

CIVIC PROPERTIES COMMISSION MEETING AGENDA

DATE: April 25, 2017
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-March 28, 2017
4. Delegations/Presentations:
5. Correspondence C-1 Thank you letter to NDIT
6. Reports: R-1
 R-2
 R-3
 R-4
 R-5
7. New Business: NB: 1 Chetwynd Firefighters Association letter re: 2017
 Hoselay competition
 NB: 2 Chetwynd and Economic Development
 Commission letter of request
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE March 28th, 2017
TIME: 3:58 pm
PLACE: Rec Centre – Pine Room

PRESENT: Dan Rose, Area E Director PRRD, Chair
Randy Rusjan, Director of Parks & Recreation
Amanda Stewart, Recreation Programs Manager
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)

ABSENT: Trish Morgan, Manager of Community Service, PRRD
Kim Frech, Chief Financial Officer, PRRD
Comm. Alec Brownlee
Melissa Millsap, Manager of Leisure Facility Services

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 3:58pm.

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner

THAT the Agenda for March 28, 2017 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Nichols, SECONDED by Comm. Sullivan

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

CARRIED

3. DELEGATION:

Nil

4. CORRESPONDENCE:

C1: Letter NDIT– Received for information.

MOVED by Comm. Nichols SECONDED by Comm. Sullivan

THAT a letter or thanks be written to NDIT for their grant funds.

CARRIED

C2: Letter –PRRD re:sale of arena boards - Received for information.

C3: Email –Chetwynd Communications Society

- *The request would include free use of an appropriate space to video classes taught by current Contract Service Providers. Fitness Instructors would provide a free demonstration of a class with willing candidates whom have signed a proper release form for CHET TV. In return this grant would offset financial costs to fitness instructors. They would receive compensation for additional training. i.e. insurance, Standard First Aid training, travel and course costs.*

MOVED by Comm. Nichols (to support the request) SECONDED by Comm. Sullivan

CARRIED

C4: Five Year Capital Plan - Received for information

5. REPORTS:

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT Reports R1 through R5 are received for approval.

CARRIED

6. NEW BUSINESS:

NB1: **BC Forest Service Initial Attack**

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the Civic Properties Commission approves, without prejudice for 2017, the Wildfire Management Branch's request to receive 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.

CARRIED

NB2: Random Act of Kindness

MOVED by Comm. Tower, SECONDED by Comm. Sullivan

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

CARRIED

7. NEXT MEETING:

April 25th, 2017 - 4:00 pm Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:34pm

Dan Rose,
Chairperson

Amanda Stewart
Secretary

C-1

Chetwynd & District Rec Centre

PO Box 757

Chetwynd, BC

Canada V0C 1J0

Tel: (250) 788-2214

Fax: (250) 788-2219

Email: recreation@gochetwynd.com

March 29, 2017

Northern Development Initiative Trust

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

The Civic Properties Commission would like to thank the Board of the Northern Development Initiative Trust, for their generous grant in the amount of \$250,000 dollars towards the Chetwynd and District Rec Centre arena upgrade project. You can be assured that your contribution is going towards a very worthwhile project.

Sincerely,



Dan Rose
Director-Electoral Area E
Peace River Regional District
Chairman-Civic Properties Commission

Mission Statement

The aim of the Chetwynd & District Rec Centre is to:

- Offer recreational services to the community which are not being met by another business or interest group
- Act as a resource to the community
- Facilitate the development of clubs and organizations
- Provide the best quality recreational experience and service for children, youth, adults, seniors, and families



CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Melissa Millsap, Manager of Leisure & Facility Services
 Date: April 25, 2017

General Information

- OFA Level 1 – scheduled for May 07th
- Pass Sale coming up in June – 25% off of 3, 6 & 12 month swim and gym pass
- Swim lessons over spring break were successful and well attended again this year
- School board lessons have been running smoothly

Room & Hall usage for March			Fitness classes are included in the room & hall usage	
ROOM	2017	2016		
Spruce	7	10	Tamarack 34	
Pine	16	13	Cottonwood 4	
Aspen	26	20	Birch Lobby 4	
Birch	1	0	16 fitness classes on the walking track (additional info.)	
Tamarack	38	11		
Cottonwood	6	3		
Arena Dry Pad	2	0		
Curling Rink Dry Pad	4	2		
Birch Lobby	4	0		
New Lobby	0	0		
TOTAL ROOM RENTALS	104	59		

Library Fitness Passes	Jan	Feb	Mar
Fitness Class	2	2	4
Gym Adult	5	2	2
Skate Family	1	0	0
Swim Adult	1	2	1
Swim Family	1	2	6
Swim Child	0	1	2
Swim Senior	0	0	1
Court Rental	0	0	1

- The first draw was done to promote the Free Library Fitness Passes. Trevor Steele was the winner and we are now promoting a second draw. This is in hopes of promoting the free passes to encourage more people to check them out.

March	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Mar 2015	3199	2984	277	99	2856	317
Mar 2016	3435	2276	576	230	3034	348
Mar 2017	4249	2324	586	305	3568	305

CIVIC PROPERTIES REPORT

To: Civic Properties Commission

From: Amanda Stewart, Recreation Programs Manager

Re: Civic Properties Report for March 2017

Date: April 25th, 2017

Program	2017	2016
Court Rentals	29	63
Court Punches	2	12
Fitness Drop-in	35	*
Fitness Registrations	134	0
Fitness Sessions (bought)	15	8
Fitness Sessions (used)	17	7
Wall Rental	0	2
Public Climb	71	29
Toonie Climb	27	23
Wall Belay Test	0	0
Walking Track	760	444
Adult Sports	35	40
Student Sports	15	36
Pickleball	0	0
Arena Rentals	203	215
Skate Rentals	97	79
Helmet Rentals	21	37
Drop-in Hockey	49	70
Toonie Skate	38	21
Public Skate	86	34
Skating Punch Card	4	2
Free Skate	15	12
Adult Programs	3	3
Youth Programs	80	79
Pre-teen Dance	0	0
Mini Athletes	24	6
Parent & Tot Programs	0	6
Special Events	0	0
Piano Rental	0	1

*April 7th was our Easter Eggstravaganza –beautiful weather for outside egg hunts for ages 1-12yrs. Activities, games, Easter basket contest, face painting, bouncy house and more!

*Spring/Summer Brochures were launched at the Trade Show March 31st

*Prep for our CCC Half Marathon and Summer Programing is well underway.

DISTRICT OF CHETWYND GL Department Report

GL5330 Page : 1
Date : Apr 19, 2017 Time : 4:42 pm

Year : 2017
Period : 12

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
42 Recreation Centre						
1 REVENUES						
Recreation Centre						
470 Ice Time	-55,056.61	0.00	-55,056.61	-98,820.00	-43,763.39	55.71
471 Other Operations	-24,531.92	0.00	-24,531.92	-95,787.00	-71,255.08	25.61
472 Recreation Programmes	-21,640.64	0.00	-21,640.64	-58,200.00	-36,559.36	37.18
599 Miscellaneous Revenue	-28,048.93	0.00	-28,048.93	0.00	28,048.93	0.00
811 Grants - Regional	0.00	0.00	0.00	-3,557,264.00	-3,557,264.00	0.00
RECREATION CENTRE	-129,278.10	0.00	-129,278.10	-3,810,071.00	-3,680,792.90	3.39
2 EXPENSES						
Recreation Centre						
750 Facilities Administration	84,827.18	0.00	84,827.18	394,814.00	309,986.82	21.49
751 Facilities Operations	247,062.51	0.00	247,062.51	896,896.00	649,833.49	27.55
753 Ice Plant Operations	1,926.20	0.00	1,926.20	22,000.00	20,073.80	8.76
754 Exterior Grounds	1,946.58	0.00	1,946.58	33,476.00	31,529.42	5.81
755 Concession & Lounge	4,038.05	0.00	4,038.05	19,500.00	15,461.95	20.71
756 Programmes - Administration	29,385.48	0.00	29,385.48	95,024.00	65,638.52	30.92
757 Programmes	20,750.39	0.00	20,750.39	82,361.00	61,610.61	25.19
820 Arena Refrigeration and slab upgrad	18,383.06	0.00	18,383.06	0.00	-18,383.06	0.00
822 Capital	1,472.87	0.00	1,472.87	2,266,000.00	2,264,527.13	0.06
RECREATION CENTRE	409,792.32	0.00	409,792.32	3,810,071.00	3,400,278.68	10.76
42 Recreation Centre	280,514.22	0.00	280,514.22	0.00	-280,514.22	
RECREATION CENTRE Total	280,514.22	0.00	280,514.22	0.00	-280,514.22	

DISTRICT OF CHETWYND GL Department Report

Year : 2017
Period : 12

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
41 Leisure Pool						
1 REVENUES						
Leisure Pool						
470 Swim Revenue	-39,244.01	0.00	-39,244.01	-96,500.00	-57,255.99	40.67
471 Fitness Revenue	-1,807.17	0.00	-1,807.17	-4,500.00	-2,692.83	40.16
473 Rental Revenue	-8,704.90	0.00	-8,704.90	-19,000.00	-10,295.10	45.82
474 Weight Room Revenue	-55,969.05	0.00	-55,969.05	-155,000.00	-99,030.95	36.11
475 Other Revenue from own Sources	-2,587.48	0.00	-2,587.48	-7,000.00	-4,412.52	36.96
478 Sale of Pool Accessories	-2,474.61	0.00	-2,474.61	-4,500.00	-2,025.39	54.99
479 Miscellaneous Revenue	-314.63	0.00	-314.63	-10,000.00	-9,685.37	3.15
811 Pool Revenue	0.00	0.00	0.00	-1,202,050.00	-1,202,050.00	0.00
LEISURE POOL						
	-111,101.85	0.00	-111,101.85	-1,498,550.00	-1,387,448.15	7.41
2 EXPENSES						
Leisure Pool						
730 Pool Administration	52,378.46	0.00	52,378.46	168,408.00	116,029.54	31.10
731 Pool Office	45,696.78	0.00	45,696.78	235,566.00	189,869.22	19.40
732 Pool Operations	146,310.41	0.00	146,310.41	738,681.00	592,370.59	19.81
733 Pool Maintenance	59,220.10	0.00	59,220.10	295,885.00	236,664.90	20.01
734 Exterior Grounds	0.00	0.00	0.00	5,010.00	5,010.00	0.00
822 Capital	1,375.65	0.00	1,375.65	55,000.00	53,624.35	2.50
LEISURE POOL						
	304,981.40	0.00	304,981.40	1,498,550.00	1,193,568.60	20.35
41 Leisure Pool						
	193,879.55	0.00	193,879.55	0.00	-193,879.55	
LEISURE POOL Total						
	193,879.55	0.00	193,879.55	0.00	-193,879.55	

April 25, 2017

Arena Project Update

- April 10/17-Pre-pour conference call held to discuss the concrete specifications.
- Arena dasher boards are sold and are going to First Nations in Rocky Mountain House. Recreation maintenance staff began to dismantle the dasher board system in advance of project start up. The dasher boards were picked up April 21.
- Bry-Sand and Delnor contractors arrived on site April 18. They will be working a 10 on and 4 off schedule.
- Pre-reno hazardous assessment is complete
- Geo North Engineering from Prince George will be performing the geotechnical work and concrete testing
- The arena block wall abatement proposal cost estimate came in at \$83,000 dollars. The Architect is not happy with the amount and will be reviewing the scope of work with the restoration company to see if there was clear understanding of the work required. The Architect is also making calls to alternate companies to try and obtain additional price proposals.

Randy Rusjan

Director of Parks and Recreation.

NB1

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: April 25, 2017

Request for Decision

Explanation: The Chetwynd Firefighters Association is hosting this years 2017 annual Hoselay competition. The competition has been running for the past forty years in the Peace Region. The request is to allow out of town participants use the pool showers on that day and to provide swim passes for the event.

Recommended motion: That the Civic Properties Commission allow approximately 50 Hoselay participants use the pool's showers and to provide 20 children swim passes.

Or

That the Civic Properties Commission not approves the request to use the pool showers or provide swim passes.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

SEE ATTACHED LETTER

Chetwynd Hoselay 2017 Committee

March 28th, 2017

Chetwynd Rec Centre

4552 N Access road, Chetwynd, BC V0C1J0

Director of Parks and Recreation

rrusjan@gochetwynd.com

Mr. Rusjan,

I am writing you on behalf of the Chetwynd Volunteer Firefighters' Association, and our Chetwynd Hoselay 2017 committee. Our association is proud to be hosting the 'Hoselay' event this year on June 17th. We will be welcoming members and families from other volunteer fire departments from across the Peace region to join us for a family-friendly weekend of friendly competition and camaraderie.

The Hoselay event is one that has been held for over 40 years in the Peace region, alternating its host each year between various volunteer fire departments. We have been lucky to have several commercial sponsors to help us with the cost of hosting this event, and to keep registration costs to an accessible level for all our fellow firefighters and their families to attend our event.

We have secured the parking lot of the Little Prairie Elementary school as our location for the events, and have booked the Pine Valley Exhibition hall as our venue for the Saturday evening banquet. Portable toilets have also been arranged. One item we don't have access to, or the ability to supply our guests with are showers. This is where we are hoping the Chetwynd Rec Centre may be able to help us.

We are asking for permission to use the facility's showers for our out-of-town guests on the afternoon of June 17th, 2017. We expect roughly 100 visitors for our event, though only a small fraction of those would actually need or use such a service. As this is during the regularly scheduled open swim time, perhaps swim passes may be an option.

Our Firefighters' Association is so proud to serve the District of Chetwynd, and to live in this town with such incredible resources and facilities. In addition to hosting our friends in the firefighter community at our event, this would be a great chance to show off Chetwynd's first-rate rec centre.

We thank you for considering our request, and would be appreciative of any support you can lend in this matter.

Sincerely,

Lucas Stewart, Chetwynd Hoselay 2017 Chairperson

(250) 401-8121

Lucasjstewart@hotmail.com

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: April 25, 2017

Request for Decision

Explanation: The Minerals North Committee has sent out a request to place application for communities wishing to host future events. The District of Chetwynd wishes to partner with the Peace River Regional District in hosting this event in May of 2019. The Chetwynd and Economic Development Commission are requesting a letter of support and partnership in hosting the three day event. They are also asking for free use of the curling rink, cottonwood hall and meeting rooms as well as staff participation for the three day event.

Recommended motion: That the Civic Properties Commission approve a letter of support and partnership for the Chetwynd and Economic Development Commission, as well as approve the requested halls and meeting rooms at no charge for the 2019 Minerals North Conference;

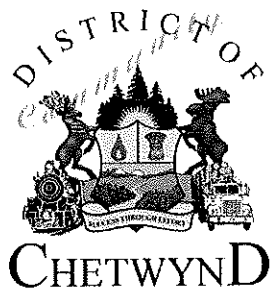
OR

That the Civic Properties Commission not approve the Chetwynd and Economic Development Commission's request for a letter of support and partnership, as well as not approve the request for free use of the halls and meeting rooms for the Minerals North Conference in 2019.

SEE ATTACHED LETTER

Submitted By: Randy Rusjan
Director of Parks and Recreation.

NB 2



Civic Properties Commission

Re: Support/Partnership/Use of Venue – Minerals North Conference

The over 25-year tradition of the Minerals North conference is that of a community-based event planned and hosted by a local organizing committee. In addition to providing a forum to bring the mining industry and communities together, the conference is a chance to showcase mining as it has been, and is unfolding, in the host community. The conference's catchment area encompasses the northern part of British Columbia – the Highway 16 corridor and north, across the width of the province.

Minerals North Committee (MN Committee) has sent out a request to place application for communities wishing to host future conferences. The District of Chetwynd wishes to partner with the Peace River Regional District in hosting this event in May of 2019.

The Chetwynd & Economic Development Commission is requesting a letter of support and partnership in hosting this 3 day event. The Commission is also asking no charge use of Recreation Centre (curling rink, cottonwood hall, and smaller breakout rooms). We are also requesting that staff participate in hosting this event where needed (speaking ect..). This is a great opportunity to showcase our community, and help bring revenue to our hotel/motels and restaurants.

Chetwynd has hosted many conferences in the past and can accommodate up to 350-400 people.

For further comments regarding this event please contact Ellen McAvany, 250-401-4113 or email emcavany@gochetwynd.com

Yours truly,

Ellen McAvany
Economic Development Officer
Chetwynd & Area Economic Development Commission