

Lakedell Agricultural Society  
Curling Rink Reconstruction Committee  
Terms of Reference

Lakedell Agricultural Society, following an informal vote by members present at the January 9, 2024 Annual General Meeting, and recognising that the current curling rink building is nearing its useful end, the Board of Directors has unanimously voted to create an ad hoc committee at the meeting on February 26 to pursue the design, financing and construction of a new curling facility for the consideration and approval of the Board of Directors and the membership-at-large.

The Board of Directors sets the following terms to direct the actions of the Curling Rink Reconstruction Committee:

- 1) Appointed Committee Chair will hold a public meeting seeking community engagement in the project and to recruit committee members.
  - a. Committee Chair will recruit a range of Committee Members based on the criteria of:
    - i. A willingness to make a commitment of time and energy to the project.
    - ii. A desire to contribute their skill and experience to the project.
    - iii. An interest in curling and community.
  - b. Useful member skillsets might include experience in, but not limited to:
    - i. Curling.
    - ii. Building Specification.
    - iii. Building Demolition.
    - iv. Building Construction and Trades.
    - v. Project Management.
    - vi. Engineering and Design.
    - vii. Finance and Budget.
    - viii. Fundraising and Grant Writing.
    - ix. Community Engagement.
    - x. Landscaping and Gardening.
- 2) Review and re-evaluate the past Feasibility Study to capture any content that is relevant to the updated and future needs of Lakedell Agricultural Society (LAS).
  - a. To determine the size and scope of the project.
  - b. To determine any multi-use functions and possibilities.

- c. To ensure that the project will have long term viability in function and operation.
  - d. To optimize the use of local building trades, contractors, and locally sourced materials.
  - e. To examine the efforts and results of similar infrastructure projects completed by similar non-profits for learning opportunity.
- 3) To develop the architectural and engineering design of the project regarding:
- a. Number of curling sheets desired.
  - b. Four season uses of the space.
  - c. Any meeting spaces.
  - d. Locker or change spaces.
  - e. Any number of other indoor recreational activities that can be identified.
  - f. Site location.
  - g. Any utility upgrading requirements.
  - h. Energy efficiency or heat recovery possibilities.
  - i. The integration into the other functions and infrastructure currently on the LAS site.
- 4) To determine the timing of demolition of the old curling structure with consideration to:
- a. Coordination of demolition to avoid the disruption of the curling season (s).
  - b. If any value remains in the salvage value of material.
  - c. If any demolition or removal of material can be done safely by volunteers.
  - d. What is required to remove and recover any hazardous material such as coolant for proper disposal.
  - e. Determine the cost of removal and demolition.
- 5) To develop the support of the County of Wetaskiwin and other levels of government:
- a. For the project in principle as envisioned by LAS.
  - b. To ensure that it fits into the overall recreation plan of the County of Wetaskiwin.
  - c. To ensure partnership in obtaining all possible municipal, provincial, and federal infrastructure and recreational grants to assist in the design, capitalization and operation of the project.
- 6) To develop a construction budget based upon the approved design of the project:
- a. To determine what, if any, aspects of the construction phase will be done by LAS volunteers or hired out to professional construction firms in order to offset building costs where appropriate. These aspects of the construction phase may include:
    - i. Project Management.

- ii. Material and Equipment Acquisition.
  - iii. Permitting.
  - iv. Hiring a Contractor.
  - v. Labour and Trades.
  - vi. Excavation and Dirt Work.
- 7) To develop a prospective operating budget for the new facility.
- 8) To determine the best way to finance the construction, examining all methods including:
- a. A coordinated fundraising campaign.
  - b. The hiring of a fundraising consultant.
  - c. The amount of grant funding available and capital matching requirements.
  - d. The cost of borrowing and payback period.

All recommendations from the Committee will be presented to the Board of Directors for final approval and ratification.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_