

**VILLAGE OF WABAMUN
POLICY HANDBOOK
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VILLAGE OF WABAMUN
ADMINISTRATIVE MANUAL

PART: Community Services

POLICY NO: R:1

SECTION: Programs – Registration Fees

PAGE: 1 of 1

**POLICY SUBJECT/TITLE: PROGRAM REGISTRATION
AND REFUND POLICY**

EFFECTIVE DATE: JULY 19, 2011

POLICY

The purpose of this policy is to provide a guideline for staff to use when individuals are registering or requesting a refund for recreation programs, summer playground programs and public skating passes. The wording “Program” will be inclusive of recreation, summer playground programs and public skate passes within this policy.

REGULATIONS

Registrations

All programs will require the proper registration form to be completed. This may be done in person, over the phone, or via email or fax machine. A complete registration requires the individual to pay, in full, the program cost prior to the registration deadline date. Any program that has a drop-in fee incorporated with it does not apply. Drop in fees will be paid at the time of the event to the program instructor or facility.

Refunds

A \$5.00 administration fee will be retained for program refund requests prior to the program registration deadline date. No refunds will be issued after the program registration deadline date has passed, except in medical circumstances.

In medical circumstances, the refund request must be accompanied by a doctor’s certificate. The refund will be prorated for the portion of classes remaining once the refund request is received by the Village of Wabamun, less a \$5.00 administrative fee. If the amount to be refunded is less than \$1.00, a refund will not be issued.

Cancellations

A full refund will be issued if the Village of Wabamun must cancel a program.

M#
11-261

VILLAGE OF WABAMUN
ADMINISTRATIVE MANUAL

PART: Community Services

POLICY NO: R:2

SECTION: Coal Diamonds Sports Park

PAGE: 1 of 4

POLICY SUBJECT/TITLE: FEES AND CHARGES

EFFECTIVE DATE: SEPTEMBER 5, 2000

M#
00-195

POLICY

Wabamun Coal Diamonds Sports Park shall be operated under the following rules and costs.

REGULATIONS

REGULAR BOOKINGS

1. All bookings are to be for a two-hour block per diamond.
2. Village based teams including incorporated municipalities within the boundaries of Wabamun.

ADULT:	\$15.00 per block
CHILDREN:	\$ 7.50 per block

3. Non-Village based teams

ADULT:	\$20.00 per block
CHILDREN	\$15.00 per block

4. Age Limits

ADULT:	17 years and over
CHILDREN:	16 years and under

5. Cancellation Policy

No refund will be given in the event of a cancellation of games for non-weather related reasons. This will not apply to tournaments.

6. Village sponsored games may have fees waived.

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PART: Community Services

POLICY NO: R:2

SECTION: Coal Diamonds Sports Park

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POLICY SUBJECT/TITLE: FEES AND CHARGES

EFFECTIVE DATE: SEPTEMBER 5, 2000

7. Rainout

Full games cancelled due to a "rainout" may be rescheduled at no additional cost, or refunded at the discretion of the Village. No refund will normally be given for "rainout" of games which are already in progress.

TOURNAMENT BOOKINGS

1. Fees

- a. Village based teams - \$60/diamond/day
- b. Non Village based teams - \$75/diamond/day

2. Cancellation Clause

Booking cancellation must be thirty (30) days prior to tournament date.

3. Retainer Clause

A \$250.00 retainer will be held by the Village of Wabamun at the time of booking a tournament. The retainer will be held in the event cancellations are made without thirty (30) days notice.

4. Damage Deposit

A \$500.00 damage deposit will be required prior to the commencement of the tournament.

5. Parking Lot/Turf Area/Camping Area

The parking lot may be used for overnight parking of recreational vehicles for tournaments only, if the camping area is full. The designated turf areas may be used during dry conditions at the discretion of the Village of Wabamun.

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SECTION: Coal Diamonds Sports Park

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POLICY SUBJECT/TITLE: FEES AND CHARGES

EFFECTIVE DATE: SEPTEMBER 5, 2000

6. User Group Responsibilities

It is the responsibility of the user group to lime diamonds, although the Village will provide the materials to be used. For tournament use only, a staff person may be made available to assist with floating as required, and general diamond supervision at an annual established rate of labour and equipment.

7. Rainout

Partial or full tournaments cancelled due to a "rainout" as determined by the Village will be rescheduled at no additional costs. If rescheduling is not possible, a full refund will be given for the cancelled portion of the tournament.

GENERAL POLICIES

1. Soccer Pitch

\$5.00 per block, no residency restriction

2. Priorities

Ball diamonds and soccer field shall be distributed in the following priority:

- a. Village based teams (51% Village Membership)
- b. Teams from the immediate surrounding areas (Brookside, Point Allison, Ascot Beach, etc.)
- c. All other teams

3. Limer/Bases

For tournament play, bases and limer must be booked by the Tournament Director and be considered as accountable under the damage deposit in the event of loss.

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PART: Community Services

POLICY NO: R:2

SECTION: Coal Diamonds Sports Park

PAGE: 4 of 4

POLICY SUBJECT/TITLE: FEES AND CHARGES

EFFECTIVE DATE: SEPTEMBER 5, 2000

4. Payment

All bookings are to be paid thirty (30) days in advance. If the booking is made in less than thirty (30) days, a certified cheque may be required.

5. Hand Tools

No hand tools are available for use by teams using the diamonds.

6. Length of Season

The length of season shall commence on or about May 1st, depending upon the sport and the weather conditions, and conclude on or about September 30.

7. Times Available

8:00 a.m. to Dark

8. Booking Procedures

Formal ball diamond booking procedures will take place to allow as many users equal opportunity to book diamonds subject to the preceding guidelines.

9. Policy Review

This Fees and Charges Policy may be reviewed annually.



Village of Wabamun

BOX 240, 5217 - 52 STREET

WABAMUN, AB T0E 2K0

PHONE (780)892-2699 - FAX (780)892-2669

COAL DIAMONDS - RENTAL AGREEMENT

ORGANIZATION: _____

CONTACT NAME: _____

MAILING ADDRESS: _____ **PHONE:** _____

We, _____ agree to rent the following Sports Fields listed below from the Village of Wabamun at a rate of _____ plus GST for the Coal Diamonds. We agree to pay within thirty (30) days of invoicing. We agree to abide by the rules of the Village and the ball diamonds/soccer pitch, and are responsible for any damages caused directly or indirectly by our usage, or our spectator's usage. Further, we assume the responsibility of liming the diamonds/soccer pitch for our own use. The Village will provide the materials required.

We hereby recognize the risks inherent in the game of soft/baseball/soccer and hereby release, remise and forever discharge the Village of Wabamun or any of its servants, agents, volunteers, employees, participants or other members arising out of or in connection with any activity, including but not limited to any liability due to the negligence or breach of contract of the said Village of Wabamun or any servants, agents, volunteers, employees, participants, or other members in the course of our usage of the Sports Fields.

	CD1 (baseball)	CD2 (shale)	CD3 (grass)	CD (soccer)
<u>MONDAY</u>				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

The Village of Wabamun reserves the right to cancel users due to inclement weather conditions. Refer to Coal Diamonds Sports Park Fees & Charges Policy for complete booking details; Res: 00-195.

Organization - Representative

Village of Wabamun - Representative

Date

Date

**VILLAGE OF WABAMUN
POLICY MANUAL
SECTION: COMMUNITY SERVICES
ARENA POLICY R:7**

MOTION: 12-314

EFFECTIVE: OCTOBER 9TH, 2012

POLICY

To provide and promote the use of the Village of Wabamun Arena and ensure the safety and enjoyment for all patrons

REGULATIONS:

1. Everyone must wear a helmet on the ice for their own protection; CSA approved helmets strongly recommended.
2. All children under the age of ten (10) years must be supervised by a person over the age of eighteen (18) while in the Arena and their supervisor shall be on the ice with them during public skating.
3. Tobacco products are not permitted inside the Arena and alcohol is not permitted on this municipal property.
4. Food, gum and/or beverages are not permitted on the ice.
5. Entrance on to the ice surface will only be permitted once the Zamboni is off the ice surface and the gate is closed.
6. Do not wear ice skates into the bleachers.
7. Hockey is to be played on the ice only during the scheduled hockey time slots.
8. Game playing and/or shooting pucks are not permitted in the lobby or bleachers or dressing rooms or bathrooms or the area around the ice.
9. Pucks and sticks are not permitted on the ice during public skate.
10. Foul language, running and horseplay are not permitted in the Arena.
11. Littering is not permitted inside or outside of the Arena; smokers are to use the ashtrays provided outside to avoid littering.
12. The dressing room will be open thirty (30) minutes before the scheduled ice time and closed thirty (30) minutes afterwards to change and leave.
13. The dressing rooms shall be left in good order after use, litter properly disposed of, and ready for cleaning.
14. Only the Arena Operator is permitted inside the music box area.
15. The Village of Wabamun is not responsible for any lost, stolen or damaged personal property left at the Arena.
16. All patrons of the Arena must follow direction given by the Arena Operator
17. While on duty, the Arena Operator and Village Personnel have the authority to eject, or cause to be ejected, from the premises any person or persons who are creating a disturbance or behaving without regard to the Policies of the Arena or the direction of the Arena Operator.
18. Use this facility at your own risk; Play Safe and Have Fun!

**VILLAGE OF WABAMUN
POLICY MANUAL
SECTION: COMMUNITY SERVICES
POLICY R:9 : COAL DIAMOND CAMPING AREA**

MOTION: 13-018

EFFECTIVE: January 14, 2013

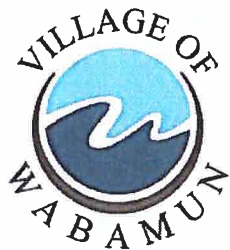
1. GENERAL POLICIES

- a. All fees and charges for the Coal Diamond Camping Area are listed in the Master Rates and Schedule Bylaw.
- b. Proof of Liability Insurance is required.
- c. The Security Fee is required to confirm a booking and reserve the camping site.
- d. The Security Fee will be processed as a damage deposit at midnight of the day rental begins.
- e. An inspection of the camping area will be completed with the Village designate before and after each event and the report signed off by both parties prior to the approval of use.
- f. The damage deposit shall be used to offset any costs to the Village for damages, destruction, or loss of property caused during the rental as noted on the final inspection report.
- g. Charges in excess of the damage deposit will be charged directly to the renter and the invoice shall be processed within ten (10) business days. Full payment by the renter is required within thirty (30) days to avoid penalty.
- h. Any non-payment of monies owed will result in enforcement action.
- i. Do not harm the trees or grass area: pouring hot fat on to the ground, nailing into the trees, chopping branches to use as cooking sticks, dropping live cigarette butts, etc. is not permitted.
- j. Camp fires must be contained in the fire pits, which may stay where located, with a bucket of water and/or sand readily available to extinguish a fire or use in an emergency.
- k. The Village does not supply firewood.
- l. Any equipment or items the renter brings on to the site is solely the responsibility of the renter and shall be removed at the end of the event and prior to final inspection. The Village will not be held responsible for lost, stolen or damaged personal items.
- m. If there is a fire ban called for the Village of Wabamun, you cannot burn or light a campfire.
- n. The renter is responsible for their guests' behaviour and shall ensure all activity is contained within the campground area NOISE.

2. CANCELLATION POLICY

- a) Cancellation notice of up to thirty (30) days prior to event date shall be acceptable and the full Security Fee will be returned to the payee named on the application.
- b) Cancellation notice of less than thirty (30) days prior to event date shall be subject to an Administration Fee.
- c) Failure to submit payment in full to the Village Office by the last business day prior to the booking shall be considered as cancellation notice and the full Security Fee will be retained by the Village.

**ALL RENTERS OF THE CAMPGROUND WILL BE REQUIRED TO SIGN A
REGISTRATION FORM STATING THEY HAVE RECEIVED, READ, AND
UNDERSTOOD THE REGULATIONS OF THIS POLICY**



**VILLAGE OF WABAMUN
POLICY MANUAL
SECTION: ADMINISTRATION
POLICY: R10 - JUBILEE HALL**

MOTION: #14-326

EFFECTIVE: September 2, 2014

1. GENERAL POLICIES

- a) All fees and charges for the Jubilee Hall Rental are listed in the Master Rates and Schedule Bylaw.
- b) If alcohol is to be served or consumed during a rental the renter **MUST** provide copies of the following to the Village prior to the event:
 - i. A Copy of the Liquor License; and
 - ii. Proof of Host Liquor Liability Insurance.
- c) The Damage Deposit is required to confirm a booking and reserve the requested space(s) and must be paid by debit card, cash or credit card (Mastercard or Visa)
- d) The booking fee must be paid in full a minimum of 5 days in advance of the event date and must be paid by debit card, cash or credit card (Mastercard or Visa)
- e) An inspection of all rental areas, including inventory, will be completed with the caretaker before and after each event and the report signed off by both parties prior to the exchange of keys.
- f) The damage deposit shall be used to offset any costs to the Village for damages, destruction, or loss of property caused during the rental as noted on the final inspection report.
- g) Charges in excess of the damage deposit will be charged directly to the renter and the invoice shall be processed within ten (10) business days. Full payment by the renter is required within thirty (30) days to avoid penalty.
- h) Bingo boards and/or the curtains in front of them are not to be removed, tampered with or altered during the event. Any damage to the Bingo equipment will be deducted from the damage deposit.
- i) Confetti, rice or any other form of sprinkling material shall not be thrown or used for decorative purposes in or outside the hall.
- j) Do not secure decorations, cords, etc. to the floor or walls with any type of tape other than painter's tape.
- k) Candles and open flame are prohibited in the hall.
- l) Helium filled products are prohibited in the hall.
- m) Smoking is permitted in the outside designated areas only; please use the ashtrays provided.
- n) The renter is responsible for their guests' behaviour in and outside of the hall and shall ensure any other tenants of the hall are not disturbed.
- o) The renter is responsible for securing the hall before vacating the building by ensuring that all doors and windows are closed securely and the front door is locked when exiting.
- p) The Village will not be held responsible for lost, stolen or damaged personal items.

2. KITCHEN AND KITCHEN EQUIPMENT

- a) The rental of the kitchen provides a supply of linens, serving supplies and cooking equipment; the inventory of such will be checked during the inspection with the custodian before and after the planned event.
- b) The renter may bring any additional linens, supplies, or equipment into the kitchen for the duration of your event; however, the renter is solely responsible for these items which are to be removed at the end of the event and prior to final inspection. The Village will not supply additional items.
- c) All kitchen equipment and appliances are to be used according to manufacturer's directions. If the renter has any operational questions or concerns, these matters are to be discussed and resolved with the custodian prior to use.
- d) The kitchen area is only to be used for the purpose it serves and in compliance with the Health Regulations and other related food service regulations and legislations.

3. CLEANING REQUIREMENTS

- a) Tables are to be scrubbed clean, any gum or glue removed and left in the standing position.
- b) Chairs are to be scrubbed clean, stacked carefully in carts, and put away where and as directed.
- c) All floor areas are to be swept and free of debris. Do not wash the hardwood floors.
- d) All Village equipment and supplies shall be scrubbed cleaned and returned to their proper places for inspection after the event.
- e) The stove top, burners, and oven are to be scrubbed clean after each use. Clean out the inside of the microwave and wipe up all spills in the refrigerator, cooler and freezers.
- f) All counter surfaces are to be scrubbed clean.
- g) The washrooms, cloakroom and hallway areas are to be tidied and any personal items removed.
- h) The bar area must be left scrubbed clean and all items put neatly away in their proper place.
- i) Garbage must be bagged and discarded in the bin found outside the west exit door.
- j) Recycling can be bagged and stored in the janitor's room.
- k) Remove all decorations, belongings, gifts, ornamentation, linens, equipment, etc.
- l) The renter is responsible for all actions and activities of services hired or contracted out to assist with this event.

4. CANCELLATION POLICY

- a) Cancellation notice of more than thirty (30) days prior to event date shall be acceptable and the Damage Deposit and Booking Fee, if paid, will be returned to the payee named on the application.
- b) Cancellation notice of less than thirty (30) days but more than 5 days prior to event date shall be subject to a refund of the damage deposit and Booking Fee, if paid, and the Administration Fee shall be deducted from the damage deposit and retained by the Village.
- c) Failure to submit booking fee in full 5 days prior to the booking shall be considered as cancellation notice and the Administration Fee shall be deducted from the damage deposit and retained by the Village with the balance returned to the renter.

With passage of this policy R2 from Feb. 2001, R8 from May 2012 and any other policies referencing the Jubilee Hall are hereby rescinded

ALL RENTERS OF THE HALL WILL BE REQUIRED TO SIGN A REGISTRATION FORM STATING THEY HAVE RECEIVED, READ, AND UNDERSTOOD THE REGULATIONS OF THIS POLICY

Approved by Council as noted above:



Chief Elected Official



Chief Administrative Officer



VILLAGE OF WABAMUN
POLICY MANUAL

POLICY TITLE: PUBLIC ART POLICY

SECTION: COMMUNITY SERVICES

POLICY NO: R11

December 6, 2016

RESOLUTION NO: 16-440

A. INTRODUCTION: Public Art has the ability to inspire, ignite, awaken, and animate. It can enrich and connect a community, and add or enhance a sense of place in a symbolic or creative way that reveals an aspect of the social, natural, physical or historical context of the location. Public Art is also recognized both nationally and internationally as a significant tool for building economic development and tourism, by making destinations for visitors and local residents. In 1959, the first Public Art program was developed in the United States in Philadelphia, and in Canada, the Province of Quebec led the way with its Art in Architecture Program. Now, over 300 American cities and more than 50 Canadian municipalities have Public Art policies or plans. The Village of Wabamun is dedicated to enhancing arts and culture as an integral part of the community.

B. POLICY STATEMENT: The Village is dedicated to enhancing arts and culture to celebrate and appreciate artistic talents in the community and surrounding area by developing opportunities for display of public art. The Village of Wabamun believes that Public Art enriches the daily life of residents and visitors while complementing the natural assets of the community. By installing art inside and outside of public buildings, in parks, public spaces, gateways and along our trails and waterfront, we celebrate our culture, heritage, people, events and environment while enhancing our economic vibrancy. Public Art promotes creativity and creates a more interesting, visually-rich community. It cultivates pride, increases tourism and economic development by attracting visitors and potential investors, creating partnerships and employment opportunities, and increasing land values. It promotes the recognition of artists as an important asset for a vibrant community and helps engage residents in dialogue about their community. To that end, the Village of Wabamun is undertaking a Public Art Policy that plans for increased placement of appropriate Public Art throughout the community

C. PURPOSE: The purpose of the Public Art Policy is to provide a framework for the Village of Wabamun to provide for creative, interesting, and compelling public spaces by encouraging, funding, selecting and displaying Public Art inside and outside of our public buildings, in parks,

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public spaces, gateways and along our trails and waterfront to enhance opportunities to showcase local artists and arts and culture organizations.

D. DEFINITIONS:

1. Public Art: is original art works of local artists that may include the following:
 - a. Murals
 - b. Sculptures
 - c. Fiber works, glass, mosaics
 - d. Original works of art specific to their site
 - e. Wall hangings
 - f. Statues
 - g. Fountains or water features
2. Public Art does not include:
 - a. Artifacts
 - b. Archival collections in museums, libraries or galleries
 - c. Easily movable art works (models, books, etc.)
 - d. Art that is offensive in nature and infringes upon Human Rights.
 - e. Crafts
 - f. Art objects that are mass produced except where placed to hold local significance
3. Local Artist: is an individual or group located within the Village of Wabamun or the surrounding County who has demonstrated skill, training and/or experience in an artistic discipline and demonstrates an ongoing commitment to his or her art practice.
4. Public Space: is defined as areas frequented by the general public that are owned or controlled by the Village of Wabamun. This includes, but is not limited to, inside and outside of our public buildings, in parks, public spaces, gateways and along our trails and waterfront.

E. PRINCIPLES:

1. Public Art from Local Artists shall be permitted in Public Spaces at the discretion of the Council.
2. Public Art shall be supplied, if required, by the Local Artist in a form that can be affixed to a drywall, concrete or wooden surface if applicable.
3. The Village of Wabamun shall not be liable for damages, fire, or theft of Public Art supplied by Local Artists.

4. Public Art that has been donated to the Village and is in disrepair will be removed at the Village's discretion.


F. SELECTING PUBLIC ART: Council approval of the Art is required for all Public Art projects and shall be based on recommendations from administration and outside local experts as determined by Council. The selections should be based on the artistic merit of a project, taking into consideration site suitability, aesthetic value, context, durability, maintenance requirements, financial implications, public safety and any potential liability.

G. ACQUIRING PUBLIC ART: The Village of Wabamun may acquire ownership of original works of art in any media through direct purchase, commission or donation. Gifts, donations and bequests of Public Art will be considered. In accordance with the criteria established in the Income Tax Act (Canada) the Village may issue a tax receipt to the donor. The Village may also display items not owned by the Village on a temporary basis, not to exceed six months, but shall not be liable for damages, fire, or theft of Public Art supplied by Local Artists.

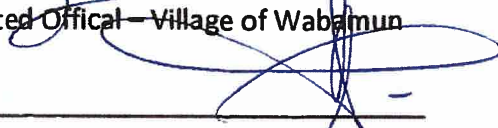
H. PUBLIC ART RESERVE: A Public Art Reserve Fund will be established. The funds generated through contributions will be pooled in the Public Art Reserve Fund until deemed to be sufficient to initiate Public Art projects. The Public Art Reserve Fund may also accept donations or bequests from the public. This policy does not preclude additional funding of Public Art through various municipal budgets, private donations, grants, or partnerships with organizations including nonprofit or charitable organizations, community groups, businesses, school or churches. Funding may be designated for a specific project, or may be added to the Public Art Reserve Fund. Funding a project does not in any way impact or side step the procedures for acquisition of Public Art as outlined in this document.

I. RELOCATING AND DE-ACCESSIONING OF PUBLIC ART: When appropriate or necessary, the Council may consider relocating or de-accessioning of permanent and temporary Public Art. The art may be moved, sold, returned to the artist or destroyed with any monies received through the sale of village owned art being placed in the Public Art Reserve Fund.

Approved by Council as noted above:



Chief Elected Official – Village of Wabamun



Chief Administrative Officer – Village of Wabamun

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**VILLAGE OF WABAMUN
POLICY MANUAL**

POLICY TITLE: MAJOR EVENT PERMIT

SECTION: LEGISLATIVE

POLICY NO: L:14

COUNCIL MEETING DATE: JUNE 11TH, 2012

RESOLUTION NO: 12-203

POLICY:

To set forth the following policy guidelines to assist Persons making application to the Municipal Administrator for a temporary Permit to allow for a Major Event that would otherwise violate Bylaw No 03-2012

PROCEDURES:

1. The application for a Major Event temporary permit must contain the following information
 - a) The name, address, and telephone number of the applicant;
 - b) The legal description or municipal address of the site;
 - c) The Development Permit (if applicable)
 - d) A description of the event;
 - e) A statement of the measures that will be taken to minimize the noise;
 - f) A detailed site plan;
 - g) Letters of support from applicable agencies (e.g. fire department, health department, RCMP, etc.)
 - h) A security plan; and
 - i) The signature of the applicant.
 - j) And is received at least forty five (45) days prior to the proposed activity
2. An Administration fee is required and must be included in the application package.
3. The decision of the Municipal Administrator will be determined within ten (10) business days from the date package is received.
4. It is the responsibility of the applicant to comply with all conditions set out on the temporary permit as instructed.

**VILLAGE OF WABAMUN
POLICY MANUAL**

POLICY TITLE: NOISE PERMIT

SECTION: LEGISLATIVE

POLICY NO: L:15

COUNCIL MEETING DATE: JUNE 11TH, 2012

RESOLUTION NO: 12-202

POLICY:

To set forth the following policy guidelines to assist Persons making application to the Municipal Administrator for a temporary Permit to allow for noise that would otherwise violate Bylaw No 03-2012

PROCEDURES:

1. The application shall contain the following information:
 - a) The name, address, and telephone number of the applicant;
 - b) The legal description or municipal address of the site;
 - c) The Development Permit (if applicable)
 - d) A description of the source(s) of noise;
 - e) The period of time that the exemption is desired;
 - f) The applicant's reason(s) why the exemption should be given;
 - g) A statement of the measures that will be taken to minimize the noise;
 - h) The signature of the applicant AND
 - i) And is received at least five (5) days prior to the proposed activity
2. An Administration fee is required and must be included in the application package
3. The decision of the Municipal Administrator will be determined within ten (10) business days from the date package is received.
4. It is the responsibility of the applicant to comply with all conditions set out on the temporary permit as instructed.

