

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: January 29, 2019
LOCATION: Aspen Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-Nov 27, 2018
4. Delegations/Presentations: NIL
5. Correspondence C: 1
6. Reports: R-1
 R-2
 R-3
 R-4
7. New Business: NB:1 PRRD 2019 Budget recommendation
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE November 27, 2018
TIME: 4:00 pm
PLACE: Rec Centre – Cottonwood

PRESENT: Dan Rose, Area E Director PRRD, Chair
Randy Rusjan, Director of Parks & Recreation
Steve McLain, Manager of Leisure and Facility Services
Elaine Webb, Recreation Programs Manager
Carol Newsom, Chief Administrative Officer
Comm. Janet Wark
Comm. Rochelle Galbraith
Comm. Walter MacFarlane
Comm. Allen Courtoreille
Trish Morgan, General Manager of Leisure and facility Services (via telecom)
Lyle Smith, CFO (via telecom)

ABSENT: Comm. Larry Houley

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:07pm.

2. ADOPTION OF THE AGENDA:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Agenda for November 27, 2018 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. MacFarlane

THAT the minutes from October 23, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE:

C-1 **Nil**

6. REPORTS:

R-1 MOVED by Comm. Courtoreille, SECONDED by Comm. MacFarlane

 THAT reports R1 through R4 are received for approval.

 CARRIED

7. NEW BUSINESS MOVED by Comm. Galbraith, SECONDED by Comm. Wark

 THAT the Civic Properties Commission approves the 2019 Arena and Pool
 Provisional operating budgets, and the 2019 Arena and Pool Provisional capital
 budgets, with the correction to be made to the Leisure Pool budget line item.

 CARRIED

7. NEXT MEETING: January 29, 2019 - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:11pm

Dan Rose,
Chairperson

Elaine Webb
Secretary

CIVIC PROPERTIES COMMISSION REPORT

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: January 29, 2019

- January 8-Norris, Hover Memorial tournament meeting
- January 14 New FM II (4th Class) started
- Pool chlorine change over planning-in progress (Steve to comment)

Randy Rusjan,
Director of Parks and Recreation

K-2

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: January 29, 2019

- Annual Northern Health Inspection – no issues
- Research and engineering on pool disinfection change
- 2018 capital budget complete
- 2019 Budget preparation continuing

Room & Hall usage for November		
ROOM	2018	2017
Spruce	4	4
Pine	9	9
Aspen	16	12
Birch	1	0
Tamarack	79	124
Cottonwood	3	5
Kitchen	1	0
Curling Rink	0	0
Curling Lobby	0	3
Rec Lobby	0	0
TOTAL ROOM RENTALS	113	153

Room & Hall usage for December		
ROOM	2018	2017
Spruce	7	3
Pine	5	5
Aspen	13	14
Birch	32	0
Tamarack	9	2
Cottonwood	7	8
Kitchen	6	0
Curling Rink	0	0
Curling Lobby	13	0
Rec Lobby	1	2
TOTAL ROOM RENTALS	93	34

November	Swim	<i>Waterslide</i>	<i>Swim Lessons</i>	<i>Swim Club</i>	Gym	After Hours Gym Access
November 2016	3224	1537	373	456	2914	307
November 2017	3147	1199	372	491	3628	628
November 2018	2183	499	162	274	2588	395

December	Swim	<i>Waterslide</i>	<i>Swim Lessons</i>	<i>Swim Club</i>	Gym	After Hours Gym Access
December 2016	2678	1619	121	285	2247	230
December 2017	2558	1232	0	314	2963	489
December 2018	1786	1208	0	143	2187	381

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for November 2018 – December 2018

December 2018

Program	2018	2017
Court Rentals	9	27
Court Punches	0	6
Fitness Drop-in	19	16
Fitness Registrations	15	16
Fitness Sessions (bought)	0	6
Fitness Sessions (used)	3	0
Wall Rental	4	0
Public Climb	26	31
Toonie Climb	13	11
Wall Belay Test	0	0
Walking Track	320	191
Adult Sports	24	31
Student Sports	10	31
Pickle ball	0	0
Arena Rentals	284	205
Skate Rentals	115	203
Helmet Rentals	57	52
Drop-in Hockey	55	36
Toonie Skate	75	70
Public Skate	223	325
Skating Punch Card	56	2
Free Skate	44	84
Parent & Tot Skate	74	1
Adult Programs	0	49
Youth Programs	10	35
Pre-teen Dance	137	25
Mini Athletes	23	63
Children's Programs	27	0
Special Events	3	0
	1626	1516

Pre-Teen Dance – Let it Snow

November 2018

Program	2018	2017
Court Rentals	10	26
Court Punches	0	8
Fitness Drop-in	67	34
Fitness Registrations	43	68
Fitness Sessions (bought)	0	6
Fitness Sessions (used)	4	4
Wall Rental	0	0
Public Climb	40	28
Toonie Climb	6	16
Wall Belay Test	0	0
Walking Track	490	254
Adult Sports	12	50
Student Sports	2	46
Pickle ball	0	0
Arena Rentals	34	202
Skate Rentals	73	47
Helmet Rentals	34	16
Drop-in Hockey	59	43
Toonie Skate	117	24
Public Skate	153	91
Skating Punch Card	0	1
Free Skate	80	32
Parent & Tot Skate	46	1
Adult Programs	0	49
Youth Programs	21	31
Pre-teen Dance	30	25
Mini Athletes	43	3
Children's Programs	33	0
Special Events	0	0
	1397	1105

Pre-Teen Dance – Night in Paris

October 2018

Program	2018	2017
Court Rentals	27	29
Court Punches	8	5
Fitness Drop-in	87	18
Fitness Registrations	28	47
Fitness Sessions (bought)	0	1
Fitness Sessions (used)	2	1
Wall Rental	0	0
Public Climb	32	20
Toonie Climb	20	21
Wall Belay Test	0	0
Walking Track	383	207
Adult Sports	8	60
Student Sports	0	50
Pickle ball	0	0
Arena Rentals	175	97
Skate Rentals	105	16
Helmet Rentals	31	7
Drop-in Hockey	43	24
Toonie Skate	131	31
Public Skate	104	66
Skating Punch Card	1	0
Free Skate	42	21
Parent & Tot Skate	21	1
Adult Programs	6	1
Youth Programs	12	49
Pre-teen Dance	73	61
Mini Athletes	40	25
Children's Programs	68	41
Special Events	0	0
	1447	899

Pre-Teen Dance – Spooky Halloween

SKATE WITH SANTA



Little Saplings 2018 Christmas Concert



Miss Kayla's Little Saplings class held a Christmas Concert for their family's the evening of December 12th. The children had a blast showing off their talent singing Christmas carols for the more than 100 person audience.





We had our annual Santa Shuffle December 13th – people came out and enjoyed the warm winter weather and went for a nice run viewing the lit up houses throughout town!





NB-1

Peace River Regional District REPORT

To: Civic Properties Commission
From: Lyle Smith, Chief Financial Officer
Date: 27 January 2019

Subject: 2019 Financial Plan

RECOMMENDATION:

THAT the Chetwynd Civic Properties Commission recommend to the Peace River Regional Board that the 2019:

1. Chetwynd Leisure Centre (Pool) budget,
2. Chetwynd Recreation Centre (Arena) budget, and
3. Chetwynd Recreation Complex (Expansion Project) budget,

as presented, be included in the PRRD 2019 5 Year Financial Plan.

BACKGROUND/RATIONALE:

Chetwynd Leisure Centre:

Tax assessment for this service area increased 11.6% based on the 2019 Completed Roll. This allows for an increased requisition while realizing a slightly lower tax rate per \$100,000 of Residential Assessment. There is also a significant surplus in 2018 that is available for funding in 2019 providing for options in terms of requisition, tax rates and transfers to reserves as per the table below:

	2018	Option 1	Variance	Option 2	Variance	Option 3	Variance
Requisition	1,000,076	1,160,537	160,461	1,090,537	90,461	1,060,537	60,461
Tax Rate	0.493	0.513	0.020	0.482	-0.011	0.469	-0.024
Transfer to Reserve	130,000	200,000	70,000	130,000	-	100,000	(30,000)

These options assume the \$290,000 2019 budget for Capital is fully funded using 2018 Surplus. The amount available for transfer to reserve could be allocated to both capital and operating.

It is recommended to proceed with Option 2 in order to slightly reduce the tax rate to reflect the increase in assessment while keeping contribution to reserves static.

Chetwynd Recreation Complex:

As this function is for debt servicing only there is virtually no discretion in terms of requisition level. In addition, this function does not have a capital or operating reserve nor is there a surplus in 2018. The 2019 Completed Roll assessment increased 11.6% which resulted in a 10.4% decrease in tax rate with the requisition remaining static at \$560,917.

Chetwynd Arena:

Tax assessment for this service area increased 9.4% based on the 2019 Completed Roll. This allows for an increased requisition while realizing a slightly lower tax rate per \$100,000 of Residential Assessment. There is also a significant surplus in 2018 that is available for funding in 2019 providing for options in terms of requisition, tax rates and transfers to reserves as per the table below:

	2018	Option 1	Variance	Option 2	Variance	Option 3	Variance
Requisition	1,531,136	1,560,710	29,574	1,510,710	(20,426)	1,460,710	(70,426)
Tax Rate	0.556	0.518	-0.038	0.502	-0.054	0.485	-0.071
Transfer to Reserve	-	200,000	200,000	150,000	150,000	100,000	100,000

These options assume the \$250,000 2019 budget for Capital is fully funded using 2018 Surplus. The amount available for transfer to reserve could be allocated to both capital and operating.

It is recommended to proceed with Option 1 in order to slightly reduce the tax rate to reflect the increase in assessment while also contributing to reserves.

All amounts presented are based on current financial information which may change as a result of year end entries and audit adjustments. If the 2018 Surplus were to change as a result of these entries an adjustment to the budget would be required.