

# County of Wetaskiwin No. 10

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## PUBLIC NOTICE

August 4, 2009

### MANAGEMENT AND MAINTENANCE OF THE WINFIELD AGRIPLEX AND GROUNDS

In February 2008 the County of Wetaskiwin assumed management and maintenance of the Winfield Agriplex and Grounds. This community facility has been developed through the volunteer efforts of Winfield and area community members. The County of Wetaskiwin applauds these volunteers for their community spirit and hard work in providing this facility for the enjoyment of the community. The wish of the County of Wetaskiwin has always been to honor these efforts by continuing and enhancing the operation of the entire facility.

In order to proceed with the maintenance and management of the facility, the County had a formal safety inspection completed by the County's Tri-County Health & Safety Officer in cooperation with the Director of Agricultural Services. Required repairs were identified to the arena, hall and grounds, which were completed by County staff with the goal to ensure that both safety and liability issues were addressed for all users and operators. The repairs included: installation of a door for time keepers/coaches in arena, installation of heaters in time keeper bench, corner boards replaced in arena, electrical upgrade to the rodeo grounds, washing facility and additional washroom installed in the multi-purpose room, relocated custodial room and added handicap washroom in hall.

Other repairs completed included: lighting replacement in the arena and community hall, new suspended ceiling and addition of power outlet in the community hall, installed a master key system, general painting and renovations, completed the renovation of the old curling rink/gun range into meeting room.

Policies and procedures were developed for ease in running the facility. In accordance with the policies and procedures the Winfield Agriplex Advisory Committee was formed to act as a liaison between the community and Council. To ensure the long-term viability of the facility, through the Terms of Reference, the Committee prepared a long-term Master Plan for capital requirements and will be providing them to County Council for approval. The Master Plan will be reviewed annually by the Committee and Council and proposed upgrades reviewed at the County's Strategic Planning and Budget process.

Through the representation on the Winfield Agriplex Advisory Committee, the County of Wetaskiwin continues to work with the community to maintain and enhance the facility that is the direct result of the hard work and efforts of community groups.

Recently, the County of Wetaskiwin No. 10 received a copy of a Report on the Winfield and District Agricultural Society which was prepared by George B. Cuff & Associates Ltd. for Alberta Agriculture and Rural Development. In the report, Mr. Cuff notes the purpose of the report as follows:

*"To undertake a review of the issues related to the Winfield Agricultural Society including:*

- o The governance functions of the Society*
- o The application of its bylaws in a fair and consistent manner*
- o The relationships between the Society leadership and its members*
- o The change in operation of the Winfield Recreation Centre (also referred to as the Agriplex) from the Winfield Ag Society to the County of Wetaskiwin in January 2008*
- o The proper application of good governance principles to the functioning of an Ag Society*
- o The appropriateness of the steps taken by the County of Wetaskiwin relative to the operation of the facility*
- o The relationship issues which have arisen within the membership of the Winfield Agricultural Society"*

The report provides a Summary of Observations, an opinion of Relevant Background and Issues, Key Themes and Findings, Successful Outcomes and Recommendations, as well as appendices of Good Governance Principles and Financial Analysis.

The County of Wetaskiwin is addressing the Recommendations listed in the report specific to the County and listed as **Role of the County of Wetaskiwin** and **Agricultural Society and the County**.

Firstly, the section **Role of the County of Wetaskiwin**:

*Recommendation #7 "We recommend that the County seek the input of the Winfield community on the future of the Agriplex and surrounding lands through a long range planning instrument."*

The Winfield Agriplex Advisory Committee was formed in 2008 and held its first meeting in September 2008. The Committee structure consists of County of Wetaskiwin Councillors from Division 6 & 7 or designates, the Winfield Minor Hockey President or designate, the Winfield Lions Club President or designate, Winfield Agricultural Society President or designate, and County of Wetaskiwin Director of Agricultural Services or designate, who is a non-voting member.

The Terms of Reference indicate the role of Winfield Agriplex Advisory Committee is:

- To act as a liaison between the community and Council.
- To make non-binding recommendations to Council regarding the operations of the Winfield Agriplex, on the following matters:

- Capital Upgrades to the Winfield Agriplex building and grounds, and the allocation of funds for these upgrades.
- Proposed Budget.
- New equipment for the Winfield Agriplex and the allocation of funds for this equipment.
- The fee schedule for the upcoming year.
- Hours of Operation for the facility.
- To prepare and yearly maintain a master plan.

*Recommendation #8 "We recommend that the County specifically publish the amount of its funding to the Agriplex and surrounding lands in relation to operations, upgrades, new capital works, etc."*

The following amounts have been spent on the Winfield Agriplex and Grounds since the County of Wetaskiwin assumed the management and maintenance in 2008:

<b>PROJECT COSTS - MARCH 2008 – JUNE 30 2009</b>		
<b>Project</b>	<b>2008 March – Dec.</b>	<b>2009 Jan. - June 30</b>
Arena	\$153,877.02	\$ 40,990.45
Hall	54,502.29	38,800.00
Recreation Grounds	3,387.98	\$3,600.00
Rodeo Grounds	5,611.01	\$1,650.00
<b>Total</b>	<b>\$217,378.30</b>	<b>\$85,040.45</b>

In 2008 grants were received from the following, which offset the \$217,378.30 project costs:

- Winfield Lions Club - \$14,000.00
- Winfield & District Agricultural Society - \$26,947.19
- Winfield Minor Hockey - \$10,000.00
- Municipal Sustainability Initiative (provincial) - \$72,408.00

The County of Wetaskiwin incurred administrative costs that have not been included in the costs which are estimated at 10% of the project costs. Administrative costs include travel, vehicle expenses, meetings and financial and management administration.

To ensure the long-term viability of the facility, the Winfield Agriplex Advisory Committee has prepared a long-term Master Plan for capital requirements and will be providing them to County Council for approval. The Master Plan will be reviewed annually by the Committee and Council and proposed upgrades will be reviewed at the County of Wetaskiwin No. 10's annual Strategic Planning and Budget process.

*Recommendation #9 "We recommend that the County consider a restriction on its Councillors vis-à-vis their representation on local agencies, boards and committees. In particular, we recommend that the County's orientation of each new Council place some focus on the individual authority of individual Councillors and their ability to co-opt the power of the County on any decision."*

Following each municipal election, County of Wetaskiwin Administration provides an orientation for all elected officials which includes a presentation by solicitors Brownlee LLP regarding The Roles and Responsibilities of Elected Officials. Each Elected Official is also provided with a Reference Manual for Elected Officials developed by Administration, which contains organizational information such as policies, bylaws, minutes, agreements, plans and studies, department outlines, a printout of Alberta Municipal Affairs document "Now that you've been elected – A Handbook for Elected Councillors", a copy of the Municipal Government Act, and a copy of the presentation by Brownlee LLP.

County of Wetaskiwin Elected Officials also attend the Alberta Association of Municipal Districts and Counties orientation for newly elected officials which is provided on election years at the annual fall conference.

Secondly, the section **Agricultural Society and the County:**

*Recommendation #10 "We recommend that the County meet with the Winfield Agricultural Society on an annual basis and discuss the evolution of the new state of governance and the County's handling of the Agriplex and any outstanding issues with respect to its place in the Winfield community."*

The County of Wetaskiwin Council met with the Winfield Agricultural Society on numerous occasions over the past year. The County of Wetaskiwin No. 10 has always been open to discussions with community groups and will continue to be.

The Winfield Agricultural Society also has the opportunity to voice issues through the representative on the Winfield Agriplex Advisory Committee.

*Recommendation #11 "We recommend that the County ensure that the minutes of the Winfield Ad Hoc Advisory Committee are posted in a public place within 7 days of any WAAC meeting."*

The approved minutes of the Winfield Agriplex Advisory Committee will be posted on the County of Wetaskiwin No. 10 website. Note that the Committee meets a minimum of 3 times per year and the minute approval process is minutes from a Committee meeting are approved at the next Committee meeting, therefore, minutes posted could be several months past the meeting date.

*Recommendation #12 "We recommend that WAAC add a member of the community to its membership."*

The Council of the County of Wetaskiwin will review the Winfield Agriplex Operating Policy #7202, Winfield Agriplex Advisory Committee Structure in relation to this recommendation.

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*Recommendation #13 "We recommend that the Winfield Agricultural Society and the County establish a working committee to review the operations of the non-arena and non-concession areas with representatives from the Winfield Lions Club to ensure that whatever governance model emerges that it is for the benefit of the Winfield community, and that this be done in a transparent, business-like, and orderly fashion."*

The County of Wetaskiwin has formed a Winfield Agriplex Advisory Committee and will review annually all concerns and recommendations received from the community. This annual review will help address "Recommendations #7, #10 and #13".

Rental rates to utilize the Winfield Agriplex are as follows:

<b>Type of Function</b>	<b>Member/Non-Member</b>	<b>Rental Amount</b>
Winter Prime Time Arena - Damage deposit of \$100 for Local groups, \$300 for Non-local groups is required	Local* Youth**	\$77.00 per hour
	Non-Local Youth	\$90.00 per hour
	Local Adult	\$100.00 per hour
	Non-Local Adult	\$125.00 per hour
Winter Non-Prime Time Arena - Damage deposit of \$100 for Local groups, \$300 for Non-local groups is required	Local Youth	\$57.75 per hour
	Non-Local Youth	\$67.50 per hour
	Local Adult	\$75.00 per hour
	Non-Local Adult	\$125.00 per hour
Summer Dry Floor - Damage deposit of \$100 for Local groups, \$300 for Non-local groups is required	Local Youth	\$19.25 per hour
	Non-Local Youth	\$22.50 per hour
	Local Adult	\$25.00 per hour
	Non-Local Adult	\$31.25 per hour
Summer Dry Floor Day Rate - Includes any house keeping charges. - Damage deposit of \$100 for Local groups, \$300 for Non-local groups, is required	Local Youth	\$154.00 per day
	Non-Local Youth	\$180.00 per day
	Local Adult	\$200.00 per day
	Non-Local Adult	\$250.00 per day
Rodeo Grounds - Damage deposit of double the rental amount is required for one and two day events. - Does not include any house keeping/clean up costs.	Mon-Fri Hourly Rate	\$20.00 per hour
	One Day Event	\$250 per event
	Two day event	\$500 per event
Hall (max 175 people) - Includes 2 man hours of house keeping - Damage deposit of \$250 is required	Inclusive of kitchen, bathrooms, main foyer.	\$100 per day
Hall Funeral Rental (max 175 people)	Inclusive of kitchen, bathrooms, main foyer.	Free of charge
Small Upstairs Meeting Room (max 25 people) - Includes 1 man hour of house keeping - Damage deposit of \$50 is required	Inclusive of meeting area and bathrooms. Access granted from outside big double doors on west side	\$25 per day
Front of Multipurpose Room (max 25 people) - Includes 1 man hour of house keeping - Damage deposit of \$70 is required	Inclusive of meeting area, bathroom facilities. Access granted from outside big double doors on west side.	\$35.00 per day
Entire Multipurpose Room (max 25 people) - Includes 2 man hours of house keeping - Damage deposit of \$70 is required	Inclusive of meeting area, floor curling area, bathroom facilities. Access granted from outside big double doors on west side.	\$50 per day

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Hall Bookings can be arranged by contacting Steve Majek, Director of Agricultural Services at 780-352-3321 (office) or email [smajek@county.wetaskiwin.ab.ca](mailto:smajek@county.wetaskiwin.ab.ca).

Arena Bookings – From October 1<sup>st</sup> to March 31<sup>st</sup> - Contact the arena at 780 682-2584.

Arena Bookings – From April 1<sup>st</sup>, to September 30<sup>th</sup> - Contact Steve Majek, Director of Agricultural Services.

Grounds Bookings – Contact Steve Majek, Director of Agricultural Services.

Arrangements will be made for door openings through Steve Majek, Director of Agricultural Services. Keys are retained within the Winfield Community by County Staff.

On behalf of County of Wetaskiwin Council and Administration we once again note our sincere appreciation to the Winfield and area residents for their many years of volunteerism in the process of the development of the Winfield Agriplex. Working together, through the Winfield Agriplex Advisory Committee, we can continue to enhance the operation of the facility and it can be enjoyed by all users for many years to come.

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For further information contact:

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