



## STAFF REPORT

**Title:** Policy No. 131-RC-11 - Energy Centre Membership, Registration and Booking Policy Amendment

**Meeting Date:** August 8, 2023

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### **Executive Summary:**

Policy No. 131-RC-11, being the Energy Centre Membership, Registration & Booking Policy provides guidance for staff over the processes for booking facilities, programs and services within the Energy Centre.

Administration undertakes a review of policies where meaningful changes have occurred to core services. Administration has prepared a policy amendment to the Energy Centre Membership, Registration & Booking Policy as part of regular housekeeping, and presents Council with the opportunity to conduct its oversight to ensure Administration aligns with Council's expectations.

### **Background:**

Policy No. 131-RC-11, being the Energy Centre Membership, Registration & Booking Policy, was passed on May 24, 2011. The purpose of the amendment, presented for Council's consideration, is to remove the fee schedule from the Energy Centre Membership, Registration & Booking Policy and establish all fees under one policy specifically Policy No. 197-RC-16, being the Recreation User Fee Policy.

Amendments for consideration are presented as follows:

1. AMEND Section 3.0 Policy Statement to read:
  - The Energy Centre fees will follow the guidelines of the Recreation User Fee Policy **No. 197-RC-16**;
  - The City may consider additional fees which are not included in **the Recreation User Fee Policy No. 197-RC-16** Appendix "D" to cover costs that are incurred for: ...
2. AMEND Section 4.0 Managerial Guidelines
  - 4.1.1 All terms used in this Policy are defined under the Recreation User Fee Policy **No. 197-RC-16**
3. AMEND Section 4.9 Extra Service Fees



- In accordance with ~~Part 3.2.1.4.7~~ “Policy Guidelines” of the Recreation User Fee Policy ~~#130-RC-14~~ No. 197-RC-16, the Extra Services Fees for the Energy Centre may be revised from time to time with the approval of the Chief Administrative Officer. ~~Public notice of such revisions shall be posted at the Energy Centre reception, published in the local newspaper and posted on the City’s website. A current list of extra fees has been identified in Appendix “A.”~~
4. AMEND Section 5.0 References
    - Recreation User Fee Policy No. 197-RC-16
  5. REMOVE Appendix “A”, Energy Centre Extra Fees

**APPENDIX “A”  
Energy Centre Extra Fees**

<b>ITEM</b>	<b>PER</b>	<b>FEE</b>
Electrical Panels	Booking	\$50
Extended Hours (past regular business hours)	Day	\$500
Field House Floor Cover – Full	Booking	\$500
Field House Floor Cover – Half	Booking	\$250
Stage – Full	Booking	\$400
Stage - Half	Booking	\$250
Integrated Sound System	Booking	\$50
Extension Cord	Booking	\$7
Tables & Chairs	Chair (tables included at no charge with chair rentals)	\$1
Privacy Curtain	Booking	\$200
Projector and Large Screen	Booking	\$100
Pipe and Drape (per 100 ft.)	Booking	\$75
Bar Set-Up	Booking	\$100
Projector for Meeting Room	Day	\$25
Parking Lot	Day	\$300
Tables for Parking Lot Rental	Day/ per Table	\$5
Tent for Parking Lot Rental	Day/ per Tent	\$100
Table for Hallway Rental	Day/ per Table	\$10
Table Linen	Table	\$7
Chair Covers	Chair	\$2.50
Table Number Stands	Stand	\$1
Coat Racks	Rack	\$25
Dance Floor	Booking	\$250
Red Carpet	Booking	\$25
Stanchion	Stanchion	\$5



TV	TV	\$25
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**Alternatives:**

Council may consider the following options:

1. That Council approve the amendments to Policy No. 131-RC-11 Energy Centre Membership, Registration & Booking Policy, as presented.
2. That Council the approve amendments to Policy No. 131-RC-11 Energy Centre Membership, Registration & Booking Policy, as amended.
3. That Council receive Administration’s report titled “*Policy No. 131-RC-11 – Energy Centre Membership Registration and Booking Policy Amendment*” as information.

**Recommended Action:**

That Council approve the amendments to Policy No.131-RC-11, being the Energy Centre Membership Registration and Booking Policy, as presented.

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer