

TOWN OF ST. STEPHEN
REGULAR COUNCIL
73 MILLTOWN BLVD., SUITE 112
MONDAY, JULY 28, 2014 @ 7:00 P.M.

1. PRAYER
2. RECORDING OF ATTENDANCE

PRESENT: Mayor John Quartermain; Deputy Mayor John Ames; Councillors Allan MacEachern, Marg Harding, Mike Booth, Debbie MacDonald and Jim Maxwell; and Town Clerk Joan Flewelling.

3. APPROVAL OF AGENDA

AGENDA

Moved by Councillor Maxwell
Seconded Councillor Harding

179/14 **THAT** the Agenda be approved with three (3) additions: The Town of St. Stephen's Garcelon Civic Center – Change Request – Pool Float Install; Garcelon Civic Center Project – Direction to Pay SCP Distributors Canada Inc.; and The Town of St. Stephen's Garcelon Civic Center – Facility Scheduling and Management System be added as 14. (z), (aa) and (ab) respectively under **NEW BUSINESS. CARRIED**

4. CONFLICT OF INTEREST

There were no conflicts of interest declared.

5. READING OF PETITIONS/PRESENTATIONS/PROCLAMATIONS

- (a) Town Employee Retirement - Mayor Quartermain, along with Councillor Maxwell as Chair of the Public Works Committee, presented a plaque to Bill Pomeroy recognizing his 19 years of dedicated service with the Town.
- (b) Flooding – Bell Subdivision – Bill Conley, resident of Bell Subdivision, spoke to his letter of July 25, 2014 addressed to Mayor and Council, on behalf of four families, which includes himself, who have flooding issues.

As per the residents' request, the Mayor confirmed that they will be notified of the outcome of the Town's Gas Tax funding application, as well as will be notified of the date that Council will consider the capital projects.

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- (c) Old Town Hall Building – Margaret Williamson spoke to her letter dated June 20, 2014, and also confirmed with Council that several people in attendance were there in support of saving the Old Town Hall.

Mayor Quartermain stated that he was informed by John Williamson, MP for NB Southwest, that possible funding could be available and that a Committee of Council should be formed.

- 180/14** It was **MOVED** by Deputy Mayor Ames and **SECONDED** by Councillor MacEachern **THAT** the Council of the Town of St. Stephen approves the Old Town Hall Restoration Committee (the "Committee") as a Committee of Council to investigate funding for the potential restoration and repurposing of the building, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

AND FURTHER THAT the Committee assumes the responsibility to provide financial statements, at least annually, to the Treasurer. **CARRIED**

And,

- 181/14** It was **MOVED** by Councillor MacDonald and **SECONDED** by Councillor Harding **THAT** the Council of the Town of St. Stephen appoints Councillor Mike Booth to act as its member on the Old Town Hall Restoration Committee. **CARRIED**

6. NOTICES OF MOTIONS

No notices of motions.

7. APPROVAL OF COUNCIL MINUTES

REGULAR COUNCIL MEETING

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 182/14** **THAT** the Minutes of the Regular Council meeting held on June 23, 2014 be approved as circulated. **CARRIED**

8. ACCOUNTS

STATEMENTS OF REVENUE AND EXPENDITURE

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 183/14** **THAT** the Statements of Revenue and Expenditure for both the General Operating Fund and Water and Sewerage Operating Fund to June 30, 2014 be received. **CARRIED**

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PAID BILLS

Moved by Councillor Maxwell
Seconded by Deputy Mayor Ames

- 184/14** THAT the paid bills in the amount of \$786,280.24 (seven hundred and eighty-six thousand, two hundred and eighty dollars and twenty-four cents) be received.
CARRIED

9. COMMUNICATIONS

COMMUNICATION FOR INFORMATION FILE

Moved by Deputy Mayor Ames
Seconded by Councillor Booth

- 185/14** THAT Communication for Information, note and file, be adopted. **CARRIED**

COMMUNICATION FOR ACTION

No communication for action.

10. APPROVAL OF COMMITTEE MINUTES

COMMITTEES MEETING

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 186/14** 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 July 16, 2014 be approved as circulated. **CARRIED**

COMMITTEE OF COUNCIL MEETING

Moved by Councillor MacEachern
Seconded by Councillor Harding

- 187/14** THAT the Minutes of the Committee of Council meeting held on July 21, 2014 be approved as circulated. **CARRIED**

11. STAFF REPORTS

STAFF REPORTS

Moved by Councillor Maxwell
Seconded by Councillor Harding

- 188/14** THAT the following staff reports for the month of June 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

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12. UNFINISHED BUSINESS

No unfinished business.

13. CONSIDERATION OF BY-LAWS

No by-laws considered.

14. NEW BUSINESS

ROYAL CANADIAN MOUNTED POLICE – MONTHLY REPORT

Moved by Councillor MacEachern

Seconded by Councillor MacDonald

- 189/14 **THAT** the Royal Canadian Mounted Police (RCMP) June 2014 report for the St. Stephen Municipal Post, District # 1, be received for information and filed.
CARRIED

TOWN OF ST. STEPHEN - COMMERCIAL CREDIT APPLICATION

Moved by Councillor Booth

Seconded by Councillor Harding

- 190/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to sign a commercial credit application between the Town and United Rentals of Canada in order to process any future purchases of the Town from the said company. **CARRIED**

AFTER HOURS AND HOLIDAYS CALL MONITORING DISPATCH SERVICES – TOWN OF ST. ANDREWS

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 191/14 **THAT** the Council of the Town of St. Stephen approves the St. Stephen Fire Department to provide after hours and holidays call monitoring dispatch services to the Town of St. Andrews at mutually agreed upon terms, conditions and rate of \$1,087.46 (one thousand, eighty-seven dollars and forty-six cents), plus applicable taxes, per annum, and authorizes the Mayor and Clerk to sign the dispatch agreement. **CARRIED**

EXECUTION OF LEASE – CYNTHIA FOSTER

Moved by Councillor Harding

Seconded by Councillor Maxwell

- 192/14 **THAT** the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Cynthia Foster, for a period of five (5) years retroactive to March 1, 2014 and terminating March 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

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EXECUTION OF LEASE – WANDA SCOTT

Moved by Councillor Booth

Seconded by Councillor MacDonald

- 193/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Wanda Scott, doing business as "The Talk of the Town", for a period of one (1) year retroactive to March 1, 2014 and terminating March 1, 2015 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF LEASE – 658850 N.B. LTD.

Moved by Councillor Maxwell

Seconded by Councillor Harding

- 194/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and 658850 N.B. Ltd., doing business as "Miss D's Convenience Center (2012)", for a period of ten (10) years retroactive to March 1, 2014 and terminating March 1, 2024 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

EXECUTION OF LEASE – TAMMY COOKE

Moved by Councillor MacEachern

Seconded by Councillor Harding

- 195/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the lease, in the form presented to Council, between the Town and Tammy Cooke, doing business as "Moving Forward for Better Inc.", for a period of five (5) years retroactive to June 1, 2014 and terminating June 1, 2019 for the lease of property located at 78 Milltown Blvd., St. Stephen, NB. **CARRIED**

APPROVAL OF EVENT – A & W

Moved by Deputy Mayor Ames

Seconded by Councillor Maxwell

- 196/14 THAT the Council of the Town of St. Stephen grants permission to A & W to hold its "Cruisin' to End MS" event, which includes music, from 5:00 p.m. – 9:00 p.m. on Wednesday, July 30, 2014 and Wednesday, August 13, 2014, as well as from 11:00 a.m. – 8:00 p.m. on Thursday, August 21, 2014. **CARRIED**

COMMUNITY HEALTH AND WELLNESS ADVISORY COMMITTEE

Moved by Councillor Booth

Seconded by Councillor MacEachern

- 197/14 THAT the Council of the Town of St. Stephen unanimously supports the implementation of a collaborative health care model for the residents of Community 20 (St. Stephen, St. Andrews, and surrounding area).
AND FURTHER THAT the Council will work with the Community Health and Wellness Advisory Committee (the "Committee"), and will assist with the implementation of a collaborative health care model in Community 20.
AND ALSO FURTHER THAT the Council appoints Councillor Debbie MacDonald to act as its member on the Committee. **CARRIED**

GRANTS – BORDER AREA COMMUNITY ARENA INC.

Moved by Deputy Mayor Ames
Seconded by Councillor Maxwell

- 198/14** THAT the Council of the Town of St. Stephen approves ongoing operational grants to the Border Area Community Arena Inc. to be used for the payment of ongoing operational expenses.

AND FURTHER THAT the ongoing operational grants will be conditional on financial need and individual review and approval by the Mayor and Chief Administrative Officer. **CARRIED**

AMENDED

AWARDING OF TENDER: TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER FITNESS EQUIPMENT – TOSS14-01

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 199/14** THAT Resolution # 83/14 as stated in the Minutes of March 24, 2014 which reads

THAT of the two (2) proposals received, the proposal of \$90,211.75, (ninety thousand, two hundred and eleven dollars and seventy-five cents), including HST, and quarterly site visits of \$400.00 (four hundred dollars), plus HST, from Spartan Athletic Products Limited of Moncton, NB for fitness equipment and related services, for the Garcelon Civic Center, be accepted. **CARRIED**

shall be amended by deleting the words "including HST" after (ninety thousand, two hundred and eleven dollars and seventy-five cents), and substituting them with the words "plus HST", which shall now read:

THAT of the two (2) proposals received, the proposal of \$90,211.75, (ninety thousand, two hundred and eleven dollars and seventy-five cents), plus HST, and quarterly site visits of \$400.00 (four hundred dollars), plus HST, from Spartan Athletic Products Limited of Moncton, NB for fitness equipment and related services, for the Garcelon Civic Center, be accepted. **CARRIED**

AMENDMENT AGREEMENT – SPARTAN ATHLETIC PRODUCTS LIMITED

Moved by Councillor Harding
Seconded by Councillor Maxwell

- 200/14** WHEREAS the staff for the Town of St. Stephen and Spartan Athletic Products Limited have negotiated an amendment to the agreement by which Spartan Athletic Products Limited is to provide equipment to the Town evidenced by tender RFQ # TOSS 14-01 and Request for Quotation Form – Proposal Price and Signing dated February 10, 2014 (the "Agreement");

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NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment Agreement amending the Agreement with Spartan Athletic Products Limited which provides for partial payment of the amounts due thereunder upon delivery of the equipment and further provides for the remaining payment upon completion of the installation of such equipment, as more particularly set out therein, in the form of Amendment Agreement presented to Council. **CARRIED**

AMENDMENT AGREEMENT – OFFICE INTERIORS

Moved by Councillor Booth

Seconded by Councillor MacDonald

201/14 **WHEREAS** the staff for the Town of St. Stephen and Office Interiors have negotiated an amendment to the Agreement by which Office Interiors is to provide furniture and equipment to the Town evidenced by tender RFQ # TOSS 14-02 and Request for Quotation Form – Proposal Price and Signing dated February 10, 2014 (the “Agreement”);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment Agreement amending the Agreement with Office Interiors which provides for temporary partial delivery of equipment to 78 Milltown Boulevard, St. Stephen, N.B., partial payment of the amounts due under the Agreement and for the remaining payment upon completion of the delivery and installation of such furniture and equipment, as more particularly set out therein, in the form of Amendment Agreement presented to Council. **CARRIED**

AMENDMENT AGREEMENT – BELL ALIANT

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

202/14 **WHEREAS** the staff for the Town of St. Stephen and Bell Aliant have negotiated an amendment to the Agreement by which Bell Aliant is to provide equipment and services to the Town as evidenced by the Equipment Purchase Services Schedule and/or Master Services Agreement as approved by Council at their meeting on January 20, 2014, amended on January 27, 2014 and signed by the Mayor and Town Clerk as to the Equipment Purchase Services Schedule and Master Services Agreement on January 28, 2014 (the “Agreement”);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute an Amendment Agreement amending the Agreement with Bell Aliant which provides for temporary partial delivery of equipment to 22 Budd Avenue, St. Stephen, N.B., partial payment of the amounts due under the Agreement and for the remaining payment upon completion of the delivery and installation of such equipment and services, as more particularly set out therein, in the form of Amendment Agreement presented to Council. **CARRIED**

GARCELON CIVIC CENTER AQUATIC CENTER OPERATIONS & RENTAL RATES POLICY

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 203/14 THAT the Council of the Town of St. Stephen approves the Garcelon Civic Center Aquatic Center Operations & Rental Rates Policy No. 64 attached. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – HIGH FIVE REGISTRATION

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 204/14 THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the required agreement/forms, in the form presented to Council, to complete the HIGH FIVE registered organization process, Canada's only comprehensive quality standard developed for organizations that provide sport and recreation programs to children ages 6 – 12. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – ENABLING ACCESSIBILITY FUND APPLICATION

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 205/14 THAT the Council of the Town of St. Stephen accepts the recommendation of the Garcelon Civic Center Manager to apply to the "Enabling Accessibility Fund" through Employment and Social Development Canada, and if successful, such funding would greatly increase the Garcelon Civic Center's accessibility, thus improving the experience of those in wheelchairs and/or with limited mobility.

AND FURTHER THAT the Council authorizes the Mayor and Town Clerk to sign such application, in the form presented to Council, upon completion by the Garcelon Civic Center Manager. **CARRIED**

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER – OPENING EVENTS PLANNING COMMITTEE

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 206/14 THAT the Council of the Town of St. Stephen approves the Opening Events Planning Committee (the "Committee") of the Garcelon Civic Center as a Committee of Council until such time as the Garcelon Civic Center is completed and officially opened, and as such, is to be covered under the Town's insurance for Comprehensive General Liability and for Public Officers Liability, and at least one (1) member of Council shall be appointed to the Committee.

AND FURTHER THAT the Garcelon Civic Center Manager will provide regular updates to Council, and the Committee's budget will be reviewed by the Town Treasurer. **CARRIED**

COUNCIL APPOINTEES – THE TOWN OF ST. STEPHEN’S GARCELON CIVIC CENTER – OPENING EVENTS PLANNING COMMITTEE

Moved by Councillor Maxwell
Seconded by Councillor Booth

- 207/14 **THAT** the Council of the Town of St. Stephen appoints Councillor Allan MacEachern and Councillor Debbie MacDonald to act as its members on the Garcelon Civic Center Opening Events Planning Committee. **CARRIED**

MOVIE LICENSE – MILLTOWN FAMILY NIGHTS

Moved by Councillor Booth
Seconded by Councillor MacEachern

- 208/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$920.00 (nine hundred and twenty dollars) for the purchase of a license and related charges to play new release movies not yet out on DVD for the Milltown Family Nights at the Milltown Elementary School. **CARRIED**

FAST PROGRAM – MILLTOWN ELEMENTARY SCHOOL

Moved by Deputy Mayor Ames
Seconded by Councillor MacEachern

- 209/14 **THAT** the Council of the Town of St. Stephen authorizes an unbudgeted expenditure of \$500.00 (five hundred dollars) to the FAST (Families & Schools Together) program at the Milltown Elementary School to assist with the following four (4) goals: (i) enhance family functioning; (ii) ensure scholastic success; (iii) prevent substance abuse and delinquency; and (iv) engage parents in the education process. **CARRIED**

MEMORANDUM OF UNDERSTANDING – COLLECTIVE AGREEMENT WITH CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL UNION NO. 770

Moved by Councillor Booth
Seconded by Councillor Harding

- 210/14 **WHEREAS** the Council of the Town of St. Stephen authorized the Mayor and Town Clerk to enter into a five (5) year Collective Agreement with CUPE Local Union No. 770 retroactive to January 1, 2013 and expiring on December 31, 2017 at its Regular Session on March 24, 2014;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of St. Stephen authorizes the Mayor and Town Clerk to execute the Memorandum of Understanding (MOU), in the form presented to Council, with CUPE Local Union No. 770 and which MOU forms part of the Collective Agreement effective July 28, 2014 and expiring on December 31, 2017. **CARRIED**

AMENDED

ST. STEPHEN DEVELOPMENT BOARD – MARKETING STRATEGY

Moved by Councillor MacDonald

Seconded by Councillor Harding

211/14 THAT Resolution # 114/14 as stated in the Minutes of April 28, 2014 which reads

THAT the Council of the Town of St. Stephen (the Council) accepts, in principal, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board (the Board) in 2013.

AND FURTHER THAT the Council approves an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy, and the final three (3) quarterly payments being contingent on review and approval by the Council at the end of the first quarter.

AND ALSO FURTHER THAT the Council approves an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final three (3) estimated quarterly payments being contingent on review and approval by the Council at the end of the first quarter. **CARRIED**

shall be amended by deleting the words “the first quarter” at the end of the second and third paragraphs, and substituting them with the words “each previous quarter”, which shall now read:

THAT the Council of the Town of St. Stephen (the Council) accepts, in principal, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board Inc. (the Board) in 2013.

AND FURTHER THAT the Council approves an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy,

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and the final three (3) quarterly payments being contingent on review and approval by the Council at the end of each previous quarter.

AND ALSO FURTHER THAT the Council approves an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final three (3) estimated quarterly payments being contingent on review and approval by the Council at the end of each previous quarter. **CARRIED**

ST. STEPHEN DEVELOPMENT BOARD INC. – MARKETING STRATEGY

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

212/14 **WHEREAS** the Council of the Town of St. Stephen accepted, in principal, at its Regular Session on April 28, 2014, the St. Stephen Marketing Strategy (the Strategy) prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board Inc. (the Board) in 2013;

AND WHEREAS the Council also approved, at its Regular Session on April 28, 2014 and amendment on July 28, 2014, an unbudgeted quarterly expenditure in the estimated amount of \$9,500.00 (nine thousand, five hundred dollars), plus applicable taxes, to the Board for a one (1) year period commencing May 1, 2014 in order for the Board to implement the Internal Marketing segment of the Strategy, as well as an additional unbudgeted quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, in payment of the circulation through Canada Post of its newsletters;

NOW THEREFORE BE IT RESOLVED THAT the Council approves an unbudgeted second quarter expenditure in the estimated amount of \$7,500.00 (seven thousand, five hundred dollars), plus applicable taxes, to the Board commencing August 1, 2014 in order for the Board to continue its implementation of the Internal Marketing segment of the Strategy, and the final two (2) quarterly payments being contingent on review and approval by the Council at the end of each previous quarter.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Council approves an additional unbudgeted second quarterly expenditure in the estimated amount of \$800.00 (eight hundred dollars), plus applicable taxes, to the Board commencing August 1, 2014 in payment of the circulation through Canada Post of its newsletters, and the final two (2) estimated quarterly payments being contingent on review and approval by the Council at the end of each previous quarter. **CARRIED**

ST. STEPHEN DEVELOPMENT BOARD INC. – MARKETING BRAND AND LOGO

Moved by Councillor MacEachern
Seconded by Deputy Mayor Ames

- 213/14 **WHEREAS** the Council of the Town of St. Stephen accepted, in principal, at its Regular Session on April 28, 2014, the St. Stephen Marketing Strategy prepared by Volution Marketing of St. Stephen, NB, and commissioned by the St. Stephen Development Board Inc. (the Board) in 2013;

NOW THEREFORE BE IT RESOLVED THAT the Council accepts the new logo and brand for marketing the community, as presented at its closed session on July 21, 2014 as per Section 10.2(4)(c) of the NB *Municipalities Act*, by the Board.

CARRIED

THE TOWN OF ST. STEPHEN'S GARCELON CIVIC CENTER - CHANGE REQUEST - POOL FLOAT INSTALL

Moved by Councillor MacDonald
Seconded by Councillor Booth

- 214/14 **THAT** the Council of the Town of St. Stephen approves completion of a change order for a credit of \$1,408.00, (One thousand four hundred and eight dollars and zero cents), plus HST, as outlined by change credit notice # 14-TOSS-2014, dated July 14, 2014 and issued by Kingsley Bailey, Town of St. Stephen's Garcelon Civic Center Project Manager, as a credit to the design build stipulated price contract dated May 3, 2012 with DORA Construction Limited, and representing work not completed as per owners statement of requirements dated March 30, 2012 which are referred to in Article A-1 of the Agreement – THE WORK and Article A-3 CONTRACT DOCUMENTS. **CARRIED**

GARCELON CIVIC CENTER PROJECT – DIRECTION TO PAY SCP DISTRIBUTORS CANADA INC.

Moved by Councillor Harding
Seconded by Councillor MacDonald

- 215/14 **WHEREAS** the Project Manager has obtained items from SCP Canada Distributors Inc. that are required for the installation and operation of the pool at the Garcelon Civic Center, and which were originally included in the items as stipulated in the design build stipulated price contract dated May 3, 2012 and/or related documents with DORA Construction Limited.

THAT the Council of the Town of St. Stephen authorizes and directs Frank Godsoe, Garcelon Civic Center Project Accountant, to pay SCP Canada Distributors Inc. for invoices totaling \$4,457.94 (four thousand, four hundred and fifty-seven dollars and ninety-four cents), including HST, for items as recommended by the Project Manager and as presented to Council at its Closed Session on July 28, 2014, as per Section 10.2(4)(c) of the New Brunswick *Municipalities Act*.

AND FURTHER THAT the invoices being paid are to be deducted from any outstanding amounts due for construction costs from the General Contractor, DORA Construction Limited. **CARRIED**

THE TOWN OF ST.STEPHEN'S GARCELON CIVIC CENTER – FACILITY SCHEDULING AND MANAGEMENT SYSTEM

Moved by Deputy Mayor Ames

Seconded by Councillor MacEachern

216/14

THAT the Council of the Town of St. Stephen accepts the recommendation of the Garcelon Civic Center Manager and the Finance Department and approves MaxGalaxy by Maximum Solutions Inc. for the Garcelon Civic Center's facility scheduling and management system.

AND FURTHER THAT the Council authorizes the Mayor and Town Clerk to execute the proposal and agreement with Maximum Solutions Inc. in the form presented to Council. **CARRIED**

15. **REPORTS OF MAYOR AND COUNCILLORS**

Deputy Mayor Ames

- Announced the birth of his son.
- Attended all Town meetings except the July 16th Committees meeting.
- Attended a Chocolate Museum Operating Committee meeting.
- Attended Laura Giddens' 100th birthday party at Lincourt Manor.
- Thanked the people in attendance for their support on the Old Town Hall building.

Councillor MacEachern

- Attended all Town meetings.
- Attended two Farmers Markets.
- Thanked the people in attendance for their support on the Old Town Hall building and suggested that they exchange their contact information.

Councillor Harding

- Attended all Town meetings.
- Attended the annual BIA breakfast.
- Met with Sergeant MacKnight and Corporal Henderson who recently transferred to town, and stated that she is very pleased that he will head the Crime Reduction Team.

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Councillor Booth

- Attended all Town meetings.
- Attended a Development St. Stephen board meeting.
- Attended a Charlotte County Museum board meeting.

Councillor MacDonald

- Attended all Town meetings.
- Attended Civic Center meetings.
- Attended the Farmers Market and stated that it is nice to see it back on the waterfront.

Councillor Maxwell

- Attended all Town meetings.
- Attended an NB Sports Hall of Fame Banquet and Induction Ceremony Committee final meeting.
- Attended a Chocolate Museum Operating Committee meeting.

16. QUESTION PERIOD

Vern Faulkner, editor of the *Saint Croix Courier*, requested clarification on information in various resolutions, and in particular: the charge of \$400.00 for quarterly site visits to the Garcelon Civic Center from Spartan Athletic Products Limited, as well as the amendment from "including HST" to "plus HST" in the fitness equipment tender; the Garcelon Civic Center Opening Events Planning Committee; as well as the St. Stephen Development Board Inc. logo.

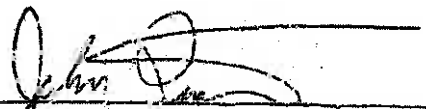
A citizen asked for clarification on the Old Town Hall Restoration Committee. Another citizen asked how to participate on the meeting agendas or ask questions of the Council, and a concerned citizen spoke of her flooding issue.

17. ADJOURNMENT


ADJOURNMENT

Moved by Councillor Harding
Seconded by Deputy Mayor Ames

217/14 THAT the meeting adjourn at 8.05 p.m. CARRIED



Mayor



Town Clerk



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POLICY

Title: Garcelon Civic Center Aquatic Policy No. 64
Center Operations & Rental Rates Page 1 of 15
Effective Date: July 28, 2014
Approved by Council: July 28, 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
Swim Kids 7	\$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: \$120 includes three (3) or more individuals from the same family, and registered in the same session. 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.

2) 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.

3) 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.

4) 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.

5) 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.

6) 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.

7) 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.

8) 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.

9) 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.

10) 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.

11) 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.

12) Release and Indemnity Waiver:

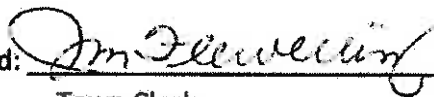
- a) All members and/or program participants shall sign the waiver as part of the membership/registration process, or in the event of children ages 0-15, the parent or guardian on file shall sign.

13) 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 1 (4-12 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 6-10)		
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.