

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: Jan 24, 2017
LOCATION: Pine
TIME: 4pm

1. Call the meeting to order
2. In-Camera
3. Adoption of Agenda
4. Minutes from the previous meeting-Dec 20, 2016
5. Delegations/Presentations:
6. Correspondence: Letter from PRRD
7. Reports:
 - R-1 Nil
 - R-2
 - R-3
 - R-4
 - R-5
8. New Business:
 - NB: 1 Kim Frech-PRRD
 - NB: 2 Letter of Support World U-17 Hockey Challenge
 - NB: 3 Existing arena dasher boards
9. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE December 20, 2016
TIME: 4:00 pm
PLACE: Recreation Centre

PRESENT: Dan Rose, Chair
Randy Rusjan, Director of Parks & Recreation
Melissa Millsap, Manager of Leisure Facility Services
Amanda Stewart, Recreation Programs Manager
Comm. Alec Brownlee
Comm. Merlin Nichols (By Telecom)
Comm. Ernest Pfanner
Comm. Norma Tower
Doug Fleming, Chief Administrative Officer
Tarla Brewster, Recording Secretary

ABSENT: Comm. Sharon Sullivan
Trish Morgan, Manager of Community Service, PRRD
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:15 pm

INCAMERA MEETING:

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

That Regular Commission be adjourned and move into In-camera Meeting @ 4:16pm

Carried

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the In-Cameral Meeting be adjourned at 4:27pm and return to regular meeting.

CARRIED

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Pfanner

THAT the Agenda for December 20, 2016 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Tower, SECONDED by Comm. Brownlee

THAT the minutes from November 22, 2016 be accepted

CARRIED

3. DELEGATION:

Nil

4. CORRESPONDENCE:

Nil

5. REPORTS:

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT Reports R1 through R4 are received for approval.

CARRIED

R3: Amanda will check on Adult Programs Stats

R4: Melissa will talk to Kevin Franson on the presentation of R4 and make it understandable and bring to next meeting.

R5A:
Arena Project Update -Received for Information

R5B:
PRRD Arena Disposal – Received for Information

R5C:
Tender Results: Received for Information with amended Base Amount of \$1,642,000 which should read \$1,658,900 Attached

**R5D:
Building Committee for Arena Upgrade
Request for Decision:**

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the Civic Properties Commission award the Chetwynd and District Rec Centre arena project including the addition of dehumidification, ventilation and curling rink brine headers to Delnor Construction; AND furthermore that the Civic Properties Commission forward the approved motion of award to the PRRD for endorsement.

CARRIED

6. NEW BUSINESS: Nil

7. NEXT MEETING:

January 24, 2017 - 4:00 pm Pine Room Chetwynd & District Rec. Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:00 pm

Dan Rose,
Chairperson

Tarla Brewster
Secretary

C-1



PEACE RIVER REGIONAL DISTRICT

Mr. Randy Rusjan
Director of Parks and Recreation
District of Chetwynd
PO Box 757 VOC 1J0

January 20, 2017

recreation@gochetwynd.com

Dear Mr. Rusjan:

Re: Arena floor disposal

Thank you for your letter of December 12, 2016 regarding the arena upgrades. Please be advised that at its January 12 meeting the Regional Board reviewed your request and resolved:

That landfill fees for the disposal of the arena floor at the Chetwynd and Recreation be waived.

To that end, please ensure that the following steps are taken prior to bringing the waste to the landfill:

- As mentioned in your letter, pit run/dirt material from excavation to be trucked separately to our site – this material can be used at the landfill for beefing up roadworks.
- While we recognize that a lot of the estimated 240 yd³ of demolition material will likely be mixed, we would ask that, where practical, as much of the concrete is separated out prior to being brought to the landfill. The concrete itself is useful in landfill operations for rip-rap, pad construction, etc. and minimizing the amount of mixed material that is buried off will save landfill airspace capacity
- Please notify our Solid Waste Department as to when the demolition work will take place to allow staff time to prepare for receiving the various materials at the Chetwynd Landfill.

Please feel to contact the undersigned if you have any further questions.

Sincerely,

Paulo Eichelberger,
General Manager of Environmental Services

cc: Phil Kovacs, Solid Waste Manager

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Melissa Millsap, Manager of Leisure & Facility Services
 Date: January 24, 2017

R-2

Annual Pass Sale – December 09th – 24th – 25% off 3 month, 6 month, and 1 year passes for the Gym and the Pool

Year	Passes	Amount	<i>Extended the pass sale in 2015 from Dec 27-31 due to the District Office move and our computers being down for a day during the pass sale.</i>			
2014	187	\$ 44,480.70				
2015	278	\$ 65,173.07	Dec 09-24		Dec 27-31	
			222 passes	\$ 52,602.50	56 passes	\$12,570.57
2016	211	\$ 69,588.55				

Holiday Family Fun Days	December 24th		December 31st	
	2016	2015	2016	2015
Families – all activities	08	01	04	04
Families – swimming only	13	08	19	09
Families – skating only	0	02	01	04
Individuals – swimming	75	46	26	21
Individuals – skating	45	17	14	04

Room & Hall usage for December				Room & Hall usage – Yearly Total			
ROOM	2016	2015		ROOM	2016	2015	
Spruce	3	6		Spruce	58	60	
Pine	10	15		Pine	110	163	
Aspen	15	17		Aspen	176	158	
Birch	9	24		Birch	17	24	
Tamarack	16	4		Tamarack	151	35	
Cottonwood	6	8		Cottonwood	74	48	
Arena Dry Pad	0	0		Arena Dry Pad	5	4	
Curling Rink Dry Pad	0	0		Curling Rink Dry Pad	16	14	
Old Lobby	4	0		Old Lobby	23	7	
New Lobby	1	1		New Lobby	9	10	
TOTAL ROOM RENTALS	64	75		TOTAL ROOM RENTALS	639	523	

December	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Dec 2014	1,982	1,081	162	205	2,309	330
Dec 2015	2,648	1,535	239	137	2,273	208
Dec 2016	2,678	1,619	121	285	2,247	230

Yearly Total	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
2014	26,797	26,224	4,864	1,873	30,624	3,375
2015	28,622	22,727	4,772	1,384	31,107	2,987
2016	35,187	21,104	5,010	2,825	33,455	3,282

CIVIC PROPERTIES REPORT

To: Civic Properties Commission

From: Amanda Stewart, Recreation Programs Manager

Re: Civic Properties Report for December 2016

Date: January 24th, 2017

Program	2016	2015	2014
Public Skating	261	447	262
Skating Punch card	3	5	3
Free Skate	57	*	*
Drop-in Hockey	75	78	36
Skate Rentals	164	*	*
Helmet Rentals	47	*	*
Adult Sports	46	104	63
Student Sports	62	*	*
Fitness Registration	101	*	63
Fitness Sessions Bought	3	3	0
Fitness Sessions Used	7	*	*
Court Rentals	28	50	54
Court Punches	9	4	1
Walking Track	371	176	56
Public Wall Climbing	66	54	*
Toonie Climb	8	*	*
Belay Test	2	*	*
Piano Rentals	0	0	0
Private Wall Rentals	0	1	1
Parent & Tot Programs	24	15	3
Adult Programs	1	0	0
Youth Programs	48	8	10
Pre-teen Dance	78	97	*

no comparable stats

Grant in aid release of funds completed and application for next Ghoulish Affair has been submitted.
 Heal Grant (Northern Health) –check it out fitness passes now available.

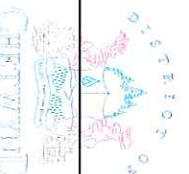
February /March Programs and Events

- Mini Athletes January 3rd – February 16th (*looking at extending the program*)
- Pre-Teen Dance – February 10th 7-9pm
- Chocolate Fun Run –February 12th 12pm
- Family Fun Day – February 13th
- Spring Break Programming – March 20th –March 31st

DISTRICT OF CHETWYND GL Department Report

GL5330 Page : 1
Date : Jan 19, 2017 Time : 3:10 pm

Year : 2016
Period : 12



Budget : Budget Values
Group by: Default

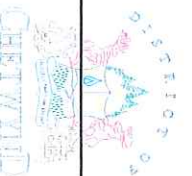
R-4

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
42 Recreation Centre						
1 REVENUES						
Recreation Centre						
470 Ice Time	-100,894.15	-29,391.81	-130,285.96	-102,925.00	27,360.96	126.58
471 Other Operations	-80,559.50	-6,151.54	-86,711.04	-96,300.00	-9,588.96	90.04
472 Recreation Programmes	-36,650.48	-3,840.22	-40,490.70	-50,200.00	-9,709.30	80.66
599 Miscellaneous Revenue	-12,214.69	-182.75	-12,397.44	0.00	12,397.44	0.00
811 Grants - Regional	-844,370.28	-299,706.08	-1,144,076.36	-1,631,633.00	-487,556.64	70.12
RECREATION CENTRE						
	-1,074,689.10	-339,272.40	-1,413,961.50	-1,881,058.00	-467,096.50	75.17
2 EXPENSES						
Recreation Centre						
750 Facilities Administration	324,790.40	30,516.79	355,307.19	393,840.00	38,532.81	90.22
751 Facilities Operations	685,878.69	100,267.62	786,146.31	891,094.00	104,947.69	88.22
753 Ice Plant Operations	6,953.36	824.54	7,777.90	23,725.00	15,947.10	32.78
754 Exterior Grounds	4,511.37	1,615.38	6,126.75	33,476.00	27,349.25	18.30
755 Concession & Lounge	8,371.84	1,136.13	9,507.97	19,500.00	9,992.03	48.76
756 Programmes - Administration	84,635.40	6,547.24	91,182.64	94,006.00	2,823.36	97.00
757 Programmes	58,266.07	12,094.75	70,360.82	81,417.00	11,056.18	86.42
820 Arena Refridgeration and slab upgrad	26,274.14	42,911.92	69,186.06	200,000.00	130,813.94	34.59
822 Capital	33,480.85	1,822.50	35,303.35	144,000.00	108,696.65	24.52
RECREATION CENTRE						
	1,233,162.12	197,736.87	1,430,898.99	1,881,058.00	450,159.01	76.07
42 Recreation Centre						
	158,473.02	-141,535.53	16,937.49	0.00	-16,937.49	
RECREATION CENTRE Total	158,473.02	-141,535.53	16,937.49	0.00	-16,937.49	

DISTRICT OF CHETWYND GL Department Report

GL5330 Page : 1
Date : Jan 19, 2017 Time : 3:11 pm

Year : 2016
Period : 12



Budget : Budget Values
Group by: Default

AK-4

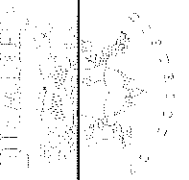
Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
41 Leisure Pool						
1 REVENUES						
Leisure Pool						
470 Swim Revenue	-98,675.87	-13,833.72	-112,509.59	-95,500.00	17,009.59	117.81
471 Fitness Revenue	-10,782.16	-908.48	-11,690.64	-4,000.00	7,690.64	292.27
472 Passes	-62.86	0.00	-62.86	0.00	62.86	0.00
473 Rental Revenue	-24,067.81	-4,674.54	-28,742.35	-18,500.00	10,242.35	155.36
474 Weight Room Revenue	-138,077.64	-55,664.88	-193,742.52	-155,000.00	38,742.52	125.00
475 Other Revenue from own Sources	-6,819.56	-508.09	-7,327.65	-8,300.00	-972.35	88.28
478 Sale of Pool Accessories	-4,921.11	-443.61	-5,364.72	-4,500.00	864.72	119.22
479 Miscellaneous Revenue	-3,260.27	-43.32	-3,303.59	-10,000.00	-6,696.41	33.04
811 Pool Revenue	-692,393.03	-170,623.56	-863,016.59	-1,242,753.00	-379,736.41	69.44
2 EXPENSES						
Leisure Pool						
730 Pool Administration	142,480.46	10,912.28	153,392.74	167,289.00	13,896.26	91.69
731 Pool Office	205,479.57	18,124.53	223,604.10	234,389.00	10,784.90	95.40
732 Pool Operations	520,578.76	71,140.37	591,719.13	733,585.00	141,865.87	80.66
733 Pool Maintenance	188,906.62	17,529.42	206,436.04	296,780.00	90,343.96	69.56
734 Exterior Grounds	1,874.88	0.00	1,874.88	5,010.00	3,135.12	37.42
822 Capital	57,433.87	1,822.50	59,256.37	101,500.00	42,243.63	58.38
LEISURE POOL						
	-979,060.31	-246,700.20	-1,225,760.51	-1,538,553.00	-312,792.49	79.67
LEISURE POOL						
	1,116,754.16	119,529.10	1,236,283.26	1,538,553.00	302,269.74	80.35
41 Leisure Pool	137,693.85	-127,171.10	10,522.75	0.00	-10,522.75	

DISTRICT OF CHETWYND
GL Department Report

GL5330 Page : 2
 Date : Jan 19, 2017 Time : 3:11 pm

Year : 2016
 Period : 12

Budget : Budget Values



Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	137,693.85	-127,171.10	10,522.75	0.00	-10,522.75	

January 24, 2017

Arena Project Update

- Contract being prepared for Delnor Construction for signing:
 - Arena slab and refrigeration upgrade
 - Arena ventilation
 - Arena dehumidification
 - Curling rink brine header replacement
- Project start up meeting with Delnor to be scheduled prior to April.

Randy Rusjan

Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: Jan 24, 2017

Request for Decision

Explanation: The attached letter requests that the District of Chetwynd offer to host as least one World U-17 hockey Challenge games at the Chetwynd and District Rec Centre.

Recommended motion: That the Civic Properties Commission support the concept, and partner with the District of Chetwynd to offer to host at least one World U-17 hockey game at the Chetwynd and District Rec Centre.

Submitted By: Randy Rusjan

Director of Parks and Recreation.

SEE ATTACHED LETTER

CD-1

Ron Millsap
Box 1367
Chetwynd BC V0C 1J0

December 22, 2016

OPTIONS

1. Receive for information and file; or
2. THAT Council refer the request that Chetwynd host one of the World Under-17 Hockey Challenge games to the Civic Properties Commission.

Mayor Merlin Nichols & District Council Members
District Office
Chetwynd BC V0C 1J0

Dear Mayor and Council:

In the fall of 2017 Dawson Creek and Fort St. John are once again hosting the World Under-17 Hockey Challenge. This will be an international hockey tournament with teams from Canada, United States, Sweden, Finland, Russia, and the Czech Republic. The tournament will run from October 30 to November 7 with 22 games scheduled.

I believe it would be well worthwhile for our council to offer to host at least one of the games. When these two cities hosted the tournament in the past not all games were sell outs such as games between two US teams. The tournament directors might agree to let Chetwynd host one such game so that more area residents are given the chance to see international hockey at its best. I am certain that if Chetwynd hosted a game the seats would be sold out.

This would be a great opportunity for Chetwynd and area to spotlight our district plus increase our tourism. Hockey is an extremely popular sport in Chetwynd and having international players come to our district would be a highlight for many young players and fans alike.

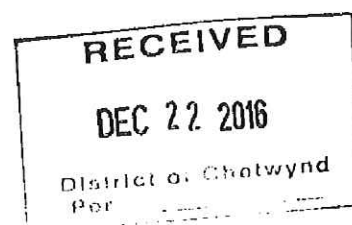
If you require any additional information, I would be pleased to assist in any way possible.

Yours truly,



Ron Millsap

rm



CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: Jan 24, 2017

Request for Decision

Explanation: The existing arena dasher board system is being replaced during the arena floor replacement and refrigeration upgrade, and the dasher boards may still have some form of value.

Recommended motion: To allow staff to dispose of the existing arena dasher board system once removed.

Submitted By: Randy Rusjan
Director of Parks and Recreation.