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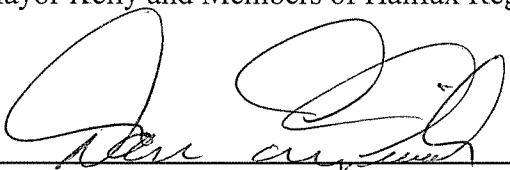


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Halifax Regional Council
June 22, 2004

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Acting Chief Administrative Officer

DATE: June 15, 2004

SUBJECT: **Service Exchange Agreement between Halifax Regional Municipality and Halifax Regional School Board**

ORIGIN

Halifax Regional Municipality and Halifax Regional School Board have been operating in absence of any formal reciprocal agreement since 1998. Previous attempts at negotiating an agreement had been unsuccessful. As part of Real Property and Asset Management's 03/04 Service Plan and its overall commitment to continuous quality improvement, a solution of a reciprocal arrangement was undertaken.

RECOMMENDATION

It is recommended that :

1. Council authorize the Mayor and the Municipal Clerk to enter into a service exchange agreement with Halifax Regional School Board as per the key terms outlined in the body of this report.

BACKGROUND

In 1998, Halifax Regional School Board (HRSB) came into existence as an amalgamated Board, two years after the establishment of Halifax Regional Municipality (HRM), at which time any existing reciprocal agreements expired. Discussions and negotiations toward a reciprocal use agreement have been underway since then with the last attempt made in early 2003. Documents had been drafted but agreement around a formalized document was elusive.

HRM utilizes school facilities (classrooms, gymnasiums, multipurpose rooms, etc.) to effectively operate its community-based recreation programs, hold community consultations, and community meetings. Currently, HRM pays facility rental rates as well as any other fees that may be associated with accessing the site including door monitors and custodians should the school not be open. This amount has averaged approximately \$85,000 over the past couple of years.

Conversely, HRSB utilizes HRM's athletic fields, playgrounds, sports courts and green spaces to provide a variety of school programs including physical education classes, other classes, intramurals, and school sports/athletic teams. HRSB has annually contributed \$100,000 to the facility operations budget for outdoor facility maintenance on seventy-nine (79) school sites in the former Halifax County. This contribution began in the early 1990's at which time the maintenance of these sites was "contracted" to Halifax County operations. There is insufficient information outlining the original agreement or how the original figure was calculated. This amount has never been adjusted for inflation nor to reflect increases in the service provided. Staff determined very early in the negotiations that it no longer made good business sense to base a new agreement around arrangements that were outdated.

A close partnership is essential for both parties to achieve optimum benefit from the facilities, programs, and services offered. The needs of both parties are ever increasing and a formal agreement detailing the provision of service, as well as outlining an exchange of programs and services, is critical to ensure continued cooperation and mutual understanding.

Recent community meetings held in conjunction with the planning phase of the HRM Indoor Facility Master Plan highlighted concerns that the citizens are not satisfied with the availability of HRSB facilities, particularly in the non-core areas, and the corresponding cost of accessing those facilities. Schools are often the only recreation facilities within a neighbourhood or community. Improving availability of these facilities is a key issue which needs to be addressed.

DISCUSSION

The attached service exchange agreement is principle based and was developed through a cooperative and consultative approach. Staff believe that the terms captured in this report provide the basis for a mutually beneficial relationship. The intent of the agreement is to provide a long term solution on access to facilities, program and services, as well as ensuring facility availability for the general community.

Staff of both parties have discussed the components of the agreement thoroughly over the last four months. The complete agreement is attached to this report. What follows are the highlights:

- ▶ **Reciprocal Access** - *HRM and HRSB will each provide the other party with priority access to its facilities, for no facility charges, meeting the facility requirements as much as possible or providing alternatives as necessary. HRSB will provide HRM with 10,000 hours within its facilities and in return HRM will provide HRSB with access to its facilities for educational purposes and other school-based programs.*

- ▶ **Community Access** - *HRSB will provide HRM citizens with access to its school facilities at affordable rates Monday to Friday from 6pm to 10pm throughout the school year. HRM and HRSB will work in partnership to address issues of availability should a school within a particular area not be able to meet the needs of the community.*

- ▶ **Agreement Review** - *The agreement will undergo an annual management review with necessary changes negotiated and agreed to by both parties no later than January 31st. Quarterly reviews of the terms of the Agreement will be conducted to ensure that the needs of HRSB and HRM are being met and to monitor any breakdowns in the provision of service. A performance measurement process has been established which will routinely measure the percentage of time priority access is provided as outlined in the agreement ensuring its intent is maintained.*

- ▶ **Planning Component** - *Both parties are committed to the ongoing collaboration and cooperative planning that is needed to enhance the relationship. Two standing committees are to be formed, each with distinct priorities and focus:*
 - Site and Facility Planning** - Develop and monitor a standard process regarding the construction of both HRSB school and HRM community facilities ensuring collaborative and cooperative planning which incorporates the needs of both education and the surrounding community.*

 - Facilities Access and Operations** - Develop a framework and implementation strategy to continually improve access to facilities, particularly in the under serviced and non-core areas of the municipality.*

- ▶ **“Booking Central”** - *HRM will be responsible for all HRSB scheduling services in addition to all outdoor facility scheduling to provide a single service window for centralized booking operations to the citizens of HRM. This will be achieved through the consolidation of all scheduling staff (4 FTE's) and services within one location under RTC. Centralization of this function will provide better quality services to the user while maximizing staff efficiency and providing a better element of control over facility availability for the general community.*

- ▶ **Future Considerations** - *Through a collaborative process beginning in the fiscal year 2005/06, HRM will tender, approve and manage the performance of the grass mowing contracts for HRSB sites on a full cost recovery basis.*
- ▶ **Effective Date** - *July 1, 2004 with the scheduling component operational on August 15, 2004 in preparation for the beginning of the school year.*
- ▶ **Management Fee** - *\$50,000 will be provided by HRSB in exchange for the property, turf, scheduling and agreement management services provided by HRM.*

Staff of both parties are committed to the successful implementation of all aspects of the agreement. HRM and HRSB will work collaboratively to ensure a seamless transition for all aspects of the service exchange. Any changes in service providers would be promoted through a joint venture.

HRSB recognizes the importance of being community-based and wants to improve its service to community-based facility users. Through this agreement, HRM and HRSB are committed to work cooperatively together to provide community groups with affordable access to school facilities thereby improving the availability of facility to HRM citizens.

BUDGET IMPLICATIONS

Operating Revenue and Expenses

There are no significant budget implications to HRM. Overall, through this agreement HRM realizes net revenue of \$15,000 over previous years.

Recreation Tourism and Culture - \$85,000 is the realized cost savings which will occur within the 2004/05 operating budget for Recreation, Tourism and Culture, D199 Recreation Program Administration. This represents the projected expenditures for facility rentals of HRSB schools for community-based recreation programs. Additionally, RTC will assume the responsibility for the facility scheduling component as outlined in this agreement. It is expected that this can be done within the current funds assigned to this function. If the existing staff complement (4 FTE's) is unable to handle the additional scheduling capacity, RTC will utilize the above noted savings to offset the additional staff cost.

Real Property and Asset Management - The 2004/05 operating budget for Real Property and Asset Management (Real Property Operations), W181 Sports/Play Administration represents the projected revenue from HRSB for maintenance of \$100,000. This amount will not be fully realized as the actual contribution from HRSB to RPAM through the agreement is the management fee of \$50,000. The net loss in revenue to RPAM is \$50,000.00. It is believed that this loss in revenue can be realized through other revenue streams.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

1. Council could instruct staff not to enter into the agreement, whereby both parties would continue to operate in absence of an agreement.

This is not the recommended alternative as staff believe the terms of the service exchange agreement are beneficial. In absence of an agreement, the programs and services offered by HRM as well as the community access component would be at risk as there would be minimal ability to impact HRSB decisions regarding facility availability. With HRM providing the scheduling services, there is an element of control with respect to facility availability that would benefit both Recreation Programming and facility users from the general community.

2. Council could instruct staff to renegotiate the agreement in whole or in part with specific direction.

This is not the recommended alternative as staff believe there would be no additional tangible benefit that could be negotiated over the proposed agreement.

ATTACHMENTS

Attachment 1 - Service Exchange Agreement

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Erin Flaim, Coordinator Performance and Service Delivery

Report Approved by: _____
Lew Rogers, Director Recreation, Tourism, and Culture

service exchange agreement

Halifax Regional Municipality
and
Halifax Regional School Board

June 17, 2004



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1.0 Introduction

Halifax Regional Municipality (HRM) develops, builds, operates and maintains both outdoor and indoor sport and recreation facilities and playgrounds for the benefit of all HRM citizens. Often these community-based facilities are located adjacent to the school in the community or are of a nature that adds to the enrichment of the school program. As a result, HRM desires to provide access to these facilities to the students of the Halifax Regional School Board, in accordance with HRM Outdoor Facility Booking Procedures (Appendix A) while balancing the requirements of the larger community.

Halifax Regional School Board (HRSB) operates and maintains public education buildings and desires to provide access to its facilities for HRM sponsored community recreation programs through this service exchange agreement and to other community-based recreation/leisure users under the HRSB's Use of Facilities Policy (see Appendix B).

In conjunction with the development of the HRM Indoor Recreation Facility Master Plan, community meetings were held across the municipality to identify community concerns regarding indoor facilities. One of six key findings is the citizens of HRM are not satisfied with the availability of facilities, particularly in the non-core areas, and the cost of access to these facilities. There is strong community support for creating a more user-friendly environment within schools, as they are often the only recreation facilities in a neighbourhood or community. Citizens want affordable access to facilities within their communities not solely for sport related activities but for all recreational and leisure pursuits. The HRSB desires to work with HRM to address citizens' issues while carefully balancing those of their own.

A close partnership between Halifax Regional Municipality and Halifax Regional School Board is essential to achieve optimum benefit from the facilities, programs and services offered. The two parties have been operating without any formal agreement for a number of years. The requirements of both parties are ever increasing and a formal agreement defining the provision of service as well as outlining the exchange of programs and services is critical to guide continued cooperation and mutual understanding.

2.0 Mission

For the enrichment and enhancement, now and in the future, of the Halifax Regional School Board student community and the general community, Halifax Regional Municipality and Halifax Regional School Board agree to provide reciprocity of access to facilities, services and programs.

3.0 Intent

The intent of this Service Exchange Agreement (SEA) is to formalize the exchange of services between HRM and HRSB respecting the use of each party's facilities. This SEA provides schools with access to HRM's inventory of facilities (athletic fields, sport courts, pools, ice arenas, playgrounds, etc.) while providing HRM Recreation Programming with access to school facilities to offer community-based recreation programs during non-school hours. Additionally, both parties acknowledge the importance of their role within the many communities of HRM and endeavour to maximize community access to the facilities wherever and whenever possible.

The primary objectives of the SEA are to:

- Establish a mutually beneficial approach for access to facilities, services and programs.
- Document the agreed services, responsibilities and conditions of the relationship.
- Identify the most critical applications and services that require resources.
- Provide an opportunity to review service delivery in order to manage expectations.
- Establish a collaborative process to continually address the needs for facility use of both parties as well as the facility needs of the general community.

4.0 Parties Covered by the Agreement

This SEA fosters a positive working relationship between:

Halifax Regional Municipality
and
Halifax Regional School Board

5.0 Guiding Principles

The principles of this Service level agreement demonstrate both parties' commitment to:

- Establishing a solid relationship to achieve the relevant corporate strategic and operational goals of each party.
- Improving access to both HRM and HRSB facilities for use by the other party to enhance their respective programs and services.
- Providing quality services that add value to the priorities and operational goals of each individual organization.
- Developing a principle based agreement that is based on a cooperative, consultative approach.
- Assuring mutual accountability and transparency of process.
- Continually improving the quality, efficiency and effectiveness of services.
- Enhancing relationships with all stakeholders, including the communities at large.

6.0 Identification of Facilities

HRM facilities:

- ▶ outdoor sport and recreation athletic fields
- ▶ outdoor sport courts, including courts both adjacent and not adjacent to HRSB schools
- ▶ playgrounds, including all school playgrounds and equipment
- ▶ artificial track complexes at Metropolitan (Lower Sackville) and Beazley (Dartmouth)
- ▶ St. Mary's Boat Club
- ▶ Northcliffe, Needham and Spryfield Lions Wave Pool swimming pools
- ▶ ice arenas for non-sports team use- LeBrun, Devonshire, Gray and Bowles
- ▶ Adventure Earth Centre in Fleming Park
- ▶ Mainland Common and the Dartmouth All-Weather Facilities
- ▶ Cole Harbour Place, Centennial Pool, Dartmouth Sportsplex and the Sackville Sports Stadium are excluded as these facilities are operated under management agreement with external organizations/boards

HRSB facilities:

- ▶ All HRSB schools with the exception of all P3 Schools, and where the Joint Use Agreement for each of the following schools supercedes this agreement - Tallahassee Community School, Basinview Community School, Graham Creighton Community School, and South Woodside Community Association Group
- ▶ gymnasiums
- ▶ specialist rooms including audiovisual, family studies labs, libraries, weight rooms, auxiliary rooms, etc.
- ▶ classrooms
- ▶ auditoriums, excluding Halifax West High School auditorium as it will be operated by the Halifax West Community Theatre Society
- ▶ cafeterias, excluding food preparation areas as they are under private contract
- ▶ other facilities normally available to the public as determined on a per school basis

7.0 Reciprocity of Access

7.1 HRSB to provide HRM with:

Priority access to its school facilities outlined in Section 6.0 of this agreement from 6:00 p.m. to 10:00 p.m. Monday to Friday (in some schools this will depend on availability of custodial staff) and 9:00 a.m. to 6:00 p.m. Saturdays/Sundays/Holidays (Custodial Services fees applicable) during the school year for HRM programs and services up to a total of 10,000 hours annually at no facility charge. All additional hours will be invoiced to HRM, on a quarterly basis, in accordance with the HRSB Use of Facilities rental rates as noted in Appendix B. The priority access provided to HRM is secondary to required school usage schedules. Each school will identify their required after hours use times no later than May 1st of each year for the following school year.

Access during summer break (July 2nd to August 31st), Christmas Break and March Break (see Appendix C for specific requirements) for HRM Recreation Programming provided from 9:00 a.m. to 3:30 p.m. Monday to Friday at no facility charge (within the allotted 10,000 hours) for a minimum of two schools within each of the following six geographical regions:

1. Halifax Peninsula
2. Halifax Mainland North/Beechville/Lakeside/Timberlea/ Tantallon to Hubbards/ Prospect Road
3. Halifax Mainland South/Spryfield/Herring Cove/Purcell's Cove/ Harrietsfield/Northwest Arm
4. Bedford/Sackville/Fall River/Hammonds Plains
5. Dartmouth/Eastern Passage
6. Cherrybrook/Cole Harbour/Lawrencetown

Any other associated costs such as custodial fees, monitor fees, etc. to ensure access would be charged on a cost recovery basis only. HRM Recreation, Tourism, and Culture (RTC) staff will provide to HRSB a list identifying the schools requested, in order of priority, as well as the number and type of facilities required within each school no later than January 15th of each year. Both parties will work cooperatively to meet the needs and requirements of both parties.

7.2 In exchange, HRM to provide HRSB with:

Priority access to its athletic fields, playgrounds, green spaces, sports courts, pools, and arenas as outlined in Section 6.0 of this agreement for the operation of school-based and/or school-sponsored activities (Intra-murals, physical education/PAL programs, interscholastic sports, track and field, and other uses as agreed), programs and services at no charge during the school hours of 7:30 a.m. to 6:00 p.m. Monday to Friday for the school year, September to June. Any facility usage outside of the defined hours for priority access may be provided as detailed below provided that the facility to be used is requested and approved in advance of use. All requests for times outside of priority access will be considered on a first come, first serve basis. Access will be as follows:

Natural Grass Fields

7:30 am to 4:00 pm Monday to Friday	access to natural grass fields, at HRM's discretion, for educational programs will be provided at no charge. The actual usage requirement for all facilities must be provided to the scheduling office. Advance schedules must be provided with adjustments in the usage remitted.
4:00 pm to 6:00 pm Monday to Friday	access* to natural grass fields for extra curricular sports team practices and activities, at HRM's discretion, as well as intramural activities will be provided at no charge but must be booked in advance of usage.

6:00 pm to 12:00 am
Monday to Friday &
8:00 am to 12:00 am
on weekends

access* for any use during this time will also be at no charge but the facilities must be scheduled in advance of usage and is dependent on facility availability. Priority for usage does not apply at this time, requests will be treated through regular process on a first come, first served basis.

* Access to outdoor facilities is provided through this agreement under the premise that the facilities are scheduled in advance of use. Facilities that are closed and unavailable for use due to inclement weather or maintenance programs are not to be used, users found using closed facilities will be subject to the associated penalties.

**Mainland Common All-Weather Facility
All HRSB Schools except Halifax West High School**

8:30 am to 4:00 pm
Monday to Friday

priority access for approved bookings will be provided at no facility charge for one field provided the facility is scheduled in advance of use. The second field may be scheduled for use at the rate of \$17.25 per hour (plus lights) based on facility availability.

4:00 pm to 12:00am
Monday to Friday
& 8:00 am to 12:00 am
on weekends

access for approved bookings for one field will be provided at \$17.25 per hour (plus lights). Access to the second field will be charged at regular rates provided the facility is scheduled in advance of use. Priority for usage does not apply at this time, requests will be treated through regular booking process on a first come, first served basis.

Mainland Common All-Weather Facility - Access for Halifax West High School

8:30 am to 4:00 pm
Monday to Friday

priority access for educational programs will be provided at no charge for one field provided the field is scheduled in advance of use and the site is left in the same condition in which it was found upon arrival. The second field will also be provided at no charge if it is available for the time(s) requested.

4:00 pm to 5:45 pm
Monday to Friday

priority access for practices and intra-mural activities will be provided at no charge for one field. For any use that requires the entire facility, the rate charged will be \$17.25/hour. The facility must be scheduled in advance of any use.

6:00 pm to 12:00am
Monday to Friday

access for approved bookings for one field will be provided at \$17.25 per hour (plus lights). Access to the second field will be

& 8:00 am to 12:00 am on weekends charged at regular rates provided the facility is scheduled in advance of use. Priority for usage does not apply at this time, requests will be treated through regular booking process on a first come, first served basis.

Pools (Northcliffe, Needham, and Spryfield Lions Wave Pool)

9:00 am to 3:00 pm access to these facilities will be provided at no charge however, there will be fees charged for the lifeguards. Access after the indicated times will be provided at regular rates and is dependent on facility availability.

Arenas (Gray, Bowles, LeBrun and Devonshire)

9:00 am to 3:00 pm access to these facilities will be provided during these times at no charge provided that the facility is staffed for daytime use.

Priority access to athletic fields, playgrounds, green spaces, sports courts, pools, and arenas for the operation of school-based athletic team practices during the month of August provided that the times are approved in advance of school closing for the summer and based on HRM field availability and maintenance schedules.

8.0 Service Exchange

HRSB will provide to HRM a management fee of \$50,000.00 per annum in exchange for the property, scheduling and agreement management services provided by HRM. HRM will provide management services in the following areas :

- 1) Appropriate athletic field maintenance and turf management in accordance with the Athletic Field Standards as outlined in Appendix D by Facility Classification (see Appendix E).
- 2) Performance-based turf grass mowing contracts for all HRM sites located adjacent to school sites. The service is based on a service standard whereby the performance of the service provider is routinely monitored. HRM sites will be cut 15 feet from the edge of the playing surface or to the nearest impediment whichever comes first.
- 3) Playground inspection, repair and installation services. All playgrounds, including those located on school sites, will be routinely inspected on a weekly basis and repaired in compliance with CSA guidelines.
- 4) Sport courts will be routinely inspected with maintenance and repairs performed as required.
- 5) All scheduling and associated services for HRSB indoor facilities will be provided by HRM scheduling staff including the accounting and collection functions associated with

- HRSB bookings.
- 6) Grass mowing services provided by contracted service provider on HRSB properties will be monitored in a performance-based manner by HRM Contract Services staff.
 - 7) The collaborative agreement will be continually monitored by HRM staff with improvements to services and service delivery reflected within the agreement.

8.1 Grass Mowing

To exhibit efficient and effective service delivery, HRM will monitor and evaluate the scope of performance provided by the contracted service provider performing grass mowing functions on HRSB properties. Grass mowing contracts will be supervised and monitored by HRM Contract Services staff for 2004/05. Contract staff will also monitor areas not being cut or potential areas of overlap of service provision during the transition year. Beginning in the fiscal year 2005/06, HRM will tender, approve and manage the performance of the grass mowing contracts for HRSB sites at a full cost recovery basis. A consultative process for determining the technical specifications of the grass mowing and amount of associated funds will be followed. HRSB will provide to HRM the appropriate amount of funds to cover the cost of HRSB grass mowing

8.2 Facility Scheduling

In order to provide a single service window opportunity for the citizens of HRM to access facility bookings, HRM will be responsible for all HRSB scheduling services. HRSB will provide HRM with all pertinent school and administrative information required to effectively schedule the HRSB facilities. HRSB will determine its school usage requirements for the following school year by May 1st. HRSB will also provide HRM with its historical booking data to community groups in order to facilitate the smooth transition.

HRSB will identify the schools that require a door monitor to oversee any and all bookings within that school. HRSB will maintain a list of available door monitors for each site which will be provided to HRM to utilize for scheduling purposes. HRM will make all appropriate arrangements for the door monitor and pay for the wages out of the money collected from the user group.

The amount of revenue collected, actual to actual, will be transferred by HRM to HRSB on a quarterly basis. In order to ensure a seamless transition of service to users, HRM would provide bookings services for HRSB within the policies, procedures and guidelines outlined by HRSB. The change in a service provider would be promoted through a joint venture.

8.3 Outdoor Facility Capital Projects

Capital project funding for all HRM outdoor facilities will be based on HRM's approved capital budget.

HRM will contribute up to a maximum of \$30,000 of capital money per project as a 50% cost

share program toward playground restoration projects located adjacent to HRSB facilities, dependent on funding approval through HRM's capital budget.

9.0 Community Access

In recognition of the importance of being community based, HRSB will provide the citizens of HRM with access to HRSB school facilities at the rates as outlined in Appendix B from 6:00 p.m. to 10:00 p.m. Monday to Friday (in some schools this will depend on availability of custodial staff), and 9:00 a.m. to 6:00 p.m. Saturdays/Sundays/Holidays (Custodial Services and door monitor fees applicable) during the school year. The facility rates will be reviewed annually with revised rate lists provided no later than May 1st for the subsequent school year.

There will be schools within the region that are unable to fully meet the needs of their immediate community. HRSB and HRM will work in partnership to address issues of community access. Appendix F provides a clearer understanding of school availability by outlining the general definitions of school availability by type of school and location. This list is to be reviewed and revised annually, before May 1st for the subsequent school year.

HRSB does require that all external groups utilizing its facilities are covered by \$1 million liability insurance as per HRSB policy. Groups must provide a certificate of insurance upon request.

10.0 Scope of Additional Service Delivery

In addition to the scope of service provided around reciprocity of access outlined in Section 7.0, the services provided by each party are outlined below.

10.1 HRSB Service Delivery:

- 10.1.1 HRSB reserves the right to restrict access to regularly scheduled HRM and community users for maintenance and repair purposes; federal, provincial, municipal or school board elections; school-sponsored organizations; and in schools where the regularly scheduled custodial hours end prior to 10:00 pm.
- 10.1.2 Individual schools reserve the right to cancel booking time(s) to HRM/outside groups for unscheduled school use provided that the group is given fourteen (14) days notice.
- 10.1.3 Maintain HRSB school facilities as outlined in Section 6.0 of the agreement to a satisfactory level in accordance with relevant standards (includes repairs and replacement) which ensures HRM's capability of conducting quality community-based recreation programs.

- 10.1.4 HRSB would be responsible for any additional services that are above the current service level or standard provided by HRM.
- 10.1.5 HRSB agrees to pay for all costs associated with the use of HRM facility staff, custodians, security and/or police, if required with respect to facility use, with advance notice of cost provided to HRSB. HRM staff rates based on regular HRSB rental patterns are identified within Appendix G.
- 10.1.6 HRSB will attempt to maximize the regular scheduling of caretakers and custodians for all HRM facility bookings during the access times outlined in this agreement with the understanding that HRSB does not allocate custodial staffing based on community usage.
- 10.1.7 HRSB will provide HRM with early availability confirmation for program calendar purposes, before the following dates in each year:
a) summer calendar - February 15
b) fall and winter/spring calendar - May 21
- 10.1.8 HRSB will ensure staffing levels are appropriate to the activity, age of participants, and to the facility provided by HRM.
- 10.1.9 Provide facilities to the Emergency Measures Organization as required at no cost.

10.2 HRM Service Delivery

- 10.2.1 HRM reserves the right to restrict access to regularly scheduled HRSB and community users for maintenance and repair purposes, due to inclement weather conditions, or as a result of damages/overuse.
- 10.2.2 Maintain HRM facilities as outlined in Section 6.0 of the agreement to a satisfactory level in accordance with relevant standards (includes necessary repairs or replacement) which ensures HRSB's capability of supplying appropriate opportunities for the student body of its schools.
- 10.2.3 HRM would be responsible for any additional services that are above the current service level or standard provided by HRSB.
- 10.2.4 HRM agrees to pay for all costs associated with the use of HRSB caretakers, custodians and/or other security as well as required door monitors, if required, with advance notice provided to HRM. HRSB staff rates based on regular HRM and community rental patterns are identified within Appendix H.

- 10.2.5 HRM will ensure staffing levels are appropriate to the activity, age of participants, and to the facility provided by HRSB.
- 10.2.6 HRM may provide their own security/supervision as approved by HRSB. HRSB will have sole discretion to determine, if and when necessary with 14 days advance notice to HRM, when it becomes necessary to schedule additional door monitors, caretakers, custodians, and/or security, including the use of private or specialized security agencies, outside of regularly scheduled hours. HRM will be responsible for the cost of such requirements.
- 10.2.7 HRM will determine the appropriate staff and/or security levels that must be in place for all the indoor and outdoor facilities used by HRSB under this agreement.

11.0 Cancellations

HRM access to HRSB and HRSB access to HRM facilities will be cancelled, with no exceptions and with no advance notice, when schools or facilities are closed due to poor weather conditions or other emergency reasons.

Each party reserves the right to cancel access to their respective facilities for maintenance and repair purposes with 24 hours advance notice.

Cancellation of an HRM booking due to a requirement for use by a school for a legitimate school purpose will be communicated to HRM with a minimum of 7 days advance notice, but preferably with 14 days advance notice.

Cancellation of an HRSB booking due to a requirement for use by HRM for a legitimate HRM purpose will be communicated to HRSB with a minimum of 7 days advance notice, but preferably with 14 days advance notice.

Failure to communicate cancellations in accordance with this agreement shall result in the booked hours of usage being added back to the bank of available hours provided in this agreement.

12.0 Mutual Expectations

HRM and HRSB will ensure appropriate snow and ice removal takes place for all of their respective facilities and parking lots to a standard that is equivalent to that provided to the general public and the school community respectively.

Each party will obtain liability insurance with a minimum coverage of \$5 million with a

certificate of insurance being provided to the other party. Any damages to the premises, loss or damage to furniture or equipment, other than usual wear and tear, caused by any person using the facility or its representatives, will be paid by the user of the facility. Each will defend, indemnify, and hold harmless the other party from and against any action or demand which may be made by any person or other entity arising out of the use of the other party's facilities and by the other party's staff, users or volunteers, except to the extent that such claim or demand arises from or is caused by the negligence or wilful misconduct of the other party, its agents or employees.

Capital maintenance, repair, and/or replacement; equipment repair and maintenance associated with the noted facilities are the responsibility of each respective party unless otherwise agreed to in writing.

Each party will endeavour to provide the most suitable facility of space for the intended use. Both parties reserve the right to approve the usage of their respective facilities based on the suitability of the facility for the scheduled use. Such approval shall not be unreasonably denied. When a facility request is denied, wherever possible, alternative sites will be provided as options.

13.0 Steering Committees

Both parties are committed to the ongoing collaboration and cooperative planning that is needed to enhance the relationship. Two standing committees are to be formed each with its distinctive priorities and focus. Each committee will be made up of eight members, two representatives from each of the following: HRM staff, HRM Council, HRSB staff, and HRSB Board. The role of each committee will identify its key result areas and develop creative solutions for consideration and implementation. The committees will follow the mutually agreed upon guiding principles outlined within this agreement. The two committees are:

Site and Facility Planning - Develop and monitor a standard process regarding the construction of both HRSB school and HRM community facilities ensuring collaborative and cooperative planning that incorporates the needs of both education and the surrounding community.

Facilities Access and Operations - Develop a framework to continually improve access to facilities particularly in the under serviced and non-core areas of the municipality. HRM and HRSB to develop strategies to overcome locations where access has been restricted. Develop and implement Standards of Use for facilities in order to maximize availability. Work toward a seamless facility delivery system. Discuss and develop a standard process for dealing with issues present, past and future that may arise from time to time that are outside the scope of this agreement.

14.0 Performance Measurement

Access: % of time priority access provided as outlined within the agreement

Performance Indicators: # of hours scheduled by site, facility type and by user category (HRM, School Use, or Community Group)

Target: To be determined

Reporting:

- ▶ Quarterly usage reports will be prepared by the Scheduling Staff. These reports are to indicate the total number of hours scheduled at each site, by facility type (gym, MPR, field, etc.) by user category.

Monitoring:

- ▶ The access reports are to be provided on a quarterly basis for the stakeholders meetings held the last week of June, September, December, March.

15.0 Contact Assistance

Complete list of contact names and numbers for both parties respecting all aspects of this agreement can be found in Appendix I.

15.1 Emergency Contact Numbers

Twenty-four (24) hour emergency response contact numbers are provided to be used in the event of an accident or other incident requiring immediate attention. The contact numbers are:

Halifax Regional School Board
ph. 466-8134

Halifax Regional Municipality
ph. 490-4880 (including Park Patrol)

15.2 Facility Bookings

Single Service Window Facility Booking contact numbers are to be used for all booking requests unless otherwise indicated.

**Outdoor facilities and
School Facilities**

490-7100 contact offices in west and east regions
8:30 am - 4:30 pm
24 hour message system on above telephone number

16.0 Service Protocols RPAM Staff and Contractors

HRM staff or hired contractors performing maintenance duties on school sites must be diligent in their attention to the operations and the pupils of the school. All work being conducted on HRM properties adjacent to school sites which are used by the school during the school day hours will be provided in a respectful manner with staff vacating the work site during school break hours. Upon arrival at the site, a member of the crew will inform the principal of the work that they are doing and determine what times, if any, the work should be stopped to accommodate school use.

17.0 Agreement Management

This is a jointly developed Service Exchange Agreement between HRM and HRSB. HRM Real Property and Asset Management (RPAM) Service Delivery takes responsibility for the management of this Agreement and has appointed the Coordinator, Performance and Service Quality to oversee the Agreement. The responsibilities are to include, but are not limited to conducting quarterly reviews of the terms of the Agreement to ensure that the needs of HRSB and HRM are being met and to monitor breakdowns in the provision of service.

18.0 Change Management

This contract can be modified at any time, but any modification is subject to agreement by both parties. The exceptions to this will be changes resulting in issues that are above and beyond the control of either party, such as reductions in funding. Under this circumstance, both parties will still record the change.

When a modification is requested, the Coordinator, Performance and Service Quality will coordinate the meetings with the representatives from both parties, and any relevant management staff of each party. Once agreement has been reached, the Coordinator, Performance and Service Quality will ensure that the new agreement is circulated to each party.

In all cases the modified agreement shall be signed by the relevant parties. In light of the current legislation being considered by the Province it is uncertain at this time whether there will be changes in rental fees for school facilities. Additional discussions might be required once the legislation is passed.

19.0 Service Delivery Issue Resolution Process

Service issues should be originally brought to the attention of the supervisor directly responsible for that particular service for resolution (see Appendix I for a listing of appropriate contacts). Where a client feels that the response to their complaint has been unsatisfactorily addressed they

should contact the appropriate Supervisor who will investigate the issue and provide a response within the agreed time frame.

Process problem resolution should occur during the regular quarterly performance review meetings between the two parties' representatives.

In cases where there has been a significant breach of the conditions of the SEA, the complaint should be directly referred to the Coordinator, Performance and Service Quality, who will investigate and respond within an agreed time frame. The parties agree to begin discussions within ten (10) days of receipt of notification, in writing by either party, of the existence of a problem that has not been resolved via the agreed upon processes. Furthermore, an acceptable resolution will be reached, or an action plan developed, within four (4) weeks from the date of the first notification in writing.

In the event that an acceptable resolution or action plan is not available, the matter may be referred to a lawyer or mediator. Either party may notify the other party in writing of its desire. Both parties shall jointly agree upon a lawyer or mediator within ten working days of receipt of such notice. The expense of the lawyer or mediator shall be borne equally by both parties. This agreement may be terminated at any time by either of the parties for any reason whatsoever provided that there is six (6) months written notice.

20.0 Agreement Non-Compliance

Both parties are committed to the ongoing cooperative and collaborative relationship outlined within this agreement and intend to honour all aspects. It is anticipated and expected that HRM and HRSB will manage their groups respectively for compliance to the agreement. Should either party not comply with the intent of the agreement, the service delivery resolution process as outlined in Section 19 will be followed. Barring that process, it is agreed that continued failure to comply with the intent of reciprocity of access will result in the non-compliant party losing their free access to facilities for the fiscal year in which the non-compliance occurred.

21.0 Reserved Items

Both parties agree to continue to discuss the following matters which were not resolved at the time of signing this Agreement. Once a resolution has been agreed, a new version, including the resolved issues, of the agreement will be circulated.

- ▶ Standards of Use - defining the types of activities that are given priority within the different types of facility categories according to the space requirements of the user.

22.0 Term of the Agreement

This Agreement will be in effect beginning on _____, 2004. The agreement will undergo a management review annually with necessary changes negotiated and agreed to by both parties no later than January 31st of the subsequent year, corresponding with the annual planning cycle.

23 .0 Signatures

By signing below, the Halifax Regional School Board and Halifax Regional Municipality agree to the terms and conditions established by this SEA and demonstrate commitment to the success of this Agreement.

Signed on behalf of:		
Halifax Regional School Board:		
Name: _____	Title: _____	Date: _____
Witness: _____	Date: _____	
Name: _____	Title: _____	Date: _____
Witness: _____	Date: _____	
Halifax Regional Municipality:		
Name: _____	Title: _____	Date: _____
Witness: _____	Date: _____	
Name: _____	Title: _____	Date: _____
Witness: _____	Date: _____	

Document Prepared by: Erin Flaim

List of Appendices

- Appendix A Halifax Regional Municipality's Outdoor Facility Booking Procedures
- Appendix B Halifax Regional School Board's Use of Board Facilities Policy
- Appendix C Halifax Regional Municipality's Summer and Break School Requirements
- Appendix D Halifax Regional Municipality's Athletic Fields Maintenance Standards
- Appendix E Halifax Regional Municipality's Facility Classification List
- Appendix F Halifax Regional School Board's After-Hours School Access List
- Appendix G Halifax Regional Municipality's Staff Rates
- Appendix H Halifax Regional School Board's Staff Rates
- Appendix I Contact List

Appendix A

Halifax Regional Municipality's Outdoor Facility Booking Procedures

HRM Outdoor Facility Booking Procedures:

Seasonal league and regular user requests will not be accepted prior to January 1st of the year for which the request is being made. All requests must include all relevant information, the use of the Outdoor Facility Request Form is highly recommended. Upon receipt of the request, the request will be dated and signed by the office staff. Issuing of bookings will be handled in the following priority:

- A. Recreation, Culture and Heritage bookings (Programming Division)
 - B. Regional School Board 7:30 AM - 6:00 PM for all school use, intra-mural and inter-scholastic programs Mondays to Fridays on facilities adjacent to schools and other facilities as necessary to meet requirements.
 - C. Established leagues which have been in operation for the previous two years, regardless of age or sex
 - D. Established (Historical) regular/individual users which have been in operation for the previous two years, regardless of age or sex
 - E. New Leagues, regardless of age or sex
 - F. Historical Special Events
 - G. All other users on a first come first serve basis, regardless of age or sex
 - H. Open Community time/individual users as determined by Parks and Recreation Services
- (1) Non-Municipal users on a first come first serve basis

If there are any conflicts in booking requests, historical background and/or the date the requests were received will dictate which user will have priority. If both requests were received on the same date, then Outdoor Facility Scheduling Staff will attempt to mediate a settlement among the users. There are no guarantees that all requests will be confirmed.

All users must provide a minimum of two (2) contacts. False information will result in loss of facility time.

Applications are reviewed by staff in chronological order. Any adjustments to requests are made at this time based on facility availability, appropriate facility for proposed use, or requested time changes as a result of problems identified in the previous season. The assigned facilities are tentative at this time.

The tentative times are then provided back to the requester. Upon receipt of these tentative times, the user must then submit a tentative schedule including rain outs and playoff schedule/format. Once this schedule is received, staff will assess and approve for processing. Schedules are then entered into the Class Computer System to confirm bookings and Contracts are printed. ***It is important to remind users that we will not 'block book' time. Users will be paying for exactly what they request. They should ensure that they need and will use everything they ask for. No refunds will be issued after the fact for time not used or cancelled at the last minute.***

Once Contracts have been printed, users are contacted and notified that contracts are ready to be picked up/signed and of the fees that must be paid. The users must come in to the appropriate Scheduling Office to find out what times they have received and to sign the Contract(s) and to pay required fees. Confirmation of time requested does not occur until users are in the office to sign and pay.

Contracts and all supporting documentation must be picked up within one week of the date of notification. Failure to do so will result in loss of booking(s). Field time is then made available to other potential users. ** A file will also be maintained on users who do not pick up their contracts. Contracts must be signed on front and back. ***It is Staff's responsibility to ensure that this is done correctly. Any contract that is not signed appropriately is not a binding contract.*** Staff must sign Contracts at the same time that the user signs the Contract. Staff are not permitted to pre-sign Contracts. Contracts must be picked up at either Scheduling Office between the hours of 8:30am and 4:30 pm. If there is an occasion for a contract to be picked up after regular business hours, and scheduling staff are available to provide this service, we can make the exception. No Contracts for Leagues and/or Regular Users will be faxed.

Individual Users may apply for facility use at any time after January 1st and do not have to have applications in by March 1st. The request for use, pre-season, must be submitted via the facility request form. During the season individual users may request usage by phone or by facility request form. Requests are dealt with on a first come, first served basis.

Cancellation Procedures:

Diamond/Sport field Cancellations - Cancellations for bookings must be reported five (5) working days prior to use to the appropriate Scheduling Office and confirmed by staff to avoid billing. HRM reserves the right to cancel a user on a facility for any reason with 5 working days notice. Anything not cancelled within the appropriate time frames will not be refunded.

Special Event/Tournament Booking Cancellations - Cancellations for Special Event/Tournament Bookings must be reported one month prior to use to the appropriate Scheduling Office and confirmed by staff to avoid billing. Any Event not cancelled within the appropriate time frame will be assessed a late cancellation penalty of \$100 or 10% of the total cost of the Contract, whichever is less.

Weather Cancellations - Outdoor Facility Scheduling Staff reserve the right to cancel usage due to inclement weather without advance notice. The decision for field closures is made by the Coordinator of Sport and Community Events in consultation with Parks Supervisor by 3:00 PM Mondays to Fridays and by 9:00 am on Saturdays, Sundays and Holidays. (For more information, refer to the Rain Out Procedures Information Sheet provided to users.)

Rain Out Forms:

Rain Out Forms ***must*** be provided by staff to the user at the time contracts are signed. It is the users responsibility to complete the form for any dates they were not able to play due to inclement weather whether the fields were closed by HRM or whether field conditions changed

prior to or during playing time. The forms must be returned to the appropriate Scheduling Office by the 5th of the month following the month in which the rain outs are being reported. Credits for rain outs will not be processed if forms are not submitted on time. Office Staff are responsible for keeping a weather calendar which identifies dates closed by staff and what the weather conditions were for any given day. Forms may be dropped off, mailed or faxed. Originals are not required. Forms must be kept with the users own file. **Credits will not be processed without proper documentation or after the fact at the end of the season.**

User Complaints:

Any concerns with regard to field conditions, etc., should be submitted by the user **in writing** in letter form outlining dates, times, reasons, etc. to enable them to be dealt with effectively.

Faxing Policy:

Under no circumstances are any League/Seasonal or Special Event Contracts to be faxed to users for signatures. These users require too much additional information and the contracts play too much of an important role to allow them to be faxed. Contracts for individual users may be faxed once payment is made. However, scheduling staff are responsible to ensure that a signed contract is received back from the user within 24 hours of faxing. First failure to return a faxed contract will result in the loss of faxing privileges. Scheduling staff must continue to contact the user until the signed copy is returned. **Staff must keep in mind that Contracts are legally binding documents that require original signatures by both the user and HRM staff.**

PENALTIES:

If the user participates on a facility when a facility is closed due to inclement weather, out of playing season or due to construction/renovation, the **penalties are outlined below**. Spot checks will be carried out on fields when they are closed.

FIRST OFFENCE - A \$100.00 fine will be issued and you will be told to leave the field immediately.

SECOND OFFENCE - A \$250.00 fine will be issued to the user/league and the user/league will lose priority in field booking for the following season.

THIRD OFFENCE or FAILURE TO PAY FINES - A \$500.00 fine and immediate loss of field booking for the remainder of the season and for the next season.

2004 FEE SCHEDULE FOR OUTDOOR FACILITIES

DIAMONDS	FEE (HST included)		SPORT FIELDS	FEE (HST included)	
	Adult	Minor		Adult	Minor
CLASS			CLASS		
AA	\$10.00/hour	\$ 5.00/hour			
A	\$9.00/hour	\$ 4.50/hour	A	\$9.00/hour	\$ 4.50/hour
B	\$8.00/hour	\$ 4.00/hour	B	\$8.00/hour	\$ 4.00/hour
C	\$7.00/hour	\$ 3.50/hour	C	\$7.00/hour	\$ 3.50/hour
D	No charge	No charge	D	No charge	No Charge
TRACKS	Adult/Minor				
Metropolitan/Beazley	\$10.00/hour or \$86.00/day				
PRACTICE	Adult/Minor				
Practice Time	Regular Rates as shown above		All practices will only be booked after all game schedules are booked (meaning games are a priority over practices). Practices will be accommodated once game schedules are booked. In order for practices to be booked back to back, a schedule of who is practising when must be provided.		
ALL WEATHER TURF - Mainland Common Site	HST included				
Full Field	\$92.00/hour				
Cross Field	\$51.75/hour				
Lights	\$11.50/hour				
EVENTS	FEE (HST included)				
Weddings	\$86.00/day + \$10.00 app. fee				
Multipurpose/Lacrosse/ Ball Hockey Courts	\$34.50/booking + \$10.00 app. fee				
Tennis/Basketball Courts	6 courts = \$143.75/day + \$10.00 app. fee 3 courts = \$ 57.50/day + \$10.00 app. fee 1 court = \$ 28.75/day + \$10.00 app. fee				
Park Bookings/Picnics/ Event Sites (ie.: Grand Parade, Ferry Term. Park)	\$34.50/day + \$10.00 app. fee				
Beer Tents	\$115.00/event + \$10.00 app. fee + other applicable fees				
Sport Camps, etc.	\$ 7.00/ ½ day (up to 4 hrs) \$14.00/day (4 hrs+)				
Filming Commercial	\$150.00/day				
Nonprofit/Low Budget	\$ 75.00/day				
Events requiring electrical	\$5.00/day				
APPLICATION FEE					
Application Fee	\$10.00 NON-REFUNDABLE processing fee per application				
LIGHTS	FEE (HST included) Adult/Minor				
Light Fee	\$11.50/hour				

Appendix B

Halifax Regional School Board's Use of Board Facilities Policy

Appendix C

Halifax Regional Municipality's Summer and Break School Requirements

HRM School Requirements for Summer, Christmas Break and March Break - 2004/05

Geographical Area	Location	School	Facility Type Required	Time Period	Priority
Bedford/Sackville/ Fall River/ Musquodoboit Valley/ Hammonds Plains	Bedford	None	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required
	Sackville	AJ Smeltzer	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required
		Hillside Park	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required
		Sackville Heights Jr.	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required 1 st
		Millwood Elem	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required
		Monarch Drive Elem	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required 2 nd
		Cavalier Drive	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required
	Fall River	Leslie Thomas Jr.	Gym Gym & 1 Classroom	Summer March & Christmas Break	Required 3 rd
	Musquodoboit Valley	George P. Vanier	Gym	Summer	Required
		Ash Lee Jefferson	Gym	Summer	Required
		Musquodoboit Valley Educational Centre	Gym	Summer	Required

Geographical Area	Location	School	Facility Type Required	Time Period	Priority
Halifax Mainland North/ Beechville/ Lakeside/Timberlea/ Tantallon to Hubbards/ Propect Road	Prospect	Atlantic Memorial	Gym, 1 Classroom	Summer	1 st
		Prospect Rd. Elem.	Gym, 1 Classroom	Summer	2 nd
	Tantallon	Tantallon Elem.	Gym, 1 Classroom	Summer	3 rd
	Hammonds Plains	Hammonds Plains	Gym, 1 Classroom	Summer	4 th
	Lakeside	BLT Elem.	Gym, 1 Classroom	Summer	5 th
Halifax Mainland South/ Spryfield/ Herring Cove/ Purcell's Cove/ Harrietsfield	Herring Cove	William King Elem.	Gym, 1 Classroom	First 3 weeks in July	1 st

Geographical Area	Location	School	Facility Type Required	Time Period	Priority
Cherry Brook/ Cole Harbour/ Lawrencetown	Cole Harbour	Astral Drive Jr.	Gym, Community Room and Office	Summer March & Christmas Break	1 st
		Sir Robert Borden	Gym, 1 Classroom	Summer March & Christmas Break	To expand
		Caldwell Road Elem.	Gym, 1 Classroom	Summer March & Christmas Break	To expand
		Joseph Giles	Gym, 1 Classroom	Summer March & Christmas Break	To expand
		Graham Creighton Jr.	Gym, Community Room and Office	Summer March & Christmas Break	1 st
		Gaetzbrook Jr.	Gym	Summer	1 st
		Atlantic View	Gym	Summer	1 st
		Lakeview Consolidated	Gym	Summer	1 st
		Eastern Shore District High	Gym	2 weeks in July	1 st
		None required			
Dartmouth Area/ Eastern Passage		None required			
Halifax Peninsula		None required			

Appendix D

Halifax Regional Municipality's Athletic Field Maintenance Standards



ATHLETIC FIELD SERVICE STANDARDS - SPORTS FIELDS

June 16, 2003

MAINTENANCE ACTIVITY	DESCRIPTION	TIMING	Service Level				Quality Standard
			Class A	Class B	Class C	Class D	
Grass Cutting	Cutting turf areas using ride on mowing equipment.	M,J,J,A,S	15 cuts per season with provision to add up to 3 cuts if required.	12 cuts per season with provision to add up to 3 cuts if required.	10 cuts per season with provision to add up to three cuts if required.	8 cuts per season with provision to add up to three cuts if required.	Minimum height - 2.5" Maximum height - 4"
Line Marking	Painting of lines using athletic marking paint on rectangular fields	M,J,J,A,S,O	Painted once per week.	Painted every second week.	Painted every second week.	Groups to maintain lines throughout season.	Fields marked with clearly visible white paint. 4" lines. Dimensions as per regulation of sport or site limitations.
Litter Pick Up	Pick up of litter from playing field area.	M,J,J,A,S,O	Three times per week, users to assist.	Twice a week, users to assist.	Every second week. Users to assist.	Every second week. Users to assist.	Site free of litter when cleaned.
Field Repairs (minor holes/depressions)	Check, by walking of field, for minor depressions and holes that may be trip/rollover points for users.	J,J,A,S,O	Checked three times per week and repaired as necessary	Check weekly and repaired as necessary, users to assist.	Check bi-weekly, repaired as necessary, users to assist.	Users to check and repair with soil provided.	Areas filled with top soil or top-dressing material or top-dressing material at grade and flush with surrounding area.
Corner Flags System			Users to provide.	Users to provide.	Users to provide.	Users to provide.	
Players Benches	Repair or replacement of players benches, if on site.	J,J,A,S,O	Check three times per week, repair as required.	Check weekly, repair as required.	Checked bi-weekly, repair as required.	Checked monthly, repair as required.	Safe and free of damage.
Bleachers	Repair or replacement of bleachers, if on site	J,J,A,S,O	Check three times per week, repair as required	Check weekly, repair as required.	Checked bi-weekly, repair as required.	Checked monthly, repair as required.	Safe and free of damage.
Fencing	Repair or replacement of fencing.	J,J,A,S,O	Check three times per week, repaired for safety.	Check weekly, repaired for safety.	Checked bi-weekly, repaired as necessary.	Checked monthly, repaired as necessary.	Safe and free of damage or snag points.
Aerating	The use of tractor drawn aerating equipment to punch holes/slice into soil to relieve compaction.	A,M,J,S,O	Up to six times per year.	Four times per year.	Twice per year.	Twice per year.	Uniform coverage depth to 2 to 4 inches, depending on existing field conditions.
Overseeding (if turf exists)	Application of grass seed to turf areas to re-establish turf where required.	A,M,S	Once per year, as required budget permitting.	Once per year, as required budget permitting.	As required, every third year.	As budget permits.	Appropriate grass seed application is even, spread in a minimum of two directions and uniform of grass seed. Repaired areas to be at grade and flush with surrounding turf. Even germination of grass seed.

MAINTENANCE ACTIVITY	DESCRIPTION	TIMING	Service Level				Quality Standard
			Class A	Class B	Class C	Class D	
Liming	Application of lime to established turf areas.	A,M,O,N	Once per year based on soil testing.	Once per year based on soil testing.	Once per year based on soil testing.	Once per year.	Calculated application of lime is even and free of burn spots.
Fertilizing	Application of fertilizers to established turf areas.	A,M,J,S,O	Three times a year depending on soil testing.	Two times per year depending on need. Based on soil testing.	Twice per year as required depending on soil testing.	Once per year.	Calculated application of fertilizer is even and free of burn spots.
Weed Spraying			Not permitted unless organic, as per By- Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By- Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By- Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By- Law P-800 Pesticides, Herbicides & Insecticides.	
Layout (Survey) Check	Field is squared.	A,M	Every Spring	Every Spring.	Every Spring.	Every Spring.	Field surveyed and corners pegged to ensure field is squared.
Sodding	Stripping of sod/soil, leveling, sod bed preparation and laying of sod where required.		Goal mouths and worm areas yearly.	Goal mouths and worm areas every second year.	As required, every second year.	Not available.	Turf established to comparable level of surrounding turf area with no sod separation.
Irrigation/Watering	The watering of field.	J,A	As required during dry periods.	As and when required during dry periods.	Not available.	Not available.	Thorough soaking to depth of root zone applied over consecutive days.
Goal Posts	Repair or replacement of goal posts.	J,J,A,S,O	Place in Spring and remove at end of season, dependent on site location.	Supply in Spring and remove in Fall dependent on site location.	Supply in Spring and remove in Fall, dependent on site location.	May be available, not guaranteed.	Safe and free of damages. Secured solidly to ground. Painted white and numbered if located at multiple field site.
Rest Periods			Every Friday including Friday night.	None (only scheduled 16-20 hrs/week.	None, only scheduled 18-20 hrs/wk.	None, only scheduled 18-20 hrs/wk.	Scheduled 12-16 hours per week.
Opening Date			May 25 - dependent on field location.	May 29	June 2	June 2	
Closing Date			End of Season	End of season - dependent on field location.	End of season - dependent on field location.	End of season - dependent on field location.	
Uses			Games only - No practices or camps.	Games and practices.	Games and/or practices and/or camps	Games and/or practices and/or camps	
Playing Conditions			Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	

ATHLETIC FIELD SERVICE STANDARDS

MAINTENANCE ACTIVITY	DESCRIPTION	TIMING	Service Level				CLASS D	Quality Standard
			Class AA	CLASS A	CLASS B	CLASS C		
Grooming/Dragging	Scarify, pulverize and roll with a bannerman or screen drag. Re-distribution of material to level and flush with surround turf. Light rolling of infield included.	M,J,J,A,S,O	Once per day. (Monday to Friday)	Three times per week.	Two times per week.	Once per week.	Up to three times per season. All additional times are users responsibility.	Pattern varied each time and groomed to a depth of 2" - 4"
Home Plates	Safety inspection, repair, replacement or new installation of rubber home plates. Realign, raise area to a safe condition.	M,J,J,A,S,O	Installed in Spring and area maintained level to surrounding area. Five days/week.	Installed in Spring and area maintained level to surrounding area. Three days per week.	Installed in Spring and area maintained level to surrounding area. Two days/week.	Installed in Spring and area maintained level to surrounding area. Once/week.	Installed once per season.	All home plates installed level with existing ground surface. All home plates aligned with optimum outfield clearances along first and third base lines. Rubber plate is attached to wooden base.
Pitching Mound/Area	Safety inspection, repair, replacement or new installation of pitching rubber. Realign, raise or lower existing pitching rubber to restore pitching mound/area to a safe condition.	M,J,J,A,S,O	Check for damage and reshape to return to original shape daily (5 days per week).	Checked for damage and reshape to return to original shape three times per week.	Check for damage and reshape twice per week.	Check for damage and reshape once per week.	Pitching rubber installed once per season.	All pitching rubbers installed level with existing ground surface and aligned with home plate and attached to wooden base. Pitching mound to be made up of heavier clay mixture to maintain compaction. Constructed to proper dimensions.
Bases Pegged	The installation in the ground of a base distance peg with attached string at appropriate distances.	M,J,J,A,S	Check daily and replace as needed.	Check three times per week.	Checked twice per week.	Checked once per week.	Supplied once per season.	Base area pegged at proper distance(s) for use and a string is visible to determine base placement.
Base Areas	Safety inspection of area to ensure level and flush with surrounding area.	M,J,J,A,S,O	Check daily.	Level and rake three times per week.	Not available, responsibility of user.	Not available, responsibility of user.	Not available, responsibility of user.	Hand rake area to ensure level with surround area.

MAINTENANCE ACTIVITY	DESCRIPTION	TIMING	Service Level					CLASS D	Quality Standard
			Class AA	CLASS A	CLASS B	CLASS C	CLASS D		
Lining	The painting of lines using athletic field marking paint for outfield foul lines.	M,J,J,A,S	Foul line extension painted on grass once per week, all other lines done by users.	Foul line extension painted on grass every second week, all other lines done by user.	Not available, responsibility of user.	Not available, responsibility of user.	Not available, responsibility of user.	Fields marked with clearly visible white paint - outfield foul lines only.	
Grass Cutting	Cutting turf areas using ride on mowing equipment.	M,J,J,A,S	17 cuts per season with provision to add up to 3 cuts if required.	13 cuts per seasons with provision to add up to 3 cuts if required	10 cuts per season with provision to add up to 3 cuts if required.	8 cuts per season with provision to add up to 3 cuts if required.	Maintained at a minimum height of 2.5" and maximum 3"		
Field Repairs - holes	Checking of field for minor holes and depressions that may be trip points.	M,J,J,A,S,O	Check daily, users to assist.	Check three times per week and repaired as necessary.	Twice per week, users to assist.	Once per week, users to assist.	Users to repair with soil provided.	Areas filled with top soil or top-dressing material or top-dressing material at grade level and flush with surrounding area.	
Watering - Infields	Watering of infield to reduce dust when grooming.	J,A	Infields watered during dry spells prior to grooming.	Not available.	Not available.	Not available.	Not available.	Thorough soaking to depth of groomers capability.	
Litter Pick-up	Clean up of litter from playing field area.	M,J,J,A,S,O	Five days per week.	Three times per week. Users responsible to assist.	Once per week. Users responsible to assist.	Once per week. Users responsible to assist.	Users responsible.	Site free of litter when cleaned.	
Players' Benches/Dugouts	Repair or replacement of players' benches, if on site.	M,J,J,A,S,O	Check daily, repair as required.	Check three times per week, repair as required.	Check twice per week, repair as required.	Check weekly, repair as required.	Check three times per season, repair as required.	Safe and free of damage.	
Bleachers	Repair or replacement of bleachers, if on site.	M,J,J,A,S,O	Check daily, repair as required.	Check three times per week, repair as required.	Check twice per week, repair as required.	Check weekly, repair as required.	Check three times per season, repair as required.	Safe and free of damage.	
Backstops/Fencing	Repair or replacement of fencing, if on site.	M,J,J,A,S,O	Check weekly, repair for safety.	Check three times per week, repair for safety.	Check twice per week, repair as required.	Check weekly, repair as required.	Check twice per week, repair as required.	Safe and free of damage or snag points.	
Addition of Infield Mix	Addition, grading and leveling of sport field mix to infield.	M,J,J,A,S,O	Check monthly, add as required.	Check monthly, add as required.	Check monthly and repaired as necessary, users to assist.	Check monthly and repaired as necessary, users to assist.	Users to check and repair with soil provided by HRM upon request.	Infield mix added to grade and flush to surrounding outfield.	

MAINTENANCE ACTIVITY	DESCRIPTION	TIMING	Service Level					Quality Standard
			Class AA	CLASS A	CLASS B	CLASS C	CLASS D	
Warning Tracks	Grading and leveling of warming track surfaces, which includes the addition of surface material, removal of debris/weeds and packing of the surface.	M,J,J,A,S	Pulverized minimum of four times per year. Edged once per year.	Not available.	Not available.	Not available.	Not available.	Ensure surface is free of debris at grade and flush to surrounding turf. Surface must remain firm underfoot when complete.
Liming	Application of lime to established turf areas.	A,M,O,N	Once per year based on soil testing.	Once per year based on soil testing.	Once per year.	Once per year.	Once per year.	Calculated application of lime is even and free of burn spots.
Fertilizing	Application of fertilizer to established turf areas.	A,M,J,S,O	Three times per year based on soil testing.	Outfield rim to infield every second year, if needed.	Twice per year.	Twice per year.	Twice per year.	Calculated application of fertilizer is even, uniform and free from burn spots.
Aerating	The use of tractor drawn aerating equipment to punch holes/slice into soil to relieve compaction.	A,M,J,S,O	Minimum of twice per year.	Minimum of twice per year.	Twice per year.	Twice per year.	Twice per year.	Uniform coverage depth at 2 to 4 inches.
Weed Spraying			Not permitted unless organic as per By-Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By-Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By-Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By-Law P-800 Pesticides, Herbicides and Insecticides.	Not permitted unless organic, as per By-Law P-800 Pesticides, Herbicides and Insecticides.	
Repair Sod/Resodding	Stripping, leveling and sod base preparation and laying of sod.	M,S	Outfield rim to infield once per year, if needed.	Outfield rim to infield every second year, if needed.	Only as required.	Only as required.	Only as required.	Turf established to comparable level of surrounding area with no sod separation.
Press Boxes		M,J,J,A,S,O	Cleaned and checked weekly.	Cleaned and checked weekly.	Not available.	Not available.	Not available.	
Lighting Repairs			As required - light bulbs will not be replaced if only one light is burnt out.	As required - light bulbs will not be replaced if only one light is burnt out.	Not available.	Not available.	Not available.	95% of lights always working whenever needed.
Light Operation			Key will be given to user to use as required. All groups charged for lights.	Key will be given to user to use as required. All groups charged for lights.	Not available.	Not available.	Not available.	

MAINTENANCE ACTIVITY	DESCRIPTION	TIMING	Service Level					CLASS D	Quality Standard
			Class AA	CLASS A	CLASS B	CLASS C	CLASS D		
Rest Periods			As required.	As required.	As required.	As required.	As required.	As required.	
Opening Dates			May 1, weather depending.	May 19, weather depending.	May 19, weather depending.	May 19, weather depending.	May 28, weather depending.	May 28, weather depending.	
Closing Dates			End of season dependent on location.	End of season dependent on location.	End of season dependent on location.	End of season dependent on location.	End of season dependent on location.	End of season dependent on location.	
Uses			Fastball, baseball games.	Fastball, baseball, slopitch games.	Fastball, baseball, slopitch games and practices. Field sport practices as needed.	Fastball, baseball, slopitch games and practices. Field sport practices as needed.	Fastball, baseball, slopitch games and practices. Field sport practices as needed.	Fastball, baseball, slopitch games and practices. Field sport practices as needed.	
Playing Conditions			Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	Field closures based on field conditions as per Rain Out Policy.	

Appendix E

Halifax Regional Municipality's Outdoor Facility Classification List

DISTRICT	HRM BALL DIAMONDS	JANUARY 1999	CURRENT	STATUS
1	BEECH HILL	C	D	--
1	COOKS BROOK & DISTRICT CENTRE	--	--	PRIVATE
1	DALE BENNETT MEMORIAL (BENNETT'S FIELD)	C	D	PARTNERSHIP
1	EAST JEDDORE	C	D	--
1	ELDERBANK ELEMENTARY (MUSQ. CENTRAL - ELDERBANK)	C	D	--
1	ELDERBANK PARK	B	D	--
1	GORDON J. STEVENS	C	D	--
1	MEAGHER'S GRANT	C	D	PARTNERSHIP
1	MIDDLE MUSQUODOBOIT ELEMENTARY	C	D	PARTNERSHIP
1	MIDDLE MUSQUODOBOIT REC CENTRE/MARQUIS	C	D	PARTNERSHIP
1	MOSER RIVER DIAMOND	C	D	--
1	MUSQUODOBIT HARBOUR (THE RINK)	--	--	PARTNERSHIP
1	MUSQUODOBOIT (UPPER CONSOLIDATED SCHOOL)	C	D	PARTNERSHIP
1	PLEASANT VALLEY	C	D	PARTNERSHIP
1	ROBERT JAMIESON ELEM.	C	D	--
1	SAMUEL R. BALCOM FIRE CENTRE	C	D	--
1	SPRY HARBOUR	C	D	--
1	S.H. SNOMOBILE	--	--	PRIVATE
2	CARROL'S CORNER #1	--	--	--
2	DUTCH SETTLEMENT ELEMENTARY	C	D	--
2	DUTCH SETTLEMENT (GRONO RD)	C	D	--
2	GEOFFS FIRE DEPARTMENT	C	GREEN SPACE	--
2	LWF #1 (LOCKVIEW/WAVERLY/FALL RIVER RATEPAYERS)	--	--	PRIVATE
2	LWF #2 (LOCKVIEW/WAVERLY/FALL RIVER RATEPAYERS)	--	--	PRIVATE
2	OAKFIELD PARK (GRAND LAKE)	--	--	PRIVATE
2	OLDFIELD ELEMENTARY SCHOOL	C	D	--
2	RICHARDSON DRIVE (FALL RIVER)	--	--	PRIVATE
2	SILVERSIDES PARK, WAVERLEY	--	GREEN SPACE	PRIVATE
2	WAVERLEY (GREEN)	C	GREEN SPACE	--
2	WELLINGTON	--	--	PRIVATE
3	BELL PARK PLAYFIELD	C	D	--
3	BELL PRESTON COMMUNITY CTR.	C	D	--
3	CHEVIOT HILLS	C	C	--
3	EAST PRESTON COMM. CENTRE	C	C	--
3	GAETZ BROOK JR. HIGH	C	D	--
3	GORDIE CROWELL MEMORIAL (LAWRENCETOWN #1)	--	--	PRIVATE
3	LAWRENCETOWN COMMUNITY CENTRE (LAWRENCETOWN #2)	--	--	PRIVATE
3	GRAND DESERT (DUANE ERVANOWITZ MEMORIAL)	C	C	PARTNERSHIP
3	LAKEVIEW CONSOLIDATED SCHOOL #1(KEVIN SHEA MEMORIAL)	C	C	--
3	LAKEVIEW CONSOLIDATED SCHOOL #2	C	D	--
3	NATHAN SMITH REC. CENTRE #1	B	C	--
3	ST. THERESE ELEMENTARY SCHOOL	B	GREENSPACE	--
3	BOB NORWOOD MEMORIAL (WONDERLAND TRAILER PARK #1)	A	C	PARTNERSHIP
3	WONDERLAND TRAILER PARK #2	B	D	PARTNERSHIP
4	B.J. HIGGINS	A	A	PARTNERSHIP
4	COL JOHN STUART ELEM. SCHOOL	C	D	--
4	JOHN RUSSELL (FOREST HILLS #1)	B	B	PARTNERSHIP
4	HUMBER PARK ELEMENTARY SCHOOL	C	C	--
4	NS HOME FOR COLOURED CHILDREN	--	--	PRIV/PARTNER
4	ROBERT KEMPT TURNER	C	C	PARTNERSHIP
4	SUNSET ACRES	C	C	--
4	WILLIAM ROSS	B	B	--
5	ASTRAL DRIVE ELEMENTARY	C	C	PARTNERSHIP
5	ASTRAL DRIVE JR. HIGH	C	C	PARTNERSHIP
5	BISSETT LAKE #1	A	B	--
5	BISSETT LAKE #2	C	C	--
5	BISSETT LAKE #3	C	C	--
5	BOB HILCHIE (OCEANVIEW SCHOOL)	B	B	PARTNERSHIP
5	COLBY VILLAGE ELEM	C	C	--
5	DENNIS NAUGLE	A	B	PARTNERSHIP
5	FLAGSTONE #1	C	D	PARTNERSHIP
5	FLAGSTONE #2	C	D	PARTNERSHIP
5	FLAGSTONE #3	C	D	PARTNERSHIP
5	ROBERT MORASH (CALDWELL RD.)	C	B	PARTNERSHIP
5	ROST (OCEANVIEW DRIVE)	C	D	PARTNERSHIP
5	TALLHASSE COMMUNITY SCHOOL	B	D	PARTNERSHIP
5	TOMMY DAVIES	B	B	PARTNERSHIP
6	BEAZLEY #1 (BIG)	AA	AA	--
6	BEAZLEY #2 (LITTLE)	B	B	--

DISTRICT	HRM BALL DIAMONDS	JANUARY 1999	CURRENT	STATUS
6	BEAZLEY # 3 (KINSMEN)	B	B	--
6	IRA SETTLE #1	B	B	--
6	IRA SETTLE #2	C	D	--
6	MICHEAL WALLACE ELEM	C	D	--
6	SHUBIE PARK	C	C	--
7	GREENOUGH	B	C	--
7	MAIN STREET (ROBERT DRIVE)	C	D	--
7	MOUNT EDWARD	B	D	--
7	PENHORN #1	B	B	--
7	PENHORN #2	B	B	--
7	PENHORN #3	C	D	--
7	VOCATIONAL SCHOOL #1 (AKERLEY CAMPUS)	C	C	--
7	VOCATIONAL SCHOOL #2 (AKERLEY CAMPUS)	C	C	--
7	CONRAD (WATERSHED)	A	B	--
8	MELBRAINE	B	B	--
8	PRINCE ARTHUR #1	B	C	--
8	PRINCE ARTHUR #2	B	C	--
8	PRINCE ARTHUR #3	C	C	--
8	WOODSIDE #1	A	A	--
8	WOODSIDE #2	B	B	--
8	WOODSIDE #3	C	D	--
9	BURNSIDE	C	B	--
9	JOHN MACNEIL	A	A	--
9	JOHN MARTIN	A	B	--
9	MONTEBELLO	C	D	--
9	NORTHBROOK	C	D	--
9	SCHULTZ (HOWE STREET)	C	C	--
9	SHANNON PARK	--	--	PRIVATE
10	DARTMOUTH COMMONS EAST	B	D	--
10	DARTMOUTH COMMONS WEST	C	D	--
10	GREEN ROAD	C	D	--
10	HAWTHORNE ELEMENTARY	C	D	--
10	MAYBANK #1	A	A	--
10	MAYBANK #2	B	C	--
10	MAYBANK #3	B	C	--
10	VICTORIA PARK	C	D	--
11	CHISHOLM	--	--	PRIVATE
11	FORT NEEDHAM	B	C	--
11	LOU GODDARD (Highland Park)	A	C	--
11	MERV SULLIVAN #1	A	A	--
11	WINDSOR PARK #1	--	--	PRIVATE
11	WINDSOR PARK #2	--	--	PRIVATE
12	CANADA GAMES (COMMONS #9)	AA	AA	--
12	GEORGE DIXON	C	C	--
12	HALIFAX NORTH COMMONS #1	C	C	--
12	HALIFAX NORTH COMMONS #2	C	C	--
12	HALIFAX NORTH COMMONS #3	C	C	--
12	HALIFAX NORTH COMMONS #4	C	C	--
12	HALIFAX NORTH COMMONS #5	B	C	--
12	HALIFAX NORTH COMMONS #6	C	C	--
12	HALIFAX NORTH COMMONS #7	B	B	--
12	HALIFAX NORTH COMMONS #8	B	B	--
12	HALIFAX NORTH COMMONS #10	B	B	--
12	HALIFAX NORTH COMMONS #11	B	B	--
12	WANDERERS GROUNDS *Only to July	A	A	--
13	GORSEBROOK	C	D	--
13	ST. FRANCIS	B	C	--
13	CONROSE	A	B	--
14	FLINN PARK	B	C	--
14	LARRY O'CONNELL	B	B	--
15	BURTON ETTINGER	C	D	--
15	W.D. PIERCEY #1	B	B	--
15	W.D. PIERCEY #2	B	B	--
16	GROSVENOR WENTWORTH ELEM.	B	D	--
16	G.K. BUTLER (BRIDGEVIEW)	A	D	--

DISTRICT	HRM BALL DIAMONDS	JANUARY 1999	CURRENT	STATUS
16	TREMONT	A	A	--
16	WESTRIDGE DRIVE	A	A	--
17	CHOCOLATE LAKE	C	D	--
17	J. ALBERT WALKER #1	A	A	--
17	J. ALBERT WALKER #2	A	B	--
17	SPRINGVALE SCHOOL	B	B	--
18	CUNARD JR. HIGH #1	C	D	--
18	CUNARD JR. HIGH #2	C	D	--
18	ELIZABETH SUTHERLAND #1	B	C	--
18	ELIZABETH SUTHERLAND #2	B	C	--
18	GRAVES OAKLEY #1	A	A	--
18	GRAVES OAKLEY #2	AA	AA	--
18	HAROLD CUVELIER #1 (HARTLEN #1)	C	D	--
18	HAROLD CUVELIER #2 (HARTLEN #2)	C	D	--
18	PENNET POINT	--	--	PRIVATE
18	ROACHES POND	B	C	--
18	ROCKINGSTONE #1	B	D	--
18	SAMBRO	--	--	PRIVATE
18	WILLIAMSWOOD #1	A	B	PARTNERSHIP
18	WILLIAMSWOOD #2	C	C	PARTNERSHIP
19	BEAVERBANK KINSAC REC CENTRE #1	--	C	PARTNERSHIP
19	BEAVERBANK KINSAC REC CENTRE #2	--	B	PARTNERSHIP
19	BEAVERBANK KINSAC REC CENTRE #3	--	D	PARTNERSHIP
19	BEAVERBANK VILLA	--	--	PRIVATE
19	LAKECREST COMM PARK	C	D	--
19	LOB BALL (SUPERSTORE)	A	A	--
19	SEYMORE HANKEY	C	C	PARTNERSHIP
19	SMOKEY DRIVE ELEMENTARY	C	D	--
19	SPRINGFIELD LAKE #1	--	A	PARTNERSHIP
19	SPRINGFIELD LAKE #2	--	B	PARTNERSHIP
19	WEIR PROPERTY	AA	AA	PARTNERSHIP
20	ACADIA FIELD #1	--	--	PRIVATE
20	ACADIA FIELD #2	--	--	PRIVATE
20	CAUDLE PARK ELEM	C	D	--
20	CORRECTIONAL CENTRE	A	A	--
20	EDDIE LEBLANC #1	B	B	--
20	EDDIE LEBLANC #2	B	D	--
20	EDDIE LEBLANC #3	C	D	--
20	GERTRUDE PARKER ELEMENTARY	C	D	--
20	LESLIE THOMAS JR HIGH #1	C	D	--
20	LESLIE THOMAS JR HIGH #2	C	D	--
20	RIVERVIEW (PAYZANT #1)	--	--	PRIVATE
20	RIVERVIEW (PAYZANT #2)	--	--	PRIVATE
20	RIVERVIEW (PAYZANT #3)	--	--	PRIVATE
20	RIVERVIEW (PAYZANT #4)	--	--	PRIVATE
20	SACKVILLE CENTENNIAL ELEM.	C	D	--
20	SYCAMORE LANE ELEMENTARY	C	D	--
21	JOAN LENIHAN MEMORIAL #1	B	A	--
21	JOAN LENIHAN MEMORIAL #2	B	A	PARTNERSHIP
21	MEADOWBROOK #1	C	C	--
21	MEADOWBROOK #2	C	D	--
22	EISENHAUER	C	C	--
22	GREENWOOD HEIGHTS	C	D	--
22	HAMMONDS PLAINS (DEEPWOOD DRIVE)	C	GREEN SPACE	--
22	HAMMONDS PLAINS #1 (HIGHLAND PARK)	C	C	--
22	HAMMONDS PLAINS #2 (HIGHLAND PARK)	C	D	--
22	LAKE OF THE WOODS PARK	C	D	--
22	LAKESIDE RECREATION CENTER (BLT)	C	D	--
22	UPLANDS PARK	C	C	--
22	UPPER HAMMONDS PLAINS REC CENTRE	--	--	PRIVATE
23	ALLEN HEIGHTS #1(R.S. ALLEN MEMORIAL)	A	C	PARTNERSHIP
23	ALLEN HEIGHTS #2	A	GREEN SPACE	--
23	BLACK POINT	--	--	PRIVATE
23	BOULIER'S POINT	A	B	PARTNERSHIP
23	BROOKSIDE JUNIOR HIGH #1	--	A	PARTNERSHIP
23	BROOKSIDE JUNIOR HIGH #2	--	C	PARTNERSHIP
23	EAST DOVER	--	--	PARTNERSHIP
23	EAST ST. MARGARET'S BAY ELEMENTARY	B	B	PARTNERSHIP

DISTRICT	HRM BALL DIAMONDS	JANUARY 1999	CURRENT	STATUS
23	HATCHET LAKE FIRE DEPT	A	B	PARTNERSHIP
23	HUBBARD'S RECREATION CENTRE #1	A	A	PARTNERSHIP
23	HUBBARD'S RECREATION CENTRE #2	A	C	PARTNERSHIP
23	SEABRIGHT	--	--	PRIVATE
23	TANTALLON CENTENNIAL PARK	--	--	PRIVATE
23	TERENCE BAY	C	C	PARTNERSHIP
22	THREE VILLAGE	--	--	PRIVATE
23	WEST DOVER	A	A	PARTNERSHIP
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DISTRICT	HRM SPORT FIELDS	JANUARY 1999	CURRENT	STATUS
1	DUNCAN MACMILLAN HIGH	C	D	--
1	EASTERN SHORE DISTRICT HIGH	C	C	PARTNERSHIP
1	MUSQUODOBOIT RURAL HIGH	C	C	PARTNERSHIP
2	ASH LEE JEFFERSON ELEMENTARY	C	B	--
2	CAPELANO PARK	C	GREEN SPACE	--
2	GEORGE P. VANIER	B	C	--
2	HOLLAND ROAD	B	C	--
2	L.C. SKERRY ELEM	C	D	--
2	RYAN ROSEN (FALL RIVER FOSTER AVENUE)	C	D	--
2	SILVERSIDES PARK (WAVERLEY)	--	--	PRIVATE
2	TAMARAC HILLS	C	GREEN SPACE	--
3	ATLANTIC VIEW ELEMENTARY	--	D	--
3	BELL PARK PLAYFIELD	C	D	--
3	GAETZ BROOK JR. HIGH	C	C	--
3	O'CONNELL SCHOOL	B	B	--
4	AUBURN DRIVE	B	C	--
4	BELL ANNEX	C	C	PARTNERSHIP
4	COLE HARBOUR HIGH	C	C	PARTNERSHIP
4	GEORGE BISSET	C	D	--
4	GRAHAM CREIGHTON JR. HIGH	C	C	--
4	JOSEPH GILES	--	D	--
4	ROSS ROAD ELEM / JR. HIGH	C	B	--
4	SCOTIA #1	B	D	PARTNERSHIP
4	SIR ROBERT BORDEN JR. HIGH	C	C	--
4	WAGNER (SCOTIA #2)	B	B	PARTNERSHIP
5	ASTRAL DRIVE JR. HIGH	C	C	PARTNERSHIP
5	COLBY VILLAGE ELEMENTARY	C	D	--
5	EASTERN PASSAGE JUNIOR HIGH	C	B	PARTNERSHIP
5	OCEAN VIEW ELEMENTARY SCHOOL	B	B	PARTNERSHIP
5	TALLAHASSEE COMMUNITY CENTRE	B	B	PARTNERSHIP
6	BEAZLEY	A	A	--
6	CARREFOUR SCHOOL	--	--	PRIVATE
6	IRA SETTLE	B	B	--
6	MONTEBELLO	B	B	--
6	CRAIGBURN	--	TBA	UNDER CONSTRUCTION
7	BEL AYRE	--	D	--
7	ELLENVALE	C	C	--
7	ERIC CURRY	C	D	--
7	ERIC GRAVES JR. HIGH	C	C	--
7	PORTLAND ESTATES	--	TBA	UNDER CONSTRUCTION
8	PRINCE ANDREW HIGH	C	N/A	--
8	PRINCE ARTHUR JR. HIGH (#1,2,3 SPRING/FALL)	C	C	--
8	SHEARWATER	--	--	PRIVATE
9	DARTMOUTH BOYS & GIRLS CLUB (LAHEY RD)	C	GREEN SPACE	--
9	DON BAYER (BURNSIDE)	C	N/A	--
9	HARBOURVIEW	C	D	--
9	SHANNON PARK #1	--	--	PRIVATE
9	SHANNON PARK #2	--	--	PRIVATE
9	SHANNON PARK #3	--	--	PRIVATE
9	SHANNON PARK #4	--	--	PRIVATE
10	BROWNLOW PARK	B	B	--
10	DARTMOUTH HIGH	C	N/A	--
10	MIC MAC #1	B	B	--
10	MIC MAC #2	B	B	--

DISTRICT	HRM SPORT FIELDS	JANUARY 1999	CURRENT	STATUS
11	MERV SULLIVAN (FALL FOOTBALL)		B	
11	ST. CATHERINES JR. HIGH	C	CLOSED	--
11	ST. STEPHENS ELEMENTARY	B	C	--
11	STADACONA	--	--	PRIVATE
11	WESTWOOD	C	D	--
12	GEORGE DIXON CENTRE	C	C	--
12	NORTH COMMONS # 13 (TOUCH FOOTBALL)	C	A	--
12	NORTH COMMONS #15 (#1,2,3,4 FALL)	A	B	--
12	NORTH COMMONS #12 (FIELD HOCKEY)	C	C	--
12	NORTH COMMONS #14 (#10,11 TOUCH)	C	A	--
12	NORTH COMMONS #17 (#8 FALL)	C	C	--
12	NORTH COMMONS #18 (#5,6 FALL)	C	C	--
12	NORTH COMMONS CRICKET (ALL #10,11,13,14)		A	--
12	SOUTH COMMONS #16	A	B	--
12	WANDERERS GROUNDS(AFTER JULY)	A	A	--
13	CONROSE #1	B	D	--
13	CONROSE #2	C	D	--
13	LEMARCHANT	C	C	--
13	ST. FRANCIS ELEMENTARY	A	B	--
14	CHEBUCTO RD. SCHOOL	C	D	--
14	ST. AGNES JR. HIGH	C	C	--
14	WESTMOUNT #1	A	C	--
14	WESTMOUNT #2	C	D	--
15	CLAYTON PARK JR. HIGH	B	B	--
15	FAIRVIEW JR. HIGH	B	B	--
15	W.D. PIERCEY	C	C	--
16	GLENBOURNE #1	C	CLOSED	--
16	GLENBOURNE #2	--	C	--
16	GROSVENOR WENTWORTH	C	D	--
16	MAINLAND NORTH COMMON	A	B	--
16	ROCKINGHAM ELEMENTARY	--	GREEN SPACE	--
16	SHEFFIELD IN THE PARK	C	D	--
16	TREMONT #1 (INCLUDES #2,3 FALL WHEN REQUIRED)	A	A	--
17	CHAIN LAKE (CROWN DRIVE)	C	C	--
17	FLEMING TOWER	C	C	--
17	J. ALBERT WALKER	C	B	--
17	SPRINGVALE SCHOOL	--	C	--
17	STANLEY PARK	A	B	--
18	GRAVES OAKLEY - RUGBY #1	A	B	--
18	GRAVES OAKLEY - RUGBY #2 (NEW)	--	A	--
18	GRAVES OAKLEY - SOCCER	B	C	--
18	HARRIETSFIELD ELEMENTARY	C	GREEN SPACE	--
18	HERRING COVE JR. HIGH	C	C	--
18	J.L. ILSLEY HIGH	C	C	--
18	ROCKINGSTONE HEIGHTS	A	B	--
18	SAMBRO ELEM.	C	D	--
19	BEAVERBANK-MONARCH DRIVE ELEMENTARY	C	C	--
19	BEAVERBANK KINSAC CONSOLIDATED ELEMENTARY	C	D	--
19	HARRY R. HAMILTON ELEMENTARY	C	C	--
19	H.T. BARRETT	B	C	--
19	MILLWOOD ELEMENTARY	C	D	--
19	MILLWOOD HIGH	C	C	--
19	PURL E. GILBY (DAVIS FIELD)	B	C	--
19	WEIR PROPERTY	--	AA	PARTNERSHIP
20	A.J. SMELTZER JR. HIGH	C	C	--

DISTRICT	HRM SPORT FIELDS	JANUARY 1999	CURRENT	STATUS
20	CAVALIER DRIVE ELEMENTARY	B	B	--
20	METROPOLITAN	A	B	--
20	SACKVILLE HEIGHTS CENTENNIAL ELEMENTARY	C	GREEN SPACE	--
20	SACKVILLE HEIGHTS JR. HIGH	C	B	--
20	SACKVILLE HIGH	B	C	--
21	BASINVIEW ELEMENTARY	B	B	--
21	BEDFORD JR. HIGH	B	B	--
21	C.P. ALLEN HIGH	B	C	--
21	EAGLEWOOD ELEMENTARY	C	--	CONSTRUCTION
21	RANGE PARK	B	B	--
22	BUCKINGHAM COMMONS	C	GREEN SPACE	--
22	HAMMONDS PLAINS (CONSOLIDATED SCHOOL)	C	C	PARTNERSHIP
22	HIGHLAND PARK (HAMMONDS PLAINS)	C	D	--
22	SIR JOHN A. MACDONALD HIGH	B	B	PARTNERSHIP
22	TANTALLON ELEMENTARY	C	B	PARTNERSHIP
22	TANTALLON JR. HIGH	C	C	PARTNERSHIP
22	TIMBER TRAILS TRAILER PARK	--	--	PRIVATE
22	TIMBERLEA ELEMENTARY #1	C	D	PARTNERSHIP
22	TIMBERLEA ELEMENTARY #2 (OLD JR. HIGH)	C	C	PARTNERSHIP
23	ATLANTIC MEMORIAL	C	D	PARTNERSHIP
23	BROOKSIDE JR. HIGH	A	B	PARTNERSHIP
23	PROSPECT RD ELEMENTARY	C	C	PARTNERSHIP
November2002				

Appendix F

Halifax Regional School Board's School After-Hours School Access List

Appendix G

Halifax Regional Municipality's Staff Rates

Halifax Regional Municipality - Staff Fees Table

As of November 1, 2003

Staff	Regular Rates	Time and a Half Rates	Double Time Rates
Facility Maintenance Staff	\$23.64/hour	\$35.46/hour	\$47.28/hour
Arena Maintenance Staff	\$24.27/hour	\$36.41/hour	\$48.54/hour

Appendix H

Halifax Regional School Board's Staff Rates

Halifax Regional School Board - Staff Fees Table

Staff	Regular Rates	Time and a Half Rates	Double Time Rates
Door Monitor	\$9.00/hour	n/a	n/a
Regular Custodian	\$18.00/hour	\$27.00/hour	\$36.00/hour

Appendix I

Contact List