



<b>Title:</b>	Hinton Training Centre Rates Directive			
<b>Number:</b>	AF-FDP-2016-01 (Agriculture and Forestry, Administration, 2016, No. 1)			
<b>Program Name:</b>	Hinton Training Centre, Wildfire Management Branch, Forestry Division			
<b>Effective Date:</b>	July 6, 2016			
<b>Revision History:</b>	<b>Revision #</b>	<b>Revision Date</b>	<b>Revision Reason</b>	<b>Approved by</b>
	2.0	September 30, 2021	Updated from 2016 rates	Bruce Mayer ADM Forestry

## Purpose

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

## Context

The Hinton Training Centre is operated by the Department of Agriculture and Forestry. The Centre contributes to developing, strengthening and maintaining a highly skilled, competent and professional workforce. The Centre’s facilities, equipment and services are available to the Department and other groups for educational activities and emergency services where the use of such facilities is consistent with the aims and objectives of the Centre.

## Definitions

1 In this Directive,

- (a) “Centre” means the Hinton Training Centre (HTC);
- (b) “Department” means the department under the minister responsible for the *Forests Act*;
- (c) “Department employees” means employees of the government employed in the Department;
- (d) “Director” means the Senior Manager of the Hinton Training Centre;
- (e) “Division” means the Forestry Division;
- (f) “Division employees” means employees of the government employed in the Division;
- (g) “Guests” means people sponsored by the Division to attend an event at the Centre, guest lecturers at the Centre, and groups that are formally recognized by the Centre;
- (h) “Others” means people not associated or affiliated with the Department; and

- (i) "Work day" means a day other than Saturday, Sunday or a day defined as a holiday in the *Interpretation Act*.

## Guidelines

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

## Meals and Accommodation

- 6 (1) Meal rates, not including GST, for meals at the Centre are the meal rates set in the [Government of Alberta Travel, Meal and Hospitality Expenses Policy](#). Current rates are:
  - (a) breakfast: \$9.20 per person per day;
  - (b) lunch: \$11.60 per person per day;
  - (c) dinner: \$20.75 per person per day.
- (2) Division employees will not be charged for meals while attending training.
- (3) Guests will not be charged for meals while attending training or events.
- 7 (1) The rates, not including GST, for accommodation at the Centre are as follows:
  - (a) double occupancy: \$25.00 per person per day;
  - (b) single occupancy: \$50.00 per person per day.
- (2) Department employees will not be charged for accommodations.
- (3) Guests will not be charged for accommodations while attending training or events.

## Course Fee

- 8 (1) The rates, not including GST, for courses provided by the Division are as follows:
  - (a) \$50.00 per person per half day course;
  - (b) \$100.00 per person per full day course;
  - (c) \$50.00 per person per online course.

- (2) Department employees will not be charged for courses provided by the Centre.
- (3) Guests will not be charged for courses provided by the Centre.

## Facility Rental

9 (1) The rates, not including GST, for facility rental at the Centre are as follows:

(a) Computer Lab [equipped with up to 25 computer workstations]:

- (i) \$100.00 per half day;
- (ii) \$175.00 per day.

Classroom is equipped with teaching station, ceiling-mounted digital projector, screen, laser pointer, and whiteboard.

(b) Large classroom [room capacity more than 40 persons]:

- (i) \$50.00 for per half day;
- (ii) \$100.00 per day.

Classroom is equipped with teaching station, ceiling-mounted digital projector, screen, laser pointer, and whiteboard.

(c) All other classrooms [room capacity 40 persons or less]:

- (i) \$32.50 per half day;
- (ii) \$65.00 per day.

Classrooms are equipped with teaching station, ceiling-mounted digital projector, screen, laser pointer, and whiteboard.

(d) Aerial Flight Simulator:

- (i) \$250.00 per half day;
- (ii) \$500.00 per day.

Simulator equipped with main simulator cockpit, two Airtanker flight simulator roll player stations and one operator.

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

Simulator equipped with sand table simulator and one operator.

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

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

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

## Security Services

10 (1) Subject to 9(2), where the Centre is scheduled to be closed, but additional security is required to support an event or activity, security costs are recovered and charged at the rates set by the Centre's current security contract. For ease of reference the 2021 rate is:

- a) \$114 per half a day;
- b) \$228 per day.

(2) Department employees will not be charged for additional security.

## Other Services

11 (1) At the discretion of the Director, one-off or unique requests for other services (e.g., catering, coffee service, specialized course requirements, etc.) may be accepted. Any such services are subject to the appropriate approvals from the requesting agency and the Director. Costs expended by HTC can be recovered and billed back to the requesting agency on a cost neutral basis.

## Cancellation Policy

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

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

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

## Contact Information

Senior Manager (Director), Hinton Training Centre, 780-865-8200

## Authorities

*Section 5 – Forests Act*

Hinton Training Centre Rates Regulation

**Approved**

Original signed by:

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

Signed on:

October 13, 2021