to prepare a briefing with recommendations regarding the potential for land for service between Northern Lights School Division and Lac La Biche County, cost of sports fields and cost of land for sports field, the value of the Dr. Swift property, the demolition cost of the Dr. Swift property, possible uses of building for something else, joint space at Bold Center, and further, when County Council can review the Joint Use Agreement.

CARRIED UNANIMOUSLY

Councillor Richard left Council Chambers at 2:10 p.m.

Councillor Richard returned to Council Chambers at 2:13 p.m.

Councillor Olson left Council Chambers at 2:15 p.m.

Councillor Olson returned to Council Chambers at 2:16 p.m.

RECESS

Mayor Langevin called a recess at 2:16 p.m.

RECONVENE

Mayor Langevin reconvened the meeting at 2:30 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

10.5 2015 Alberta 55+ Winter Games (addition to agenda);

Mayor Langevin noted that a letter was received from Minister Starke inviting the County to entertain a bid for the 2015 Alberta 55+ Winter Games.

It was noted that a briefing is being prepared on this matter.

Councillor Siebold left Council Chambers at 2:33 p.m.

10.6 Letter from Lakeland Archers (addition to agenda);

Mayor Langevin advised that a letter was received from the Lakeland Archers, requesting to maintain the old curling rink for the club.

It was noted that Administration is currently investigating options regarding this matter.

Councillor Siebold returned to Council Chambers at 2:37 p.m.

10.7 Dimestore Fishermen (addition to agenda);

Mayor Langevin advised that he has a conference call scheduled with Dimestore Fisherman on April 2nd and invited other Members of Council to participate in the call.

10.8 Global News Network Broadcast (addition to agenda);

Mayor Langevin advised that the Global News Network recently broadcasted a piece on the RCMP and County Peace Officers with respect to Highway 881.

10.9 Policy and Procedure regarding cancellation of meetings (addition to agenda);

Discussion ensued regarding the process for cancelling Special Council meetings.

10.10 Heavy Vehicles in Hamlets and Subdivisions (addition to agenda);

Councillor Olson advised that he has received concerns regarding heavy trucks parking in Hamlets and subdivisions.

Discussion ensued regarding heavy traffic travelling, parking and idling in Hamlets and subdivisions. It was noted that this matter is currently noted for review by Administration.

Discussion ensued regarding business licensing and it was stated that business licenses are noted for review by Administration as well.

10.11 Lac La Biche West Sewer Line (addition to agenda).

Councillor Richard requested an update on the Lac La Biche West Sewer Line.

RECESS

Mayor Langevin called a recess at 3:06 p.m.

RECONVENE

Mayor Langevin reconvened the meeting at 3:16 p.m., with all those Members of Council previously listed in attendance.

NEW BUSINESS

10.11 Lac La Biche West Sewer Line (addition to agenda) (cont'd).

Gary Siebold, Manager, Utilities provided Council with a verbal update regarding this sewer line project.

BOARDS AND COMMITTEES – REPORTS & MINUTES

11.1 March 1, 2013 Veterans Memorial Highway Annual General Meeting minutes;

11.2 February 18, 2014 FCSS Board Meeting minutes;

11.3 March 1, 2014 Environmental Stewardship Advisory Committee Snapshot.

Boards and Committees – Reports & Minutes (continued).

P.14.040 Motion by Councillor Nowak to accept the Boards and Committees – Reports & Minutes, items 11.1 to 11.3, as information.

CARRIED UNANIMOUSLY

CORRESPONDENCE

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- Received March 26, 2014 from Brian Storseth, M.P. – Re: Prevailing wage rates affecting business operators in Lac La Biche.

P.14.041 Motion by Councillor Nowak to accept the correspondence items listed under item 12.0 as information.

CARRIED UNANIMOUSLY

IN CAMERA SESSION

P.14.042 Motion by Councillor Siebold to go in camera at 3:26 p.m.

CARRIED UNANIMOUSLY

13.1 Briefing – Land Sales Status Update (section 25 FOIP);

RETURN TO REGULAR MEETING

P.14.043 Motion by Councillor Phillips to proceed with the meeting out of camera at 3:59 p.m.

CARRIED UNANIMOUSLY

P.14.044 Motion by Councillor Phillips to extend the meeting time to the conclusion of the agenda.

CARRIED UNANIMOUSLY

IN CAMERA SESSION

P.14.045 Motion by Councillor Thompson to go in camera at 3:59 p.m.

CARRIED UNANIMOUSLY

13.1 Briefing – Land Sales Status Update (section 25 FOIP) (continued);

13.2 Whistleblower Update (section 17 FOIP).

RETURN TO REGULAR MEETING

P.14.046 Motion by Councillor Nowak to proceed with the meeting out of camera at 4:50 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

13.1 Briefing – Land Sales Status Update (section 25 FOIP);

P.14.047 Motion by Councillor Haymour that Administration contact the Antique Society to advise them that based upon the current policy in place and expectation for County expenditures to develop land for the Society’s use, this Council is unable to entertain the request.

CARRIED UNANIMOUSLY

P.14.048 Motion by Councillor Nowak that Administration enters into negotiations with our local realty brokers regarding County land sale services.

CARRIED UNANIMOUSLY

13.2 Whistleblower Update (section 17 FOIP).

This item will reappear on the April 8, 2014 Regular Council Meeting agenda.

ADJOURNMENT

P.14.049 Motion by Councillor Siebold to adjourn the Policy and
Priorities Committee Meeting of April 1, 2014 at 5:53 p.m.

CARRIED UNANIMOUSLY

Robert Richard, Acting Mayor

Date

**Shadia Amblie
Interim Chief Administrative Officer**

Date

ADOPTED

Your Playground of Opportunity



Lac La Biche County
welcoming by nature.

Recreation Facility Revised User Fees Proposal for 2014-16

Council date: April 1, 2014
Presented by: Staci Lattimer
Recreation Manager

Overview

- Bold Center Strategic Plan Objectives
- Current shortfalls, implications
- Comparisons & figures
- Recommendations/changes proposed
- Revised fee structures

Bold Strategic Plan

- Purpose to increase utilization
- Create clear, concise goals and initiatives
- Core values
- Bold Center Goals



Bold Strategic Plan

- Objective 1.6 – Determine Bold Center’s capacity to offer events/functions
 - Strategy 1.6.5 - establish fee structures and determine county’s involvement
 - Strategy 1.6.6 – determine budget and operating costs associated with events
- Objective 2.4 – Establish user fees that reflect county’s vision
 - determine costs to operate facilities and provide discount if required
 - Recommend percentage for cost recovery – 30% over 3 years
 - subsidize youth/community groups

Shortfalls, implications....

- ActiveNet software
 - charges \$1 - \$2.75 for every transaction
- Fees inconsistent, complex and same as 2011
- User groups/clubs/rentals
 - fees collected doesn't reflect actual usage as per fee schedule
 - internal usage affects recreation revenue

Shortfalls, implications....

- Relying on daily drop in fees as prime source of membership revenue
- Look at increasing usage/rentals during non-prime times
- Look at increasing advertising, sponsorship and seek alternate sources of revenue, especially in summer season

Facility Comparisons

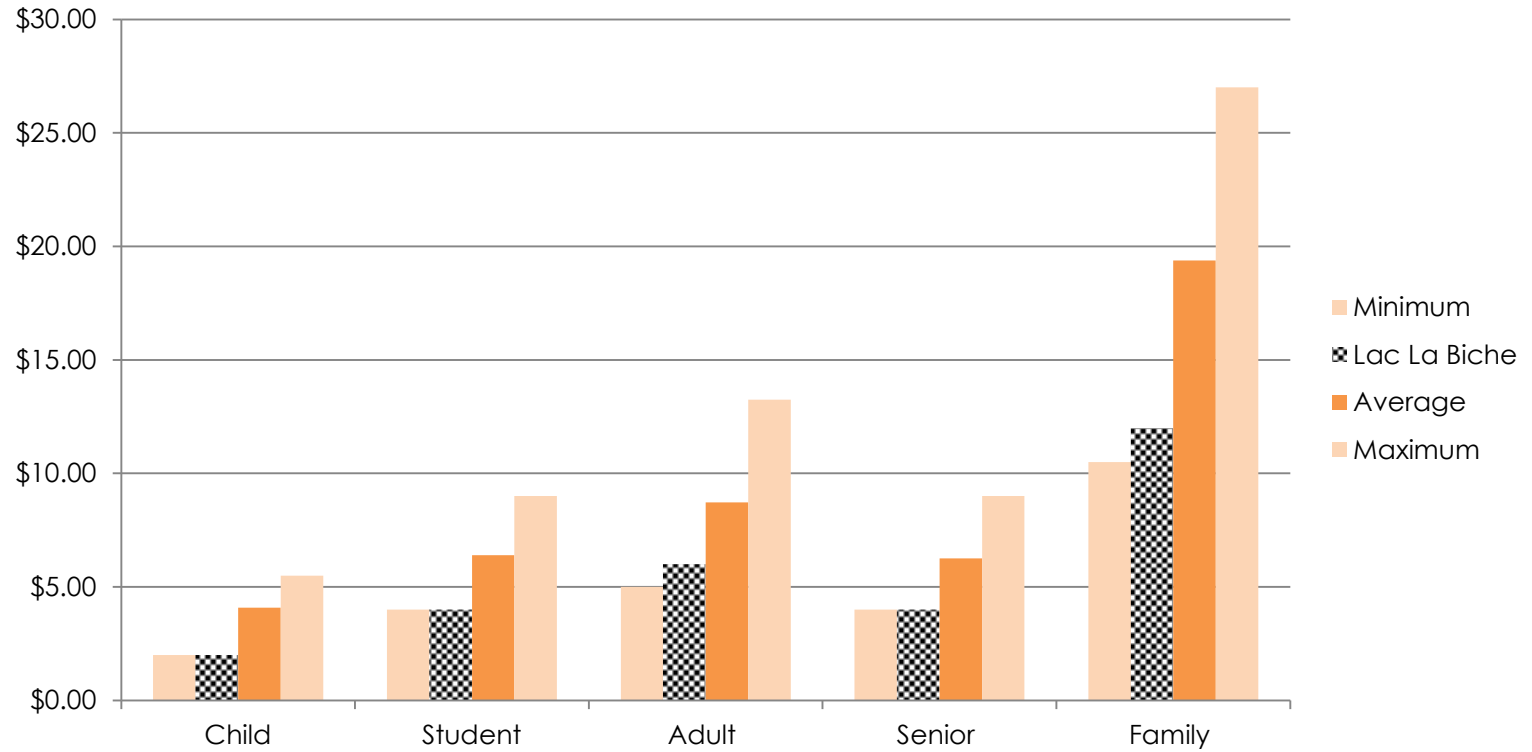


Information Compared:

- Services & incentives included
- Facility hours & amenities available
- Membership, admission, facility rentals & types of fees charged



DROP IN



Maximum	\$5.50	\$9.00	\$13.25	\$9.00	\$27.00
Average	\$4.08	\$6.40	\$8.73	\$6.25	\$19.38
Lac La Biche	\$2.00	\$4.00	\$6.00	\$4.00	\$12.00

Arena Rate Comparisons

	Youth	Adult	Junior B/Local Sr	Non Resident - Adult	Non Resident - Youth	Full Day - NO ICE
Prime Minimum	\$70.00	\$115.00	\$141.27	\$160.00	\$80.00	
Maximum	\$206.00	\$225.00	\$151.70	\$259.35	\$259.35	
Average	\$138.00	\$170.00	\$146.49	\$209.68	\$169.68	
Lac La Biche	\$70.00	\$140.00	N/A	\$160.00	\$80.00	

Advertising Comparisons

<i>St. Albert</i>	Amount	Quantity	Total Advertising
Performance Arena Seating	\$300.00	1700	\$510,000.00
Board Advertising	\$700.00	105	\$220,000.00
Dressing Rooms	\$500.00	20	\$30,000.00
Meeting Rooms	\$30,000.00	3	\$90,000.00
Corporate Advertising	\$500,000.00		

<i>Grande Prairie</i>				
Arena Entrance	\$3,000.00			
Penalty Box Decal	\$3,000.00			
Ice logos	\$1,500.00			
Main lobby pole wrap	\$1,500.00			
Stair risers	\$1,000.00			
Rink board signs	\$1,000.00			
Washroom stall door ads	\$750 for ten ads \$100 each			
Fitness Centre Decal	\$1,500.00			
Door wraps	\$1500-\$2000			
Running Track Board sign	\$2,500.00			
Bleacher railing	\$1,500.00			

Additional Services/Staffing

Athabasca	Hourly		Fee	
Staff Set up (functions)	\$40.00	per staff		
Staff Set up (sports)	\$20.00	per event		
Staff (extra cleaning)	\$40.00	per staff		
security	\$20.00	per staff		
dance floor			\$700.00	

Bonnyville	Hourly		Fee	
Stage			\$225-\$495	small to XL stages
podium			\$25.00	
Pipe & Drape			\$1.25	per linear foot
canvas flooring			\$1,000.00	
plates/glasses			\$.50-\$3.00 each	
table/chair linens			\$0.75-\$10 each	
truss lighting			\$600.00	
stage lighting racks			\$100.00	
sound system			\$100-150	small 100/large 100+
projector/screen			\$225.00	
Tv/DVD			\$25.00	
set up debit/wire internet			\$30.00	

Recommendations: Arena – Ice Fees



- Incorporate Prime vs Non-Prime Ice Fees
- Prime: 4-11 pm weekdays + weekends \$160/hr
- Non Prime: 6 am-4 pm weekdays \$120/hr
- Off season ice rates
 - Apr 1-Sept 14 \$120/\$210
- Add College team rates
- Add youth rate (separate from Minor Hockey)?

Recommendations: Curling



- Simplify fee structure per sheet / full facility
- Incorporate league fees
 - League \$120/hr for club
- Curling Club to decide to rent or lease/terms

Recommendations: Banquet Halls



- Simplify - flat fee rates
- Add weekend rates
(Fri 7 pm to Sun noon, include Kitchen)
Devon Hall \$1250 / \$1500
McArthur Place \$850 / \$1200
- Increase damage deposit from \$250 to \$500
- Extras & staffing charges applied

Recommendations: Pool



- Bold Center annual passes, child/youth 10 pass/monthly passes
- Initial increase to reflect costs/comparisons, then 2.5% and 2.5% for next two years
- Restructure rental fees and school lessons

Recommendations: Membership



- Add corporate/group membership – 15% discount
- Increase 10%+ for drop in and 10 passes, 5% monthly/annual, then 2.5% for 2015 & 2016
- Simplify fees and ensure consistency in offerings
- Add & promote benefits of annual membership

Recommendations: Advertising



- Evaluate existing and potential advertising opportunities
- Amend advertising fees and extend terms to “lock them in longer at better rates”
- Seek local sponsorship/advertising contract based on commission

General recommendations:

- Apply charges for additional services and staffing for rentals/events
- Simplify fee structures & rates to the following categories:
 - Adult
 - Youth
 - Corporate/Non-Resident

Recommendations/changes proposed:

- Charge all (including internal use of public facilities)
- Ensure consistency in charges/discounts/cancellations
- Separate user fees from services and advertising
- Create policy and procedures to be presented for approval

Revised Fee Structure Proposal Questions?



Lac La Biche County
welcoming by nature.

