

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: March 28, 2017

LOCATION: Pine

TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-Feb 28, 2017
4. Delegations/Presentations:
5. Correspondence
 - C-1 Letter-NDIT
 - C-2 Letter-PRRD re: sale of arena boards
 - C-3 Email-Chetwynd Communications Society
 - C-4 Five year Capital plan
6. Reports:
 - R-1
 - R-2
 - R-3
 - R-4
 - R-5
7. New Business:
 - NB: 1 BC Forest Service Initial Attack
 - NB; 2 Random act of kindness
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE February 28th, 2017
TIME: 4:00 pm
PLACE: Rec Centre – Pine Room

PRESENT: Dan Rose, Area E Director PRRD, 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
Comm. Ernest Pfanner
Comm. Norma Tower
Comm. Sharon Sullivan
Doug Fleming, Chief Administrative Officer
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)
Trish Morgan, Manager of Community Service, PRRD (via telecom)

ABSENT:

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:00pm.

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Tower

THAT the Agenda for February 28th, 2017 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the minutes from January 24th, 2017 be accepted.

CARRIED

3. DELEGATION:

Nil

4. CORRESPONDENCE:

- C1:** Letter from Chetwynd & District Rec Centre to District of Chetwynd
Re: Arena Upgrade Building Permit Fee– Received for information.
- C2:** Letter from District of Chetwynd to Chetwynd to Civic Properties Commission
Re: Response to Arena Upgrade Building Permit Fee. –Received for information.

5. REPORTS:

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT Reports R1 through R5 are received for approval.

CARRIED

- R5** **Arena Project Update** – Received for Information

6. NEW BUSINESS:

- NB1:** At 4:16pm Comm. Phanner removed himself from the meeting due to a perceived conflict of interest.

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission not approve the Chetwynd Fire fighters request and receive for information.

CARRIED

At 4:27 Comm. Phanner returns to the meeting.

7. NEXT MEETING:

March 28, 2017 - 4:00 pm Chetwynd & District Rec Centre

- 8. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:28pm

Dan Rose,
Chairperson

Amanda Stewart
Secretary

February 20, 2017

District of Chetwynd
PO Box 357
Chetwynd, BC V0C 1J0

Attention: Mayor Merlin Nichols

Dear Mayor Nichols:

Subject: Chetwynd and District Arena Upgrade
Economic Diversification Infrastructure Program
Northern Development Project Number 4615 60

RECEIVED

MAR 01 2017

District of Chetwynd
Per _____

The Northern Development Initiative Trust Corporation was created by the Province to be a catalyst for central and northern BC, to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

The Board of the Northern Development Initiative Trust has met and reviewed your application.

I am pleased to advise you that the Economic Diversification Infrastructure application from the District of Chetwynd for the 'Chetwynd and District Arena Upgrade' has been approved for a grant up to \$250,000 from the Northeast Regional Development Account, on February 15, 2017 subject to confirmation of other funding sources.

This approval is open for a period of twelve months from the date of approval, within which we expect all funding sources to be secured, a contract entered into with Northern Development, and the project commenced.

Please advise us when the subjects listed above have been confirmed and our staff will work with you to develop a contract and communication opportunities. It is important to note that expenditures incurred prior to both parties signing a contract will not be reimbursed.

The Board wishes you every success in your project and look forward to seeing the results have a positive impact on the local economy.

Sincerely,

Joel McKay
Chief Executive Officer

c: Doug Fleming, Chief Administrative Officer, District of Chetwynd
Randy Rusjan, Director of Parks and Recreation, District of Chetwynd
Ellen McAvany, Economic Development Officer, District of Chetwynd
Laura Weisgerber, Councillor, District of Chetwynd and Regional Advisor, Northeast Regional Advisory Committee
Chris Cvik, Chief Administrative Officer, Peace River Regional District
Dan Rose, Director, Peace River Regional District and Regional Advisory, Northeast Regional Advisory Committee



PEACE RIVER REGIONAL DISTRICT

Chetwynd Civic Properties Commission
 4552 North Access Road
 PO Box 757
 Chetwynd, BC V0C 1J0
 Canada

via email: rrusjan@gochetwynd.com

Dear Commission Chair and Officials;

At its March 9, 2017 meeting, the Peace River Regional District Board of Directors approved the following;

1. *That the sale of the indoor dasher board rink system, complete with upper glazing and gates from the Chetwynd and District Recreation Centre be authorized; and*
2. *That the contract entered into by the District of Chetwynd with Sustainabuild to market and coordinate the sale until April 10, 2017 be endorsed; and*
3. *That the potential net proceeds from the sale be re-invested to the Chetwynd Arena upgrade and repair project with construction to begin in April, 2017.*

The Peace River Regional District requests that if the dasher board system doesn't sell by the Sustainabuild contract end date of April 10, 2017, that the Regional District be notified in writing before further plans be made.

Best of luck in the completion of this sale.

Sincerely,

Bryna Casey
 Parks and Rural Recreation Coordinator
 250-784-4841

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

Randy Rusjan

From: Leo Sabulsky
Sent: Friday, March 17, 2017 3:43 PM
To: Randy Rusjan
Cc: Melissa Millsap; Doug Fleming
Subject: Emailing - IMAGINE-Community-Grant-Application-2017-7.pdf
Attachments: IMAGINE-Community-Grant-Application-2017-7.pdf

To the Civic Properties Commission

Please note that we wish to have a Letter of Support for the Chetwynd Communication Society application to the Northern Health Imagine Grant Program.

We plan to tell the stories of service providers and rec centre users at the Rec Centre on CHET TV and to encourage community members to also become involved in becoming trainers for new programs.

We plan to subsidize their training and liaison with District Of Chetwynd employees who will help with demonstrations of programs. The ultimate goal is to have 5 30 minute programs which highlight exciting and enthusiastic rec centre staff.

Leo

Leo Sabulsky
Peace FM – CHET TV – Pine Tree Books
General Manager

250-788-6344 (Direct Line)

Blackberry Email: lsabulsky@gochetwynd.com

Main Frame Email: leo@peacefm.ca

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CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Melissa Millsap, Manager of Leisure & Facility Services
 Date: March 28, 2017

R-2

Courses

- 3 participants for NL Recert
- 5 participants for NL

General Information

- 28 participants have registered so far for our annual facility challenge; 40km swim, 140km walk/run, and or 740km bike. All km's must be completed within the facility. Challenge ends on June 30th.
- Facility will be close on April 14 for Good Friday and April 17 for Easter Monday
- School Board Lessons will be running again this year in April.
- Registration for the CCC Half Marathon:
 - Men's Division 13
 - Women's Division 22
 - Relay teams 6 teams = 18 people
- Memorial Hockey tournament March 24, 25, 26
- Trade Show March 31, April 01 & 02

Curling Sheet Rentals 2016-14 Season we had 0 sheet rentals
 2015-16 Season we had 3 sheet rentals
 2014-15 Season we had 2 sheet rentals

Room & Hall usage for February			Fitness classes are included in the room & hall usage
ROOM	2017	2016	
Spruce	6	9	Tamarack 21
Pine	11	8	Cottonwood 7
Aspen	16	12	Birch Lobby 4
Birch	0	8	10 fitness classes on the walking track (additional info.)
Tamarack	21	1	Library Fitness Passes
Cottonwood	9	14	<i>Fitness Class</i>
Arena Dry Pad	0	0	<i>Gym Adult</i>
Curling Rink Dry Pad	0	0	<i>Skate Family</i>
Birch Lobby	6	0	<i>Swim Adult</i>
New Lobby	0	0	<i>Swim Family</i>
TOTAL ROOM RENTALS	69	52	<i>Swim Child</i>

- To encourage more people to use the Free Library Fitness Passes, the person checking out the pass will be able to enter their name in for a monthly prize. The prize will consist of additional free passes and a Library and/or Rec Centre promotional items.

February	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Feb 2015	2995	2075	499	311	3078	288
Feb 2016	3380	2024	438	322	3097	274
Feb 2017	3460	1559	386	394	3239	293

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Amanda Stewart, Recreation Programs Manager
Re: Civic Properties Report for February 2017
Date: March 28th, 2017

Program	2017	2016
Court Rentals	54	74
Court Punches	7	15
Fitness Drop-in	36	*
Fitness Registrations	140	23
Fitness Sessions (bought)	3	4
Fitness Sessions (used)	3	2
Wall Rental	0	0
Public Climb	70	79
Toonie Climb	7	27
Wall Belay Test	0	0
Walking Track	565	170
Adult Sports	56	59
Student Sports	11	50
Pickleball	0	0
Arena Rentals	194	311
Drop-in Hockey	31	76
Toonie Skate	84	92
Public Skate	273	141
Skating Punch Card	3	2
Free Skate	13	27
Adult Programs	3	3
Youth Programs	9	5
Pre-teen Dance	73	72
Mini Athletes	24	6
Parent & Tot Programs	17	2
Special Events	0	19
Piano Rental	0	2

March & April programs and events

- Spring Break Programming – March 20th -March 31st
- Mini Athletes – February 21st – June 30th, 2017
- Easter Eggstravaganza – April 6th, 3-5pm

DISTRICT OF CHETWYND GL Department Report

GL5330 Page : 1
Date : Mar 17, 2017 Time : 11:00 am

Year : 2017
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	-39,982.70	0.00	-39,982.70	0.00	39,982.70	0.00
471 Other Operations	-15,967.19	0.00	-15,967.19	0.00	15,967.19	0.00
472 Recreation Programmes	-13,267.93	0.00	-13,267.93	0.00	13,267.93	0.00
599 Miscellaneous Revenue	-1,378.75	0.00	-1,378.75	0.00	1,378.75	0.00
RECREATION CENTRE						
	-70,596.57	0.00	-70,596.57	0.00	70,596.57	
2 EXPENSES						
Recreation Centre						
750 Facilities Administration	65,485.70	0.00	65,485.70	0.00	-65,485.70	0.00
751 Facilities Operations	173,757.53	0.00	173,757.53	0.00	-173,757.53	0.00
753 Ice Plant Operations	1,926.20	0.00	1,926.20	0.00	-1,926.20	0.00
754 Exterior Grounds	754.74	0.00	754.74	0.00	-754.74	0.00
755 Concession & Lounge	2,332.93	0.00	2,332.93	0.00	-2,332.93	0.00
756 Programmes - Administration	22,164.42	0.00	22,164.42	0.00	-22,164.42	0.00
757 Programmes	14,251.93	0.00	14,251.93	0.00	-14,251.93	0.00
820 Arena Refridgeration and slab upgrad	10,730.23	0.00	10,730.23	0.00	-10,730.23	0.00
822 Capital	1,375.66	0.00	1,375.66	0.00	-1,375.66	0.00
RECREATION CENTRE						
	292,779.34	0.00	292,779.34	0.00	-292,779.34	
42 Recreation Centre						
	222,182.77	0.00	222,182.77	0.00	-222,182.77	
RECREATION CENTRE Total	222,182.77	0.00	222,182.77	0.00	-222,182.77	

DISTRICT OF CHETWYND GL Department Report

GL5330 Page: 1
Date: Mar 17, 2017 Time: 10:59 am

Year : 2017
Period : 12

Budget : Budget Values
Group by: Default

R-4

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
41 Leisure Pool						
1 REVENUES						
Leisure Pool						
470 Swim Revenue	-26,412.90	0.00	-26,412.90	0.00	26,412.90	0.00
471 Fitness Revenue	-1,353.33	0.00	-1,353.33	0.00	1,353.33	0.00
473 Rental Revenue	-6,445.45	0.00	-6,445.45	0.00	6,445.45	0.00
474 Weight Room Revenue	-37,034.89	0.00	-37,034.89	0.00	37,034.89	0.00
475 Other Revenue from own Sources	-1,845.75	0.00	-1,845.75	0.00	1,845.75	0.00
478 Sale of Pool Accessories	-1,472.21	0.00	-1,472.21	0.00	1,472.21	0.00
479 Miscellaneous Revenue	-206.23	0.00	-206.23	0.00	206.23	0.00
2 EXPENSES						
Leisure Pool						
730 Pool Administration	39,982.54	0.00	39,982.54	0.00	-39,982.54	0.00
731 Pool Office	34,332.36	0.00	34,332.36	0.00	-34,332.36	0.00
732 Pool Operations	101,277.84	0.00	101,277.84	0.00	-101,277.84	0.00
733 Pool Maintenance	39,610.10	0.00	39,610.10	0.00	-39,610.10	0.00
822 Capital	1,375.65	0.00	1,375.65	0.00	-1,375.65	0.00
LEISURE POOL						
	-74,770.76	0.00	-74,770.76	0.00	74,770.76	
41 Leisure Pool						
	216,578.49	0.00	216,578.49	0.00	-216,578.49	
LEISURE POOL Total						
	141,807.73	0.00	141,807.73	0.00	-141,807.73	
	141,807.73	0.00	141,807.73	0.00	-141,807.73	

March 28, 2017

Arena Project Update

- Project contract has been signed by the PRRD including amendments. The contract has been sent to Delnor for resigning.
- Waiting for Geotechnical quotes to be obtained by the architect to sample the soil below the arena slab to determine if frost is present
- Waiting for quotes to be obtained by the architect for concrete testing when the new arena floor is being poured
- Waiting for wall penetration/abatement quotes from the Architect for the ventilation and dehumidification
- Received the pre-reno Hazardous Materials Assessment report March 23
- Preliminary Construction schedule
 - Mobilization of work-April 19
 - Saw cut arena slab-April 28 (six days)
 - Remove slab-May 10 (three days)
 - Start-up equipment-Sept 13

Randy Rusjan

Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION
REQUEST FOR DECISION

Explanation:

Darren VanHorn, Manager at the BC Forest Service initial attack base in Chetwynd has requested again for 2017, that his crew use the Rec Centre to maintain their fitness levels. Most of the crew will start mid-April, with everyone on by mid-May. Because they are only here for a six month term, he would like them to be able to purchase a six month gym pass at the 25% discount rate, in advance of the June pass sale. We have been offering them this discount since 2014.

Recommendations

That the Civic Properties Commission approves, without prejudice for 2017, the Wildfire Management Branch's request to receive the 25% off of a six month gym pass in advance of the June pass sale for the Initial Attack crew members working a six month term in Chetwynd.

Submitted by:

Melissa Millsap
Manager of Leisure and Facility Services

Randy Rusjan
Director of Parks and Recreation



CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission

From: Amanda Stewart, Recreation Programs Manager

Date: March 28th, 2017

Request for Decision

Explanation:

During our last Rec Clerk meeting it was suggested we offer one Random Act of Kindness draw monthly for a free swim, skate, or climb. This draw will be offered to patrons in the building who are seen displaying a random act of kindness. Random acts of kindness will be recognized and Rec Clerks by entered by them.

For example: a child helping another child.

Recommended motions:

That the Civic Properties Commission approve one monthly draws for one free pass to be used for swimming, skating or climbing by the winner.

OR:

That the Civic Properties Commission not approve one monthly draws for one free pass to be used for swimming, skating or climbing by the winner.

Submitted by:

Amanda Stewart

Recreations Programs Manager

 Randy Rusjan
Director of Parks and Recreation