

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, DECEMBER 22, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor Allan MacEachern; Councillors Marg Harding, Mike Booth, Debbie MacDonald, Jim Maxwell and Abby Pond (joined the Council table at 7:15 p.m. after the Town Clerk administered the Oath of Office); and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Booth

Seconded by Councillor Harding

382/14 THAT the Agenda be unanimously approved with two (2) additions: Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation; and Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation be added as 16. (q) and (r) under NEW BUSINESS. **CARRIED**

383/14 It was MOVED by Deputy Mayor MacEachern and SECONDED by Councillor MacDonald to table (p) Term Agreement – The Town and Kingsley Bailey under 16. NEW BUSINESS for review with the new Chief Administrative Officer and the public tender process to be followed. **MOTION DEFEATED**

Deputy Mayor voting in favour of the motion.

Councillor MacDonald voting in favour of the motion.

Councillor Harding voting against the motion.

Councillor Booth voting against the motion.

Councillor Maxwell voting against the motion.

4. CONFLICT OF INTEREST

Both Deputy Mayor MacEachern and Councillor MacDonald declared conflicts of interest on the two additions to the agenda as they had family members apply for the positions and left Council Chambers at 8:00 p.m. and returned at 8:03 p.m.

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5. OATH OF OFFICE – NEWLY ELECTED COUNCILLOR

Town Clerk Joan Flewelling administered the Oath of Office to Councillor – elect Abby Pond.

6. COMMENTS FROM COUNCILLOR ABBY POND

Councillor Pond thanked the citizens who voted for her and stated she is looking forward to working with Council in serving the community.

7. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

Mayor Quartermain presented and confirmed the following Chairs of the six (6) standing Committees of the Town:

Police and Fire – Chaired by Councillor Marg Harding
Property, By-laws and Environment – Chaired by Councillor Mike Booth
Parks and Recreation – Chaired by Councillor Debbie MacDonald
Finance and Administration – Chaired by Deputy Mayor Allan MacEachern
Public Works – Chaired by Councillor Jim Maxwell
Planning, Promotion and Tourism – Chaired by Councillor Abby Pond

8. NOTICES OF MOTIONS

No notices of motions.

9. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

384/14 THAT the Minutes of the Regular Council meeting held on November 24, 2014 be approved as circulated. **CARRIED**

10. ACCOUNTS

PAID BILLS

Moved by Councillor Booth

Seconded by Councillor MacDonald

385/14 THAT the paid bills in the amount of \$6,886,716.70 (six million, eight hundred and eighty-six thousand, seven hundred and sixteen dollars and seventy cents) be received. **CARRIED**

11. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Councillor Harding
Seconded by Councillor Maxwell

386/14 **THAT** Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

12. APPROVAL OF COMMITTEE MINUTES

COMMITTEE OF COUNCIL MEETING

Moved by Deputy Mayor MacEachern
Seconded by Councillor Booth

387/14 **THAT** the Minutes of the Committee of Council meeting held on December 4, 2014 be approved as circulated. **CARRIED**

COMMITTEES MEETING

Moved by Councillor Booth
Seconded by Councillor Harding

388/14 **THAT** the Minutes of the Committees meeting – Police and Fire; Property, By-Laws and Environment; Parks and Recreation; Finance and Administration; Planning, Promotion and Tourism; and Public Works held on December 10, 2014 be approved as circulated. **CARRIED**

13. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

389/14 **THAT** the following staff reports for the month of November 2014 be adopted: Finance Department; Public Works Department; Parks and Recreation Department; Fire Department; By-Laws and Building Inspection Services; Property Management Services; Development Office; and Office of the Garcelon Civic Center Manager. **CARRIED**

14. UNFINISHED BUSINESS

No unfinished business.

15. CONSIDERATION OF BY-LAWS

BY-LAW NO. A-7.9 - A BY-LAW TO AMEND BY-LAW NO. A-7 "A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY" – THIRD AND FINAL READING – SHORT TITLE ONLY

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 390/14 **THAT** By-Law No. A-7.9 – A By-Law to Amend By-Law No. A-7 – “A By-Law to Impose a Special Business Improvement Levy” - be given Third and Final Reading – Short Title Only. **CARRIED**

16. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor Harding

Seconded by Councillor Booth

- 391/14 **THAT** the Royal Canadian Mounted Police (RCMP) November 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed. **CARRIED**

APPOINTMENT - CHIEF ADMINISTRATIVE OFFICER

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

- 392/14 **WHEREAS** the Council of the Town of St. Stephen and Derek O'Brien have negotiated terms of an Employment Agreement in the form presented to Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen appoints Derek O'Brien as the Chief Administrative Officer for the Town of St. Stephen commencing January 5, 2015, and authorizes the Mayor and Town Clerk to execute the Employment Agreement between The Town of St. Stephen and Derek O'Brien in the form presented to Council. **CARRIED**

WATERFRONT SCULPTURE – UNBUDGETED EXPENDITURES

Moved by Councillor Booth

Seconded by Councillor Harding

- 393/14 **WHEREAS** the Council of the Town of St. Stephen previously agreed by resolution at its meeting on June 24, 2013 to participate in the creation of an International Sculpture Trail between New Brunswick and Maine;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes unbudgeted expenditures in the amount of \$3,897.91 (three thousand, eight hundred and ninety-seven dollars and ninety-one cents), including HST, related to the delivery and set up of the sculpture from the Saint John waterfront to the St. Stephen waterfront, and payable as follows:

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Milltown Trucking Company Limited	\$ 678.00
Southwest Concrete & Const. Ltd.	\$2,671.89
Source One Supplies	\$ 36.27
Kent Building Supplies	\$ 377.35
Keith's Building Supplies Limited	\$ 134.40

CARRIED

Deputy Mayor MacEachern voting in favour of the motion.
Councillor Harding voting in favour of the motion.
Councillor Booth voting in favour of the motion.
Councillor MacDonald voting in favour of the motion.
Councillor Maxwell voting in favour of the motion.
Councillor Pond voting against the motion.

GARCELON CIVIC CENTER CONFERENCE/MEETING ROOM RENTAL FEES & GUIDELINES POLICY – AMENDED

Moved by Councillor MacDonald

Seconded by Councillor Maxwell

394/14 THAT the Council of the Town of St. Stephen approves the amended Garcelon Civic Center Conference/Meeting Room Rental Fees & Guidelines Policy No. 62 – A attached. **CARRIED**

GARCELON CIVIC CENTER AQUATIC CENTER OPERATIONS & RENTAL RATES POLICY – AMENDED

Moved by Councillor Booth

Seconded by Councillor Harding

395/14 THAT the Council of the Town of St. Stephen approves the amended Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy No. 64 – A attached. **CARRIED**

BUILDING PERMIT FEE WAIVER – SPUR LINE PROPERTIES INC.

Moved by Deputy Mayor MacEachern

Seconded by Councillor Maxwell

396/14 THAT the Council of the Town of St. Stephen approves the request from Spur Line Properties Inc. to have waived its building permit fee for the future construction of the Best Western Premiere hotel ("the hotel"), also known as Property Identifier Number (PID #) 15194848, contingent upon the town receiving written agreement of the following:

- 1) additional paved parking area for the Garcelon Civic Center is provided for an unlimited time free of charge;
- 2) a man lift (JLG) will be provided to the Garcelon Civic Center for its use at any time free of charge; and,
- 3) the commitment from the town to lease office space in the hotel as outlined in a Letter of Commitment approved at a Special Council meeting on August 14, 2013 be waived. **CARRIED**

397/14 TRANSFER FROM THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Booth

THAT the amount of \$2,042.00 (two thousand and forty-two dollars) be transferred from the General Capital Reserve Fund to the General Capital Fund for the purchase of a portable bar and linen tablecloths for the Garcelon Civic Center.

CARRIED

TRANSFER TO THE GENERAL CAPITAL RESERVE FUND

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

398/14 THAT the amount of \$120,356.35 (one hundred and twenty thousand, three hundred and fifty-six dollars and thirty-five cents) be transferred from the General Operating Fund to the General Capital Reserve Fund. **CARRIED**

TRANSFER TO THE WATER AND SEWERAGE CAPITAL RESERVE FUND

Moved by Councillor Harding

Seconded by Councillor Maxwell

399/14 THAT the amount of \$59,110.00 (fifty-nine thousand, one hundred and ten dollars) be transferred from the Water and Sewerage Operating Fund to the Water and Sewerage Capital Reserve Fund. **CARRIED**

RESTRICTED BANK ACCOUNT TRANSFER-VESTING FUTURE EMPLOYEE BENEFITS

Moved by Councillor Booth

Seconded by Deputy Mayor MacEachern

400/14 THAT the amount of \$50,972.00 (fifty thousand, nine hundred and seventy-two dollars) be transferred from the General Operating Fund bank account to the restricted bank account for future employee benefits.

AND FURTHER THAT \$8,944.61 (eight thousand, nine hundred and forty-four dollars and sixty-one cents) be transferred from the Water and Sewerage Operating Fund bank account to the restricted bank account for future employee benefits.

CARRIED

AUDITORS' SERVICES

Moved by Councillor Booth

Seconded by Councillor Harding

401/14 THAT the Council of the Town of St. Stephen approves a three (3) year extension for the accounting firm of Teed Saunders Doyle & Co. of Saint John, NB, to act as the Town's auditors for the fiscal years 2014, 2015 and 2016 for a fee of \$15,000.00 (fifteen thousand dollars), plus HST per year, with potential inflationary (Consumer Price Index) adjustments in each of the three (3) years. **CARRIED**

GARCELON CIVIC CENTER - PROJECT ACCOUNTANT AND FINANCIAL ADVISOR

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 402/14 THAT the Council of the Town of St. Stephen approves Frank G. Godsoe Chartered Accountant to act as the Town's Project Accountant and Financial Advisor for The Town of St. Stephen's Garcelon Civic Center from January 1, 2015 to December 31, 2015. **CARRIED**

PUBLIC WORKS DEPARTMENT – OPERATOR - JOB RECOMMENDATION

Moved by Councillor Maxwell

Seconded by Deputy Mayor MacEachern

- 403/14 THAT Brian Leavitt be appointed to the position of Operator for the Public Works Department effective December 23, 2014, with applicable wages and benefits as outlined in the Canadian Union of Public Employees (CUPE) Local Union No. 770 Collective Agreement. **CARRIED**

PAYROLL AUTHORIZATION

Moved by Councillor Harding

Seconded by Councillor Booth

- 404/14 THAT the Council of the Town of St. Stephen authorizes a payroll payment to Employee # E54 in the amount of \$2,748.11 (two thousand, seven hundred and forty-eight dollars and eleven cents) for additional administrative and relief work. **CARRIED**

BUILDING INSPECTION SERVICES – CONTRACT RENEWAL

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 405/14 THAT the Council of the Town of St. Stephen authorizes the renewal of the contract for building inspection services with Fundy Building Inspection & Drafting Services Ltd. (Fundy) for one (1) year effective January 1, 2015 to December 31, 2015 on the terms and conditions contained in the contract in the form presented to Council at its closed session on December 10, 2014 as per Section 10.2(4)(j) of the New Brunswick *Municipalities Act*, to be signed and sealed by Manzer H. Young, President of Fundy, and the Council authorizes the Mayor and Town Clerk to execute the contract and affix the Town Seal. **MOTION DEFEATED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

Councillor MacDonald voting against the motion.

Councillor Pond voting against the motion.

Mayor Quartermain voting against the motion to break the tie, agreeing that the public tender process should be followed.

TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

Moved by Councillor Pond

Seconded by Councillor Harding

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen (the "Town") and Kingsley Bailey of Saint John, NB for a three (3) year term commencing March 17, 2015 and expiring March 16, 2018, renewable upon agreement between the Town Council and Kingsley Bailey, for the position of manager and supervisor of the physical operations of the Garcelon Civic Center (the "Civic Center"), and also to be responsible for Property Management and the Municipal Planning Officer and other non-union duties assigned to him by the Civic Center manager and/or Chief Administrative Officer for the Town in the form of agreement presented to Council.

AMENDED

TERM AGREEMENT – THE TOWN AND KINGSLEY BAILEY

Moved by Councillor Harding

Seconded by Councillor Maxwell

406/14

THAT the above-noted motion be amended by changing the three (3) year term commencing March 17, 2015 and expiring March 16, 2018, as outlined in the form of agreement presented to Council, to a one (1) year term commencing March 17, 2015 and expiring March 16, 2016,

which shall now read:

THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute a Term Agreement between The Town of St. Stephen (the "Town") and Kingsley Bailey of Saint John, NB for a one (1) year term commencing March 17, 2015 and expiring March 16, 2016, renewable upon agreement between the Town Council and Kingsley Bailey, for the position of manager and supervisor of the physical operations of the Garcelon Civic Center (the "Civic Center"), and also to be responsible for Property Management and the Municipal Planning Officer and other non-union duties assigned to him by the Civic Center manager and/or Chief Administrative Officer for the Town in the form of agreement presented to Council, subject to the amendment that the term be for one (1) year. **CARRIED**

Councillor Harding voting in favour of the motion.

Councillor Booth voting in favour of the motion.

Councillor Maxwell voting in favour of the motion.

Deputy Mayor MacEachern voting against the motion.

Councillor MacDonald voting against the motion.

Councillor Pond voting against the motion.

Mayor Quartermain voting in favour of the motion to break the tie, disagreeing that the public tender process should be followed.

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**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANT -
JOB RECOMMENDATION**

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 407/14** THAT Megan Thompson be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective December 23, 2014 and as outlined in the letter of offer in the form presented to Council

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Megan Thompson. **CARRIED**

**GARCELON CIVIC CENTER – STUDENT CUSTOMER SERVICE ATTENDANT -
JOB RECOMMENDATION**

Moved by Councillor Booth
Seconded by Councillor Harding

- 408/14** THAT Lucinda Kollenhoven be offered the position of Student Customer Service Attendant for The Town of St. Stephen's Garcelon Civic Center effective December 23, 2014 and as outlined in the letter of offer in the form presented to Council

AND FURTHER THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the letter of offer between The Town of St. Stephen and Lucinda Kollenhoven. **CARRIED**

17. REPORTS OF MAYOR AND COUNCILLORS

Deputy Mayor MacEachern

- Attended a Union of Municipalities of New Brunswick (UMNB) quarterly meeting in Fredericton.
- Attended all Town meetings.

Councillor Harding

- Attended all Town meetings.
- Organized, attended and enjoyed the staff Christmas luncheon at the St. Croix Christian Centre.
- Enjoy meeting with Acting Sergeant Scott MacKenzie and the Mayor every Monday morning.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Booth

- Attended all Town meetings.
- Made 1,000 Christmas wreaths.
- Wished everyone a Merry Christmas and Happy New Year.

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Councillor MacDonald

- Attended candidates' night at the St. Stephen Legion hosted by the Chamber of Commerce prior to the December 8th By-Elections.
- Attended and enjoyed the staff Christmas luncheon.
- Attended a Community Health and Wellness Advisory Committee meeting.
- Attended all Town meetings.
- Had various meetings with the Garcelon Civic Center Manager.
- Attended Aces and SSSH hockey games.
- Wished everyone a Merry Christmas and Happy New Year.

Councillor Maxwell

- Attended all Town meetings.
- Attended a Chocolate Fest meeting.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended the St. Croix Vocational Centre's Christmas party.
- Attended the get-together for Alison Estey and her baby.
- Welcomed newly elected Councillor Abby Pond.
- Participated in fundraisers which raised monies for The Chocolate Museum, Volunteer Centre of Charlotte County (food bank), Luxor Shriners of NB, and Order of The Eastern Star.
- Wished everyone a Merry Christmas, Happy New Year and Healthy 2015.

Councillor Pond

- Attended a Charlotte Coastal Region Tourism Association meeting at the Garcelon Civic Center with a group chaired by Mayor Stan Choptiany of St. Andrews, and it may assist with marketing the Civic Center.
- Very busy with personal life and work.
- Plans to listen to the citizens.
- Wished everyone a great Holiday Season.

Mayor Quartermain

- Welcomed newly elected Councillor Abby Pond.
- Invited Councillor Pond to the Charlotte Coastal Region Tourism Association meeting prior to her Oath of Office since she is Chair of the Planning, Promotion and Tourism Committee.
- Thanked the many dedicated volunteers who make the Town very successful.
- Wished everyone a very Merry Christmas and Happy New Year.

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18. QUESTION PERIOD

Questions from the public, as well as from Vern Faulkner, editor, *Saint Croix Courier* (Kathy Bockus, reporter, *Saint Croix Courier*, and Derwin Gowan, reporter, *Telegraph-Journal* were also in attendance), were addressed. In particular, the questions referred to the following resolutions:

- Building Permit Fee Waiver – Spur Line Properties Inc.
- Garcelon Civic Center – Student Customer Service Attendant – Job Recommendation (2 positions)
- Auditors' Services
- Term Agreement – The Town and Kingsley Bailey

Mike Smith, owner of Seldon Smith & Sons Ltd., the plumbing sub-contractor at the Garcelon Civic Center, expressed his pleasure with the majority of Council voting in favour of hiring Kingsley Bailey for another year. In summary, Mr. Smith stated that it will be some time before the construction of the Garcelon Civic Center is completed, and since it is time sensitive for the completion, that it is best to maintain the services of Mr. Bailey who has been on the site for the past couple of years.

John Ames, former Deputy Mayor, and the local Member of the Legislative Assembly for Charlotte-Campobello, stated, after comments that the term agreement for Kingsley Bailey should have been tendered, that as a former member on the Town Council, usually was in favour of tendering services, however, in this particular case, supported the majority of Council's decision and further commented that he never received any complaints against Mr. Bailey.

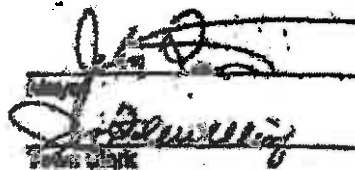
Mr. Ames congratulated Councillor Pond and wished her well as Chair of his former Planning, Promotion and Tourism Committee.

19. ADJOURNMENT

ADJOURNMENT

Moved by Councillor Harding
Seconded by Councillor Booth

409/14 THAT the meeting adjourn at 8:30 p.m. CARRIED



Handwritten signatures and stamps at the bottom of the page, including a signature that appears to be "J. Smith" and another that appears to be "D. Gowan". There are also some illegible stamps or markings below the signatures.



TOWN OF ST. STEPHEN

POLICY

Title: Garcelon Civic Center Conference/

Policy No. 62 - A

Meeting Room Rental Fees & Guidelines

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Original Effective Date: April 28, 2014

Amendment Effective Date: December 22, 2014

(Original Approved by Council: April 28, 2014)

(Amendment Approved by Council: December 22, 2014)

1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the conference/meeting rooms of the Garcelon Civic Center shall operate.

2) Authority:

It shall be the policy of the Town of St. Stephen to confer upon the Garcelon Civic Center Manager the authority and responsibility for implementation of the fees and guidelines as contained herein.

3) Definitions/Terms:

- *Renter: refers to the organization or individual customer of the Town of St. Stephen Garcelon Civic Center.*
- *Manager: refers to the Garcelon Civic Center Manager.*
- *Town: refers to the Town of St. Stephen.*
- *Advising Commission: Garcelon Civic Center Advising Commission.*
- *Council: Town Council of St. Stephen.*
- *Civic Center: Garcelon Civic Center.*

4) Responsibilities:

It shall be the responsibility of the Town to manage, and allocate room rentals for the Garcelon Civic Center.

Council Shall:

- Approve fees and operations policies.

Garcelon Civic Center Advising Commission Shall:

- Advise and provide recommendations to the Manager on fees and operations policies;
- Participate in regular review of fees.

Garcelon Civic Center Manager Shall:

- Ensure compliance with the Conference/Meeting Room Rental Policy;
- Review and recommend to Council any changes or amendments to the Conference/Meeting Room Rental Policy;
- Review and recommend to Council and Advising Commission all fees;
- Analyze and evaluate all proposed fees.

Garcelon Civic Center Staff Shall:

- Ensure compliance with the policy;
- Participate in regular review of fees.

5) Hours of Operation:

a) Monday – Sunday 8:00am-1:00am

b) Holidays:

- The facility will remain open for All Statutory holidays, unless otherwise stated
- December 24: closing at 12:00pm for remainder of the day.
- December 25: closed all day.
- December 26: closed all day.
- January 1: closed all day.

c) Other times may be arranged upon mutual agreement of the Manager and the Renter.

6) Rates (taxes included):

a) Business/Private Rate Categories:

Room	Per Hr.	Per Half Day (4 hrs.)	Per Day (8 hrs.)	Full Day Rate
LK Toombs Chartered Accountants Conference Room 205 (includes access to balcony)	\$ 30	\$ 90	\$ 150	\$ 210
QM Construction Ltd. Conference Room 206	\$ 30	\$ 90	\$ 150	\$ 210
The Halstead Conference Room 207	\$ 30	\$ 90	\$ 150	\$ 210
Full Conference Room * (Rm 205,206, & 207)	\$ 80	\$ 240	\$ 360	\$ 450
Two Conference Rooms (combination of 205, 206, or 207)	\$ 55	\$ 180	\$ 240	\$ 300
Small Boardroom 026	\$ 20	\$ 60	\$ 120	\$ 180
Moosehead Boardroom 028	\$ 35	\$ 95	\$ 155	\$ 215
Rotary Club of St. Stephen-Milltown Reception Area 203	\$ 20	\$ 60	\$ 120	\$ 180
Daryl Spires & Chris (McSorley) Spires Pool Viewing Room 214	\$ 20	\$ 60	\$ 120	\$ 180

*All three conference rooms combined.

b) Non-Profit/Youth Rate Categories:

Room	Per Hr.	Per Half Day (4 hrs.)	Per Day (8 hrs.)	Full Day Rate
LK Toombs Chartered Accountants Conference Room 205	\$ 27	\$ 81	\$ 135	\$ 189
QM Construction Ltd. Conference Room 206	\$ 27	\$ 81	\$ 135	\$ 189
The Halstead Conference Room 207	\$ 27	\$ 81	\$ 135	\$ 189
Full Conference Room * (Rooms 205,206,and 207)	\$ 72	\$ 200	\$ 139.50	\$ 405
Two Conference Rooms (combination of rooms 205,206, and 207)	\$ 54	\$ 162	\$ 216	\$ 270
Small Boardroom 026	\$ 18	\$ 54	\$ 108	\$ 162
Moosehead Boardroom 028	\$ 31.50	\$85.50	\$ 139.50	\$ 193 50
Rotary Club of St. Stephen-Milltown Reception Area 203	\$ 18	\$ 54	\$ 108	\$ 162
Daryl Spires & Chris (McSorley) Spires Pool Viewing Room 214	\$18	\$ 54	\$108	\$ 162

*All three meeting rooms combined.

c) Special Rates:

Function	Rate
Weddings: 9am to 1am (Includes full conference room, balcony access, crush area, projector, drop down screens, microphones, table and chair set-up, and next morning clean-up by 9am).	\$600

d) Additional Fees:

- I. Rental Deposit: is required with weddings and large events in order to hold the date.
- II. Damage Deposit: is required in the form of cash or cheque made payable to the Town of St. Stephen.

e) Equipment Fees:

Equipment	Fee* (taxes included)
Podium	Complimentary
Stacking Chairs	Complimentary
Flip Charts	Complimentary
Flip chart paper pads	\$15/each
Projector & Drop down screen**	\$15
Portable Smart Board	\$15
Microphones**	\$15
Table Linens	\$6/each
Smart Board***	\$15
Tables	Complementary

*Prices are charged on a per day usage; **Available conference meeting room 207 and 205; *** Available in the Halstead Conference 028.

- f) Rates are subject to change without notice.
- g) When the facility is being booked for a major event, the Manager will have the ability to negotiate a specialized contract agreement. Approval shall be in writing and signed off by the Manager and the Chief Administrative Officer.

7) **Booking/Payment:**

- a) Bookings are on a first come, first serve basis, and are to be made through the Manager or designate.
- b) All individuals renting the facility must complete and sign rental agreement.
- c) A rental deposit equal to one hour rental rate is due at the time of the booking. Users must complete facility rental agreement and pay in full the established fees at least

three (3) weeks prior to the event or the booking shall be considered cancelled and the deposit forfeited.

- d) In the case of large functions (i.e. weddings and parties) a damage/rental deposit of \$250 is due at the time of the booking. The rental fee is to be paid and the rental agreement signed sixteen (16) weeks in advance of the booking, otherwise the booking is considered cancelled and the deposit forfeited.
- e) Deposit can be made in the form of cash or cheque and will be released after the event providing no damages or extra clean up services have been assessed, and all payments have been received. The deposit will be released within five (5) businesses days.
- f) Rental requests less than three (3) working days from the rental date are subject to staff availability.
- g) Payments will be accepted between the hours of 9am – 5pm Monday through Friday. A receipt shall be issued for all payments.
- h) Payments are to be payable to the "Town of St. Stephen".
- i) Cash, cheque, and debit payment accepted.

8) Cancellations:

- a) In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Manager or designate fourteen (14) business days before the rental date. Otherwise, the rental fee shall be forfeited, and only the deposit will be refunded; excluding large functions such as weddings/parties.
- b) In order to cancel a booking and obtain a refund of monies paid, notice in writing must be given to the Manager or designate six (6) weeks before the rental date. Otherwise the rental fee will be forfeited and only the deposit will be refunded.
- c) Bookings for less than five (5) hours may be subject to cancellation if the Garcelon Civic Center receives a full day booking.
- d) The Town reserves the right to cancel a booking at any time, with or without cause, and to change schedules to accommodate special events. Users will be advised of these events in advance.

9) Processing/Allocation of Rentals:

- a) Bookings are on a first come, first serve bases, and are made through the Manager or designate.

10) General Rules, Regulations, Terms, and Conditions:

- a) Catering:

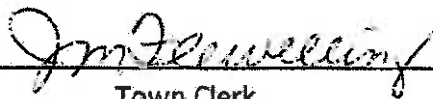
- i. The facility has exclusive onsite concession and catering services for patrons and renters.
- b) Cleaning:
- i. After the function, the client will be required to remove all decoration and personal items from the facility by the end of the rental period.
 - ii. Tables must be emptied of garbage, dishes etc.; linens from the facility may remain on the tables.
 - iii. All garbage must be placed in garbage bags; users are not responsible to remove the garbage from the building.
 - iv. Users are not responsible for taking down tables, stacking chairs, cleaning washrooms or sweeping/washing floors.
- c) Equipment:
- i. Use of furniture or equipment within the building must be approved prior to the event by the Manager.
 - ii. No equipment (tables, chairs etc.) is permitted outside the building.
 - iii. Specific requirements for audio visual equipment must be confirmed at the time of the booking. Equipment is available on a first come, first serve bases. Clients are welcome to bring their own equipment.
- d) Alcohol Use and Liquor License:
- i. The Town of St. Stephen owns the liquor license for the Garcelon Civic Center. No one is permitted to bring their own liquor; bought or homemade. Any users requiring liquor for any function must advise the Manager at the time of the booking.
 - ii. No alcoholic drinks are allowed outside the facility, including the parking lot area. The bar is cash only.
 - iii. No charge for bar service.
- e) Décor:
- i. When decorating, the following is NOT permitted:
 - Tape (scotch, packing, and duct) mac tack, poster putty, nails, push pins or tacks of any kind. The only acceptable tape is the green/blue painters tape.
 - No confetti or rice in or around the facility or parking lot. This includes held confetti/streamer poppers.
 - The use of open flame devices and candles are not permitted.

- Decorations and any equipment used during the event must be removed immediately.
 - No foreign substances are to be placed on the floor, i.e. powdered wax, sand, etc. or any other substance used for dancing. "Smoke" or "Fog" machines are not permitted.
- f) Smoking:
- i. No smoking is permitted inside the facility, in compliance with the New Brunswick Provincial "Smoke -Free Places Act". No smoking is permitted outside within 30 meters of the entrances or exits.
- g) Noise:
- i. Under the Town of St. Stephen's By-Law No. S-1 Respecting Disturbance by Noise, a person may seek to obtain a function permit and shall make application in writing to Council thirty (30) days in advance of the function.
- h) Loss of Rental Privileges:
- i. Repercussions for failing to adhere to the established policies includes:
 - Future scheduled time(s) will be revoked for use by the group(s) in question.
 - Cost of the repairs or damage done to the facility will be billed to the group or associations for payment.
 - Future rental agreements will be ceased until payment is received for additional costs.
- i) Other:
- i. Only Persons 19 years of age or older may rent the facilities and identification shall be required.
 - ii. The rental group is responsible for all equipment, including damaged, lost or stolen items, and agrees not to hold the Town of St. Stephen responsible for any injury or loss of personal belongings. The rental group agrees to indemnify and save harmless the Town of St. Stephen of and from any and all manner of claims, damages, loss, costs, and charges whatsoever occasioned to, or suffered by, or imposed upon the Town or its property, either directly or indirectly in respect of any matter or thing in consequences of or in connections with or arising out of the rental group's occupancy or use of the said premises hereby demised or out of any operation in connection therewith or arising or in respect of any accident, damage or injury to any person, or property, from on account of the same, The rental group's covenants for indemnity

herein contained shall extend to all damages and claims for damages by reason of improper or faulty erections, construction of structures hereafter erected or installed on or in the said premises or in connection therewith by the rental group, his or its servants or agents, and by reason of any insufficiency in said structure and whether or not same have been approved by the Town, its servants or agents.

- iii. The rental group will not allow anything to be done or permit anything to be carried on upon the said premises which is illegal and may cause any increased premium for fire insurance on the said premises or which may make void or voidable any policy of insurance, but in such event the rental groups shall thereupon pay the Town, on demand as additional rent, an amount equivalent to the difference between the current premium and the increased premium.
- iv. The rental group shall, during the term of their rental, ensure all fire exits of the said premises are kept open and clear from obstructions.
- v. It is the responsibility of the group to be aware of the equipment and supplies available at the facility as their location.
- vi. The personal information gathered relating to the rental is subject to the *New Brunswick Right to Information and Protection of Privacy Act*. Information collected will only be used for the purposes in which it is collected.
- vii. Any deviation to the rental fees and guidelines contained herein established shall be referred to the Town Council of St. Stephen.
- viii. Larger functions such as wedding and events may be required to provide proof of general liability coverage, subject to the discretion of the Manager.

Approved: _____



Town Clerk



TOWN OF ST. STEPHEN

POLICY

Title: Garcelon Civic Center Aquatic

Policy No. 64 - A

Center Operations & Rental Rates

Page 1 of 16

Original Effective Date: July 28, 2014

Amendment Effective Date: December 22, 2014

(Original Approved by Council: July 28, 2014)

(Amendment Approved by Council: December 22, 2014)

1) Purpose:

The purpose of this policy is to establish guidelines and a framework in which the Aquatic Center of the Garcelon Civic Center shall operate.

2) Authority:

It shall be the policy of the Town of St. Stephen to confer upon the Garcelon Civic Center Manager the authority and responsibility for implementation of the rates and guidelines as contained herein.

3) Definitions/Terms:

- *Renter: The organization or individual customer of the Town of St. Stephen's Garcelon Civic Center.*
- *Manager: The Garcelon Civic Center Manager.*
- *Town: The Town of St. Stephen.*
- *Advising Commission: Garcelon Civic Center Advising Commission.*
- *Council: Town Council of St. Stephen.*
- *Civic Center: Garcelon Civic Center.*
- *Aquatic Supervisor: Aquatic Center Supervisor.*
- *Student: ages 12 to 18 or student ID card.*
- *Adult: ages 19 to 59.*
- *Seniors: ages 60 plus.*

- *Family: Individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof.*
- *Youth: ages 2-11. Under 2 free with the exception of programs (lessons).*
- *Bather Load: The number of users in the water and on the pool deck at a given moment or during a specific period of time. The maximum load allowed is regulated in public pools and spas.*

4) Responsibilities:

It shall be the responsibility of the Town to manage, allocate, and distribute aquatic rental, memberships, and programs for the Civic Center.

Council Shall:

- Approve rates and operations policies.

Garcelon Civic Center Advising Commission Shall:

- Advise and provide recommendations to the Manager on rental rates and operations policies;
- Participate in regular review of rates.

Garcelon Civic Center Manager Shall:

- Ensure compliance with the Aquatic Operations and Rental Rates Policy;
- Review and recommend to Council any changes or amendments to the Aquatic Operations and Rental Rates Policy;
- Review and recommend to Council and Advising Commission all rates;
- Analyze and evaluate all proposed rates.

Garcelon Civic Center Staff Shall:

- Ensure compliance with the policy;
- Participate in regular review of rates.

5) Season Schedule:

- a) The Aquatic Center season schedule is a year round operation. The Aquatic Center will close for annual maintenance once annually at a time and duration to be determined by the Manager.
- b) The Aquatic Center and the outdoor W.T. Booth Community Outdoor Pool will work in cooperation during the summer months (June-August) to maximize use of both facilities through the programs and services offered.

6) Hours of Operation (Aquatic Center):

- a) Monday – Friday: 6:00am-9:00pm.
- b) Saturday: 8:00am-9:00pm.
- c) Sunday: 12noon-9:00pm.
- d) Holidays:
 - The facility will remain open for all Statutory holidays, unless otherwise stated:
 - December 24: closing at 12:00pm for remainder of the day.
 - December 25: closed all day.
 - December 26: closed all day.
 - January 1: closed all day.
- e) The Town reserves the right to adjust the hours of operation to meet seasonal and operational demands. Adjusted times shall be posted.

7) Aquatic Center Amenities:

a) Therapy Pool and Slide:

- The therapy pool is a shallow, roughly square-shaped pool with a maximum depth of one point zero six (1.06) meters. It is designed for gentle movement, stretching, creative play and preschool instruction. Entry is via a series of sloped graduated steps with secure handrails for ease of access. It is kept at a slightly warmer water temperature than the leisure pool, with multiple massage jets along a relaxation bench. The therapy pool is also equipped with an Avalanche deck-top twister slide.
- Bather Load (including/excluding slide use): 48 persons.

b) Leisure Pool (25 meter 6 lanes):

- The leisure pool is specifically designed for leisure activities, such as lane swimming, aquatic fitness, swim instruction and recreational swims. The leisure pool is twenty-five (25) meters long, by thirteen (13) meters wide. It may be divided using six (6) swim lanes length-wise or by a boundary rope width-wise, located at the drop-off point. Entry stairs in the shallow end and inset ladders in the deep-end allow for gradual entry. The shallow end is one point two (1.2) meters in depth sloping to a final depth of three (3.0) meters in the deep end.
- Bather Load: 143 persons.

c) Dry Sauna(s):

- A dry sauna is a room designed to provide a dry heat session which would promote a bather to perspire.
- Occupancy Load: 6 persons/sauna.

d) Full Aquatic Facility Occupancy Load:

- Bather Load: 191 persons. This includes persons on the pool deck.

8) **Rentals:**

- a) The pool rental rate(s) below are applicable for either the leisure pool or the therapy pool (includes use of the slide, if required).

b) Business/Private Rentals (taxes included):

Bather Numbers	Hourly Rental Rate One Pool Option (Leisure or Therapy)	Hourly Rental Rate Two Pool Option <small>Hourly Rental Rate Both Pools (Leisure or Therapy)</small>
1-25	\$95	\$155
26-50*	\$115	\$195
51-75	\$135	\$235
76-100	\$155	\$275
100 Plus**	\$175	\$315

(*Therapy pool capacity 48 bathers)

(**191 full Aquatic Facility Bather Load maximum)

c) Non-Profit/School Rentals (taxes included):

Bather Numbers	Hourly Rental Rate One Pool (Leisure or Therapy)	Hourly Rental Rate Two Pool Option (Leisure & Therapy)
1-25	\$65	\$115
26-50*	\$85	\$155
51-75	\$105	\$195
76-100	\$125	\$235
100 plus **	\$145	\$275

(*Therapy pool capacity 48 bathers)

(**191 full Aquatic Facility Bather Load maximum)

d) Swim Team/Competitive Clubs (taxes included):

Pool (Leisure only)	Rental Rate
Lane	\$7.50/lane
Pool Rental	\$45/hour

- Rental rates are subject to change without notice.
- Pool splitting will be considered by the Aquatic Supervisor and Manager on a case by case basis.
- When the facility is being booked for a major event, the Manager shall have the ability to negotiate a specialized contract agreement. Approval shall be in writing and signed off by the Manager and the Town's Chief Administrative Officer.

e) Bookings:

- i) All rentals are first-come, first-served and require approval by the Garcelon Civic Center Staff.
- ii) All renters must read and sign acknowledgement of facility rules. Non-compliance during the rental will result in cancellation of the rental without refund.
- iii) Rentals must be made three (3) weeks in advance. Rentals can potentially be made after that point up to three (3) days prior to the desired rental date, dependent on staff availability.
- iv) Bookings that are less than three (3) hours in duration are subject to cancellation in the event of an all-day rental (Swim Meet, etc.)

f) Booking Payments and Billings:

- i) Casual users or those not pre-approved for monthly billing will pay at the time of the rental.
- ii) An invoice will be mailed to regular users monthly, who are pre-approved by the Town for monthly billing. Late payment charges of twenty-five dollars (\$25.00) per month, compounded monthly, will apply to all invoices outstanding more than fifteen (15) days. Cheques which are returned by the bank will be subject to a twenty-five dollar (\$25.00) administrative fee.
- iii) Payments may be accepted Monday to Friday 9am-5pm. A receipt will be issued for all payments. Debit, cash, and cheques accepted. Cheques payable to the Town of St. Stephen.
- iv) Returned/Declined payments will result in an administrative charge and must be paid in full before access to the area will be granted. Returned payments are subject to twenty-five dollar (\$25.00) administrative fee. The Administrative Clerk, Programs and Marketing Coordinator can assist members with special arrangements.

g) Booking Cancellations:

- i) The facility will normally remain open during periods of inclement weather. It is the responsibility of the user(s) to decide whether or not to cancel pool time and to notify their members; however, users will still be charged for their allotted pool time, unless a decision to close the facility is made by the Manager.
- ii) The Town reserves the right to cancel the daily schedule or any reserved/booked times upon notification, or by reason beyond the control of the Town, (weather, power outages, pool fouling, major incident, mechanical failure, or any other unforeseen conditions). Any monies paid for cancelled pool times by the Town will be refunded or credited to the account or not be charged to the user.
- iii) Advance notice of at least seventy-two (72) hours is required for an increase in attendees into a higher capacity bracket and/or to add the use of the slide on the rental. This is to ensure adequate safety and supervision for all attendees.
- iv) If pool time needs to be cancelled by a user at any time, the user must notify the Manager, or designate at least seventy-two (72) hours prior to the time being cancelled. In the event cancellation notice is not received by the Manager or if the facility staff is unable to rent this time to another user for the established rate, the user cancelling the time will be responsible for payment of the original amount.

h) Insurance/Identification Requirements:

- i) It is recommended for users to have a Comprehensive General Liability Insurance, policy with a minimum limit of 1 million dollars (\$1,000,000) in effect for use of the pool portion of the facility. A copy of said insurance certificate may be required prior to the first booking, at the discretion of the Manager.

i) Equipment Use:

- i) Use of external equipment is subject to approval from the Aquatic Supervisor and/or Manager.

9) Programs and Lessons:

- a) The Aquatic Center provides Lifesaving Society swimming lessons, endorsed by the International Lifesaving Federation and the Commonwealth Royal Lifesaving Society. For children transferring from other swim programs such as the Red Cross Swim Kids or the YMCA Learn to Swim Program consult our equivalency chart found in Appendix A.

b) Group Lesson Rates (taxes included):

Swim for Life Program Level	Registration Fee	Age*
Parent & Tot 1	\$45	4-12 months
Parent & Tot 2	\$45	12-24 months
Parent & Tot 3	\$45	Age 2-3
Preschool 1	\$50	Age 3-5
Preschool 2	\$50	Age 3-5
Preschool 3	\$50	Age 3-5
Preschool 4	\$50	Age 3-5
Preschool 5	\$50	Age 3-5
Swimmer 1	\$55	Age 6-16
Swimmer 2	\$55	Age 6-16
Swimmer 3	\$60	Age 6-16
Swimmer 4	\$60	Age 6-16
Swimmer 5	\$60	Age 6-16
Swimmer 6	\$60	Age 6-16
Rookie Patrol	\$65	Age 6-16
Ranger Patrol	\$65	Age 6-16
Star Patrol	\$65	Age 6-16
Adult 1	\$60	Age 16+
Adult 2	\$60	Age 16+
Adult 3	\$60	Age 16+

* Minimum age requirements are set by the Lifesaving Society. Proof of age and prerequisite qualifications are required prior to registration and/or by the first day of the program/activity.

Family Rate: when registering two or more individuals from the same family in the same session the third registration is complementary.) A family is defined as individuals who are related by blood, marriage, common-law, adoption or legal guardianship and live under the same roof. Excludes advanced lifesaving training (Bronze Star, Bronze Medallion, Bronze Cross, and National Lifeguard Pool).

c) Advanced Lifesaving Training Courses & Rates (taxes included):

Program	Registration Fee	Age*	Prerequisite(s)
Bronze Star	\$100	10-12	Star Patrol
Bronze Medallion	\$150	13+ **	See Below
Bronze Cross	\$150	14+	Bronze Medallion and EFA***
National Lifeguard Pool (NLS)	\$250	16+	Bronze Cross and SFA***

*Minimum age requirements for advanced lifesaving training courses are set by the Lifesaving Society and must be met by the exam date at course's end. All lifesaving trainings require timed swims of 400-600m, dependent on level.

**Bronze Medallion may be taken prior to age thirteen (13) provided the candidate has successfully completed Bronze Star; once a candidate turns thirteen (13) Bronze Star is not required.

***Lifesaving Society Emergency First Aid (EFA) and Workplace Standard First Aid (SFA) will be offered by the facility as demand requires. First Aid pre-requisites from St. John Ambulance, Canadian Red Cross and Canadian Ski Patrol are also accepted.

d) Private Swim Lesson(s) Types and Rates (taxes included):

Session(s)	Rate
One 30 minute session	\$30
Ten 30 minute sessions	\$250

e) Public Swim Types:

Public Swim Type	Pubic Swim Type Description
Lap Swim*	Leisure pool lane swimming only. Lanes are divided by speed. Ages 12 & up are welcome. **
Family Swim*	All pools and slide; parents and/or guardians must be with their children in the water**

Public Swim Type	Public Swim Type Description
Public Swim*	All pools and slide; general recreational swim. **
Toonie Swim	All pools and slide; special event swim. May be used for mock rescue scenarios. **
Adaptive Swim*	All pools; casual swim open to persons with alternate needs and their attendants, parents and/or guardians. **

*included in Aquatic and Fitness membership.

** See applicable Admission Requirements.

- Individual Public Swim types and rates are offered only as part of the daily usage rate, as per Policy 63 Garcelon Civic Center Aquatic & Fitness Center Membership Rates and Guidelines.
- Manager to establish specials and promotional pricing.
- Town reserves the right to adjust prices without notice.

f) Specialty Programs or Promotions:

- i) The Manager, with the input of the Aquatic Supervisor, shall reserve the right to establish pricing and rates for specialty programs and promotions including but not limited to aqua size, aqua fit, Toonie swim, theme days, etc.

g) Program/Activity Registration:

- i) Registration for swimming lessons and other forms of aquatic instruction will occur on a quarterly basis. The Fall Session will begin in September, Winter Session in January, the Spring Session in April, and the Summer Session in June. Sessions will run for ten (10) weeks, unless otherwise stated. Any scheduled cancellations due to statutory holidays will be noted at the time of registration.
- ii) Registration will occur on a first-come, first-served basis. For children's lessons, registration in one (1) lesson or level at a time per child shall be permitted. Please wait until your child has completed his/her final lesson session prior to registering for the next. If swimmers wish for additional practice, they are encouraged to attend our Public and Family swims, or to participate in after-school or competitive swim programs.

- iii) Proof of age and prerequisite qualifications are required prior to registration and/or by the first day of the program/activity, with two exceptions. For advanced lifesaving training, candidates may begin a course prior to their fulfillment of the age and first aid prerequisite qualifications. All prerequisites must be completed by the time of the final exam.
 - iv) To register for lessons, please bring the participants most recent progress card. If you do not have a progress card, or have not taken lessons recently, please register for a free swim assessment with one of our instructors by calling 467-3030.
- h) Program/Activity Registration Payment Methods:
- i) Cash, Cheque, debit payments accepted.
 - ii) Postdated cheques are not accepted.
 - iii) Payment must be made in full at the time of registration.
 - iv) Receipt will be issued for payment.
 - v) Returned payments are subject to a twenty-five dollar (\$25.00) administrative fee.
 - vi) Cheques are payable to the Town of St. Stephen.
- i) Program/Activity Refund/Credit Requests:
- i) Refund and/or credit requests for an activity or program will only be considered for medical reasons and must be accompanied by a doctor's note as well as proof of purchase (original receipt). The refund will be pro-rated from the amount used.
 - ii) Those not eligible for a refund may transfer to another activity or program if space allows and if arrangements are made prior to the start of the new activity or program.
- j) Program/Activity Cancellations:
- i) All programs are subject to cancellation if minimum registration numbers are not met by the established registration deadline. For Parent & Tot, Preschool, Swimmer, Swim Patrol and Adult lessons classes will run with a minimum of three (3) registrants. For advanced lifesaving qualifications and Aqua fit a minimum of five (5) registrants will be required. If cancellation due to inadequate numbers occurs, registrants will be notified and issued a full refund or an option to transfer to another program/activity.

- ii) The Town reserves the right to cancel the daily schedule or any programming upon notification, or by reason beyond the control of the Town, (weather, power outages, pool fouling, major incident, mechanical failure, or any other unforeseen conditions). Every attempt will be made to make up classes where possible, but the town cannot guarantee to do so.

10) Aquatic and Fitness Memberships:

- a) As noted in Policy 63, Garcelon Civic Center Aquatic & Fitness Center Membership Rates and Guidelines.

11) Pool Admission Requirements:

- a) All children seven (7) years and under must be accompanied by a responsible adult, sixteen (16) and over, within arm's reach at all times in the pool area, at a ratio of two (2) children per adult. This policy also applies to any swimmer twelve (12) and under requiring a flotation device, at a ratio of six (6) children per adult. In all instances, adults must be in proper bathing attire and in the water.
- b) Children eight to twelve (8-12) capable of swimming independently and passing the facility swim test must have a parent or guardian within the facility in case of emergency.
- c) Any high-risk patron (prone to fainting, disorientation, seizures, or whose cognitive function impairs them from impulse or behavior control) or anyone requiring one-on-one assistance must be accompanied by a responsible adult at a ratio of one (1) attendant per high-risk patron.
- d) Participants with incontinence must wear appropriate swim attire such as Lil' Swimmers swim diapers, plastic swimsuit shields or other containment garments. This is for the health and safety of all participants.
- e) All participants are required to wear appropriate swim attire- no denim or other cotton fibers are permitted in the pool, at the discretion of the Aquatic Staff. Those who plan to use the slide must remove all jewelry, watches, or baggy garments.
- f) Any participant refusing to follow lifeguard directives and facility rules will be required to leave.

12) Personal Care Giver:

- a) Personal Care Givers accompanying individuals with physical and mental disabilities is permitted free admission to the aquatic and fitness center.

13) Pool Rules:

- a) All participants must shower with warm water and soap prior to entering the pool.
- b) Persons with communicable disease or illness, open wounds or sores are forbidden from entering the pool. This includes both eye infections and gastrointestinal illnesses.
- c) Food, drink, gum, and all glass containers are forbidden in the pool area.
- d) Service animals are permitted on the pool deck, but may not enter the water.
- e) Use of cell phones, cameras, and other recording devices are not permitted in the pool area. Exemption for special events requires permission from both the Aquatic Supervisor and the Manager, as well as the written consent of all participants.
- f) Strollers and outdoor footwear are not permitted on the pool deck and must be left in the locker rooms.
- g) Always walk around the pool area and while in locker rooms- floors are slippery when wet.
- h) All spitting, spouting of water and nose-blowing is strictly forbidden in the pool.
- i) The following behaviors are forbidden: boisterous play, dunking, unwanted pushing or pulling, sitting on shoulders, climbing on railings, hiding under foam toys, and diving in shallow areas. Aggressive language and behavior will result in expulsion from the pool area.
- j) Masks, snorkels and personal toys are forbidden. PFDs, flotation belts, and infant flotation devices are available free of charge.
- k) Those intending to use the slide shall remove all jewelry, watches, and baggy garments.
- l) Emergency stop buttons are located in the deep end beside the emergency exit door and in the lifeguard office. Emergency telephone is in the lifeguard office.

14) Slide rules:

- a) All slide users must be one point two (1.2) meters (48in) tall to use the slide. No users over three hundred (300) lbs.
- b) One at a time on the slide. No tandem riding or grouping allowed.
- c) Feet-first sliding on back only. No headfirst sliding, stopping midway, spinning, sliding on knees, running, standing, or diving.
- d) Keep arms and legs within the slide at all times.
- e) Food, drink, gum, and all glass containers are forbidden in the slide area.
- f) Always obey the slide operator.
- g) Leave slide basin promptly.
- h) Remove all jewelry, watches, or baggy garments.
- i) Use of the slide while you are pregnant or have a medical condition such as heart disease, back or joint injury, issues with balance and equilibrium, or any musculoskeletal injury is not recommended. Please consult a physician prior to using the slide if these apply to you.

15) Sauna Rules:

- a) All users must be fifteen (15) years of age or older to use the sauna. No exceptions.
- b) Use of the sauna by persons who suffer from diabetes, heart disease, high blood pressure, low blood pressure, seizures, fainting, disorientation, or who are pregnant is not recommended. Please consult a physician prior to using the sauna if these apply to you.
- c) Swimwear must be worn at all times.
- d) No foam toys or pool equipment is permitted in the sauna.
- e) Limit exposure to ten (10) minutes.
- f) If you experience dizziness, faint headedness, vertigo, or nausea, leave the sauna immediately and notify the lifeguards.
- g) Food, drink, gum, and all glass containers are forbidden in the sauna.
- h) This is a dry electric sauna. Please do not put water on the rocks.
- i) For sanitary reasons, please sit on a towel while using the sauna.

16) Access:

- a) Members must present their membership card in order to access the Aquatic & Fitness Center.
- b) All non-members must identify themselves at Customer Services to access the facility.

17) Lost and Found:

- a) Report all lost items to Customer Services in person. The Civic Center does not accept responsibility for lost or stolen items. We will keep all found items in storage for two (2) weeks. Unclaimed items shall be donated to a charity.

18) Locker Rooms:

- a) Lockers are for day use only. If left overnight, locks will be cut and contents will be removed and stored at lost and found.
- b) To ensure the safety of all our patrons, the family locker rooms are intended for families with children under twelve (12) years of age and children must be accompanied by an adult. They also serve as the alternate needs and handicap accessible locker rooms.
- c) Women may bring their preschool sons (four (4) years and under) into the female's locker room.
- d) Men may bring their preschool daughters (four (4) years and under) into the men's locker room.
- e) Parents who accompany their opposite gender children (five (5) years and older) must use the family locker room.

19) Etiquette:

- a) To create an enjoyable atmosphere in respecting the rights of all Civic Center members, volunteers, and staff. Unsafe, disrespectful, or inappropriate behavior could result in the removal of membership access.
 - i) Please be courteous and practice good hygiene in the showers and locker rooms.
 - ii) Please leave jackets and bags in lockers rather than bringing them onto the Pool deck.
 - iii) Parents are asked to enforce appropriate behavior to ensure their children's safety.
 - iv) For the safety and enjoyment of other members and guests, please refrain from using cell phones while on the pool deck or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

20) Safety & Security:

- a) Emergency procedures are in place at the Civic Center. Emergency exits and emergency exit routes are marked.
- b) In the event of an emergency, immediately contact a staff member. If the fire alarm sounds, stop all activity and wait for staff instruction. Please report any suspicious activity to the Civic Center staff immediately.

21) Photo Policy:

- a) Photography of any kind within the Aquatic & Fitness Center shall not be permitted without prior consent. Camera cell phone use is not permitted in the Aquatic & Fitness Center, including the locker rooms.

22) Cell Phone Use:

- a) Members are asked to refrain from cell phone use while on the pool deck or in the locker rooms. If you require your cell phone for emergency calls, please set it to vibrate and take the call in a private area.

23) Release and Indemnity Waiver:

- a) All members and/or program participants shall sign the waiver as part of the membership/registration process, or in the event of children ages 0-15, the parent or guardian on file shall sign.

24) Disciplinary Action:

- a) Patrons may be requested by staff to leave the property if they violate any facility rules and regulations as listed. R.C.M.P. will be notified to deal with uncooperative patrons when asked to leave or if criminal activities are involved or suspected.
- b) An incident report must be completed by the involved staff for any removal of patrons and submitted to the Manager. Incident reports are found in the reception and must be completed immediately following the incident.
- c) If warranted, the Manager may forbid any patron from future involvement at the Civic Center.
- d) The Manager will advise the patron in writing of this decision. If a complete ban is warranted, a petty trespass notice will be filed and served by the R.C.M.P.
- e) If a patron does not agree with the decision, they may request a meeting with the Manager to review the incident.
- f) If a patron does not agree with the decision by the Manager, they may request a meeting with the Town's Chief Administrative Officer. This request must be made in writing.
- g) In case of criminal actions, discipline will be handled by the courts.

Approved: 
Town Clerk

APPENDIX A

Swimming Lesson Equivalency Chart



GARCELON
 CIVIC CENTER

Lifesaving Society Swim for Life	Red Cross Swim Kids	YMCA Learn to Swim
Parent & Tot Programs		
Parent & Tot 1 (6-12 mo)	Starfish	Splashers
Parent & Tot 2 (12-24 mo)	Duck	Bubblers
Parent & Tot 3 (2-3 yrs)	Sea Turtle	Bobbers
Preschool 1 (3-5 yrs)	Sea Otter	Floater
Preschool 2 (3-5 yrs)	Salamander	Gliders
Preschool 3 (3-5 yrs)	Sunfish	Divers
Preschool 4 (3-5 yrs)	Crocodile	Divers
Preschool 5 (3-5 yrs)	Whale	Surfers/Dippers
Children's Programs (ages 6-18)		
Swimmer 1	Swim Kids 1	Otter/Seal
Swimmer 2	Swim Kids 2	Dolphin
Swimmer 3	Swim Kids 3	Swimmer
Swimmer 4	Swim Kids 4-5	Star 1
Swimmer 5	Swim Kids 6	Star 2
Swimmer 6	Swim Kids 7	Star 3
Rookie	Swim Kids 8	Star 4
Ranger	Swim Kids 9	Star 5
Star	Swim Kids 10	Star 6/7, Master Swimmer

When a child turns six (6) they transition from the Preschool to the Swim program. If you have any questions regarding this transition, please speak with your child's instructor or book a free assessment by calling 467-3030.

Everyone should learn how to swim. If you are outside of these age ranges and want to learn, please call us at 467-3030 for Adult and Private swim instruction options.