

Title:	Hinton Training Centre Rates Directive
Number:	Agriculture and Forestry, Administration, 2016, No. 1
Program Name:	Hinton Training Centre, Wildfire Management Branch, Forestry Division
Effective Date:	July 1, 2016
This document was updated on:	June 23, 2016

Purpose

This directive establishes a rate schedule and identifies costs that will be charged for use of the Hinton Training Centre.

Context

The Hinton Training Centre is operated by the Department of Agriculture and Forestry. The Centre contributes to developing, strengthening and maintaining a highly skilled, competent and professional workforce by providing timely training necessary for employees to effectively carry out their duties. The Centre’s facilities, equipment and services are available to the Department of Agriculture and Forestry and other groups for educational activities and emergency services where the use of such facilities will in general be consistent with the aims and objectives of the Centre.

Definitions

1 In this Directive,

- (a) “Centre” means the Hinton Training Centre;
- (b) “Department” means the department under the minister responsible for the *Forests Act*;
- (c) “Department employees” means employees of the government employed in the Department;
- (d) “Director” means the Senior Manager of the Hinton Training Centre;
- (e) “Division” means the Forestry Division;
- (f) “Division employees” means employees of the government employed in the Division;

- (g) "Guests" means people sponsored by the Division to attend an event at the Centre, guest lecturers at the Centre, and groups that are formally recognized by the Centre;
- (h) "Others" means people not associated or affiliated with the Department; and
- (i) "Work day" means a day other than Saturday or a day defined as a holiday in the *Interpretation Act*.

Guidelines

- 2** The use of the Centre's facilities, equipment and services will be based on availability and approval by the Centre's program and events unit. The requirements of the Centre take priority over all other activities and events.
- 3** The Centre reserves the right to decline the use of its facilities, equipment and services by an agency, organization or group.
- 4** The Centre reserves the right to enter into a Memorandum of Agreement with an agency, organization or group for the use of the Centre's facilities, equipment and/or services.
- 5** The Director at his/ her discretion may waive the fees.

Meals and Accommodation

- 6** (1) The rates, not including GST, for meals at the Centre are as follows:
 - (a) breakfast: \$5.00 per person per day;
 - (b) lunch: \$8.75 per person per day;
 - (c) dinner: \$11.25 per person per day.
- (2) Division employees will not be charged for meals while attending training.
- (3) Guests will not be charged for meals.
- 7** (1) The rates, not including GST, for accommodation at the Centre are as follows:
 - (a) double occupancy: \$25.00 per person per day;
 - (b) single occupancy: \$50.00 per person per day.
- (2) Department employees will not be charged for accommodations.
- (3) Guests will not be charged for accommodations.

Course Fee

- 8** (1) The rates, not including GST, for courses provided by the Division are as follows:
- (a) \$50.00 per person per half day for in-class course;
 - (b) \$100.00 per person per day for in-class course;
 - (c) \$50.00 per person per online course.
- (2) Department employees will not be charged for courses provided by the Centre.
- (3) Guests will not be charged for courses provided by the Centre.

Facility Rental

- 9** (1) The rates, not including GST, for facility rental at the Centre are as follows:
- (a) classroom 208 [equipped with up to 25 computer workstations]:
 - (i) \$100.00 per half day;
 - (ii) \$175.00 per day.

Classroom is equipped with teaching station, ceiling-mounted digital projector, screen, laser pointer, and whiteboard with markers.
 - (b) classroom 134 [room capacity more than 40 persons]:
 - (i) \$50.00 for per half day;
 - (ii) \$100.00 per day.

Classroom is equipped with teaching station, ceiling-mounted digital projector, screen, laser pointer, and whiteboard with markers.
 - (c) all other classrooms [room capacity 40 persons or less]:
 - (i) \$32.50 per half day;
 - (ii) \$65.00 per day.

Classrooms are equipped with teaching station, ceiling-mounted digital projector, screen, laser pointer, and whiteboard with markers.
 - (d) Air Attack Simulator:
 - (i) \$250.00 per half day;
 - (ii) \$500.00 per day.

Simulator equipped with Air Attack Officer Simulator console, two Airtanker Flight Simulator consoles and an operator.

(e) Sand Table Simulator: \$500.00 per day.

Simulator equipped with sand table simulator and an operator.

(f) Gymnasium: \$175.00 per day or part thereof.

(g) Upper level dining room: \$60.00 per day or part thereof.

(2) Department employees will not be charged for facility rentals.

10 (1) Subject to 9(2), where the Centre is scheduled to be closed, additional security is required and will be charged:

a) \$50 per half a day;

(2) \$100 per day. Department employees will not be charged for additional security.

Catering

11 (1) The rates, not including GST, for coffee service at the Centre are as follows:

(a) Coffee Service 1: coffee/tea/juice/water: \$4.00 per person per delivery;

(b) Coffee Service 2: coffee/tea/juice/water/fruit cup/yogurt: \$6.00 per person per delivery;

(c) Coffee Service 3: coffee/tea/juice/water/baked goods/fruit or vegetable tray: \$6.00 per person per delivery.

(2) Coffee service will be charged for a minimum of 10 persons.

12 (1) The rates, not including GST, for catering at the Centre are as follows:

(a) hors d'oeuvres:

i) hot: \$10.00 per person;

ii) cold: \$7.00 per person.

(b) catered dinner: \$20.00 per person.

(2) Catering will be charged for a minimum of 10 persons.

Cancellation Policy

13 (1) The cancellation policy for Others is as follows:

- (a) If the reservation is cancelled twenty (20) or more work days in advance of the reserved date, full refund.
- (b) If the reservation is cancelled ten (10) or more work days in advance of the reserved date, 50% refund.
- (c) If the reservation is cancelled less than ten (10) work days of the reserved date in whole or in part, no refund.

14 All cancellations must be received in writing by mail, fax or email to the Centre's program and events unit.

Contact Information

Rob Galon, Senior Manager, Hinton Training Centre, (780) 865-8355

Authorities

Section 5 – Forests Act

Hinton Training Centre Rates Regulation

Approved

Original signed by:

Bruce Mayer,
Assistant Deputy Minister,
Forestry Division, Agriculture and Forestry

Signed on:

July 6, 2016

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