



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 577-2004**

**SERVICE CONTRACT FOR THE OPERATION OF THE ST. VITAL CENTENNIAL  
ARENA AT 580 ST. ANNE'S ROAD WITH COMMUNITY CENTRES OR NON-PROFIT  
ICE-SPORTS ORGANIZATION**

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# **PART B**

# **BIDDING PROCEDURES**

## **PART B - BIDDING PROCEDURES**

### **B1. PROJECT TITLE**

B1.1 SERVICE CONTRACT FOR THE OPERATION OF THE ST. VITAL CENTENNIAL ARENA AT 580 ST. ANNE'S ROAD WITH COMMUNITY CENTRES OR NON-PROFIT ICE-SPORTS ORGANIZATION

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, April 7, 2005.

B2.2 Proposal Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. SITE INVESTIGATION**

B3.1 Further to GC.2.01, the Bidder may attend a Site Investigation in accordance with B3.5.

B3.2 The Bidder is advised that the Site Investigation includes a walk-through, review of the floor plans and the Site content.

B3.3 The Bidder shall not be entitled to rely on any information or interpretation received at the Site Investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.4 Questions raised at the Site Investigation will be recorded and the questions and written answers will be issued as an Addendum to this document.

B3.5 Further to B3.1, Bidders shall meet inside the main entrance of the arena. The dates and times are as follows:

- (a) Site: St. Vital Centennial Arena, 580 St. Anne's Road
- Date: March 21, 2005 and/or March 29, 2005
- Time: 9:00 A.M.

### **B4. BACKGROUND**

B4.1 The following information is provided for Bidders:

(a) Historical gross Arena rental revenues (ice/room rentals) for the St. Vital Centennial Arena:

|      |              |
|------|--------------|
| 2002 | \$154,545.92 |
| 2003 | \$159,443.65 |
| 2004 | \$177,545.11 |

(b) The gross Arena rental revenues listed above exclude revenue from food concessions, vending machines, rink board advertising, skate sharpening concessions and proshop. In 2004 a 5% increase occurred in the ice rental rate.

(c) The gross Arena rental revenue figures for the periods set out above are based upon information supplied to the City of Winnipeg. Because of changing conditions, the City cannot guarantee the accuracy of such information in whole or in part, nor that gross Arena rental revenue will equal or exceed such amounts in the future. Bidders must make themselves personally acquainted with the requirements of the services to be provided

pursuant to the RFP documents and must inform themselves as to all factors which may affect the performance of the services or the level of revenues. Bidders agree that they shall not rely upon any information given or statement made by the City in the RFP documents or otherwise regarding the record of past services performed or gross Arena rental revenue figures, sample shown in Appendix 5.

- (d) Appendix 4 provides Bidders with a breakdown of 2004/2005 Arena Ice and Non-Ice usage profiles, for their information.

## **B5. ARENA SPECIFIC INFORMATION**

B5.1 The following clauses provide additional information specific to the Arena. Bidders must take this information into consideration while preparing their Proposal and be personally acquainted with the requirements of the services to be provided pursuant to the RFP documents:

- (a) The St. Vital Agriculture Society has an agreement with the City of Winnipeg (copy available for review upon request) which stipulates the following use of the Arena and ancillary facilities:
- (i) use of Arena including parking facilities for a period of one week during the months of July, August or September in each year for the purposes of the Society's Annual Fair.
  - (ii) provide the use of meeting rooms for the monthly Director's meeting to be on a fixed day of each month.
  - (iii) provide use of meeting rooms for other meetings not to exceed two meetings per month.
  - (iv) provide the Society with adequate storage facilities, not to exceed four thousand cubic feet, for the Society's tables, display racks, bottles, records and equipment, and to move the equipment to the site of the Society's Annual Fair and thereafter return the equipment to storage upon request of the Society.
  - (v) provide the Society with 25 tables, each table having a top measuring 8'x5', or a number of tables of another size having the equivalent total surface area.
- (b) The St. Vital Arena could become a reception centre in case an emergency occurs. The City will assume responsibility for all associated costs during this period.
- (c) Facility information such as, occupancy load, normal business hours, utility bills, dangerous materials information is included in Appendix 7.

Note: The skateboard park located east of the Arena is not part of this Contract.

## **B6. ENQUIRIES**

B6.1 All enquiries shall be directed to the Contract Administrator identified in D5.

B6.2 If the Bidder finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B6.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B6.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B6.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

## **B7. CONFIDENTIALITY**

B7.1 Information provided to an Bidder by the City or acquired by an Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

B7.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

## **B8. ADDENDA**

B8.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

B8.2 The Contract Administrator will issue each addendum at least three (3) Business Days prior to the Submission Deadline, or provide at least three (3) Business Days by extending the Submission Deadline.

B8.2.1 Addenda will be available in Adobe Acrobat (pdf) format on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B8.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda shortly before submitting his Proposal.

B8.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

## **B9. SUBSTITUTES**

B9.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.

B9.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B9.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B9.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance

with the proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance;

- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance.

B9.5 The Contract Administrator, after assessing the request for approval of a substitute, may at his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.

B9.6 The Contract Administrator will provide a response in writing, at least three (3) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.

B9.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.

B9.7 If the Contract Administrator approves a substitute as an “approved equal”, the Bidder may use the approved equal in place of the specified item.

B9.8 If the Contract Administrator approves a substitute as an “approved alternative”, the Bidder shall base his Fee upon the specified item but may indicate an alternative Fee based upon the approved alternative. Such alternatives will be evaluated in accordance with B18.

B9.9 No later claim by the Contractor for an addition to the Fee because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

## **B10. PROPOSAL SUBMISSION**

B10.1 The Proposal Submission consists of the following components:

- (a) Form A: Proposal;
- (b) Form B: Fees;
- (c) Form C: Qualification;
- (d) Business Plan.

B10.2 All components of the Proposal Submission shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Proposal.

B10.3 The Proposal Submission shall be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.

B10.3.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.

B10.4 Proposal Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B10.5 Proposal Submissions shall be submitted to:



The City of Winnipeg  
Corporate Finance Department  
Materials Management Branch  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

**B11. PROPOSAL**

- B11.1 The Bidder shall complete Form A: Proposal, making all required entries.
- B11.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
  - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
  - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
  - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B11.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B11.2.
- B11.3 In Paragraph 3 of Form A: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.
- B11.4 Paragraph 12 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
  - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
  - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B11.4.1 The name and official capacity of all individuals signing Form A: Proposal shall be printed below such signatures.
- B11.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.
- B11.5 If a Proposal is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Proposal Submission and the Contract, when awarded, shall be both joint and several.

**B12. FEES**

- B12.1 The Bidder shall state a Fee in Canadian dollars for Item 1. and a percent figure of the Gross Revenue exceeding the proposed Base Management Fee for Item 2 identified on Form B: Fees.

- B12.1.1 Notwithstanding GC.9.01(1), Fees on Form B: Fees shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B12.2 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- B12.3 Payment to the Contractor for the Work performed in the first year of the Contract shall be equal to the Base Management Fee plus Incentive Fee stated on Form B: Fees.
- B12.4 For each subsequent year of the Contract, the Basement Management Fee shall be increased by an amount equivalent to the increase, if any, in the Consumer Price Index over the preceding year's Consumer Price Index. If there has been no increase in the Consumer Price Index, the Base Management Fee shall remain the same.

### **B13. QUALIFICATION**

- B13.1 The Bidder shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business;
  - (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
  - (c) be financially capable of carrying out the terms of the Contract;
  - (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
  - (e) have successfully carried out work, similar in nature, scope and value to the Work;
  - (f) employ only Subcontractors who:
    - (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>); and
    - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
  - (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba).
- B13.2 The Bidder shall complete Form C: Qualification giving a list of previously completed work, similar in nature, scope and value to the Work, in sufficient detail to demonstrate the Bidder's qualification to undertake the Work.
- B13.3 The Bidder shall be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B13.4 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

## **B14. BUSINESS PLAN**

B14.1 Bidders shall provide, in their Proposal Submission:

- (a) a business plan, including but not limited to the following:
  - (i) a description of how the service concept will meet the Arena objectives including:
    - A. A clear description of the business concept;
    - B. The proposed hours of operation, support staff and subcontractors proposed to perform the Work;
    - C. The general operating plan, which shall include specifics regarding seasonal operations; staffing complement; management team expertise; statements about the care, cleaning and maintenance of the arena premises and equipment; and proposed customer service;
    - D. A plan for security of the facility when the Arena is closed;
    - E. Proposed funding to undertake operation of the arena;
    - F. A set of projected financial statements and supporting data for 3 years operations; and
    - G. Proposed cash flow projections showing monthly revenues and expenses associated with this Contract.
  - (ii) a description of any proposed food service, rink board advertising, vending and skate sharpening machines, proshop concept.

B14.2 The City reserves the right to have a qualified professional perform a confidential review of past financial statements of the Bidder's current operation.

## **B15. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

B15.1 Proposal Submissions will not be opened publicly.

B15.2 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.

B15.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however the Bidder is advised that any information contained in any Proposal Submission may be released if required by City policy or procedures, or by other authorities having jurisdiction.

## **B16. IRREVOCABLE OFFER**

B16.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 11 of Form A: Proposal.

B16.2 The acceptance by the City of any Proposal shall not release the Proposals of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 11 of Form A: Proposal.

## **B17. WITHDRAWAL OF OFFERS**

B17.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

- B17.1.1 Notwithstanding GC.7.06(2), the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.
- B17.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder's authorized representatives named in Paragraph 12 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.
- B17.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials shall:
- (a) retain the Proposal Submission until after the Submission Deadline has elapsed;
  - (b) open the Proposal Submission to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder's authorized representatives named in Paragraph 12 of Form A: Proposal; and
  - (c) if the notice has been given by any one of the persons specified in B17.1.3(b), declare the Proposal withdrawn.
- B17.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B16.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Award Authority considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law, including the right to retain the Bidder's bid security.

## **B18. INTERVIEWS**

- B18.1 The Contract Administrator may, at his/her sole discretion, interview Bidders during the evaluation process.

## **B19. NEGOTIATIONS**

- B19.1 The City reserves the right to negotiate details of the Contract with Bidders.
- B19.2 Negotiations, if any, are intended to address administrative and technical details of the Contract. The Bidder is advised to present his/her best offer, not a starting position for negotiations, in his/her Proposal Submission; the City will not necessarily pursue negotiations with any Bidder.
- B19.3 If, in the course of negotiations pursuant to B19.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Bidder from the Proposal as originally submitted.

## **B20. EVALUATION OF PROPOSALS**

- B20.1 Award of the Contract shall be based on the following evaluation criteria:
- |  |            |
|--|------------|
| (a) compliance by the Bidder with the requirements of the Request for Proposal   | pass/fail; |
| (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B13 | pass/fail; |
| (c) Form B: Fees   | 40 %;      |
| (d) Business Plan  | 60 %;      |
| (e) economic analysis of any approved alternative pursuant to B9.                |            |
- B20.2 Further to B20.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements if the interests of the City so require.

- B20.3 Further to B20.1(b), the Award Authority shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal Submission or in other information required to be submitted, that he is responsible and qualified.
- B20.4 Further to B20.1(c), the Fee will be evaluated considering the annual Base Management Fee plus the Incentive Fee stated on Form B: Fees.
- B20.4.1 The lowest of the combined management fee and the % of Gross Revenue based on the difference between the management fee proposed and the gross Arena rental revenue for 2004 as identified in B4.1 (a) (for evaluation purposes only) will receive the highest amount of points.
- B20.5 Further to B20.1(d), the Business Plan will be evaluated based on:
- B20.5.1 Operational Considerations
- (a) Is there a viable plan for arena operations?
  - (b) What are the proposed hours of operation?
  - (c) Does the Bidder have a clear operating plan for staffing, quality customer service, care, cleaning and maintenance of the arena premises and equipment?
  - (d) Is there proposed security of the facility when the facility is closed?
  - (e) Does the Bidder have the experience and expertise to implement a successful arena operation including the Food Concession outlet?
- B20.5.2 Financial Consideration
- (a) Has the Bidder demonstrated that it has sufficient funding to undertake the operation of the Arena ?
  - (b) How viable is the Bidder's proposal?
- B20.5.3 Other Considerations:
- (a) Rink board advertising;
  - (b) Skate Sharpening/Pro Shop;
  - (c) Food Concession;
  - (d) Vending Machines.
- B20.6 This Contract will be awarded as a whole.

## **B21. AWARD OF CONTRACT**

- B21.1 The Award Authority will give notice of the award of the Contract by way of a letter of intent, or will give notice that no award will be made.
- B21.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B21.2.1 Without limiting the generality of B21.2, the City will have no obligation to award a Contract where:
- (a) the Fees are materially less than Fees received for similar work in the past;
  - (b) the Fees are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
  - (c) only one Proposal is received; or

- (d) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

**B21.3** Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer.

# **PART C**

# **GENERAL CONDITIONS**

## **PART C - GENERAL CONDITIONS**

### **C1. GENERAL CONDITIONS**

C1.1 The *General Conditions for Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision of Services* are available in Adobe Acrobat (.pdf) format on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.



**PART D**

**SUPPLEMENTAL CONDITIONS**

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

- D1.1 In addition to the *General Conditions for Provision of Services*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Request for Proposal".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Proposal Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

#### **D2. SCOPE OF WORK**

- D2.1 The Work to be done under the Contract shall consist of the operation of the City of Winnipeg St. Vital Centennial Arena at 580 St. Anne's Road, Winnipeg, Manitoba.
- D2.2 Only Community Centres and non-profit ice-sport organizations operating or carrying out a majority of their activities within the City of Winnipeg are eligible to submit Proposals.

#### **D3. DURATION OF CONTRACT**

- D3.1 The Contract shall be for the period of August 1, 2005 to July 31, 2010.
- D3.2 By mutual agreement of the Contractor and the Contract Administrator, this Contract may be extended for a further term, duration to be determined by the Contract Administrator, but not to exceed five (5) years.
- D3.2.1 In the event that the City desires to extend this Contract for a further term, the Contract Administrator shall give the Contractor one hundred and eighty (180) calendar days, written notice prior to the expiration of the Contract term.
- D3.2.2 The Contractor shall, within one hundred and twenty (120) calendar days of receipt of said notice provide a written reply to the Contract Administrator whether or not the Contractor consents to the extension of the Contract.
- D3.3 Notwithstanding the foregoing, the City may terminate the Contract upon one hundred and eighty (180) Calendar Days written notice by the Contract Administrator in the event that operational changes result in substantial changes to the requirement for the Work.

#### **D4. DEFINITIONS**

- D4.1 When used in this Request for Proposal:

- (a) **"Arena"** means the building situated on the land, including improvements;
- (b) **"Base Management Fee"** means the annual amount for which payment will be made to the Contractor;
- (c) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (d) **"Gross Revenue"** means all revenues collected during the operation of the Arena.
- (e) **"Incentive Fee"** means the percent of the Gross Revenue that exceeds the annual Base Management Fee that is paid to the Contractor;
- (f) **"May"** means an allowable feature which will not be evaluated;
- (g) **"Must" or "Shall"** means a mandatory requirement which will be evaluated on a pass/fail basis;
- (h) **"Should"** means a desirable feature which will be evaluated on a relative scale;
- (i) **"Submission Deadline"** and **"Time and Date Set for the Final Receipt of Bids"** mean the time and date set out in the Bidding Procedures for final receipt of Proposals.

#### **D5. CONTRACT ADMINISTRATOR**

D5.1 The Contract Administrator is:

John Atkinson  
Superintendent of Arenas and Wading Pools  
Public Works Department  
2<sup>nd</sup> Floor, 100 Main Street  
Winnipeg MB R3C 1A4  
Telephone No. (204) 986-7292  
Facsimile No. (204) 942-4811

D5.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

#### **D6. CONTRACTOR'S SUPERVISOR**

D6.1 At the pre-commencement meeting, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

#### **D7. NOTICES**

D7.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D7.2 GC.7.06 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.

D7.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D7.4, D7.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D5.

- D7.4 All notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg  
Chief Administrative Officer Secretariat  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: (204) 949-1174

- D7.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg  
Corporate Services Department  
Legal Services Division  
185 King Street, 3rd Floor  
Winnipeg MB R3B 1J1  
Facsimile No.: (204) 947-9155

## **D8. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION**

- D8.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- D8.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.
- D8.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

## **SUBMISSIONS**

### **D9. AUTHORITY TO CARRY ON BUSINESS**

- D9.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

### **D10. WORKERS COMPENSATION**

- D10.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

## **D11. PERFORMANCE SECURITY**

- D11.1 The Contractor shall provide and maintain performance security until six (6) months after the Total Performance of the Contract in the form of:
- (a) a performance bond of a company registered to conduct the business of a surety in Manitoba, in the form attached to these Supplemental Conditions (Form H1: Performance Bond), in the amount of fifteen thousand dollars (\$25,000.00); or
  - (b) an irrevocable standby letter of credit issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Manitoba, in the form attached to these Supplemental Conditions (Form H2: Irrevocable Standby Letter of Credit), in the amount of fifteen thousand dollars (\$25,000.00); or
  - (c) a certified cheque or draft payable to "The City of Winnipeg", drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of fifteen thousand dollars (\$25,000.00).

## **D12. INSURANCE**

- D12.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) a Commercial General Liability insurance policy for bodily injury (including death), personal injury and property damage in an amount of at least five million (\$5,000,000.00) dollars inclusive for any one occurrence and shall include:
    - (i) The City of Winnipeg added as an additional insured;
    - (ii) A cross-liability clause;
    - (iii) Contractual liability;
    - (iv) Tenant's Legal Liability;
    - (v) Products and Completed Operations endorsement
    - (vi) Unlicensed Motor Vehicle Liability
  - (b) An All Risk Property insurance policy, for the full replacement cost insuring, stock and equipment; and Tenant's Improvements;
  - (c) Automobile liability insurance for owned and non-owned automobiles used for or in connection with the Arena in the amount of at least two million dollars (\$2,000,000.00) at all times during the full term hereof;
- D12.2 All property damage or loss policies written on behalf of the Contractor shall contain a waiver of any subrogation right which the Contractor's insurers may have against the City and against those for whom the City is, in law, responsible, whether any such damage is caused by the act, omission or fault of the City or by those for whom the City, is, in law, responsible.
- D12.3 Loss, if any, shall be payable to The City of Winnipeg, as their interests may appear.
- D12.4 Deductibles shall be borne by the Contractor.
- D12.5 The Contractor shall file with the City a Certificate of Insurance in a form satisfactory to the City Solicitor.
- D12.6 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.
- D12.7 The Contractor shall not cancel, materially change, or cause any such policy or policies to lapse without minimum fifteen (15) days prior written notice to the City of Winnipeg.

**D13. SUBCONTRACTOR LIST**

D13.1 The Contractor shall provide the Contract Administrator with a complete list of the Subcontractors whom the Contractor proposes to engage (Form J: Subcontractor List) at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in GC.3.01 for the return of the executed Contract.

**D14. EQUIPMENT LIST**

D14.1 The Contractor shall provide the Contract Administrator with a complete list of the equipment which the Contractor proposes to utilize (Form K: Equipment List) at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in GC.3.01 for the return of the executed Contract.

**D15. SECURITY CLEARANCE**

D15.1 Each paid staff member, full or part-time, proposed to perform Work under the Contract within City facilities or on private property shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his/her place of residence.

D15.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work within City facilities or on private property.

D15.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work within City facilities or on private property.

D15.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

D15.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

**D16. CHILD ABUSE REGISTRY CHECK**

D16.1 Each paid staff member, full or part-time, proposed to perform Work under the Contract within City facilities or on private property shall be required to obtain a Child Abuse Registry Check from the child protection service having jurisdiction at his/her place of residence.

D16.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Child Abuse Registry Check obtained not earlier than six (6) months prior to the Submission Deadline for each individual proposed to perform Work within City facilities or on private property.

D16.3 Any individual for whom a Child Abuse Registry Check is not provided, or for whom a Child Abuse Registry Check indicates any abuse related to children, will not be permitted to perform any Work within City facilities or on private property.

- D16.4 Any Child Abuse Registry Check obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- D16.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Child Abuse Registry Check. Any individual who fails to provide a satisfactory Child Abuse Registry Check as a result of a repeated Child Abuse Registry Check will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

## **CONTROL OF WORK**

### **D17. COMMENCEMENT**

- D17.1 The Contractor shall not commence any Work until he is in receipt of a letter of intent from the Award Authority authorizing the commencement of the Work.
- D17.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
    - (i) evidence that the Contractor is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
    - (ii) evidence of the workers compensation coverage specified in D10;
    - (iii) the performance security specified in D11;
    - (iv) evidence of the insurance specified in D12;
    - (v) Form J: Subcontractor List specified in D13;
    - (vi) Form K: Equipment List specified in D14;
    - (vii) the security clearances specified in D15;
    - (viii) the Child Abuse Registry Check specified in D16.
  - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- D17.3 The City intends to award this Contract by April 28, 2005.

### **D18. TOTAL PERFORMANCE**

- D18.1 The Contractor shall achieve Total Performance by July 31, 2010, or the date agreed to in accordance with D3.2.
- D18.2 When the Contractor or the Contract Administrator considers the Work to be totally performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Total Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.
- D18.3 The date on which the Work has been certified by the Contract Administrator as being totally performed to the requirements of the Contract through the issue of a certificate of Total Performance is the date on which Total Performance has been achieved.
- D18.4 Further to GC1.01 (24) of the General Conditions, the date that the Contract is complete and all Work has been inspected and certified as being totally performed to the requirements of the Contract Documents by the Contract Administrator through the issuance of a Certificate of Total Performance is the date that Total Performance of the Work has been achieved.

D18.5 The inventory at the Arena shall be inspected to confirm that all items are on Site in accordance with the Current Inventory Listing in E7.4. Deficiencies in quantities and condition of inventory items shall be made good in a manner satisfactory to the Contract Administrator

#### **D19. INQUIRIES DURING CONTRACT**

D19.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which inquiries by the Contract Administrator may be placed.

#### **D20. RECORDS**

D20.1 Further to CG9.06, the Contractor shall keep or cause to be kept at its principal office in Manitoba true and accurate books of accounts prepared in accordance with generally accepted accounting principles and satisfactory to the Contract Administrator showing all income derived from performing the Work in the arena so that the Gross Revenues and sales can be readily and accurately determined therefrom.

D20.2 The Contractor shall submit, on an annual basis, to the Contractor Administrator no later than October 31<sup>st</sup> of each year, the following:

- (a) an audited financial statement of its operation; and
- (b) an operations report that shall detail hours booked, users, maintenance and other pertinent operating information.

D20.3 The City shall have the right to include the Contractor's audited financial statements of its operation in any future Request for Proposals related to the programming, maintenance and operation of the Arena.

D20.4 The Contractor shall keep detailed records of the services supplied under the Contract.

D20.5 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

D20.6 The City shall be entitled at any time to have any records or books of account of the Contractor relating to its Gross Revenue and sales specially examined or audited by an accountant either employed by the City or designated by the Contract Administrator and if the amount of the Gross Revenue of the Contractor in any period covered by such examination or audit be found thereby to be greater by three percent (3%) or more than that shown by the statement or statements delivered by the Contractor covering such period, the expense of such special examination or audit shall be borne by the Contractor, but otherwise such expense shall be borne by the City. The City's rights under this subclause are in addition to any other remedies it may have at law or in accordance with the terms of the Contract.

D20.7 The Contract Administrator shall have the right to request changes in financial reporting methods and practices as may be required from time to time during the term of the Contract.

D20.8 The Contractor shall maintain at the Arena, records that provide the same information as shown in the example Arena Operations Checklists in Appendix 8. The Contract Administrator shall be provided access to the information upon request.

### **MEASUREMENT AND PAYMENT**

#### **D21. PAYMENT**

D21.1 Further to D7.3, the Contractor shall submit payments to The City of Winnipeg, Public Works Department, Attn: Supervisor of Financial Services, 100 Main Street, Winnipeg MB R3C 1A4.



D21.2 The City will bear no responsibility for delays in approval and submission of fees from payments which are improperly submitted.

## **D22. PAYMENT SCHEDULE**

D22.1 Further to GC.9.03, payment shall be in accordance with the following payment schedule:

- (a) monthly payment shall be submitted no later than by the fifteenth (15<sup>th</sup>) Calendar Day of each month for the previous month, and shall accompany the following:
  - (i) an Indoor Arena Gross Revenue Report, sample in Appendix 5, accurately setting forth the Gross Revenue, and GST and PST collected;
    - A. It is expressly agreed that the City, by accepting the Indoor Arena Gross Revenue Report submitted by the Contractor (whether audited or otherwise) or any payment based thereon, shall not be deemed to have waived any of its rights hereunder.
  - (ii) payment of the Gross Revenue for the previous month as set forth in Clause D21.1 (a) (i) less; the Contractor's monthly fee (in accordance with D22.2) together with an Incentive Fee (in accordance with D22.5, plus GST and PST on all of the foregoing, if applicable);
  - (iii) payment of all GST and PST collected :
    - A. on the Gross Revenue for the previous month.
- (b) if the monthly payment in D21.1 (a) indicates that the City owes the Contractor an amount for that month, the City shall pay same to the Contractor.

D22.2 The Base Management Fee shall be paid in monthly instalments according to the payment schedule proposed in the Business Plan submitted with the Bidder's Proposal, if the City considers it reasonable. Otherwise, as determined by the Contract Administrator after consulting with the Contractor.

D22.3 The Base Management Fee for the first year of the Contract shall be equal to the fee stated on Form B: Fees.

D22.4 For each subsequent year of the Contract, the fee shall be increased by an amount equivalent to the increase, if any, in the Consumer Price Index over the preceding year's Consumer Price Index, the fee shall remain the same.

D22.5 Payment of any Incentive Fee shall be made concurrently with the Base Management Fee beginning with the month following the month in which Gross Revenue exceeds any amount equal to the Base Management Fee.

## **WARRANTY**

### **D23. WARRANTY**

D23.1 Notwithstanding GC.10.01 and GC.10.02, the warranty period for each item of Work supplied shall begin on the date of successful delivery and shall expire six (6) months thereafter unless extended pursuant to D23.2, in which case it shall expire when provided for thereunder.

D23.2 Further to GC.10.01, if a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run

again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.

- D23.3 Notwithstanding GC.10.01, GC.10.02 and D23.2, if any law of Manitoba or of the jurisdiction in which the Work was manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

**D24. DISPUTE RESOLUTION**

D24.1 Further to GC.11.01, the City and the Contractor shall meet with the following present:

- (a) one (1) representative of the Contractor;
- (b) one (1) representative of the City's Public Works Department, Building Services Division.

D24.2 The City and Contractor shall:

- (a) develop procedures to carry out the harmonious and efficient day-to-day operation of the Arena;
- (b) attempt to resolve any differences which may develop.

D24.3 Further to GC.11, any dispute arising from the interpretation of the Contract or disputes arising out of the application or administration of the Contract shall be considered in the first instance by the representatives of the Contractor and the City, who may refer any matters which cannot be resolved under the established requirements of the Contract to arbitration in accordance with GC.11.

**FORM H1: PERFORMANCE BOND**  
(See D11)

KNOW ALL MEN BY THESE PRESENTS THAT

\_\_\_\_\_ ,  
(hereinafter called the "Principal"), and

\_\_\_\_\_ ,  
(hereinafter called the "Surety"), are held and firmly bound unto **THE CITY OF WINNIPEG** (hereinafter called the "Obligee"), in the sum of

\_\_\_\_\_ dollars (\$\_\_\_\_\_)

of lawful money of Canada to be paid to the Obligee, or its successors or assigns, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has entered into a written contract with the Obligee dated the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for:

RFP NO. 577-2004

SERVICE CONTRACT FOR THE OPERATION OF THE ST. VITAL CENTENNIAL ARENA AT 580 ST. ANNE'S ROAD WITH COMMUNITY CENTRES OR NON-PROFIT ICE-SPORTS ORGANIZATION

which is by reference made part hereof and is hereinafter referred to as the "Contract".

NOW THEREFORE the condition of the above obligation is such that if the Principal shall:

- (a) carry out and perform the Contract and every part thereof in the manner and within the times set forth in the Contract and in accordance with the terms and conditions specified in the Contract;
- (b) perform the Work in a good, proper, workmanlike manner;
- (c) make all the payments whether to the Obligee or to others as therein provided;
- (d) in every other respect comply with the conditions and perform the covenants contained in the Contract; and
- (e) indemnify and save harmless the Obligee against and from all loss, costs, damages, claims, and demands of every description as set forth in the Contract, and from all penalties, assessments, claims, actions for loss, damages or compensation whether arising under "The Workers Compensation Act", or any other Act or otherwise arising out of or in any way connected with the performance or non-performance of the Contract or any part thereof during the term of the Contract and the Contract period provided for therein;

THEN THIS OBLIGATION SHALL BE VOID, but otherwise shall remain in full force and effect. The Surety shall not, however, be liable for a greater sum than the sum specified above.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable as Principal, and that nothing of any kind or matter whatsoever that will not discharge the Principal shall operate as a discharge or release of liability of the Surety, any law or usage relating to the liability of Sureties to the contrary notwithstanding.

IN WITNESS WHEREOF the Principal and Surety have signed and sealed this bond the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

SIGNED AND SEALED  
in the presence of:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Name of Principal)

Per: \_\_\_\_\_ (Seal)

Per: \_\_\_\_\_

\_\_\_\_\_  
(Name of Surety)

By: \_\_\_\_\_ (Seal)  
(Attorney-in-Fact)



All demands for payment shall specifically state that they are drawn under this Standby Letter of Credit.

Subject to the condition hereinafter set forth, this Standby Letter of Credit will expire on

\_\_\_\_\_  
(Date)

It is a condition of this Standby Letter of Credit that it shall be deemed to be automatically extended from year to year without amendment from the present or any future expiry date, unless at least 30 days prior to the present or any future expiry date, we notify you in writing that we elect not to consider this Standby Letter of Credit to be renewable for any additional period.

This Standby Letter of Credit may not be revoked or amended without your prior written approval.

This credit is subject to the Uniform Customs and Practice for Documentary Credit (1993 Revision), International Chamber of Commerce Publication Number 500.

\_\_\_\_\_  
(Name of bank or financial institution)

Per: \_\_\_\_\_  
(Authorized Signing Officer)

Per: \_\_\_\_\_  
(Authorized Signing Officer)



**FORM K: EQUIPMENT**  
(See D14)

SERVICE CONTRACT FOR THE OPERATION OF THE ST. VITAL CENTENNIAL ARENA AT 580 ST.  
ANNE'S ROAD WITH COMMUNITY CENTRES OR NON-PROFIT ICE-SPORTS ORGANIZATION

|   |
|---|
| <p>1. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> |
| <p>2. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> |
| <p>3. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> |



**FORM K: EQUIPMENT**  
(See D14)

SERVICE CONTRACT FOR THE OPERATION OF THE ST. VITAL CENTENNIAL ARENA AT 580 ST.  
ANNE'S ROAD WITH COMMUNITY CENTRES OR NON-PROFIT ICE-SPORTS ORGANIZATION

|   |
|---|
| <p>4. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> |
| <p>5. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> |
| <p>6. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> |

# **PART E**

# **SPECIFICATIONS**

## PART E - SPECIFICATIONS

### E1. GENERAL

E1.1 These Specifications shall apply to the Work.

E1.2 The following Drawings are applicable to the Work:

| <u>Drawing No.</u> | <u>Drawing</u>      |
|--------------------|---------------------|
| A1                 | Basement Floor Plan |
| A2                 | Floor Plan          |
| SP-1               | Arena Site Plan     |

### E2. SERVICES

E2.1 The Contractor shall operate the City of Winnipeg St. Vital Centennial Arena at 580 St. Anne's Road, Winnipeg, Manitoba in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall:

- (a) operate the Arena for the purposes of ice sports programs and community activities or events and other ancillary services on the land and for no other purpose whatsoever unless written consent and permission of the Contract Administrator is first obtained.
  - (i) hours of operation may be set by the Contractor, who shall keep the Contract Administrator advised thereof at all times. Use of the Arena and scheduling of programs, activities, events and services shall at all times be subject to B5.1(a), E2.2 (z) and E2.4(b).
- (b) if requested by the Contract Administrator, not later than the first day of May prior to each and every year, schedule competitions and any related events so as to make available the use of the Arena for at least the number of hours available in the 2004 season for children, youth and Community Services Programs as allocated by the City of Winnipeg to those groups under The Indoor Arena Ice Allocation Policy, attached as Appendix 2, on such terms as specified by the Contract Administrator;
- (c) promptly pay all rates for utilities including but not limited to water, sewer, telephone, gas, hydro and cable television services supplied to the Arena;
- (d) install hockey ice at the beginning of the Arena season, (during ice sport season only);
- (e) maintain ice between a minimum thickness of  $\frac{3}{4}$ " and a maximum thickness of  $1 \frac{1}{4}$ " for safe levels of use;
- (f) season end: remove ice and clean slab;
- (g) book Arena ice/room rentals on contract/casual basis;
- (h) maintain the interior of building in a clean and safe conditions, including the rink area, washrooms, dressing rooms, maintenance areas, lobby aisle ways, stands and all ancillary areas;
- (i) operate the Arena in accordance with all City bylaws and Provincial regulations;
  - (i) Guarded Status Log Sheets (Appendix 9) to be completed in accordance with Provincial regulations.
- (j) supervise the Site during use of the Arena;
- (k) provide and be responsible for all security measures necessary to protect the land and the Arena during the term of the Contract;

- (l) repair all vandalism/graffiti to the interior and exterior of the building in a timely manner;
- (m) except as specifically noted in E2.4 herein, ensure all systems and components including but not limited to mechanical, plumbing, heating, ventilation controls, electrical, lighting, sound, alarm(s), architectural are in good working condition and operate as originally intended and repair/replace as required to ensure the continued safe and efficient operation of the Arena;
- (n) provide parking lot snow removal/sanding and maintenance;
- (o) provide maintenance for the lawn, shrub(s) and flower beds as shown on Drawing SP-1.;
- (p) maintain the inventory items in a safe, useable manner and make necessary replacements as required;
- (q) provide an Ice Cleaning Machine in first class working condition to utilize at the Site as follows:
  - (i) Option 1: supply their own ice cleaning machine; or
  - (ii) Option 2: utilize the existing City of Winnipeg ice cleaning machine at the Arena;
    - A. contact the Contract Administrator for instructions for the return of the City's ice machine to Fleet Management should the machine not be required;
    - B. an Equipment Condition Report is included as Appendix 6;
- (r) provide, operate and maintain the Ice Cleaning Machine as stated in E2.2 (q) and E2.2 (s);
- (s) provide a replacement Ice Cleaning Machine at its own expense if the Ice Cleaning Machine breaks down;
- (t) pay for all towing charges related to Ice Cleaning Machine;
- (u) provide, operate and maintain emission monitoring equipment in proper operating condition;
- (v) pay all costs associated with leasing, maintaining, repairing, and insuring an Ice Cleaning Machine as stated in E2.2 (q)(i) and E2.2 (q)(ii);
- (w) follow the current City of Winnipeg 2004 Fees and Charges Policy and Fee Schedule, attached as Appendix 1, for children, youth and Community Services Program usage of Arenas. Any deviations from the policy in this respect shall be subject to prior approval by the Contract Administrator;
  - (i) except as otherwise provided in E2.2(b) and E2.2(w), the fees which a Contractor may charge for the use of the Arena shall be at the Contractor's discretion;
- (x) collect and remit all Gross Revenues and taxes thereon to the City in accordance with D22.1(a).
- (y) perform food concession service or provide a vending machine(s) on the City's behalf at the Site as follows:
  - (i) provide or operate a food concession or vending machine(s);
  - (ii) set food concession prices;
    - A. provide the Contract Administrator, prior to commencement of the Contract and every six months thereafter, a copy of the food concession menu and price list for review and approval;
    - B. receive approval from the Contract Administrator of the prices proposed to be charged to the public by the Contractor during the Contract;
  - (iii) be responsible for all costs whatever associated with, related to, or required to be incurred in providing, operating or maintaining a food concession or vending machine(s);

- (iv) comply with all laws regulations and by-laws governing or affecting the operation of a food concession or vending machines.
- (z) comply with the terms specified within the agreement between the St. Vital Agricultural Society and the City of Winnipeg at no additional charge to this Contract in accordance with B5.1(a);
- (aa) cooperate with the City and Manitoba Hydro in the Power Smart Agreement.

**E2.3** The Contractor shall not:

- (a) carry on or permit any person to carry on in any part of the Site any business or any activity which is a nuisance provided however, that the uses set out in E2.2(a) shall not be deemed to be a nuisance;
- (b) commit, permit or allow any waste or injury to the Site or any part thereof; and
- (c) use or permit to be used the Site or any part thereof for any illegal or unlawful purpose, or in any manner which would result in the cancellation of any insurance, or in the refusal of any insurer to issue any insurance as requested.

**E2.4** The City shall:

- (a) remain the owner of the Arena and the land and nothing contained in this Contract is intended to give, nor shall it be construed to give, the Contractor any right, interest or estate in the Arena and the land during the term of the Contract;
- (b) on giving thirty (30) days written notice to the Contractor, have the right to use the Site for programs, competitions, special events, and any related activities operated, conducted co-sponsored or sanctioned by the City, provided that such use shall not unduly interfere with uses already scheduled by the Contractor;
- (c) further to GC5.05, have unrestricted access to the Site in emergency situations;
- (d) have the right at all reasonable times to enter upon the land to inspect work done to the Site, and thereafter to inspect the Site and/or any improvements to the Site made by the Contractor;
- (e) have the right at all times to enter the Site, including City Personnel or personnel of any public utility for the purpose of repairing, maintaining, replacing or constructing any public utility;
- (f) provide contracted services and major repairs to ice plant and ancillary equipment;
- (g) maintain utility distribution coming to the building (sewer, water, hydro, and gas);
- (h) provide periodic air quality monitoring and indicate required remedial action;
- (i) maintain structural integrity of the building;
- (j) provide roof replacement when deemed required; and
- (k) provide capital (exceeding \$100,000 in value) upgrading to parking lot when funding available;
- (l) reimburse the Contractor for the electrical costs associated with the adjacent Riel Park Stadium lighting.
  - (i) A formula will be used in calculating the reimbursement to the Contractor.

**E3. RINK BOARD ADVERTISING AND/OR SKATE SHARPENING CONCESSION/ PROSHOP (OPTIONAL)**

- E3.1** The Contractor may sell rink board advertising and/or provide or operate a skate sharpening concession or proshops at St. Vital Centennial Arena. In the event the Contractor exercises this opportunity, the Contractor shall:

- (a) be responsible for all costs associated with, related to, or required to be incurred in selling rink board advertising and/or providing, operating or maintaining a skate sharpening concession or proshop at the Arena;
- (b) at all times, comply with all laws, regulations and by-laws governing or affecting rink board advertising and/or the operation of a skate sharpening concession or proshop; and
- (c) include revenues in the Gross Revenue.

#### **E4. IMPROVEMENTS AND RENOVATIONS**

- E4.1 Except as expressly provided herein, the Contractor shall not make or permit to be any improvements or renovations affecting the structure of the Arena, or any part thereof, or the operation of mechanical systems in or connected with the Arena, or any part thereof, or the landscaping, without first obtaining the approval in writing of the Contract Administrator prior to obtaining a building permit and the City agrees not to withhold its approval unreasonably provided the Contractor has fully complied with the terms and conditions contained in the Contract.
- E4.2 Before requesting the City's approval as required in E4.1, the Contractor shall submit or cause to be submitted to the City copies of detailed drawings, elevations (where applicable), specifications (including material to be used), and cost estimates of such proposed improvements and renovations, all of which shall meet the requirements of all municipal, provincial and federal by-laws, statutes and regulations and the City's property insurance underwriter.
- E4.3 The Contractor covenants and agrees that all improvements and renovations shall be performed lawfully with reasonable diligence to completion, free and clear of any and all builder's liens and other liens, conditional sales contracts, chattel mortgages or other claims or encumbrances against the land, Arena and the City.
- E4.4 Upon receiving written approval for improvements or renovations to the Arena, the Contractor shall submit plans and specifications for the construction of each phase of construction to the Contract Administrator for approval prior to the commencement of any construction.
- E4.5 Prior to commencement of construction, the Contractor shall provide evidence to the Contract Administrator that:
- (a) It has sufficient funding to construct each phase of the construction;
  - (b) It has received all necessary approvals and permits from the municipal and provincial governments.
- E4.6 The Contractor covenants and agrees that all construction shall:
- (a) comply with and conform to the City of Winnipeg Building Code By-Law and the City of Winnipeg Construction specifications;
  - (b) be completed in a substantial and workmanlike manner; and be subject to *The Builders' Lien Act* of Manitoba.
- E4.7 The Contractor shall provide and be responsible for all security measures necessary to protect the land and Arena during and after completion of construction.
- E4.8 All improvements and renovations constructed by or on behalf of the Contractor or the City in the Arena during the term of the Contract shall become the property of the City at no expense to the City upon termination of the Contract by the passage of time or pursuant to the provisions of the Contract.

## **E5. MONTHLY MEETINGS**

- E5.1 During the operating season, regular monthly job meetings will be held at the Site. These meetings shall be attended by a minimum of one representative of the Contract Administrator and one representative of the Contractor. Each representative shall be a responsible person capable of expressing the position of the Contract Administrator and the Contractor respectively on any matter discussed at the meeting including the facility operation, maintenance, Schedules and the need for the contractor to make any revisions to the Schedules. The progress of the Work will be reviewed at each of these meetings.
- E5.2 During the course of each monthly job meeting, the Contract Administrator and the Contractor shall inspect the Site. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be re-inspected. See sample deficiency report Appendix 3.
- E5.3 The Contract Administrator reserves the right to cancel any monthly meeting if he feels that there are no sufficient matters that warrant discussion, or call additional job meetings whenever he deems it necessary. Twenty-four (24) hours notice shall be given by the Contract Administrator prior to a meeting being held or cancelled.

## **E6. END OF SEASON**

- E6.1 At the end of each operating (ice and non-ice) season, when the Contractor and/or Contract Administrator considers the Work of that season to be complete, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator.
- E6.2 Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor within thirty (30) days or as directed by the Contract Administrator in the case of safety issues. The Contract Administrator shall be notified so that the Work can be reinspected.
- E6.3 Any defects or deficiencies in the Work noted in E7.1(a) not remedied within the time required shall be corrected by the City and paid for from the performance security.

## **E7. COMPLETION OF WORK**

- E7.1 Completion Inspections at Total Performance of the Contract:
- (a) thirty (30) days before the end of the last year of the Contract, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Total Performance in accordance with D18.2. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor and the Contract Administrator notified so that the Work can be reinspected.
- E7.2 Proof of Payment to Subcontractors and Utilities:
- (a) the Contractor shall provide the Contract Administrator with a list of accounts that the Contractor has with subcontractors, staff, suppliers and utilities which are or will be unpaid as of the date on which the Contract ends and shall place sufficient funds in a trust account to ensure that these accounts are paid. The Contract Administrator shall not declare Total Performance until the list of outstanding accounts and proof of a trust account are provided by to the Contractor.
- E7.3 Any defects or deficiencies in the Work noted during the Completion Inspection shall be remedied in accordance with E7.1(a).
- E7.4 The Contractor, together with the Contract Administrator shall perform an inspection to create a Current Furniture Inventory Listing.

**E8. APPENDICES**

- E8.1 Appendix 1 - Fees and Charges Manual
- E8.2 Appendix 2 - Indoor Arena Ice Allocation Policy
- E8.3 Appendix 3 - St. Vital Arena Site Inspection Deficiency Report
- E8.4 Appendix 4 - Usage Profiles
- E8.5 Appendix 5 – Indoor Arena Gross Revenue Report (Sample only)
- E8.6 Appendix 6 - Equipment Condition Report
- E8.7 Appendix 7 - Facility Information
- E8.8 Appendix 8 - Arena Operation Checklist
- E8.9 Appendix 9 – Manitoba Department of Labour Refrigeration Guarded Status Log



# Appendix 1

Request for Proposal 557-2004

Community Services Section of the  
City of Winnipeg  
Fees & Charges Manual (2004 Edition)

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>                              | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i>   | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>                   |
|---|-----------------|------------------------------|------------------------------|----------------|----------------------------------|------------------------------------|
| <b>ADMINISTRATIVE CHARGES</b>                   |                 |                              |                              |                |                                  |                                    |
| NSF CHEQUE FEE                                  | 20.00           | 20.00                        | 20.00                        | PER CHEQUE     | 27-Mar-97                        | BY-LAW 6965/97                     |
| <b>ANIMAL SERVICES - ADMINISTRATIVE CHARGES</b> |                 |                              |                              |                |                                  |                                    |
| NSF CHEQUE FEE                                  | 20.00           | 20.00                        | 20.00                        | PER CHEQUE     | 27-Mar-97                        | BY-LAW 6965/97                     |
| <b>ANIMAL SERVICES - ANIMAL ADOPTION FEES</b>   |                 |                              |                              |                |                                  |                                    |
| OVER 4 MONTHS                                   | 141.00          | 141.00                       | 141.00                       | EACH           | 01-Jan-00                        | CHIEF<br>ADMINISTRATIVE<br>OFFICER |
| STERILIZED                                      | 111.00          | 111.00                       | 111.00                       | EACH           | 01-Jan-00                        | CHIEF<br>ADMINISTRATIVE<br>OFFICER |
| UNDER 4 MONTHS                                  | 171.00          | 171.00                       | 171.00                       | EACH           | 01-Jan-00                        | CHIEF<br>ADMINISTRATIVE<br>OFFICER |
| <b>ANIMAL SERVICES - FEES</b>                   |                 |                              |                              |                |                                  |                                    |
| FOWL - CARE AND MAINTENANCE                     | 1.00            | 1.00                         | 1.00                         | PER DAY        | 01-Jan-85                        | BY-LAW 2443/79                     |
| FOWL - KENNEL FEE                               | 1.00            | 1.00                         | 1.00                         | PER<br>OFFENCE | 01-Jan-85                        | BY-LAW 2443/79                     |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i>   | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|----------------|----------------------------------|------------------|
| <b>ANIMAL SERVICES - FEES</b>  |                 |                              |                              |                |                                  |                  |
| HORSES/CATTLE/SHEEP/GOATS/PIGS - CARE AND MAINTENANCE                                  | 5.00            | 5.00                         | 5.00                         | PER DAY        | 01-Jan-85                        | BY-LAW 2443/79   |
| KENNEL FEE - CATS  | 9.00            | 9.00                         | 9.00                         | PER DAY        | 19-Nov-97                        | BY-LAW 7119/97   |
| KENNEL FEE - DOGS  | 15.00           | 16.00                        | 17.00                        | PER DAY        | 19-Nov-97                        | BY-LAW 3891/85   |
| KENNEL FEE: HORSES/CATTLE/SHEEP/GOATS/PIGS - INITIAL FEE                               | 10.00           | 10.00                        | 10.00                        | PER<br>OFFENCE | 01-Jan-85                        | BY-LAW 2443/79   |
| MICROCHIPPING DOGS/CATS  | 30.00           | 30.00                        | 30.00                        |                |                                  |                  |
| RUNNING AT LARGE CATS - 1ST OFFENCE  | 15.00           | 15.00                        | 15.00                        | PER<br>OFFENCE | 17-Nov-97                        | BY-LAW 7119/97   |
| RUNNING AT LARGE CATS - 2ND OFFENCE (WITHIN THE CURRENT<br>LICENSE YEAR)               | 50.00           | 50.00                        | 50.00                        | PER<br>OFFENCE | 17-Nov-97                        | BY-LAW 7119/97   |
| RUNNING AT LARGE CATS - 3RD OR SUBSEQUENT OFFENCE (WITHIN<br>THE CURRENT LICENSE YEAR) | 75.00           | 75.00                        | 75.00                        | PER<br>OFFENCE | 17-Nov-97                        | BY-LAW 7119/97   |
| RUNNING AT LARGE: DOGS - 1ST OFFENCE   | 45.00           | 45.00                        | 45.00                        | PER<br>OFFENCE | 01-Jan-85                        | BY-LAW 2443/79   |
| RUNNING AT LARGE: DOGS - 2ND OFFENCE (WITHIN THE CURRENT<br>LICENSE YEAR)              | 150.00          | 150.00                       | 150.00                       | PER<br>OFFENCE | 01-Jan-85                        | BY-LAW 2443/79   |

## COMMUNITY SERVICES

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|--|-----------------|------------------------------|------------------------------|----------------|----------------------------------|------------------------------------|
| <b>ANIMAL SERVICES - FEES</b>  |                 |                              |                              |                |                                  |                                    |
| RUNNING AT LARGE: DOGS - 3RD OR SUBSEQUENT OFFENCE (WITHIN THE CURRENT LICENSE YEAR) | 225.00          | 225.00                       | 225.00                       | PER<br>OFFENCE | 01-Jan-85                        | BY-LAW 2443/79                     |
| SURRENDERED ANIMAL FEE   | 60.00           | 60.00                        | 65.00                        |                |                                  |                                    |
| TURNOVER FEE   | 60.00           | 65.00                        | 65.00                        | EACH           | 01-Jan-00                        | CHIEF<br>ADMINISTRATIVE<br>OFFICER |
| <b>ANIMAL SERVICES - LICENSES &amp; PERMITS</b>                                      |                 |                              |                              |                |                                  |                                    |
| ANIMAL SERVICES - EXCESS ANIMAL PERMIT - ANNUAL INSPECTION FEE                       | 60.00           | 60.00                        | 60.00                        | EACH           | 15-Dec-99                        | BY-LAW 7539/99                     |
| ANIMAL SERVICES - EXCESS ANIMAL PERMIT - INITIAL APPLICATION FEE                     | 120.00          | 120.00                       | 120.00                       | EACH           | 15-Dec-99                        | BY-LAW 7539/99                     |
| ANIMAL SERVICES - UNSTERILIZED CAT PERMIT  | 50.00           | 50.00                        | 50.00                        | EACH           | 28-Apr-99                        | BY-LAW 7441/99                     |
| DANGEROUS DOG ANNUAL FEE   | 75.00           | 75.00                        | 75.00                        | EACH           | 10-Feb-88                        | BY-LAW 2443/79                     |
| DANGEROUS DOG PRO-RATED APRIL - JUNE   | 56.25           | 56.25                        | 56.25                        | EACH           | 10-Feb-88                        | BY-LAW 2443/79                     |
| DANGEROUS DOG PRO-RATED JULY - SEPTEMBER   | 37.50           | 37.50                        | 37.50                        | EACH           | 10-Feb-88                        | BY-LAW 2443/79                     |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>                              | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>ANIMAL SERVICES - LICENSES &amp; PERMITS</b> |                 |                              |                              |              |                                  |                  |
| DANGEROUS DOG PRO-RATED OCTOBER - DECEMBER      | 18.75           | 18.75                        | 18.75                        | EACH         | 10-Feb-88                        | BY-LAW 2443/79   |
| EVERY DOG: ANNUAL FEE                           | 40.00           | 40.00                        | 40.00                        | EACH         | 17-Nov-97                        | BY-LAW 7119/97   |
| EVERY STERILE DOG: ANNUAL FEE                   | 20.00           | 20.00                        | 20.00                        | EACH         | 17-Nov-97                        | BY-LAW 7119/97   |
| <b>ANIMAL SERVICES - TRAP RENTAL</b>            |                 |                              |                              |              |                                  |                  |
| CAT TRAP - REFUNDABLE DEPOSIT FOR FIVE DAYS     | 50.00           | 50.00                        | 50.00                        |              |                                  |                  |
| CAT TRAP ADMINISTRATION FEE                     | 10.00           | 10.00                        | 10.00                        |              |                                  |                  |
| SKUNK/SQUIRREL TRAP RENTAL                      | 60.00           | 60.00                        | 60.00                        |              |                                  |                  |
| TRAP SET UP/REMOVAL                             | 35.00           | 35.00                        | 35.00                        |              |                                  |                  |

### ASSINIBOINE PARK ENTERPRISES

(EFFECTIVE SEPTEMBER 1ST OF EACH YEAR UNLESS OTHERWISE INDICATED)

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>ASSINIBOINE PARK ENTERPRISES</b>  |                 |                              |                              |              |                                  |                  |
| ALL RATES INCLUDE APPLICABLE TAXES   |                 |                              |                              |              |                                  |                  |
| <b>ASSINIBOINE PARK ENTERPRISES - ASSINIBOINE PARK ZOO - GENERAL DAILY ADMISSION</b>   |                 |                              |                              |              |                                  |                  |
| MARCH - OCTOBER INCLUSIVE - (VISITORS MAY LEAVE ZOO GROUNDS AND BE RE-ADMITTED UPON SHOWING RECEIPT)   |                 |                              |                              |              |                                  |                  |
| MARCH - OCTOBER INCLUSIVE - ADULT - 18 TO 64 YEARS OF AGE INCLUSIVE  | 3.75            | 3.81                         | 3.88                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| MARCH - OCTOBER INCLUSIVE - CHILD - 2 TO 12 YEARS OF AGE INCLUSIVE   | 1.60            | 1.60                         | 1.63                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| MARCH - OCTOBER INCLUSIVE - FAMILY - ADMISSION UNDER THE "FAMILY" CATEGORY IS TO INCLUDE ONE (1) OR TWO (2) ADULTS AND THEIR CHILDREN UNDER THE AGE OF 18 YEARS. |                 |                              |                              |              |                                  |                  |
| MARCH - OCTOBER INCLUSIVE - FAMILY - EQUAL TO THE FEE OF TWO (2) ADULTS AND ONE (3) YOUTH MINUS 10%, ROUND OFF TO THE NEAREST .25.                               | 10.95           | 11.13                        | 11.33                        | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| MARCH - OCTOBER INCLUSIVE - INFANT - UP TO 2 YEARS OF AGE  | 0.00            | 0.00                         | 0.00                         | EACH         | 23-Jul-97                        | BY-LAW 7078/97   |
| MARCH - OCTOBER INCLUSIVE - SENIOR - 65 YEARS OF AGE AND OVER  | 3.50            | 3.56                         | 3.62                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| MARCH - OCTOBER INCLUSIVE - YOUTH - 13 TO 17 YEARS OF AGE INCLUSIVE  | 2.15            | 2.18                         | 2.22                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>ASSINIBOINE PARK ENTERPRISES - ASSINIBOINE PARK ZOO - GENERAL DAILY ADMISSION</b>   |                 |                              |                              |              |                                  |                  |
| NOVEMBER - FEBRUARY INCLUSIVE - ADULT - 18 TO 64 YEARS OF AGE INCLUSIVE  | 3.20            | 3.25                         | 3.31                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| NOVEMBER - FEBRUARY INCLUSIVE - CHILD - 2 TO 12 YEARS OF AGE INCLUSIVE   | 1.05            | 1.07                         | 1.09                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| NOVEMBER - FEBRUARY INCLUSIVE - FAMILY - EQUAL TO THE FEE OF TWO (2) ADULTS AND ONE (3) YOUTH MINUS 10%, ROUND OFF TO THE NEAREST .25. | 8.55            | 8.69                         | 8.85                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| NOVEMBER - FEBRUARY INCLUSIVE - INFANT - UP TO 2 YEARS OF AGE  | 0.00            | 0.00                         | 0.00                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| NOVEMBER - FEBRUARY INCLUSIVE - SENIOR - 65 YEARS OF AGE AND OVER  | 2.95            | 3.00                         | 3.05                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| NOVEMBER - FEBRUARY INCLUSIVE - YOUTH - 13 TO 17 YEARS OF AGE INCLUSIVE  | 1.60            | 1.63                         | 1.66                         | EACH         | 01-Sep-99                        | BY-LAW 7078/97   |
| <b>ASSINIBOINE PARK ENTERPRISES - ROOM RENTALS</b>   |                 |                              |                              |              |                                  |                  |
| CONSERVATORY - (FIRST ONE ONLY)  | 383.49          | 389.63                       | 394.64                       | PER SLOT     | 23-Jul-97                        | BY-LAW 7078/97   |

### COMMUNITY DEVELOPMENT, RECREATION & SUPPORT - ADMINISTRATIVE CHARGES

\* THE USER SHALL BE RESPONSIBLE FOR THE FOLLOWING SPECIFIC ADMINISTRATIVE COSTS (EXCLUDING SUMMER ICE):

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ADMINISTRATIVE CHARGES</b>             |                 |                              |                              |              |                                  |                  |
| AGREEMENT TO USE FACILITY (WHERE NO RENTAL OR USER FEE IS BEING CHARGED)                    | 14.45           | 14.66                        | 14.92                        | EACH         | 01-Apr-03                        | BY-LAW 7078/97   |
| EQUIPMENT LOAN (WHERE NO RENTAL OR USER FEE IS BEING CHARGED)                               | 14.45           | 14.66                        | 14.92                        | EACH         | 01-Apr-03                        | BY-LAW 7078/97   |
| LOST OR STOLEN PASSES   | 11.75           | 11.92                        | 12.13                        | EACH         | 01-Apr-03                        | BY-LAW 7078/97   |
| PROGRAM REFUNDS   | 4.65            | 4.71                         | 4.79                         | EACH         | 01-Apr-03                        | BY-LAW 7078/97   |
| SCHOOL FACILITY ACCESS PERMITS  | 14.45           | 14.66                        | 14.92                        | EACH         | 01-Apr-03                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ARENAS</b>                             |                 |                              |                              |              |                                  |                  |
| (EFFECTIVE SEPTEMBER 1ST OF EACH YEAR UNLESS OTHERWISE INDICATED)                           |                 |                              |                              |              |                                  |                  |
| ALL RATES INCLUDE APPLICABLE TAXES  |                 |                              |                              |              |                                  |                  |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ARENAS - PUBLIC SKATING ADMISSIONS</b> |                 |                              |                              |              |                                  |                  |
| SINGLE ADMISSION - ADULT  | 3.20            | 3.26                         | 3.32                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |



## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ARENAS - PUBLIC SKATING ADMISSIONS</b> |                 |                              |                              |              |                                  |                  |
| SINGLE ADMISSION - CHILD  | 1.60            | 1.61                         | 1.64                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - FAMILY   | 6.30            | 6.38                         | 6.49                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - SENIOR   | 2.30            | 2.33                         | 2.37                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - YOUTH  | 2.30            | 2.33                         | 2.37                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (10 VISITS) - ADULT  | 27.95           | 28.40                        | 28.91                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (10 VISITS) - CHILD  | 14.00           | 14.19                        | 14.45                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (10 VISITS) - FAMILY   | 56.10           | 57.00                        | 58.03                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (10 VISITS) - SENIOR   | 20.70           | 21.03                        | 21.41                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (10 VISITS) - YOUTH  | 20.70           | 21.03                        | 21.41                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (20 VISITS) - ADULT  | 49.80           | 50.58                        | 51.49                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ARENAS - PUBLIC SKATING ADMISSIONS</b> |                 |                              |                              |              |                                  |                  |
| SKATING PASS (20 VISITS) - CHILD  | 25.00           | 25.39                        | 25.85                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (20 VISITS) - FAMILY   | 99.60           | 101.19                       | 103.01                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (20 VISITS) - SENIOR   | 36.40           | 37.51                        | 38.19                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (20 VISITS) - YOUTH  | 36.40           | 37.51                        | 38.19                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (30 VISITS) - ADULT  | 65.30           | 66.32                        | 67.51                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (30 VISITS) - CHILD  | 32.65           | 33.16                        | 33.76                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (30 VISITS) - FAMILY   | 130.65          | 132.75                       | 135.14                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (30 VISITS) - SENIOR   | 48.40           | 49.17                        | 50.06                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SKATING PASS (30 VISITS) - YOUTH  | 48.40           | 49.17                        | 50.06                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - COMMUNITY SERVICES DEPARTMENT PROGRAMS - FREE</b>   |                 |                              |                              |              |                                  |                  |
| ADDITIONAL CHARGES - A 2% ADMINISTRATIVE CHARGE WILL BE LEVIED<br>ON CONTRACTED SUMMER ICE TURNED BACK   |                 |                              |                              |              | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ICE RENTAL</b>  |                 |                              |                              |              |                                  |                  |
| LAST EVENING BOOKING   | 94.82           | 96.34                        | 98.07                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ICE RENTAL - GATE SPLITS</b>  |                 |                              |                              |              |                                  |                  |
| \$0 - \$499 - APPLICABLE HOURLY RENTAL RATE  |                 |                              |                              |              | 01-Sep-00                        | BY-LAW 7078/97   |
| \$1,500 & OVER - APPLICABLE HOURLY RENTAL RATE + 25% OF RECEIPTS<br>FROM \$500 TO \$1,499 + 15% OF RECEIPTS OVER \$1,500   |                 |                              |                              |              | 01-Sep-00                        | BY-LAW 7078/97   |
| \$500 - \$1,499 - APPLICABLE HOURLY RENTAL RATE + 25% OF RECEIPTS<br>FROM \$500 TO \$1,499   |                 |                              |                              |              | 01-Sep-00                        | BY-LAW 7078/97   |
| FOR ALL ARENA RENTALS EXCLUDING EVENTS SPONSORED BY LOCAL<br>MINOR HOCKEY, RINGETTE AND FIGURE SKATING SHALL BE BASED<br>ACCORDING TO FOLLOWING SCALE:                 |                 |                              |                              |              |                                  |                  |
| GATE SPLITS FOR ALL ARENA RENTALS EXCLUDING EVENTS<br>SPONSORED BY LOCAL MINOR HOCKEY, RINGETTE AND FIGURE<br>SKATING SHALL BE BASED ACCORDING TO THE FOLLOWING SCALE: |                 |                              |                              |              |                                  |                  |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ICE RENTAL - OFF SEASON (NO ICE)</b>  |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS - GATE SPLIT (APPLICABLE RENTAL RATE + 10% OF RECEIPTS)   |                 |                              |                              |              |                                  |                  |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ICE RENTAL - SUMMER RATES (MAY 1 - AUGUST 31)</b>   |                 |                              |                              |              |                                  |                  |
| (MAY 1 - AUGUST 31) HOURLY   | 129.39          | 131.47                       | 133.84                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ICE RENTAL (HOURLY) - WINTER RATES (SEPT 1 -APRIL 30)</b>   |                 |                              |                              |              |                                  |                  |
| ADULTS - NON-PRIME TIME (NON-PRIME TIME ICE IS ALL HOURS WHICH FALL OUTSIDE THE DEFINITION OF PRIME TIME HOURS)  | 129.40          | 131.47                       | 133.84                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| ADULTS - PRIME TIME (PRIME TIME ICE IS DEFINED AS THOSE HOURS BETWEEN 4:30 P.M. AND 10:00 P.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 10:00 P.M. SATURDAY AND SUNDAY. A BOOKING COMMENCING | 170.41          | 173.14                       | 176.26                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| COMMUNITY SERVICES DEPARTMENT  | 129.40          | 131.47                       | 133.84                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| JUNIOR HOCKEY LEAGUES, MINOR HOCKEY, JUVENILE & DEBS RINGETTE PROGRAMS   | 129.40          | 131.47                       | 133.84                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SCHOOL DIVISIONS - MASTER AGREEMENT - 9:00 A.M. TO 4:00 P.M. PROVIDED ARENA IS OPEN  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SCHOOL DIVISIONS - NO MASTER AGREEMENT   | 129.40          | 131.47                       | 133.84                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ICE RENTAL (HOURLY) - WINTER RATES (SEPT 1 -APRIL 30)</b> |                 |                              |                              |              |                                  |                  |
| YOUTH - 17 YEARS AND UNDER   | 129.40          | 131.47                       | 133.84                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - OFF SEASON RENTAL (NO ICE)</b>                            |                 |                              |                              |              |                                  |                  |
| NON-PROFIT ORGANIZATIONS - DAILY (10 HOUR RENTAL)  | 442.13          | 449.20                       | 457.29                       | PER DAY      | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - HOURLY  | 49.96           | 50.76                        | 51.67                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - WEEKLY  | 2725.17         | 2768.77                      | 2818.61                      | PER WEEK     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - DAILY (10 HOUR RENTAL)  | 598.33          | 607.90                       | 618.84                       | PER DAY      | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - HOURLY  | 69.20           | 70.31                        | 71.58                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - WEEKLY  | 4185.77         | 4252.74                      | 4329.29                      | PER WEEK     | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ROOM RENTALS</b>  |                 |                              |                              |              |                                  |                  |
| NON-PROFIT ORGANIZATIONS - GYMNASIUM   | 60.45           | 61.40                        | 62.51                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ROOM RENTALS</b> |                 |                              |                              |              |                                  |                  |
| NON-PROFIT ORGANIZATIONS - LARGE AUDITORIUM (5,001 - 10,000 SQ. FT.)  | 52.45           | 53.27                        | 54.23                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - MEETING ROOMS (1 - 1,000 SQ. FT.)          | 7.30            | 7.41                         | 7.54                         | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - MEETING ROOMS (1,001 - 2,000 SQ. FT.)      | 18.00           | 18.29                        | 18.62                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - MEETING ROOMS (2,001 - 3,000 SQ. FT.)      | 35.75           | 36.32                        | 36.97                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - SMALL AUDITORIUM (2,001 - 5,000 SQ. FT.)   | 52.45           | 53.27                        | 54.23                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - TABLE RENTALS                              | 3.35            | 3.47                         | 3.53                         | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - GYMNASIUM                                      | 130.60          | 132.75                       | 135.14                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - LARGE AUDITORIUM (5,001 - 10,000 SQ. FT.)      | 130.60          | 132.75                       | 135.14                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - MEETING ROOMS (1 - 1,000 SQ. FT.)              | 14.20           | 14.41                        | 14.67                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - MEETING ROOMS (1,001 - 2,000 SQ. FT.)          | 34.55           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - ROOM RENTALS</b> |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS - MEETING ROOMS (2,001 - 3,000 SQ. FT.)          | 69.05           | 70.15                        | 71.41                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - SMALL AUDITORIUM (2,001 - 5,000 SQ. FT.)       | 130.60          | 132.75                       | 135.14                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - TABLE RENTALS                                  | 3.35            | 3.41                         | 3.47                         | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

### **COMMUNITY DEVELOPMENT, RECREATION & SUPPORT - SWIMMING POOLS - AQUATIC AND RECREATION PROGRAMS**

THAT NON RESIDENTS OF THE CITY OF WINNIPEG SHALL BE CHARGED AN ADDITIONAL 20% OF THE PROGRAM FEE TO PARTICIPATE IN REGISTERED DEPARTMENT OPERATED RECREATION AND AQUATIC

### **COMMUNITY DEVELOPMENT, RECREATION & SUPPORT - SWIMMING POOLS (INDOOR)**

NON-RESIDENT (ADDITIONAL 20% OVER THE RESIDENT AGE GROUP RATES FOR THE SIX MONTH PASS AND SEASON TICKETS).

### **COMMUNITY DEVELOPMENT, RECREATION & SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC ACTIVITIES (REC PROG)**

|                                     |      |      |      |          |           |                |
|-------------------------------------|------|------|------|----------|-----------|----------------|
| AQUACISE - DROP IN FEE (PER 1 HOUR) | 7.55 | 7.67 | 7.81 | PER HOUR | 01-Sep-00 | BY-LAW 7078/97 |
| AQUACISE (PER 1 HOUR)               | 5.61 | 5.70 | 5.80 | PER HOUR | 01-Sep-00 | BY-LAW 7078/97 |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC ACTIVITIES (REC PROG)</b>   |                 |                              |                              |              |                                  |                  |
| GYM & SWIM (PER 1/2 HOUR)  | 2.65            | 2.69                         | 2.74                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| PARENT & CHILD (PER 1/2 HOUR)  | 2.65            | 2.69                         | 2.74                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| PRE SCHOOL (PER 1/2 HOUR)  | 5.10            | 5.18                         | 5.27                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC MEETS/RENTALS</b>   |                 |                              |                              |              |                                  |                  |
| * ACTIVITIES OTHER THAN THE ABOVE TO BE NEGOTIATED ON A RENTAL BASIS; STAFF WAGES BASED ON THE CITY C.U.P.E. SALARY SCALE PLUS APPLICABLE FRINGE BENEFITS. |                 |                              |                              |              |                                  |                  |
| NON-PROFIT ORGANIZATIONS - BERNIE WOLFE  | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - BONIVITAL (PER TANK)  | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - ELDON ROSS  | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - ELMWOOD-KILDONAN  | 85.07           | 86.43                        | 87.99                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - MARGARET GRANT  | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |



## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC MEETS/RENTALS</b>  |                 |                              |                              |              |                                  |                  |
| NON-PROFIT ORGANIZATIONS - NORTH WINNIPEG CENTENNIAL  | 60.43           | 61.40                        | 62.51                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - PAN AM   | 162.74          | 165.34                       | 168.32                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - SARGENT PARK   | 85.07           | 86.43                        | 87.99                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - SEVEN OAKS   | 85.07           | 86.43                        | 87.99                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - SHERBROOK  | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - ST. JAMES CIVIC CENTRE   | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - ST. JAMES/ASSINIBOIA CENTENNIAL  | 52.99           | 53.84                        | 54.81                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NON-PROFIT ORGANIZATIONS - TRANSCONA CENTENNIAL   | 34.53           | 35.08                        | 35.71                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| NOTE 1: FOR MEETS AND PROGRAMS CO-SPONSORED BY THE CITY AND SCHOOL DIVISION, THERE WILL BE A CHARGE OF WAGE AND EMPLOYEE BENEFIT COSTS (BETWEEN THE HOURS OF 9:00 A.M. AND 4:00 |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS - BERNIE WOLFE   | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC MEETS/RENTALS</b> |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS - BONIVITAL (PER TANK)  | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - ELDON ROSS  | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - ELMWOOD-KILDONAN  | 170.14          | 172.86                       | 175.97                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - MARGARET GRANT  | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - NORTH WINNIPEG CENTENNIAL   | 122.04          | 123.99                       | 126.22                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - PAN AM  | 326.66          | 331.89                       | 337.86                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - SARGENT PARK  | 170.14          | 172.86                       | 175.97                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - SEVEN OAKS  | 170.14          | 172.86                       | 175.97                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - SHERBROOK   | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - ST. JAMES CIVIC CENTRE  | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC MEETS/RENTALS</b> |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS - ST. JAMES/ASSINIBOIA CENTENNIAL   | 106.03          | 107.73                       | 109.67                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - TRANSCONA CENTENNIAL  | 67.83           | 68.92                        | 70.16                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - ALL POOLS   | 22.19           | 22.55                        | 22.96                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - BERNIE WOLFE  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - BONIVITAL (PER TANK)                                    |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - ELDON ROSS  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - ELMWOOD-KILDONAN  |                 |                              |                              |              |                                  | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - MARGARET GRANT  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - NORTH WINNIPEG CENTENNIAL                               |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - PAN AM  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - AQUATIC MEETS/RENTALS</b> |                 |                              |                              |              |                                  |                  |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - SARGENT PARK  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - SEVEN OAKS  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - SHERBROOK   |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - ST. JAMES CIVIC CENTRE                                  |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - ST. JAMES/ASSINIBOIA CENTENNIAL                         |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| SHARED COMPETITIVE USE (6:00 A.M. - 8:00 A.M.) - TRANSCONA CENTENNIAL                                    |                 |                              |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

### **COMMUNITY DEVELOPMENT, RECREATION & SUPPORT - SWIMMING POOLS (INDOOR) - C.O.W. SPONSORED INSTRUCT PROG**

\* NOTE: RED CROSS TEST FEE TO BE ADDED WHERE APPLICABLE

|                                |       |       |       |              |           |                |
|--------------------------------|-------|-------|-------|--------------|-----------|----------------|
| ADULT                          | 5.25  | 5.33  | 5.43  | PER 1/2 HOUR | 01-Sep-00 | BY-LAW 7078/97 |
| INDIVIDUAL INSTRUCTION - ADULT | 21.94 | 22.29 | 22.69 | PER 1/2 HOUR | 01-Sep-00 | BY-LAW 7078/97 |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - C.O.W. SPONSORED INSTRUCT PROG</b> |                 |                              |                              |              |                                  |                  |
| INDIVIDUAL INSTRUCTION - CHILD  | 20.50           | 20.83                        | 21.20                        |              |                                  | BY-LAW 7078/97   |
| MINI-CLASSES  | 4.80            | 4.88                         | 4.97                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| PRE-SCHOOL  | 4.79            | 4.87                         | 4.96                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SEMI-INDIVIDUAL INSTRUCTION - ADULT   | 10.55           | 10.72                        | 10.91                        | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SEMI-INDIVIDUAL INSTRUCTION - CHILD   | 9.86            | 10.02                        | 10.20                        |              |                                  | BY-LAW 7078/97   |
| SENIOR (PARTICIPATION IN REGULARLY SCHEDULED INSTRUCTIONAL PROGRAM)   | 4.03            | 4.09                         | 4.16                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SMALL CRAFT - ADULT   | 6.47            | 6.57                         | 6.69                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SMALL CRAFT - CHILD   | 6.05            | 6.15                         | 6.26                         |              |                                  | BY-LAW 7078/97   |
| YOUTH/CHILD   | 3.77            | 3.83                         | 3.90                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - GATE SPLITS</b>   |                 |                              |                              |              |                                  |                  |
| \$0 - \$499 - APPLICABLE HOURLY RENTAL RATE  |                 |                              |                              |              |                                  |                  |
| \$1,500 & OVER - APPLICABLE HOURLY RENTAL RATE + 25% OF RECEIPTS<br>FROM \$500 TO \$1,499 + 15% OF RECEIPTS OVER \$1,500                         |                 |                              |                              |              |                                  |                  |
| \$500 - \$1499 - APPLICABLE HOURLY RENTAL RATE + 25% OF RECEIPTS<br>FROM \$500 TO \$1,499  |                 |                              |                              |              |                                  |                  |
| A) GATE SPLITS FOR PAN AM INDOOR POOL RENTALS, WHEN ADMISSION<br>FEES ARE CHARGED, BE BASED ON GROSS REVENUE ACCORDING TO<br>THE FOLLOWING SCALE |                 |                              |                              |              |                                  |                  |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - GENERAL ADMISSION</b>   |                 |                              |                              |              |                                  |                  |
| NON-RESIDENT (ADDITIONAL 20% OVER THE RESIDENT AGE GROUP<br>RATES) FOR THE SIX MONTH PASS AND SEASON TICKETS                                     |                 |                              |                              |              |                                  | BY-LAW 7078/97   |
| SEASON PASS - ADULT  | 277.83          | 282.28                       | 287.36                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SEASON PASS - CHILD  | 122.28          | 124.24                       | 126.48                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SEASON PASS - FAMILY   | 554.34          | 563.21                       | 573.35                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SEASON PASS - SENIOR   | 222.49          | 226.05                       | 230.12                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SEASON PASS - YOUTH  | 191.37          | 194.43                       | 197.93                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - ADULT - NON-PRIME TIME  | 3.60            | 3.63                         | 3.70                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - ADULT - PRIME TIME  | 4.70            | 4.77                         | 4.86                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - CHILD   | 2.05            | 2.07                         | 2.11                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - FAMILY  | 9.30            | 9.43                         | 9.60                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - YOUTH   | 3.20            | 3.26                         | 3.32                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SIX MONTH PASS - ADULT   | 167.57          | 170.25                       | 173.31                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SIX MONTH PASS - CHILD   | 73.88           | 75.06                        | 76.41                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SIX MONTH PASS - FAMILY  | 333.10          | 338.43                       | 344.52                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SIX MONTH PASS - SENIOR  | 133.75          | 135.89                       | 138.34                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SIX MONTH PASS - YOUTH   | 115.29          | 117.13                       | 119.24                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - ADULT  | 41.45           | 42.12                        | 42.88                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - CHILD  | 18.20           | 18.50                        | 18.83                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - FAMILY   | 83.00           | 84.35                        | 85.87                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - YOUTH  | 28.55           | 29.02                        | 29.54                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - ADULT  | 73.75           | 74.92                        | 76.27                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - CHILD  | 32.40           | 32.90                        | 33.49                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - FAMILY   | 147.55          | 149.91                       | 152.61                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - YOUTH  | 53.05           | 53.89                        | 54.86                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (30 VISITS) - ADULT  | 96.80           | 98.35                        | 100.12                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |



## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SWIM PASS (30 VISITS) - CHILD  | 42.50           | 43.17                        | 43.95                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (30 VISITS) - FAMILY   | 193.65          | 196.75                       | 200.29                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (30 VISITS) - YOUTH  | 66.55           | 67.62                        | 68.84                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - LANE RENTAL</b>       |                 |                              |                              |              |                                  |                  |
| AQUATIC CLUBS - PAN AM POOL  | 23.10           | 23.47                        | 23.89                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| AQUATIC CLUBS - POOLS WITH 25 METRE OR YARD LANES OR LESS  | 10.20           | 10.36                        | 10.55                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| AQUATIC CLUBS - POOLS WITH 50 METRE FOOT LANES   | 8.87            | 9.01                         | 9.17                         | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| AQUATIC CLUBS - POOLS WITH 50 METRE OR YARD LANES OR LESS  | 20.35           | 20.68                        | 21.05                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - PAN AM POOL   | 50.79           | 51.60                        | 52.53                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - POOLS WITH 25 METRE OR YARD LANES OR LESS                                     | 20.35           | 20.68                        | 21.05                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - LANE RENTAL</b>                  |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS - POOLS WITH 50 METRE FOOT LANES   | 16.52           | 16.78                        | 17.08                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS - POOLS WITH 50 METRE OR YARD LANES OR LESS  | 41.92           | 42.59                        | 43.36                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - OTHER CHARGES</b>                |                 |                              |                              |              |                                  |                  |
| CASUAL STORAGE - MONTHLY (PER SQUARE FOOT)  | 0.97            | 0.99                         | 1.01                         | PER SQ. FOOT | 01-Sep-00                        | BY-LAW 7078/97   |
| CHECKING OF VALUABLES   | 0.35            | 0.37                         | 0.38                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| LOCKER RENTALS  | 8.55            | 8.68                         | 8.84                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| TOWELS - DEPOSIT (REFUNDABLE)   | 7.45            | 7.56                         | 7.70                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| TOWELS - RENTAL   | 2.30            | 2.31                         | 2.35                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - PRIVATE SWIMMING INSTRUCTION</b> |                 |                              |                              |              |                                  |                  |
| REGISTRATION FEE: MONTHLY   | 40.70           | 41.35                        | 42.09                        | PER MONTH    | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (INDOOR) - PRIVATE SWIMMING INSTRUCTION</b>  |                 |                              |                              |              |                                  |                  |
| REGISTRATION FEE: SEPT. 1 - JUNE 30  | 360.01          | 365.77                       | 372.35                       | PER SEASON   | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR)</b>  |                 |                              |                              |              |                                  |                  |
| ACTIVITIES OTHER THAN THE ABOVE TO BE NEGOTIATED ON A RENTAL PLUS EXPENSES BASIS; STAFF CHARGES WOULD BE BASED ON THE CITY C.U.P.E. SALARY SCALE PLUS APPLICABLE FRINGE BENEFITS |                 |                              |                              |              |                                  |                  |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - GENERAL ADMISSION</b>  |                 |                              |                              |              |                                  |                  |
| SINGLE ADMISSION - ADULT - NON-PRIME TIME  | 3.60            | 3.63                         | 3.70                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - ADULT - PRIME TIME  | 4.70            | 4.77                         | 4.86                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - CHILD   | 2.05            | 2.07                         | 2.11                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - FAMILY  | 9.30            | 9.43                         | 9.60                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SINGLE ADMISSION - YOUTH   | 3.20            | 3.26                         | 3.32                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - ADULT  | 41.45           | 42.12                        | 42.88                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SWIM PASS (10 VISITS) - CHILD   | 18.20           | 18.50                        | 18.83                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - FAMILY  | 83.00           | 84.35                        | 85.87                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (10 VISITS) - YOUTH   | 28.55           | 29.02                        | 29.54                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - ADULT   | 73.75           | 74.92                        | 76.27                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - CHILD   | 32.40           | 32.90                        | 33.49                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - FAMILY  | 147.55          | 149.91                       | 152.61                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (20 VISITS) - YOUTH   | 53.05           | 53.89                        | 54.86                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (30 VISITS) - ADULT   | 96.80           | 98.35                        | 100.12                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (30 VISITS) - CHILD   | 42.50           | 43.17                        | 43.95                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (30 VISITS) - FAMILY  | 193.65          | 196.75                       | 200.29                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - GENERAL ADMISSION</b>  |                 |                              |                              |              |                                  |                  |
| SWIM PASS (30 VISITS) - YOUTH  | 66.55           | 67.62                        | 68.84                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - INSTRUCT. PROGRAMS</b> |                 |                              |                              |              |                                  |                  |
| * NOTE: RED CROSS TEST FEE TO BE ADDED WHERE APPLICABLE  |                 |                              |                              |              |                                  |                  |
| ADULT  | 5.25            | 5.33                         | 5.43                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| INDIVIDUAL INSTRUCTION - ADULT   | 21.94           | 22.29                        | 22.69                        | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| INDIVIDUAL INSTRUCTION - CHILD   | 20.50           | 20.83                        | 21.20                        |              |                                  | BY-LAW 7078/97   |
| MINI-CLASSES   | 4.80            | 4.88                         | 4.97                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| PRE-SCHOOL   | 4.80            | 4.88                         | 4.97                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SEMI-INDIVIDUAL INSTRUCTION - ADULT  | 10.55           | 10.72                        | 10.91                        | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SEMI-INDIVIDUAL INSTRUCTION - CHILD  | 9.86            | 10.02                        | 10.20                        |              |                                  | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - INSTRUCT. PROGRAMS</b>  |                 |                              |                              |              |                                  |                  |
| SENIOR (PARTICIPATION IN REGULARLY SCHEDULED INSTRUCTIONAL PROGRAM)   | 4.03            | 4.09                         | 4.16                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SMALL CRAFT - ADULT   | 6.47            | 6.57                         | 6.69                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| SMALL CRAFT - CHILD   | 6.05            | 6.15                         | 6.26                         |              |                                  | BY-LAW 7078/97   |
| YOUTH/CHILD   | 3.77            | 3.83                         | 3.90                         | PER 1/2 HOUR | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - RENTALS</b>   |                 |                              |                              |              |                                  |                  |
| * AQUATIC CLUBS - REDUCED RATE FOR AQUATIC CLUBS - MANITOBA SECTION FOR COMPETITIVE SWIMMING, WATER POLO, SYNCHRONIZED SWIMMING AND DIVING AND PROGRAMS CO-SPONSORED BY THE |                 |                              |                              |              |                                  |                  |
| AQUATIC CLUBS - 25 METRE OR YARD POOLS  | 33.30           | 33.83                        | 34.44                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| AQUATIC CLUBS - 50 METRE POOLS  | 58.55           | 59.49                        | 60.56                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| AQUATIC CLUBS - PORTA-POOL DEPTH GREATER THAN 2 1/2 FEET  | 19.73           | 20.05                        | 20.41                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS & NON-AQUATIC CLUBS - 25 METRE OR YARD POOLS   | 69.05           | 70.15                        | 71.41                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - RENTALS</b>               |                 |                              |                              |              |                                  |                  |
| PROFIT ORGANIZATIONS & NON-AQUATIC CLUBS - 50 METRE POOLS   | 117.15          | 119.02                       | 121.16                       | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PROFIT ORGANIZATIONS & NON-AQUATIC CLUBS - PORTA-POOL DEPTH<br>GREATER THAN 2 1/2 FEET                    | 36.98           | 37.57                        | 38.25                        | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - SWIMMING POOLS (OUTDOOR) - RENTALS - PORTA POOLS</b> |                 |                              |                              |              |                                  |                  |
| PORTA-POOL - CENTRAL - FREE   | 0.00            | 0.00                         |                              | PER HOUR     | 01-Sep-00                        | BY-LAW 7078/97   |
| PORTA-POOL - NORQUAY - FREE   | 0.00            | 0.00                         |                              | PER HOUR     | 23-Jul-97                        | BY-LAW 7078/97   |
| SWIM PASS (MONTHLY) - CHILD   | 12.08           | 12.27                        | 12.49                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (MONTHLY) - FAMILY  | 72.45           | 73.61                        | 74.93                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SWIM PASS (MONTHLY) - YOUTH   | 24.19           | 24.57                        | 25.01                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

### COMMUNITY DEVELOPMENT, RECREATION & SUPPORT - TENNIS COURTS - ADDITIONAL CHARGES

IF, IN THE OPINION OF THE COMMUNITY SERVICES DEPARTMENT, ADDITIONAL STAFF AND/OR SERVICES ARE REQUIRED, THE USER SHALL BE ADVISED AND BE RESPONSIBLE FOR THE COST THEREOF (E.G.

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - TENNIS COURTS - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SUPERVISED COURTS - SEASONAL PASSES - ADULT  | 93.33           | 94.82                        | 96.53                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SEASONAL PASSES - CHILD  | 46.71           | 47.46                        | 48.31                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SEASONAL PASSES - FAMILY   | 186.66          | 189.65                       | 193.06                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SEASONAL PASSES - YOUTH  | 70.08           | 71.20                        | 72.48                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SINGLE ADMISSION - ADULT - NON-PRIME TIME                              | 2.00            | 2.02                         | 2.06                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SINGLE ADMISSION - ADULT - PRIME TIME                                  | 2.55            | 2.59                         | 2.64                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SINGLE ADMISSION - CHILD   | 1.30            | 1.30                         | 1.32                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SINGLE ADMISSION - FAMILY  | 5.25            | 5.33                         | 5.43                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - SINGLE ADMISSION - YOUTH   | 2.00            | 2.02                         | 2.06                         | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (10 VISITS) - ADULT  | 23.30           | 23.68                        | 24.11                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |



## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - TENNIS COURTS - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SUPERVISED COURTS - TENNIS PASS (10 VISITS) - CHILD  | 11.50           | 11.65                        | 11.86                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (10 VISITS) - FAMILY                                       | 46.70           | 47.46                        | 48.31                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (10 VISITS) - YOUTH  | 17.75           | 18.03                        | 18.35                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (20 VISITS) - ADULT  | 41.50           | 42.18                        | 42.94                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (20 VISITS) - CHILD  | 20.45           | 20.79                        | 21.16                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (20 VISITS) - FAMILY                                       | 83.00           | 84.36                        | 85.88                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (20 VISITS) - YOUTH  | 31.40           | 31.92                        | 32.49                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (30 VISITS) - ADULT  | 54.40           | 55.29                        | 56.29                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (30 VISITS) - CHILD  | 27.30           | 27.73                        | 28.23                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| SUPERVISED COURTS - TENNIS PASS (30 VISITS) - FAMILY                                       | 109.05          | 110.78                       | 112.77                       | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY DEVELOPMENT, RECREATION &amp; SUPPORT - TENNIS COURTS - GENERAL ADMISSION</b> |                 |                              |                              |              |                                  |                  |
| SUPERVISED COURTS - TENNIS PASS (30 VISITS) - YOUTH  | 41.20           | 41.87                        | 42.62                        | EACH         | 01-Sep-00                        | BY-LAW 7078/97   |
| UNSUPERVISED COURTS  | 0.00            | 0.00                         | 0.00                         | EACH         | 23-Jul-97                        | BY-LAW 7078/97   |

### COMMUNITY RESOURCE, PROTECTION & SAFETY SERVICES

(EFFECTIVE JUNE 1ST OF EACH YEAR UNLESS OTHERWISE INDICATED)

ALL RATES INCLUDE APPLICABLE TAXES

### COMMUNITY RESOURCE, PROTECTION & SAFETY SERVICES - CIVIC CHARITIES PERMITS

|                |       |       |       |            |           |                |
|----------------|-------|-------|-------|------------|-----------|----------------|
| REGULAR PERMIT | 25.00 | 25.00 | 25.00 | PER PERMIT | 27-Jan-99 | BY-LAW 7373/99 |
| TAG DAY PERMIT | 40.00 | 40.00 | 40.00 | PER PERMIT | 27-Jan-99 | BY-LAW 7373/99 |

### COMMUNITY RESOURCE, PROTECTION & SAFETY SERVICES - LICENSES - ENVIRONMENTAL HEALTH

|   |       |       |       |      |           |                |
|---|-------|-------|-------|------|-----------|----------------|
| REGISTRATION FEE - FOOD HANDLER TRAINING CERTIFICATE ONLY | 21.23 | 21.23 | 21.23 | EACH | 24-Mar-99 | BY-LAW 7399/99 |
|---|-------|-------|-------|------|-----------|----------------|

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>         |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|--------------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - ENVIRONMENTAL HEALTH</b> |                 |                              |                              |              |                                  |                          |
| REGISTRATION FEE - FOOD HANDLER TRAINING EXAM AND CERTIFICATE ONLY                            | 28.00           | 28.00                        | 28.00                        | EACH         | 24-Mar-99                        | BY-LAW 7855/01           |
| REGISTRATION FEE - FOOD HANDLER TRAINING PROGRAM  | 65.00           | 65.00                        | 65.00                        | EACH         | 24-Mar-99                        | BY-LAW 7855/01           |
| REGISTRATION FEE - POOL SAFE PROGRAM  | 118.85          | 118.85                       | 118.85                       | EACH         | 01-Jun-99                        | COUNCIL JANUARY<br>23/91 |
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>     |                 |                              |                              |              |                                  |                          |
| AMUSEMENT DEVICE  | 90.00           | 90.00                        | 90.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95           |
| AMUSEMENT PARLOUR   | 650.00          | 650.00                       | 650.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95           |
| ANTIQUÉ BUYER - OTHERS  | 200.00          | 200.00                       | 200.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95           |
| ANTIQUÉ BUYER - WITH SECOND HAND DEALER'S LICENSE   | 85.00           | 85.00                        | 85.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95           |
| AUCTIONEER  | 200.00          | 200.00                       | 200.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95           |
| AUCTIONEER'S ASSISTANT  | 75.00           | 75.00                        | 75.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95           |

## COMMUNITY SERVICES

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|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b> |                 |                              |                              |              |                                  |                  |
| AWNING AND CANOPY INSTALLER   | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 7455/99   |
| BANQUET HALL  | 350.00          | 350.00                       | 350.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| BARBER SHOP   | 100.00          | 100.00                       | 100.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| BEAUTY SALON  | 100.00          | 100.00                       | 100.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| BICYCLE DEALER  | 90.00           | 90.00                        | 90.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| BILLIARD PARLOUR  | 135.00          | 135.00                       | 135.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| BOWLING ALLEY   | 240.00          | 240.00                       | 240.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| BUS   | 65.00           | 65.00                        | 65.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| CANVASSER   | 65.00           | 65.00                        | 65.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| CARNIVAL  | 175.00          | 175.00                       | 175.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b> |                 |                              |                              |              |                                  |                  |
| CHIMNEY SWEEP   | 100.00          | 100.00                       | 100.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| CINEMA  | 280.00          | 280.00                       | 280.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| CONCERT HALL  | 205.00          | 205.00                       | 205.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| CRANE OPERATOR  | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 7455/99   |
| DANCE HALL  | 390.00          | 390.00                       | 390.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| DATING & ESCORT SERVICE   | 4000.00         | 4000.00                      | 4000.00                      | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| DOG KENNEL  | 140.00          | 140.00                       | 140.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ESCORT  | 105.00          | 105.00                       | 105.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| FLEA MARKET - 4 DAYS OR MORE  | 450.00          | 450.00                       | 450.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| FLEA MARKET - UP TO 3 CONSECUTIVE DAYS DURATION   | 130.00          | 130.00                       | 130.00                       | PER DAY      | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

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|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b> |                 |                              |                              |              |                                  |                  |
| FOOD HANDLING ESTABLISHMENT - LIMITED   | 210.00          | 210.00                       | 210.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| FOOD HANDLING ESTABLISHMENT - OTHERS  | 330.00          | 330.00                       | 330.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| FOOD HANDLING ESTABLISHMENT - TEMPORARY   | 200.00          | 200.00                       | 200.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| FURNACE VACUUM CLEANER  | 65.00           | 65.00                        | 65.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| GAMES - BALL, DART OR DISC THROWING   | 90.00           | 90.00                        | 90.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| HATCHERY, CHICK   | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| HAWKER - TRAVELLING ON FOOT - EFFECTIVE JANUARY 1ST OF EACH YEAR                          | 98.00           | 98.00                        | 98.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| HAWKER - VEHICLE OR MOBILE UNIT - EFFECTIVE JANUARY 1ST OF EACH YEAR                      | 162.00          | 162.00                       | 162.00                       | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| HOSTEL  | 205.00          | 205.00                       | 205.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| HOUSE MOVER   | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

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|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>        |                 |                              |                              |              |                                  |                  |
| ICE CREAM FREEZER - OTHERS   | 230.00          | 230.00                       | 230.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ICE CREAM FREEZER - WHEN HELD WITH A FOOD HANDLING ESTABLISHMENT OTHER THAN TEMPORARY OR LIMITED | 155.00          | 155.00                       | 155.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ICE SKATING RINK   | 160.00          | 160.00                       | 160.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| INSULATING MACHINE   | 65.00           | 65.00                        | 65.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ITINERANT PHOTOGRAPHER   | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ITINERANT SALESMAN - GREETING CARDS  | 65.00           | 65.00                        | 65.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ITINERANT SALESMAN - OTHERS  | 460.00          | 460.00                       | 460.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| KARTING TRACK  | 275.00          | 275.00                       | 275.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| LAUNDRY OR DRY CLEANING PLANT  | 300.00          | 300.00                       | 300.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| LIVERY STABLE  | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

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|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>                                      |                 |                              |                              |              |                                  |                  |
| LIVESTOCK DEALER   | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| MAGAZINE SALESMAN  | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| MASSAGE PARLOUR PROPRIETOR   | 4000.00         | 4000.00                      | 4000.00                      | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| MASSAGE THERAPIST  | 110.00          | 110.00                       | 110.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| MASSAGIST  | 120.00          | 120.00                       | 120.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| MOTOR RACEWAY  | 330.00          | 330.00                       | 330.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| OIL SUPPLY SERVICE   | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| OUTDOOR MOBILE FOOD VENDOR - GENERAL - EFFECTIVE JANUARY 1ST<br>OF EACH YEAR   | 295.00          | 310.00                       | 310.00                       | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| OUTDOOR MOBILE FOOD VENDOR - ONLY FRESH FRUIT OR VEGETABLE<br>AND/OR PREPACKAGED FOODS - EFFECTIVE JANUARY 1ST OF EACH<br>YEAR | 201.00          | 235.00                       | 235.00                       | EACH         | 01-Jan-99                        | BY-LAW 6551/95   |
| PAWNBROKER   | 605.00          | 605.00                       | 605.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |



## COMMUNITY SERVICES

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|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>     |                 |                              |                              |              |                                  |                  |
| PET SHOP  | 140.00          | 140.00                       | 140.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| PLANT STALL - EFFECTIVE JANUARY 1ST OF EACH YEAR  | 64.00           | 65.00                        | 65.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| POULTRY KEEPER  | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| POULTRY SLAUGHTER HOUSE   | 305.00          | 305.00                       | 305.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| PRECIOUS METALS DEALER - OTHERS   | 365.00          | 365.00                       | 365.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| PRECIOUS METALS DEALER - WITH SECOND-HAND DEALER OR ANTIQUE BUYER LICENSE                     | 90.00           | 90.00                        | 90.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| PSYCHIC READER  | 130.00          | 130.00                       | 130.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| RAFFLE LOTTERY - 1.5% OF THE VALUE OF TICKETS BEING PRINTED, OR \$25.00, WHICHEVER IS GREATER | 1.50            | 1.50                         | 1.50                         | PERCENT      | 01-Jun-99                        | BY-LAW 7470/99   |
| RIDES - COIN OPERATED FOR USE BY CHILDREN 10 YEARS OF AGE OR YOUNGER                          | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| RIDES - OTHERS  | 95.00           | 95.00                        | 95.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>  |                 |                              |                              |              |                                  |                  |
| ROLLER SKATING RINK  | 160.00          | 160.00                       | 160.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| ROOMING HOUSE - EFFECTIVE JANUARY 1ST OF EACH YEAR   | 316.00          | 340.00                       | 340.00                       | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| SECOND HAND DEALER - OTHERS  | 305.00          | 305.00                       | 305.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SECOND HAND DEALER - WITH AUCTIONEER'S LICENSE OR DEALING IN HOUSEHOLD FURNITURE, CLOTHING, BOOKS AND MAGAZINES, AUDIO RECORDINGS, VIDEO GAMES, COMPUTER SOFTWARE, BUT EXCLUDING | 135.00          | 135.00                       | 135.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SHOOTING GALLERY   | 460.00          | 460.00                       | 460.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SHUFFLEBOARD   | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SIGN ERECTOR   | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SKATE BOARD FACILITY   | 160.00          | 160.00                       | 160.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SOAP MANUFACTORY   | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SOILS DEALER   | 165.00          | 165.00                       | 165.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b> |                 |                              |                              |              |                                  |                  |
| SOUVENIR BOOK SELLER (FOR MORE THAN 2 DAYS)   | 50.00           | 50.00                        | 50.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SOUVENIR BOOK SELLER (FOR UP TO 2 DAYS)   | 30.00           | 30.00                        | 30.00                        | PER DAY      | 01-Jun-99                        | BY-LAW 6551/95   |
| SOUVENIR SELLER (FOR MORE THAN 2 DAYS)  | 100.00          | 100.00                       | 100.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| SOUVENIR SELLER (FOR UP TO 2 DAYS)  | 40.00           | 40.00                        | 40.00                        | PER DAY      | 01-Jun-99                        | BY-LAW 6551/95   |
| STREET ARTIST   | 35.00           | 35.00                        | 35.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TANNERY   | 245.00          | 245.00                       | 245.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TATTOO STUDIO   | 165.00          | 165.00                       | 165.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TOBACCONIST   | 100.00          | 100.00                       | 100.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TOBBOGAN SLIDE  | 160.00          | 160.00                       | 160.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TRAILER PARK  | 65.00           | 65.00                        | 65.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>   |                 |                              |                              |              |                                  |                  |
| TRANSIENT TRADER - ASSESSED BUSINESS TAX - 90 CONSECUTIVE DAY PERIOD                        | 385.00          | 385.00                       | 385.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TRANSIENT TRADER - ASSESSED BUSINESS TAX - 90 DAY PERIOD - EACH ADDITIONAL LOCATION         | 375.00          | 375.00                       | 375.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TRANSIENT TRADER - ASSESSED BUSINESS TAX - FOR ONE DAY ONLY - 1 LOCATION                    | 230.00          | 230.00                       | 230.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TRANSIENT TRADER - NOT ASSESSED FOR BUSINESS TAX - 90 CONSECUTIVE DAY PERIOD                | 550.00          | 550.00                       | 550.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TRANSIENT TRADER - NOT ASSESSED FOR BUSINESS TAX - 90 DAY PERIOD - EACH ADDITIONAL LOCATION | 440.00          | 440.00                       | 440.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| TRANSIENT TRADER - NOT ASSESSED FOR BUSINESS TAX - FOR ONE DAY ONLY - 1 LOCATION            | 275.00          | 275.00                       | 275.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| UNDERTAKER, FUNERAL DIRECTOR  | 265.00          | 265.00                       | 265.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| USED MATERIAL COLLECTOR   | 70.00           | 70.00                        | 70.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| USED MATERIAL YARD  | 330.00          | 330.00                       | 330.00                       | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| VENDING MACHINE - CIGARETTE OR TOBACCO  | 85.00           | 85.00                        | 85.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i> |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|------------------|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES</b>  |                 |                              |                              |              |                                  |                  |
| VENDING MACHINE - OTHERS   | 15.00           | 15.00                        | 15.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| WASTE OIL TRUCKER  | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| WINDOW INSTALLER   | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 6551/95   |
| WINDOW WASHER  | 80.00           | 80.00                        | 80.00                        | EACH         | 01-Jun-99                        | BY-LAW 7455/99   |
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES - MISC.</b>  |                 |                              |                              |              |                                  |                  |
| LICENSE IN LIEU OF BUSINESS TAX - BASED ON BUSINESS TAXES ON COMPARABLE COMMERCIAL PREMISES  | 135.00          | 135.00                       | 135.00                       | PER YEAR     | 01-Jan-94                        | BY-LAW 201/72    |
| LICENSE IN LIEU OF BUSINESS TAX - FEE (REDUCED RATE FOR THE DISABLED). THE FEE WAS CALCULATED TO BE IN LINE WITH BUSINESS TAXES ON COMPARABLE COMMERCIAL PREMISES. | 13.00           | 13.00                        | 13.00                        | PER YEAR     | 01-Jan-94                        | BY-LAW 201/72    |
| MINIMUM REFUND - PER SUB-SECTION 5(4) OF BY-LAW 65   | 30.00           | 30.00                        | 30.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| REPLACEMENT FEE FOR DAMAGED BADGE  | 15.00           | 15.00                        | 15.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |
| REPLACEMENT FEE FOR DAMAGED GENERAL LICENSE  | 15.00           | 15.00                        | 15.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95   |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>                        |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|---|
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - LICENSES - GENERAL LICENSES - MISC.</b> |                 |                              |                              |              |                                  |   |
| REPLACEMENT FEE FOR DAMAGED LICENSE PLATE (FOOD VENDOR)   | 15.00           | 15.00                        | 15.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95                          |
| REPLACEMENT FEE FOR DAMAGED LICENSE PLATE (HAWKER)  | 15.00           | 15.00                        | 15.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95                          |
| REPLACEMENT FEE FOR DAMAGED LICENSE STICKER   | 15.00           | 15.00                        | 15.00                        | EACH         | 01-Jan-00                        | BY-LAW 6551/95                          |
| TAXI CAB LICENSE FEE PER VEHICLE OR BOOKING OFFICE  | 56.00           | 56.00                        | 56.00                        | EACH         | 01-Mar-93                        | TAXICAB ACT SUBSEC<br>9 (3) B/L 6123/93 |
| <b>COMMUNITY RESOURCE, PROTECTION &amp; SAFETY SERVICES - SALE OF BICYCLES</b>                    |                 |                              |                              |              |                                  |   |
| PUBLIC AUCTION  |                 |                              |                              | EACH         |                                  | HIGHWAY TRAFFIC<br>ACT SEC. 151 (8)     |
| <b>LIBRARY SERVICES</b>   |                 |                              |                              |              |                                  |   |
| (EFFECTIVE JULY 1ST OF EACH YEAR)   |                 |                              |                              |              |                                  |   |
| <b>LIBRARY SERVICES - EQUIPMENT RENTAL</b>  |                 |                              |                              |              |                                  |   |
| OVERHEAD PROJECTOR, ETC. - CENTENNIAL LIBRARY BRANCH  | 24.00           | 24.00                        | 24.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94                      |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>                                   | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>   |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|--------------------|
| <b>LIBRARY SERVICES - EQUIPMENT RENTAL</b>           |                 |                              |                              |              |                                  |                    |
| OVERHEAD PROJECTOR, ETC. - OTHER LIBRARY BRANCHES    | 24.00           | 24.00                        | 24.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| <b>LIBRARY SERVICES - FAX CHARGES</b>                |                 |                              |                              |              |                                  |                    |
| FAX CHARGES - LOCAL                                  | 1.00            | 1.00                         | 1.00                         | PER PAGE     | 01-Oct-97                        |                    |
| FAX CHARGES - LONG DISTANCE                          | 2.00            | 2.00                         | 2.00                         | PER PAGE     | 01-Oct-97                        |                    |
| <b>LIBRARY SERVICES - NON PICKUP OF HOLDS</b>        |                 |                              |                              |              |                                  |                    |
| NON PICKUP OF HOLDS                                  | 1.10            | 1.10                         | 1.10                         | PER ITEM     | 01-Oct-97                        |                    |
| <b>LIBRARY SERVICES - OTHER CHARGES</b>              |                 |                              |                              |              |                                  |                    |
| MEMBERSHIP - ANNUAL NON-RESIDENT CHARGE              | 84.00           | 84.00                        | 84.00                        | PER FAMILY   | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| MEMBERSHIP - REFUNDABLE AFTER 2 YEARS OUT OF REVENUE | 84.00           | 84.00                        | 84.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| MEMBERSHIP CARD REPLACEMENT                          | 3.75            | 3.75                         | 3.75                         | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i>        | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>   |
|---|-----------------|------------------------------|------------------------------|---------------------|----------------------------------|--------------------|
| <b>LIBRARY SERVICES - OTHER CHARGES</b>   |                 |                              |                              |                     |                                  |                    |
| MICROFORM READER/PRINTER COPIES   | 0.35            | 0.35                         | 0.35                         | PER COPY            | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| PHOTO COPYING & PRINTING FEE - COPY CARD  | 0.13            | 0.13                         | 0.13                         | PER PAGE            | 01-Jul-99                        | COUNCIL MAR. 15/99 |
| PHOTOCOPYING FEE - CASH   | 0.15            | 0.15                         | 0.15                         | PER PAGE            | 01-Jul-99                        | COUNCIL MAR. 15/99 |
| PROCESSING FEE - TO REPLACE LOST/DAMAGED ITEMS  | 5.00            | 5.00                         | 5.00                         | PER ITEM            | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| VIDEO WEAR AND TEAR FEE - ADULT ONLY  | 1.00            | 1.00                         | 1.00                         | PER VIDEO           | 01-Jul-99                        | COUNCIL MAR. 15/99 |
| <b>LIBRARY SERVICES - OVERDUE CHARGES</b>   |                 |                              |                              |                     |                                  |                    |
| BOOKS, CDS, CASSETTES, & PAPERBACKS - ADULTS & YOUNG ADULT<br>\$9.00 MAXIMUM PER ITEM (MAXIMUM \$10.50 IN 2003) | 0.35            | 0.35                         | 0.35                         | PER DAY             | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| BOOKS, CDS, CASSETTES, VIDEOS & PAPERBACKS - CHILDREN'S \$4.50<br>MAXIMUM PER ITEM                              | 0.15            | 0.15                         | 0.15                         | PER DAY             | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| MAGAZINES - ADULT & YOUNG ADULT - MAXIMUM \$6.00 PER ITEM<br>(MAXIMUM OF \$7.00 IN 2003)                        | 0.35            | 0.35                         | 0.35                         | PER DAY MAX.<br>\$6 | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| MAGAZINES - CHILDREN'S - MAXIMUM \$3.00 PER ITEM  | 0.15            | 0.15                         | 0.15                         | PER DAY MAX.<br>\$3 | 01-Jul-99                        | COUNCIL MAR. 20/97 |



## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i>        | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>   |
|---|-----------------|------------------------------|------------------------------|---------------------|----------------------------------|--------------------|
| <b>LIBRARY SERVICES - OVERDUE CHARGES</b>                                 |                 |                              |                              |                     |                                  |                    |
| VIDEOS & CD-ROM - MAXIMUM \$18.00 PER ITEM                                | 2.00            | 2.00                         | 2.00                         | PER DAY MAX.<br>\$1 | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| <b>LIBRARY SERVICES - REPLACEMENT COSTS OF ITEMS</b>                      |                 |                              |                              |                     |                                  |                    |
| USE THE LIST PRICE, IF KNOWN  |                 |                              |                              | EACH                | 01-Jul-99                        | COUNCIL JULY 27/83 |
| <b>LIBRARY SERVICES - REPLACEMENT COSTS OF ITEMS - LIST PRICE UNKNOWN</b> |                 |                              |                              |                     |                                  |                    |
| ADULT & YOUNG ADULT MAGAZINE  | 7.00            | 7.00                         | 7.00                         | EACH                | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| ADULT & YOUNG ADULT PAPERBACK   | 10.50           | 10.50                        | 10.50                        | EACH                | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| ADULT BASIC EDUCATION   | 7.00            | 7.00                         | 7.00                         | EACH                | 01-Jul-99                        | COUNCIL MAR. 23/88 |
| ADULT BOOK  | 25.00           | 25.00                        | 25.00                        | EACH                | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| CASSETTE  | 12.00           | 12.00                        | 12.00                        | EACH                | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| CHILDREN'S MAGAZINE   | 3.00            | 3.00                         | 3.00                         | EACH                | 01-Jul-99                        | COUNCIL MAR. 20/97 |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>   |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|--------------------|
| <b>LIBRARY SERVICES - REPLACEMENT COSTS OF ITEMS - LIST PRICE UNKNOWN</b> |                 |                              |                              |              |                                  |                    |
| CHILDREN'S PAPERBACK & BOARD BOOK   | 6.00            | 6.00                         | 6.00                         | EACH         | 01-Jul-99                        | COUNCIL MAR. 23/88 |
| COMPACT DISC  | 22.00           | 22.00                        | 22.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| JUVENILE BOOK   | 17.00           | 17.00                        | 17.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| KIT   | 12.00           | 12.00                        | 12.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 23/88 |
| TALKING BOOK  | 50.00           | 50.00                        | 50.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| TOY   | 12.00           | 12.00                        | 12.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 23/88 |
| VIDEO, CD-ROM & DVD   | 50.00           | 50.00                        | 50.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 23/88 |
| <b>LIBRARY SERVICES - ROOM RENTAL - CENTENNIAL LIBRARY BRANCH</b>         |                 |                              |                              |              |                                  |                    |
| ROOM RENTAL (3 CONSECUTIVE HOURS)   | 39.00           | 39.00                        | 39.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| ROOM RENTAL WHOLE DAY (11 CONSECUTIVE HOURS 10:00 AM - 9:00 PM)           | 81.00           | 81.00                        | 81.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 20/97 |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>  | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>   |
|---|-----------------|------------------------------|------------------------------|--------------|----------------------------------|--------------------|
| <b>LIBRARY SERVICES - ROOM RENTAL - CENTENNIAL LIBRARY BRANCH</b>   |                 |                              |                              |              |                                  |                    |
| ROOM RENTAL WHOLE DAY (6 CONSECUTIVE HOURS)                         | 59.00           | 59.00                        | 59.00                        | EACH         | 01-Jul-99                        | COUNCIL MAR. 20/97 |
| <b>LIBRARY SERVICES - ROOM RENTAL - OTHER LIBRARY BRANCHES</b>      |                 |                              |                              |              |                                  |                    |
| ROOM RENTAL (3 CONSECUTIVE HOURS)                                   | 34.00           | 34.00                        | 34.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| ROOM RENTAL WHOLE DAY ( 11 CONSECUTIVE HOURS 10:00 AM - 9:00 PM)    | 76.00           | 76.00                        | 76.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| ROOM RENTAL WHOLE DAY ( 6 CONSECUTIVE HOURS )                       | 54.00           | 54.00                        | 54.00                        | EACH         | 01-Jul-99                        | COUNCIL NOV. 16/94 |
| <b>LIBRARY SERVICES - SALES (DISCARD)</b>                           |                 |                              |                              |              |                                  |                    |
| BOOKS/VIDEOS/COMPACT DISCS - FIRST WEEK                             | 4.00            | 4.00                         | 4.00                         | PER COPY     | 01-Jul-99                        | COUNCIL JAN. 15/93 |
| BOOKS/VIDEOS/COMPACT DISCS - SECOND WEEK                            | 2.00            | 2.00                         | 2.00                         | PER COPY     | 01-Jul-99                        | COUNCIL JAN. 15/93 |
| BOOKS/VIDEOS/COMPACT DISCS - THIRD WEEK DISCOUNTED ( \$ 2. PER BAG) | 2.00            | 2.00                         | 2.00                         | PER BAG      | 01-Jul-99                        | COUNCIL JAN. 15/93 |
| PAPERBACKS/CASSETTES/PERIODICALS - FIRST WEEK                       | 0.50            | 0.50                         | 0.50                         | PER COPY     | 01-Jul-99                        | COUNCIL JAN. 15/93 |

## COMMUNITY SERVICES

| <i>DESCRIPTION</i>                                       | <i>2003 FEE</i> | <i>PROPOSED<br/>2004 FEE</i> | <i>PROPOSED<br/>2005 FEE</i> | <i>UNITS</i> | <i>DATE OF LAST<br/>REVISION</i> | <i>AUTHORITY</i>   |
|--|-----------------|------------------------------|------------------------------|--------------|----------------------------------|--------------------|
| <b>LIBRARY SERVICES - SALES (DISCARD)</b>                |                 |                              |                              |              |                                  |                    |
| PAPERBACKS/CASSETTES/PERIODICALS - SECOND WEEK           | 0.25            | 0.25                         | 0.25                         | PER COPY     | 01-Jul-99                        | COUNCIL JAN. 15/93 |
| PAPERBACKS/CASSETTES/PERIODICALS - THIRD WEEK DISCOUNTED | 2.00            | 2.00                         | 2.00                         | PER BAG      | 01-Jul-99                        | COUNCIL JAN. 15/93 |

# THE INDOOR ARENA ICE ALLOCATION POLICY

THE CITY OF WINNIPEG  
Parks and Recreation Department  
ADOPTED BY COUNCIL ON JUNE 26, 1997  
(Supercedes June 23, 1994)



SUBJECT:

# THE INDOOR ARENA ICE ALLOCATION POLICY

CATEGORY: DEFINITION OF TERMS

APPROVED: JUNE 26, 1997

SUPERCEDES: JUNE 23, 1994

1. **Casual Rentals:**  
Generally any group who rents "on a spot" basis and not on a seasonal basis.
2. **Community Youth Programs**  
Ice skate programs for youth, ages 20 years and under\*, run by community sport associations, community centres and the School Divisions (satisfying definition number 12) conducting sport activities recognized by the Parks and Recreation Department.  
  
*\* Any exception to this age category is subject to approval by the Parks and Recreation Department.*
3. **Contract Rentals**  
Any group, outside of definitions 1 and 2, renting a specific block of time on a contract basis for the duration of the season or concentrated time period.
4. **Community Centre Indoor Arenas**  
Any indoor arena (natural or artificial ice) operated by a community centre.
5. **Figure Skating Clubs**  
Refers to formally organized community sponsored figure skating clubs recognized by the Canadian Figure Skating Association (Manitoba Section) and/or local area associations conducting Department recognized figure skating programs.  
  
*Department Recognized Figure Skating Programs: Can Skate, Can Figure Skate, Competitive Figure Skating, Precision Skating, CFSA Test Stream.*
6. **Major Hockey**  
Formally organized and recognized high-level competitive hockey for participants 18 years and older, which includes, but is not limited to, the following leagues and associations:  
Manitoba Major Junior Hockey, Canadian Amateur Hockey Association - Manitoba, Amateur Hockey Association.



SUBJECT:

**THE INDOOR ARENA  
ICE ALLOCATION POLICY**

CATEGORY: DEFINITION OF TERMS

APPROVED: JUNE 26, 1997

SUPERCEDES: JUNE 23, 1994

7. **Minor Hockey**  
Formally organized and recognized by the Winnipeg Minor Hockey Association and/or local area associations.
8. **Parks and Recreation Department Programs, Co-sponsored Programs and Sanctioned Special Events**  
Any program or special event operated, co-sponsored or sanctioned by the Parks and Recreation Department.
9. **Post Season**  
Generally defined as March 1 to April 30.  
  
**Pre-Season**  
Generally defined as September 1 to September 30.  
  
**Regular Season**  
Generally defined as October 1 to February 29.  
  
**Summer Season**  
Generally defined as May 1 - August 31\*.  
  
*\* Any exception to these dates is subject to approval by the Parks and Recreation Department.*
10. **Prime Time Ice**  
Those hours between 4:30 and 10:00 p.m., Monday through Friday and 7:00 a.m. - 10:00 p.m. Saturday and Sunday, October 1 to February 28. For the purpose of refining the definition of 'prime time ice', a booking commencing at 9:55 p.m. or earlier will be considered a prime time booking and will terminate no later than 11:00 p.m.
11. **Ringette**  
Formally organized and recognized by the Winnipeg Ringette Association and/or local area associations.





SUBJECT:

**THE INDOOR ARENA  
ICE ALLOCATION POLICY**

CATEGORY: DEFINITION OF TERMS

APPROVED: JUNE 26, 1997

SUPERCEDES: JUNE 23, 1994

12. **School Division High School Ice Skate Programs**  
Duly constituted, regularly scheduled inter-school ice skate programs sanctioned and supported by their respective School Division.
13. **Traditional Applicants in Good Standing**  
Any applicant who has been granted ice in the previous year and remains in good standing through adherence to the policies, procedures, rules and regulations laid out by the Parks and Recreation Department in all areas of its programs and services.
14. **Speed Skating Programs**  
Formally organized speed skating programs recognized by the Manitoba Speed Skating Association.





SUBJECT:

**THE INDOOR ARENA  
ICE ALLOCATION POLICY**

CATEGORY: SCHEDULE OF USER  
GROUP PRIORITY

APPROVED: JUNE 26, 1997

SUPERCEDES: JUNE 23, 1994

The following schedule of priorities shall be used on a city-wide basis to determine the allocation of prime time ice along the guidelines set out in the latter sections of this policy.

- |                |   |
|----------------|---|
| Priority No. 1 | Department Programs, Co-sponsored Programs and Sanctioned Special Events        |
| Priority No. 2 | Community Youth Programs  |
| Priority No. 3 | Major Hockey Team Games   |
| Priority No. 4 | Major Hockey Team Practices (excluding Senior/Intermediate Major Hockey Teams)  |
| Priority No. 5 | High School Hockey (first year entry teams sanctioned by their School Division) |
| Priority No. 6 | Contract Rentals - Adult Programs   |
| Priority No. 7 | Major Hockey Team Practices, Seniors/Intermediate Hockey Teams                  |
| Priority No. 8 | Contract Rentals - Youth Programs   |
| Priority No. 9 | Casual Rentals  |



SUBJECT:

# THE INDOOR ARENA ICE ALLOCATION POLICY

CATEGORY: ALLOCATION  
GUIDELINES

APPROVED: JUNE 26, 1997

SUPERCEDES: JUNE 23, 1994

1. Area Parks and Recreation offices, in consultation with the Central Booking Office, shall be allocated sufficient time to conduct their Learn to Skate programs, public skating and sanctioned special events.
- 2.1 The Central Booking Office shall allocate ice time on a "block basis" to local area associations that govern the individual community youth programs according to the number of teams registered in the previous year. The block will be determined by allocating 30 minutes of ice time per week for each minor hockey team, ringette team and sanctioned high school hockey team. This calculation (i.e. 30 minutes per team) may be modified without notice should the Department's available inventory of ice time be reduced as the result of the loss of one or more arenas under its jurisdiction. The local area associations and high school league(s) shall be charged with the responsibility of further breakdown and distribution of ice time for purpose of games, practices, clinics, etc.
- 2.2 For the purpose of this "block calculation", all minor hockey and ringette teams registered with a community centre which operates a community centre indoor arena will not be included in the over all "block ice calculation" to local minor hockey and ringette associations.
- 2.3 All community centre arenas will be required to provide a minimum of 30 minutes of ice time per week (to the appropriate minor hockey and ringette associations) for every team in their community centre in those associations with the intention that the community centre teams utilize that specific ice time. All community centres may, at their own discretion, allocate more than the required minimum ice time to their respective minor hockey and ringette associations. Community centres that operate indoor arenas with natural ice will be included in the "block" ice calculation between December 15 and February 15. At that time they will be subject to the Indoor Arena Ice Allocation Policy Guidelines.
- 2.4 A maximum allocation of 55% of all prime time ice available in all City operated arenas will apply as the upper limit for minor hockey, ringette and sanctioned school division high school hockey combined.
- 2.5 The Central Booking Office will require an official listing of all minor hockey teams, ringette teams, sanctioned school division high school hockey teams, figure skaters and speed skaters to be submitted no later than January 15 for use in the formula.





SUBJECT:

# THE INDOOR ARENA ICE ALLOCATION POLICY

GUIDELINES

APPROVED: JUNE 26, 1997

SUPERCEDES: JUNE 23, 1994

- 2.6 The sanctioned school division high school ice skate programs will be allocated ice time weekdays prior to 6:00 p.m.
- 2.7 Should a community youth program lose any "prime time" ice under this Policy, the Parks and Recreation Department shall, in consultation with users, determine which hours will be lost and reapportion the ice in a fair and equitable manner to the appropriate user groups.
3. Community figure skating clubs shall be allocated a "block" based on 30 minutes of prime time ice per week for each six skaters registered and participating in Department-recognized figure skating programs. This calculation (i.e. 30 minutes per team) may be modified without notice should the Department's available inventory of ice time be reduced as the result of the loss of one or more arenas under its jurisdiction.
4. The Winnipeg Minor Hockey Association and the Winnipeg Ringette League shall be requested to assign complete divisional play-offs to individual indoor arenas.
5. Each major team shall be allocated sufficient indoor ice time for pre-season use.
6. From September 25 - March 5, each major team shall be allocated three hour time slots for game purposes to a maximum of 26 home game dates per season.
7. During the regular season, each major team shall be allocated a maximum of one hour of prime time ice and one hour of non-prime time ice per week for practice purposes.
8. During the play-offs, each major team shall be allocated a sufficient number of time slots to complete their home play-off games.
- 9.1 No limits shall be placed on the number of minor teams (Manitoba Amateur Hockey Association, Canadian Amateur Hockey Association, Winnipeg Minor Hockey Association, Winnipeg Ringette League, Manitoba Ringette Association, and High School Hockey Leagues) entitled to use the City's arenas.
- 9.2 New applicants requesting major hockey status will require approval from the Committee on Protection, Parks and Culture.



SUBJECT:

**THE INDOOR ARENA  
ICE ALLOCATION POLICY**

**CATEGORY: ALLOCATION  
GUIDELINES**

**APPROVED: JUNE 26, 1997**

**SUPERCEDES: JUNE 23, 1994**

10. Contract rentals shall be co-ordinated on a city-wide basis according to the following priorities:
  1. Traditional prime time contracts
  2. Displaced prime-time contracts
  3. Traditional non-prime time applicants
  4. New applicants
11. The Central Booking Office shall, at the earliest possible date, identify the times available to contract rental users. Applicants will be advised that consideration of applications for contract ice will begin on June 1 of each year.
12. A review of the Indoor Arena Ice Allocation Policy will be done every three years by the Parks and Recreation Department in consultation with the indoor ice user groups as identified in the Policy.
13. The Parks and Recreation Department shall be authorized, with the intent and priorities established within this Policy, to utilize such administrative procedures and criteria as are necessary to optimize use of all arenas. In the event of any dispute between a Community Committee and the Central Booking Office with respect to the allocation of ice time under this Policy, it shall be directed to the Committee on Protection, Parks and Culture whose decision shall be final.
14. Any newly constructed or acquired indoor arena supported in part or in whole by the City of Winnipeg will be subject to the Indoor Arena Ice Allocation Policy.
15. That the proper officers of the City do all things necessary to implement the foregoing.

## Appendix 3

### ST. VITAL ARENA SITE INSPECTION DEFICIENCY REPORT

January 27, 2005

#### General Conditions/Safety

1. Fire Alarm/Pull Station
  - Have fire protection alarm system annually tested.
  - Repair loose fire alarm bell in hallway.
2. Fire Extinguisher
  - Replace missing fire extinguishers.
6. Refrigeration Plant Permit
  - Post current inspection certificate in plant room.

#### Building Exterior

23. Roof and Components
  - Repair leak in flat roof above change rooms.
24. Walls
  - Repair, repoint and recaulk all masonry joints as required.
  - Remove graffiti from exterior of building.
25. Doors and Windows
  - Repair or replace all doors and frames that are broken.
26. Stairs/Rails/Ramps
  - Patch front entrance steps and landings.
27. Woodwork/Trim
  - Repair loose soffit on south elevation.
28. Lights
  - Replace missing wire guards for shed exterior lighting.
32. Parking Lot Lighting
  - Repair surface breaks to asphalt.
33. Emergency Exits
  - Ensure all egresses are free of obstructions.
  - Mechanical room emergency exit stairs must be kept free of obstructions and snow.

## **Building Interior**

36. Walls
  - General patch and paint required in various areas.
  - Remove all potential mould and mildew from players change room walls, ceilings and pipe work.
  - Repoint interior masonry blocks in various areas.
  
39. Floors/Mats
  - Clean floors in change rooms including floor drain covers.
  - Repair floor drains in mechanical room.
  - Replace missing skate mat in various locations in shed.
  
40. Doors/Windows
  - Provide weather stripping on all exterior doors.
  
41. Signs/Furniture
  - Secure wire in Trophy case.
  
42. Storage rooms
  - Remove all storage items and combustibles from mechanical room.
  - Continue to monitor rodent control in various areas.
  
44. Washrooms/Shower rooms
  - Patch and regrout shower rooms.
  - Replace broken toilet paper dispensers.
  - Provide timer for controlling change room showers.
  
48. Cubicles
  - Repair loose toilet partitions.
  
51. Handicap Handrails
  - Repair all physically challenge doors, operators and control devices.
  
55. Lighting/Exit Lights
  - Replace missing lens covers on various light fixtures.
  - Replace missing wire guards on various fixtures.
  - Replace burnt bulbs as required for exit lights.
  - Provide vapour proof covers for all shower room light fixtures.
  - Replace rusted light fixtures in change rooms.
  - Replace broken emergency lights in hallways.
  
57. Plugs/Switches

- Provide cover plates on all exposed electrical boxes including switches and receptacles.
- Replace missing thermostat covers.
- Replace missing blanks in electrical panel boxes.
- Repair broken lock on electrical panel door.
- Secure power cords for temporary heaters in various locations.

## **Mechanical**

58. Exhaust Fans/Supply Dampers
- Remove material from combustion air duct in tractor room.
  - Remove birds nest from ice shed intake louvers.
  - Clean and vacuum all supply and return ducts.
  - Replace missing diffusers on ductwork outlets in various locations.
59. Furnace rooms/Filters/Belts
- Inspect and change filters for air reheat recovery system in change room area.
  - Replace damaged electrical heater in Referee's room.
61. Backflow Preventer/Test Date
- Provide backflow prevention device on all hose bibs.
  - Backflow prevention device requires regular testing.
62. Rink Heaters/Chains/Bolts
- All unit heaters to be serviced or replaced in shed area.
  - Units #4, #5, and #8 are currently tagged out.
63. Ceiling Fans
- Secure temporary propeller fans in tractor room.

## **Canteen/Kitchen**

73. Counter Tops
- Replace damaged laminate counter top.

## **Arena Ice Surface**

74. Plexiglass/Standards
- Replace missing tempered glass in players box area.
76. Gates and Closers
- Repair or adjust latch mechanism on players box door as required.
  - Repair bench in players box area.
  - Remove all debris from rink area.

## **Ice Plant**

84. Condenser
  - Have condenser thawed out and equipment serviced.
  
86. Brine Pump
  - Repair or replace leaking Glycol glands and piping.



## Appendix 4

# THE CITY OF WINNIPEG PUBLIC WORKS DEPARTMENT INDOOR ARENAS USAGE PROFILES – 2004/2005 OPERATING SEASON

## ST. VITAL CENTENNIAL ARENA

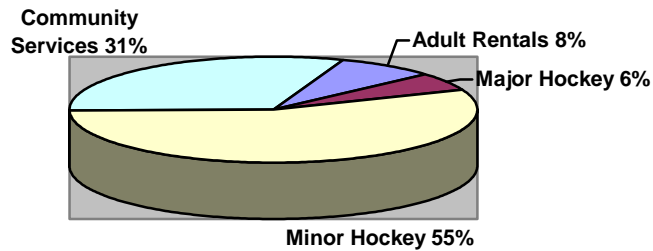
### USAGE

#### Major users – Regular Season (September 15/04 to April 30/05)

- Community Services Department Programs
- St. Vital Minor Hockey Association
- St. Vital Victorias Major Junior Hockey Club

#### Prime Time Ice Use Breakdown (September 15/04 to April 30/05)

Prime time hours are those hours between 4:30 pm and 10:00 pm Monday through Friday and 7:00 am and 10:00 pm Saturday and Sunday.



| Community Services | Minor Hockey | Major Hockey | Adult Rentals | Total |
|--------------------|--------------|--------------|---------------|-------|
| 640                | 1152         | 128          | 160           | 2044  |

#### Non-Prime Time Ice Use Breakdown (September 15/04 to April 30/05)

160 hours (revenue - \$21,040)

9 hours, school division – no charge

## **NON-ICE USAGE**

### **Events/Programs (May 1/05 to August 31/05)**

- Community Services Department  
Cartown  
Tuesday to Saturday  
May 6 to August 11
- St. Vital Agricultural Society  
Agriculture Show (No charge – management agreement)  
August 20 and 21

### **Ancillary Use (Storage, Office and Dressing Rooms)**

- St. Vital Victorias Major Junior Hockey Club  
Storage Room  
1 room at 72 sq. ft.
- St. Vital Minor Hockey Association  
Storage/Office Space  
1 room at 152 sq. ft.
- St. Vital Agricultural Club  
Storage/Office Space  
1 room at 152 sq. ft.

**APPENDIX 5**

**THE CITY OF WINNIPEG  
PUBLIC WORKS DEPARTMENT  
INDOOR ARENA GROSS REVENUE REPORT**

This form is to be completed on a daily basis and submitted at the completion of each month, together with payment to:

**Supervisor of Financial Services**  
Public Works Department  
Building Services Division  
Main Floor, 100 Main Street  
Winnipeg, MB R3C 1A4

Arena \_\_\_\_\_ Month of \_\_\_\_\_

| DATE | YOUTH AMOUNT | ADULT        |                  | LATE BOOKING AMOUNT | GATE SPLIT | CONCESSION REVENUE | TOTAL | STAFF INITIALS |
|------|--------------|--------------|------------------|---------------------|------------|--------------------|-------|----------------|
|      |              | PRIME AMOUNT | NON-PRIME AMOUNT |                     |            |                    |       |                |
| 1    |              |              |                  |                     |            |                    |       |                |
| 2    |              |              |                  |                     |            |                    |       |                |
| 3    |              |              |                  |                     |            |                    |       |                |
| 4    |              |              |                  |                     |            |                    |       |                |
| 5    |              |              |                  |                     |            |                    |       |                |
| 6    |              |              |                  |                     |            |                    |       |                |
| 7    |              |              |                  |                     |            |                    |       |                |
| 8    |              |              |                  |                     |            |                    |       |                |
| 9    |              |              |                  |                     |            |                    |       |                |
| 10   |              |              |                  |                     |            |                    |       |                |
| 11   |              |              |                  |                     |            |                    |       |                |
| 12   |              |              |                  |                     |            |                    |       |                |
| 13   |              |              |                  |                     |            |                    |       |                |
| 14   |              |              |                  |                     |            |                    |       |                |
| 15   |              |              |                  |                     |            |                    |       |                |
| 16   |              |              |                  |                     |            |                    |       |                |
| 17   |              |              |                  |                     |            |                    |       |                |
| 18   |              |              |                  |                     |            |                    |       |                |
| 19   |              |              |                  |                     |            |                    |       |                |
| 20   |              |              |                  |                     |            |                    |       |                |
| 21   |              |              |                  |                     |            |                    |       |                |
| 22   |              |              |                  |                     |            |                    |       |                |
| 23   |              |              |                  |                     |            |                    |       |                |
| 24   |              |              |                  |                     |            |                    |       |                |
| 25   |              |              |                  |                     |            |                    |       |                |
| 26   |              |              |                  |                     |            |                    |       |                |
| 27   |              |              |                  |                     |            |                    |       |                |
| 28   |              |              |                  |                     |            |                    |       |                |
| 29   |              |              |                  |                     |            |                    |       |                |
| 30   |              |              |                  |                     |            |                    |       |                |
| 31   |              |              |                  |                     |            |                    |       |                |

Gross Ice Revenue \_\_\_\_\_ Verified Correct \_\_\_\_\_

Concession Sales Revenue \_\_\_\_\_



## Appendix 7

### FACILITY INFORMATION ST. VITAL CENTENNIAL ARENA, 580 ST. ANNE'S ROAD

1. **The number of occupants in the facility.**

Seat area of bleachers is 675 (337 spectators)  
Based on 2' of bleachers per spectator.

2. **The normal business hours for this facility.**

This is a Class "B" arena which is a facility which can maintain ice for eight months with no structural danger to the facility.

The normal schedule of use is:

Winter (September 8 to March 31)  
Weekdays 3:30 pm to 1:30 am  
Weekends 7:00 am to 2:00 pm  
Summer – as required

3. **All utility bills (electricity, natural gas, water) for the facility.**

|             | <u>2002</u> | <u>2003</u> | <u>2004</u> |
|-------------|-------------|-------------|-------------|
| Electricity | \$26,069.36 | \$27,487.89 | \$21,272.41 |
| Natural Gas | \$16,590.92 | \$20,929.73 | \$19,511.55 |
| Water       | \$6,834.30  | \$5,230.34  | \$9,139.67  |

4. **A listing of energy (and water) efficiency improvements undertaken in the facility in recent years.**

Ice Plant replacement with chiller water recirculation system.

5. **A list of special requirements or restrictions by facility.**

- Mandatory plant check every 24 hours when refrigeration plant is in operation.
- CO levels dictate ventilation requirements during winter season.

6. **A list of all known PCB, asbestos and any other dangerous materials.**

- Ballasts may contain PCB's
- Ammonia in cooling system
- Propane on ice resurfer
- Possible vermiculite/zonolite insulating material in walls that may have trace amounts of asbestos.

**ARENA OPERATION CHECKLIST**

- |              |  |
|--------------|--|
| Checklist 1  | Arena Building Shift Checklist   |
| Checklist 2  | Egress Ice/Snow Safety Checklist   |
| Checklist 3  | Refrigeration Plant <ul style="list-style-type: none"><li>- Prestart-up Report</li><li>- Start-up Report</li><li>- Shutdown Report</li></ul> |
| Checklist 4  | Fire Systems   |
| Checklist 5  | Emergency Lighting System  |
| Checklist 6  | Furnace Checks   |
| Checklist 7  | Motors/Fans/Louvres  |
| Checklist 8  | Ice Resurfacers Service Record   |
| Checklist 9  | CO/Propane/Ammonia Detectors   |
| Checklist 10 | Thermistor Readings  |
| Checklist 11 | Water Heaters/Boilers  |
| Checklist 12 | Power Distribution Systems   |
| Checklist 13 | First Aid Kit  |
| Checklist 14 | Score Clock  |
| Checklist 15 | Lights/Lighting Systems  |
| Checklist 16 | Sound System   |
| Checklist 17 | Interior Finishes  |

## Checklist 1: ARENA BUILDING SHIFT CHECKLIST

|   |  |   |  |
|---|--|---|--|
| SITE:   |  | DATE:                                   |  |
| OPERATOR:   |  | SHIFT/TIME:                             |  |
| <b>Safety</b>   |  | <b>Building Structural</b>              |  |
| Fire Alarms/Pull Stations   |  | Doors/Locks/Pulls/Weatherstrip, etc.    |  |
| Fire Extinguishers  |  | Benches - Slivers/Loose Boards/Brackets |  |
| Fuel Containers   |  | Floor Covering - Damaged/Cracked/Broken |  |
| Water Treatment Chemicals   |  | Walls and Ceilings                      |  |
| First Aid/Stretcher/Fracture Board  |  | Spectator Seating                       |  |
| Breathing Apparatus/Loc.  |  | Lockers and Locks                       |  |
| Clear Fire Exits-Equip. (ice/snow)  |  | Signs                                   |  |
| Exhaust Hose Condition  |  |   |  |
| Propane Connections   |  |   |  |
| Hazardous Gas Detectors (carbon monoxide, ammonia, propane)                   |  | <b>Plumbing/Washrooms</b>               |  |
| Security System   |  | Faucets/Sinks/Toilets/Urinals           |  |
| <b>Electrical</b>   |  | Cubicles and Doors                      |  |
| Goal Lights   |  | Soap Dispensers                         |  |
| Scoreboards   |  | Toilet Tissue Dispenser                 |  |
| Lighting/Guards/Night Lights  |  | Towel Dispenser                         |  |
| Plugs/Switches/Breakers/Panel boards  |  | Handicap Handrails                      |  |
| P.A. System/Microphones/Jacks/Connections                                     |  | Drinking Fountains                      |  |
| Time Clocks   |  |   |  |
| Perimeter/Parking Lot Lights  |  | <b>Arena Ice Surface</b>                |  |
| Marquee/Sign  |  | Plexiglass and Standards                |  |
| Parking Lot Plugs   |  | Staywhite and Screws                    |  |
| Hand Dryers   |  | Gates and Closures                      |  |
| Exit Lights/Emergency Lighting  |  | Hullion Bumper Guards                   |  |
|   |  | Goal Nets/Frames/Anchors                |  |
| <b>NRG Conservation</b>   |  |   |  |
| Lighting (including bulbs and ballasts)                                       |  | <b>Heating and Air Handling</b>         |  |
| Heating   |  | Fans/Motors/Pumps                       |  |
| Exhausters  |  | Belts                                   |  |
| Parking Plugs   |  | Damper Motor/Linkages                   |  |
| Note: Number of deficiencies and record information on the back of this form. |  |   |  |
| DATE:   |  | CHECKED BY:                             |  |







### Checklist 3: REFRIGERATION PLANT

#### Daily:

- Check plant readings every two hours in accordance with the criteria of operating log.
- Check compressor oil level.
- Check brine tank level.

#### Weekly:

- Check and drain excess oil from chiller pot.
- Visual inspection of condenser, belts, motor, leaks.
- Check ammonia level.
- Check brine for pH.
- Check brine freezing point.

#### Monthly:

- Test high pressure limit controls.
- Clean floor and dust piping and equipment.

#### Spring Shutdown:

- Have plant shut down and components checked in accordance with shutdown report (attached). Shutdown should be performed by a reliable refrigeration contractor such as Cimco, Ammonia Master, or Hussman.

#### Start-up:

- Have prestart-up and start-up performed in accordance with prestart-up and start-up reports (attached).





**ARENA**

| <b>RINK:</b> | <b>T&amp;M:</b>                          | <b>DATE:</b> | <b>BY:</b> |                 |  |
|--------------|--|--------------|------------|-----------------|--|
|              | <b>Item</b>                              | <b>Yes</b>   | <b>No</b>  | <b>Comments</b> |  |
| 1.           | Oil changed in compressor                |              |            |                 |  |
| 2.           | Oil filter changed                       |              |            |                 |  |
| 3.           | Oil cooler checked                       |              |            |                 |  |
| 4.           | Compressor belts checked                 |              |            |                 |  |
| 5.           | Compressor belts aligned                 |              |            |                 |  |
| 6.           | Compressor valves replaced or checked    |              |            |                 |  |
| 7.           | Crankcase filled with oil                |              |            |                 |  |
| 8.           | Compressor motors greased                |              |            |                 |  |
| 9.           | Brine pump coupling checked              |              |            |                 |  |
| 10.          | Brine pump motor greased                 |              |            |                 |  |
| 11.          | Brine pump test run                      |              |            |                 |  |
| 12.          | Brine level checked                      |              |            |                 |  |
| 13.          | Chiller oil drained                      |              |            |                 |  |
| 14.          | Condenser water tank cleaned             |              |            |                 |  |
| 15.          | Water strainers cleaned                  |              |            |                 |  |
| 16.          | Condenser fan belts checked              |              |            |                 |  |
| 17.          | Condenser fan motor greased              |              |            |                 |  |
| 18.          | Condenser fan bearings greased           |              |            |                 |  |
| 19.          | Condenser spray nozzles checked          |              |            |                 |  |
| 20.          | Condenser leaks sealed up                |              |            |                 |  |
| 21.          | Condenser pump test run                  |              |            |                 |  |
| 22.          | Condenser fan test run                   |              |            |                 |  |
| 23.          | Condenser purged                         |              |            |                 |  |
| 24.          | Check electrical contactors              |              |            |                 |  |
| 25.          | Check and tighten electrical connections |              |            |                 |  |
| 26.          | Check brine headers                      |              |            |                 |  |
| 27.          | Purge compressor crankcase               |              |            |                 |  |

## ARENA RINK START-UP REPORT

**FACILITY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**OPERATOR:** \_\_\_\_\_ **PHONE (Rink):** \_\_\_\_\_  
**REFRIGERANT:** \_\_\_\_\_ **PHONE (Res.):** \_\_\_\_\_

|                         | Brine System | Underfloor Heat | Heat Reclaim |
|-------------------------|--------------|-----------------|--------------|
| Expansion tank level    |              |                 |              |
| Circ. pump level        |              |                 |              |
| Circ. pump shaft seal   |              |                 |              |
| Circ. pump coupling     |              |                 |              |
| Pump noise or vibration |              |                 |              |
| Pump amperage rating    |              |                 |              |
| Pump average reading    |              |                 |              |

| Chiller and Receiver   | Condenser  |
|--|--|
| Check for leaks<br>Refrigerant level<br>Expansion device<br>Liquid drier<br>Liquid site glass<br>Vessel relief valves<br>Oil drained<br>Piping, vibration, hangers<br>Refrigerant leaks<br>Grease all motor bearings<br>Fuses on hand<br>Log books on hand<br>Oil on hand<br>Exhaust fan operation | Purge condenser<br>Fan motor operation<br>Fan belt tension<br>Condenser air intake<br>Spray nozzle condition<br>Water flow at sprays<br>Flush out water tank<br>Clean water strainer<br>Water pump seal<br>Water pump press<br>Water bleed line<br>Water tank float valve<br>Condenser leaks<br>Condenser eliminators<br>Water treatment<br>System voltage |
| Quantity<br>General<br>Type  | Control  |

| Compressors         |       | Amperages | Rated | Actual  |                 |         |  |  |
|---------------------|-------|-----------|-------|---------|-----------------|---------|--|--|
|                     |       |           |       | Phase A | Phase B         | Phase C |  |  |
|                     | No. 1 | No. 2     | No. 3 | No. 4   |                 |         |  |  |
|                     |       |           |       |         | Comp. #1        |         |  |  |
| Oil changed         |       |           |       |         | Comp. #2        |         |  |  |
| Check shaft seal    |       |           |       |         | Comp. #3        |         |  |  |
| Drive belt tension  |       |           |       |         | Comp. #4        |         |  |  |
| Direct drive align  |       |           |       |         | Brine pump      |         |  |  |
| Oil separator-float |       |           |       |         | Cond. pump      |         |  |  |
| Crankcase heater    |       |           |       |         | Cond. fan #1    |         |  |  |
| Water jacket temp.  |       |           |       |         | Cond. fan #2    |         |  |  |
| Water jacket flow   |       |           |       |         | Cond. fan #3    |         |  |  |
| Water solenoid      |       |           |       |         | Cond. fan #4    |         |  |  |
| Discharge temp.     |       |           |       |         | Cond. fan #5    |         |  |  |
| Suction pressure    |       |           |       |         | Undflr pump     |         |  |  |
| Discharge pressure  |       |           |       |         | Heat recl. pump |         |  |  |
| Oil pressure        |       |           |       |         | Water jkt. pump |         |  |  |



## ARENA RINK START-UP REPORT

|                       |                |                                    |                |       |
|-----------------------|----------------|------------------------------------|----------------|-------|
| <b>FACILITY:</b>      |                | <b>DATE:</b>                       |                |       |
| <b>OPERATOR:</b>      |                | <b>PHONE (Rink):</b>               |                |       |
| <b>REFRIGERANT:</b>   |                | <b>PHONE (Res.):</b>               |                |       |
| Compressor Hours      | No. 1          | No. 2                              | No. 3          | No. 4 |
| H.P. Cutouts:         | RAHP Fan 1 In: | Out:                               | RAHP Fan 2 In: | Out:  |
| L.P. Cutouts:         | RAHP Fan 1 In: | Out:                               | RAHP Fan 2 In: | Out:  |
| Oil Failure Controls: |                | Operating & Safety Temp. Controls: |                |       |

Comments:

## ARENA RINK SHUT-DOWN REPORT

**FACILITY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OPERATOR:** \_\_\_\_\_ **PHONE (Rink):** \_\_\_\_\_

**REFRIGERANT:** \_\_\_\_\_ **PHONE (Res.):** \_\_\_\_\_

|   |   |
|---|---|
| <p><b>A. BRINE SYSTEM</b></p> <ul style="list-style-type: none"> <li>Check pH level</li> <li>Check freeze point</li> <li>Expansion tank level</li> <li>Check shut-off valves</li> <li>Condition of gauge</li> <li>Cond. of thermometer</li> <li>Cond. of headers</li> </ul> | <p><b>B. UNDERFLOOR HEATING (IF EQUIPPED)</b></p> <ul style="list-style-type: none"> <li>Check pH level</li> <li>Check freeze point</li> <li>Expansion tank level</li> <li>Check shut-off valves</li> <li>Condition of gauge</li> <li>Cond. of thermometer</li> <li>Cond. of headers</li> </ul> |
|---|---|

|   |  |
|---|--|
| <p><b>C. CHILLER AND RECEIVER</b></p> <ul style="list-style-type: none"> <li>Check for refig. leaks</li> <li>Refrigerant level</li> <li>Liquid line drier</li> <li>Liquid sight glass</li> <li>Chiller insulation</li> <li>Drain oil from chiller</li> <li>Operation of H.P. float</li> <li>Operation of float-sol valve</li> </ul> | <p><b>D. CONDENSER</b></p> <ul style="list-style-type: none"> <li>Fan belt condition</li> <li>Fan motor operation</li> <li>Water pump expansion</li> <li>Water press gauge</li> <li>Water spray nozzles</li> <li>Condenser fan wheels</li> <li>Water leaks</li> <li>Condition of water reg.</li> </ul> |
|---|--|

|  |  |
|--|--|
| <p><b>C. ELECTRICAL</b></p> <ul style="list-style-type: none"> <li>Condition of contactors</li> <li>Condition of terminals</li> <li>Indicator bulbs</li> <li>Spare fuses</li> <li>Operation of timers</li> <li>Condition of panel</li> <li>Fuses pulled</li> </ul> | <p><b>E. GENERAL</b></p> <ul style="list-style-type: none"> <li>Pump down complete</li> <li>Gas mask on site</li> <li>Canister expiry date</li> <li>Hydrometer on site</li> <li>pH test kit on site</li> <li>Oil on hand _____ Type</li> <li>Ice paint required</li> </ul> |
|--|--|

| <b>Compressors</b>                | <b>No. 1</b> | <b>No. 2</b> | <b>No. 3</b> | <b>No. 4</b> |
|-----------------------------------|--------------|--------------|--------------|--------------|
| Compressor Oil Level              |              |              |              |              |
| Oil Condition                     |              |              |              |              |
| Oil Pressure Gauge                |              |              |              |              |
| Suction Pressure Gauge            |              |              |              |              |
| Discharge Pressure Gauge          |              |              |              |              |
| Discharge Temperature Thermometer |              |              |              |              |
| Water Temperature Thermometer     |              |              |              |              |
| Check Crankcase Heater            |              |              |              |              |
| Condition of Drive Belts          |              |              |              |              |
| Loosen Drive Belts                |              |              |              |              |
| Record Hour Meter Reading         |              |              |              |              |

**Comment:** \_\_\_\_\_

## **Checklist 4: FIRE SYSTEMS**

### **FIRE ALARM/EXTINGUISHER TESTING**

- Develop a fire safety plan and furnish same to the Fire Prevention Officer.

#### **Daily:**

- Check fire alarm annunciator panels.
- Check pull stations/rods.
- Check fire extinguishers/hooks/signs.
- Report any problems to service company.

#### **Annually:**

- Have fire alarm system and fire suppression devices serviced by a service company (such as Edwards, Simplex, or Safety Supply) and forward copy of report and certification to the Fire Prevention Officer and to the City.
- Have fire extinguishers serviced by a service company (such as Pyrene).

**Checklist 5: EMERGENCY LIGHTING (monthly check)**

- Disconnect battery pack(s) from normal power supply.
- Record time to shut off emergency lighting (including remote heads). Emergency lighting should stay on for minimum of 30 minutes \_\_\_\_\_ minutes.
- Replace defective lamps as required, including exit lights.
- Test charging voltage \_\_\_\_\_ volts.
- Emergency lighting to be tested annually by a service company. Provide report to the City.



**Checklist 6: FURNACE CHECKS (annual)**

- Replace filters.
- Check/replace belts \_\_\_\_\_
- Oil motor/grease bearings in accordance with manufacturer's specifications.
- Amperage reading of motor \_\_\_\_\_ amps.

(Servicing to be done by qualified service personnel. Provide report to the City.)

**Gas Furnace:**

(Servicing to be done by qualified service personnel. Provide report to the City.)

- Heat exchanger inspection \_\_\_\_\_
- Clean burners and orifices.
- Disassemble and clean pilot assembly.
- Check high temperature safety controls \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Combustion test \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Heat rise test \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electric Furnace:**

(Servicing to be done by qualified service personnel. Provide report to the City.)

- Check elements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Check sequencers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Check element limits \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Heat rise test \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Record current draw \_\_\_\_\_ amps

## Checklist 7: MOTORS, FANS, LOUVRES, AND ACTUATORS

### Daily:

- Check that fans are operating.
- Check for unusual noises.
- Check for slack/broken belts.
- Check that dampers are opening/closing.

### Quarterly:

- Clean louvres.
- Grease fan and motor bearings in accordance with manufacturer's specifications.
- Verify motor amperages.
- Check operation of damper motors.

### Annually:

- Clean fan units.
- Replace belts.
- Check controls.
- Inspect, clean, and oil electric hand dryers.

**Checklist 8: ICE RESURFACER SERVICE RECORD**

**Unit Make/Model:**

**Date:**

**Machine:**

| Emission Test Record                        |                     | Service          |    |              |             |                     |    | Contractor/Company |                                  |
|---|---------------------|------------------|----|--------------|-------------|---------------------|----|--------------------|----------------------------------|
| 1. Before Service                           |                     | Lube/Oil/Fluids: |    |              | Hose Lines: |                     |    |                    |                                  |
| Exhaust Pipe                                | Before Converter    |                  | Ok | Add          | Change      |                     | Ok | Change             |                                  |
| Carb. Monox. _____                          | Carb. Monox. _____  | Oil              |    |              |             | Rad                 |    |                    |                                  |
| Hydro Carbons _____                         | Hydro Carbons _____ | Engine           |    |              |             | P.Steer             |    |                    | <b>Service Performed</b>         |
| Engine RPM _____                            | Engine RPM _____    | Trans.           |    |              |             | Brake               |    |                    | Total Parts \$                   |
| 2. After Service                            |                     | P.Stee           |    |              |             | Fuel                |    |                    | Total Labour \$                  |
| Exhaust Pipe                                | Before Converter    | B.Fluid          |    |              |             | Hydra               |    |                    | <b>Department Service Record</b> |
| Carb. Monox. _____                          | Carb. Monox. _____  | Trans. Case      |    |              |             | Flood System        |    |                    | Parts Replaced Cost              |
| Hydro Carbons _____                         | Hydro Carbons _____ | Differential:    |    |              | Other       |                     |    |                    |                                  |
| Engine RPM _____                            | Engine RPM _____    | Front            |    |              |             | Belts:              |    |                    |                                  |
| Service:                                    |                     | Rear             |    |              |             | Engine              |    |                    |                                  |
| Spark Plugs ___ Clean ___ Adjust ___ Replac |                     | Anti-freeze      |    |              |             | Hydra ul            |    |                    |                                  |
| IG Point ___ Clean _ Adjust _ Replace _     |                     | Hydra            |    |              |             |                     |    |                    | Total Hours                      |
| Elect. Ignition _____                       |                     | Filters          |    | Grease/Lube: |             |                     |    | Total Parts \$     |                                  |
| Timing _____                                |                     | Air              |    | Ball         |             | Elevator Chain      |    | Comments:          |                                  |
| Alt/Generator _____ Repair                  |                     | Fuel             |    | Tie Rods     |             | Bearings            |    |                    |                                  |
| Elect. System Check _____ Repair            |                     | Eng Oil          |    | U-Joints     |             | Sled Linkage        |    |                    |                                  |
|   |                     | Trans Oil        |    | D.Shaft      |             | Shaft               |    |                    |                                  |
|   |                     | Hyd Oil          |    | Press Arms   |             | Blade Adj. Bearings |    |                    |                                  |
|   |                     | Other            |    | Auger        |             | Joints              |    |                    |                                  |
|   |                     |                  |    | Bearings     |             | Hinges              |    |                    |                                  |
|   |                     |                  |    | Frt Guide    |             | Wheels              |    |                    |                                  |

\_\_\_\_\_  
Manager's Signature

### Checklist 9: CARBON MONOXIDE/PROPANE/AMMONIA DETECTORS

- Carbon monoxide detector/controller maintenance records reviewed.
- Propane detector/controller maintenance records reviewed.
- Ammonia detector/controller maintenance records reviewed.
- Simulation and verification of alarm situation for each detector to be carried out annually by a qualified service company. Submit report to the City.
- If Arena is not equipped with carbon monoxide detector, verify operation of door switch and exhaust fans annually.

## Checklist 10: THERMISTOR READINGS

### Semiannually:

- Check temperatures beneath concrete slab for penetration of permafrost:
  - Testing should be performed shortly after ice is removed in the spring and again in late summer prior to startup.
  - Work is performed by ITL (Independent Test Labs).

## **Checklist 11: WATER HEATERS/BOILERS (annual)**

- Deliming (this may need to be more frequent).
- Check relief valve.
- Replace anode rod.

### **Gas Fired:**

- Disassemble and clean pilot assembly and main burner.

### **Electric:**

- Check elements.



## Checklist 12: POWER DISTRIBUTION SYSTEMS

### Weekly:

- Carry out routine visual checks of Panel boards, motor starters, disconnect switches, circuit breakers, and fused switches.

### Annually:

- Check all connections and tighten loose connections.
- Check operation of circuit breakers, fused switches, and disconnects.
- Above tasks to be performed by a licensed electrician.

### Every 3-5 Years:

- Arrange for infrared scanning by a licensed electrician of all electrical panels and replace equipment showing deterioration.

### Checklist 13: FIRST AID KIT

#### Weekly:

- Check and replenish stock of first aid supplies to ensure adequate stock  
(First aid kit content list is attached)



## Checklist 13: FIRST AID KIT

### ARENA FIRST AID KIT CONTENT

Note: Each first aid kit within Arenas should contain the following supplies and must be checked weekly to ensure adequate stock.

#### A. Equipment

- First Aid Manual, current edition
- First Aid Record Book
- 12 safety pins
- 1 splinter tweezers, blunt nose
- 1 pair scissors (4")
- 6 pair of individually wrapped examination gloves

#### B. Dressings

(Each item to be individually wrapped to maintain sterility)

- 3 sterile 4" x 4" bandage compresses
- 16 sterile 3" x 3" pads
- 32 sterile adhesive dressings, 1" wide
- 2 sterile 1 yd<sup>2</sup> compresses
- cotton balls
- 2 sterile pressure bandages

#### C. Bandages

- Band-aids - standard
- Closures - butterfly band-aids
- 3 - 40" triangular bandages
- 2 - 2" by 2 yd roller bandages
- 2 roles of 1" x 2½ yd adhesive tapes
- 5 yds tubular finger bandage with applicator
- 2 - 2" elastic (tensor) bandages

#### D. Antiseptic

An approved antiseptic: Dettol or Hibitane 5% is the antiseptic that has been approved.

#### E. Other

- Soap
- 2 spinal boards
- 2 carrying stretcher with 3 blankets
- 1 refuse pail with cover
- 3 disposable ice packs
- 1 small package of facial tissues
- 1 adult and 1 child seal-easy mask for use while performing CPR

**Checklist 14: SCORE CLOCK**

Scoreboards are generally maintenance free. In case of problems on the scoreboards, contact the owners of the equipment at:

|       |             |          |
|-------|-------------|----------|
| Pepsi | More Lite   | 467-9839 |
| Coke  | Magna Comp. | 772-6843 |

## Checklist 15: LIGHTS/LIGHTING SYSTEMS

### EVALUATION OF LIGHTING SYSTEMS

#### Interior:

##### Daily:

- Replace burned out lamps and noisy/damaged ballasts. Ensure power is shut off prior to installation.
- New lamps shall be left on for 24 hours minimum.
- Replace leaking ballasts - ballasts containing PCB to be disposed of in accordance with current local/provincial/federal laws.
- Burned out "F40" fluorescent lamps and failed "T12" ballasts shall be replaced with "F32" and "T8" types, respectively.

##### Yearly:

- Check light levels of mercury vapour or metal halide lighting at ice level \_\_\_\_\_ foot candles (fc).
- Replace fixtures showing poor condition or poor maintenance.

#### Exterior:

##### Daily:

- Replace damaged lenses.
- Replace burned out lamps and noisy/damaged ballasts.

##### Yearly:

- Check for adequacy of installation and attachment.
- Protection from the elements.
- Security from vandalism.
- Replace fixtures showing poor condition or poor maintenance.

## Checklist 16: SOUND SYSTEMS

### General:

- Establish contract with a maintenance company for repairs and service.

### Weekly:

- Check operation of microphones, jacks, and connections.

### Yearly:

- Clean heads on tape player.
- Replace components showing poor condition or maintenance.

## Checklist 17: INTERIOR FINISHES

- Evaluation of wall condition.
- Evaluation of ceiling condition.
- Evaluation of floor condition.
- Evaluation of door condition.
- Evaluation of miscellaneous interior finishes.

The building should be compartmentalized and a summary evaluation performed on interior finishes in each compartment.





