

<b>Title:</b>	<b>Hinton Training Centre Rates Directive</b>
<b>Number:</b>	<b>ESRD, Administration, 2014, No. 1</b>
<b>Program Name:</b>	<b>Hinton Training Centre</b>
<b>Effective Date:</b>	<b>March 31, 2014</b>
<b>This document was updated on:</b>	<b>January 23, 2014</b>

## Purpose

To outline the rates for meals, accommodations, registration fees, equipment and facility rental costs and the cancellation policy for the Hinton Training Centre.

## Definitions

1 In this Directive,

- (a) “Centre” means the Hinton Training Centre at Hinton, Alberta;
- (b) “Department” means the department under the minister responsible for the *Forests Act*;
- (c) “Department employees” means the employees of the government employed in the department;
- (d) “guests” means people sponsored by the department attending a course or event at the centre, guest lecturers at the centre and special guests of the centre;
- (e) “others” means people other than guests or students;
- (f) “students” means students enrolled full time at an accredited school, college or university;
- (g) “working day” means a day other than Saturday or a day defined as a holiday in the *Interpretation Act* (includes Sundays and statutory holidays).

## Rates for Meals and Accommodations

2 The rates, not including GST, for meals only and for accommodation and meals at the centre are as follows:

- (a) guests: no charge;
- (b) students monthly rate: \$550.00 per month for meals and accommodation; meals are provided by the centre only on working days;
- (c) students and others:

- (i) room only: \$20.00 a day for each person based on double occupancy;
- (ii) room only: \$40.00 a day for each person based on single occupancy;
- (iii) breakfast: \$4.00 a day for each person;
- (iv) lunch: \$7.00 a day for each person;
- (v) dinner: \$9.00 a day for each person.

### **Registration Fee and Facility Rental Costs**

**3 (1)** The registration fee, not including GST, for courses provided by the department for each person is:

- (a) guests: nil;
- (b) students: nil;
- (c) others: \$100.00/day  
\$50.00/half day;

**(2)** Subject to section 4, facility rental costs, not including GST, at the centre are

- (a) classroom 130 (fire simulator rental): \$750.00/day with one operator  
\$250.00/day without an operator;
- (b) classroom 134: \$100.00/day  
\$50.00/half day;
- (c) classrooms 200,205,206: \$60.00/day  
\$30.00/half day;
- (d) classrooms 142,214: \$75.00/day  
\$37.50/half day;
- (e) classrooms 204,207,210,222,141: \$65.00/day  
\$32.50/half day;
- (f) classroom 208 (GIS lab): \$500.00/day  
\$250.00/half day;
- (g) gymnasium: \$250.00/day  
\$125.00/half day;

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|--------------------------------|-----------------------------------|
| (h) rappel tower:              | \$100.00/day<br>\$50.00/half day; |
| (i) dining room - upper level: | \$60.00/evening;                  |
| (j) office space:              | \$60.00/day<br>\$30.00/half day   |

## **Rate Reductions**

4 There is

- (a) a 10% rate reduction under section 3(2)(a) to (f) for classroom rentals of 7 days or more;
- (b) a 20% rate reduction under section 3(2)(a) to (f) for classroom rentals of 30 days or more.

## **Audio-Visual Equipment**

5 The rates for use of audio-visual equipment for courses or meetings at the centre, other than those conducted by the department, are set out as follows:

<b>Equipment</b>	<b>Rate</b>
L.C.D. projector	\$25.00/day
VCR/DVD	\$15.00/day
Slide projector and screen	\$15.00/day

## **Cancellation Policy**

6 (1) The cancellation policy applies only to others.

(2) If notice of cancellation for meals and accommodation is received fewer than 5 working days but not fewer than 3 working days before the booking date, the cancellation charge is the amount equal to 10% of the rate for meals and accommodation for one full day for each participant.

(3) If notice of cancellation for meals and accommodation is received fewer than 3 working days before the booking date, the cancellation charge is the amount equal to the rate for meals and accommodation for one full day for each participant.

(4) If notice of cancellation for classroom or other facilities rentals is received fewer than 5 working days but not fewer than 3 working days before the booking date, the cancellation charge is 10% of the daily rental rate for each full day booked, to a maximum of 5 days.

(5) If notice of cancellation for classroom or other facilities rentals is received fewer than 3 working days before the booking date, the cancellation charge is the daily rental rate for each full day booked, to a maximum of 5 days.

(6) If notice of cancellation of course registration is received fewer than 28 days before the course start date, the cancellation charge is the course registration fee for each participant.

(7) 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 and Emergency Response Division,  
Environment and Sustainable Resource Development

**Signed on:**

January 23, 2014