

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: May 23, 2018
PLACE: Pine Room
TIME: 4:00 p.m.

1. Call the meeting to order:
2. Adoption of Agenda
3. Minutes from the Previous Meeting – April 11, 2018
4. Delegations/Presentations: NIL
5. Correspondence:
 - C-1 PRRD Civic Properties Commission Appointment
 - C-2 Night Letter
6. Reports:
 - R1:
 - R2:
 - R3:
 - R4:
7. New Business:
 - NB-1 Indoor playground
 - NB-2 Climbing Wall
 - NB-3 Buffalo Air
 - NB-4 Surplus items
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE April 11, 2018
TIME: 4:01 pm
PLACE: Rec Centre – Aspen Room

PRESENT: Dan Rose, Area E Director PRRD, Chair
Randy Rusjan, Director of Parks & Recreation
Steve McClain, Manager of Leisure and Facility Services
Elaine Webb, Recreation Programs Manager
Comm. Merlin Nichols
Comm. Ernest Pfanner
Comm. Sharon Sullivan
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

ABSENT: Comm. Alec Brownlee
Carol Newsom, Chief Administrative Officer

GUEST: Walter MacFarlane

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:02pm.

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Sullivan, SECONDED by Comm. Pfanner

THAT the Agenda for April 11th, 2018 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Mayor Nichols, SECONDED by Comm. Sullivan

THAT the minutes from January 23rd, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE:

C1: Letter from Chetwynd Old-Timer's Hockey Club

MOVED by Mayor Nichols, SECONDED by Comm. Sullivan

THAT the Civic Properties not approve the Chetwynd Old-Timers Hockey Club's request for a lease arrangement for dressing room #2 due to the potential need of all dressing rooms during tournament weekends.

C2: Report from Andrew Higgins High Performance Climbing Walls

MOVED by Mayor Nichols, SECONDED by Comm. Pfanner

THAT the report from Andrew Higgins High Performance Climbing Wall was received for information.

CARRIED

Indoor Play Ground

MOVED by Comm. Pfanner, SECONDED by Mayor Nichols

THAT Civic Properties Commission direct staff to contact Success By 6 to inform them that the Civic Properties Commission will provide space adjacent to the climbing wall area for an indoor playground. Director Rose will provide funding for design development (architectural and engineering) of the playground space and the Civic Properties Commission will pay for the removal of the climbing wall. Success By 6 will be required as part of the project cost to pay for sound mitigation a potential wall dividing the playground and reception desk and an adult supervision area with tables and chairs a well as any other specified requirements.

CARRIED

C3: After-Hours Gym Access Request

MOVED by Mayor Nichols, SECONDED by Comm. Sullivan

THAT the Civic Properties Commission approve winter (approx. Sept through march) after hours gym access not be granted before 6am on Saturdays and Sundays while the refrigeration plant is in operation, and that summer operating hours will return to 3am on Saturday and Sunday when the refrigeration plant is not in operation (approx. April through Aug)

CARRIED

6. REPORTS:

R-1 MOVED by Mayor Nichols, SECONDED by Comm. Pfanner

THAT reports R1 through R5 are received for approval.

CARRIED

Commission asked for staff to get a cost of other meeting places in Chetwynd.

7. NEW BUSINESS:

NB1: MOVED by Comm. Pfanner, SECONDED by Mayor Nichols

Walking Track

THAT the Civic Properties Commission Amend the current walking track policy on a trial basis up to 1 year subject to change to allow children under 13 year of age to utilize the walking track, provided they are supervised by an adult, and that parents sign in and out at reception desk, and that signage be installed advising of adult supervision.

NB2: **New Appointment for Civic Properties**

MOVED by Mayor Nichols, SECONDED by Comm. Sullivan

THAT Civic Properties Commission recommend to the PRRD that Walter MacFarlane be appointed as a new Civic Properties Commissioner.

CARRIED

7. NEXT MEETING:

May 22, 2018 - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:50pm

Dan Rose,
Chairperson

Elaine Webb
Secretary

C-1



PEACE RIVER REGIONAL DISTRICT

May 9, 2018

email: RRusjan@gochetwynd.com

Mr. Randy Rusjan
Director of Parks and Recreation
District of Chetwynd
Box 357, 5400 Hospital Road,
Chetwynd, BC V0C 1J0

Dear Mr. Rusjan:

Re: Chetwynd Civic Properties Commission Appointment

At its May 3, 2018 meeting, the Regional Board received a report with respect to a replacement appointment to the Chetwynd Civic Properties Commission.

The Regional Board resolved the following: «Name»

“That Walter MacFarlane be appointed to replace Norma Tower on the Chetwynd Civic Properties Commission.”

Yours truly,

Trish Morgan,
General Manager of Community Services

c.c. – Walter MacFarlane
c.c. - Director Rose, Electoral Area 'E'

wmacfarlane@alterrapower.ca
Dan.Rose@prrd.bc.ca

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

Dear Civic Properties Commission,

I am writing you on behalf of Violet Night to inquire about renting the Cottonwood Hall at a reduced rate. We recently held a free, all-ages show at the Chetwynd Public Library, but many people were unable to attend due to the fact there was nowhere to stand or sit left inside. We have been offered discounted rates from a handful of other venues in Chetwynd but are leaning towards the Cottonwood Hall, as we feel the Rec Centre is the most welcoming atmosphere for all ages. For this event we would be charging \$10 at the door. These funds would be used to cover the cost of hiring our sound and lighting crew (\$600-800), as well as hiring our session drummer (\$350) for the show.

A reduced cost to rent the venue would be a great help, so that we can turn the event into a money generator, rather than a loss. This would be hugely helpful for us, as we continue to work to recoup the roughly \$50,000 we have spent on recording and promoting our debut LP *Colours of You* and as we save up money to go on an American tour this September. We're aiming to grow this band larger and larger, putting Chetwynd on the map in the alternative rock scene and beyond.

Here are some bullet points on our recent successes, if you're unfamiliar:

- Our music has been streaming in 65+ countries every month, the past year from fans on Spotify, Apple Music, Google Play, etc.
- Our Instagram has grown to a following of 23,230 followers
- Release weekend hometown show (May 4) over-capacity (even had to turn people away!), sold 150+ CDs first weekend and made it to #10 on the iTunes Alternative charts
- Release weekend Grande Prairie show (May 5) sold out
- NYC-based Big Picture Media (Vans Warped Tour, Hopeless Records, Equal Vision Records) is our publicist for the new album
- "Young Guns" video debuted via the acclaimed and highly popular publication Alternative Press (later picked up for their top songs of the week round-up)
- "Where We Began" video debuted via NYLON (also picked up for the top songs of the week round-up on Alternative Press)
- Multiple other interviews worldwide and guest blogs completed and published, with more coming (and reviews — just got our first one...an 8/10!)
- Recently completed a press trip to NYC, which included a filmed performance for "The Cellar Sessions" at City Winery New York, which has also hosted performers like Julien Baker, Tonight Alive and more
- co-headlining run with The Statistics, as well as a mainstage appearance at Grizfest this past summer/fall

We hope to hear from you soon and, hopefully, work together. Thank you very much for your time and consideration.

Sincerely,
Connor and Violet Night
Phone: 250-788-6179



CIVIC PROPERTIES COMMISSION REPORT

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: May 23, 2018

- Met with representative of Success By 6 to discuss the indoor playground
 - Project process was discussed
 - Success By 6 is sourcing alternate playground manufacturers
- Ice User meeting set for June 20
- Summer maintenance and capital planning are currently underway

Randy Rusjan,
Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: May 23, 2018

Courses

- Swim Club season ended March 31
- Spring pool hours have resumed
- Trade show was successful
- Capital projects have begun – request for quotations have been posted
- Pool security camera and NVR upgrade scheduled for mid-June
- Are currently down three positions, and these positions have been posted. The Aquatics Supervisor position is on the third posting. Aquatics staff shortages are widespread with some area pools looking at reduced operational hours. We are actively recruiting new staff.

Room & Hall usage for March			
ROOM	2018	2017	
Spruce	3	8	
Pine	9	14	
Aspen	17	25	
Birch	1	0	
Tamarack	5	2	
Cottonwood	1	2	
Arena Dry Pad	4	2	
Curling Rink Dry Pad	4	4	
Curling Lobby	1	0	
Rec Lobby	0	0	
TOTAL ROOM RENTALS	45	57	

Room & Hall usage for April			
ROOM	2018	2017	
Spruce	5	11	
Pine	8	14	
Aspen	16	13	
Birch	1	6	
Tamarack	3	3	
Cottonwood	1	3	
Arena Dry Pad	4	2	
Curling Rink Dry Pad	5	2	
Curling Lobby	0	1	
Rec Lobby	0	9	
TOTAL ROOM RENTALS	43	65	

March	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Mar 2016	3435	2276	576	230	589	349
Mar 2017	4249	2324	586	305	800	305
Mar 2018	3761	1984	347	256	1046	425

April	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Apr 2016	3512	1054	1246	230	513	316
Apr 2017	3576	1355	1015	467	823	316
Apr 2018	3183	1432	939	0	1002	413

ALB-3
R-3

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for March & April 2018
Date: May 23rd, 2018

April 2018

Program	2018	2017
Court Rentals	29	11
Court Punches	12	2
Fitness Drop-in	41	46
Fitness Registrations	52	87
Fitness Sessions (bought)	5	4
Fitness Sessions (used)	4	4
Wall Rental	0	0
Public Climb	30	17
Toonie Climb	22	13
Wall Belay Test	0	0
Walking Track	369	395
Adult Sports	57	39
Student Sports	13	15
Pickleball	0	0
Arena Rentals	206	0
Skate Rentals	234	0
Helmet Rentals	23	0
Drop-in Hockey	50	0
Toonie Skate	67	0
Public Skate	116	0
Skating Punch Card	0	0
Free Skate	24	0
Adult Programs	0	2
Youth Programs	10	5
Pre-teen Dance	54	67
Mini Athletes	10	24
Parent & Tot Programs	60	0
Special Events	0	0
Piano Rental	0	0

April 27th - Pre-Teen Dance 'Spring Fling'

February 2018

Program	2018	2017	2016
Court Rentals	32	54	74
Court Punches	13	7	18
Fitness Drop-in	56	36	0
Fitness Registrations	66	140	23
Fitness Sessions (bought)	7	3	4
Fitness Sessions (used)	7	3	2
Wall Rental	0	0	0
Public Climb	78	70	79
Toonie Climb	16	7	27
Wall Belay Test	0	0	0
Walking Track	351	565	710
Adult Sports	73	56	59
Student Sports	4	11	50
Pickleball	0	0	0
Arena Rentals	198	194	311
Skate Rentals	238	145	203
Helmet Rentals	29	19	49
Drop-in Hockey	22	31	76
Toonie Skate	77	84	92
Public Skate	98	273	141
Skating Punch Card	1	3	2
Free Skate	32	13	27
Adult Programs	0	3	3
Youth Programs	10	9	5
Pre-teen Dance	59	73	72
Mini Athletes	21	24	6
Parent & Tot Programs	60	17	2
Special Events	0	0	19
Piano Rental	0	0	2

February 11th & 12th
February 23rd

Chocolate Run & BC Family Day Free Skate (Grant)
Pre-Teen Dance "80's Dance Party"

DISTRICT OF CHETWYND GL Department Report

Year : 2018
Period : 4

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-50,067.58	-12,361.08	-62,428.66	-101,820.00	-39,391.34	61.31
471 Other Operations	-24,270.20	-3,762.82	-28,033.02	-95,787.00	-67,753.98	29.27
472 Recreation Programmes	-11,978.62	-2,302.83	-14,281.45	-60,000.00	-45,718.55	23.80
599 Miscellaneous Revenue	-2,814.25	-226.50	-3,040.75	-4,000.00	-959.25	76.02
811 Grants - Regional	0.00	-237,739.43	-237,739.43	-1,498,430.00	-1,260,690.57	15.87
RECREATION CENTRE	-89,130.65	-256,392.66	-345,523.31	-1,760,037.00	-1,414,513.69	19.63
REVENUES						
	-89,130.65	-256,392.66	-345,523.31	-1,760,037.00	-1,414,513.69	19.63
EXPENSES						
Recreation Centre						
750 Facilities Administration	66,775.37	21,490.21	88,265.58	380,278.00	292,012.42	23.21
751 Facilities Operations	217,326.55	64,229.40	281,555.95	919,957.00	638,401.05	30.61
753 Ice Plant Operations	2,290.92	78.26	2,369.18	22,000.00	19,630.82	10.77
754 Exterior Grounds	4,260.00	3,158.25	7,418.25	33,600.00	26,181.75	22.08
755 Concession & Lounge	3,989.61	0.00	3,989.61	19,500.00	15,510.39	20.46
756 Programmes - Administration	21,091.75	7,546.52	28,638.27	93,850.00	65,211.73	30.51
757 Programmes	17,570.27	5,635.95	23,206.22	86,852.00	63,645.78	26.72
822 Capital	1,500.00	9,398.40	10,898.40	204,000.00	193,101.60	5.34
RECREATION CENTRE	334,804.47	111,536.99	446,341.46	1,760,037.00	1,313,685.54	25.36
EXPENSES						
	334,804.47	111,536.99	446,341.46	1,760,037.00	1,313,685.54	25.36
Recreation Centre						
	245,673.82	-144,855.67	100,818.15	0.00	-100,818.15	
RECREATION CENTRE Total	245,673.82	-144,855.67	100,818.15	0.00	-100,818.15	

DISTRICT OF CHETWYND
GL Department Report

GL5330 Page :
Date : May 10, 2018 Time : 8:09 am

Year : 2018
Period : 4

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
470 Swim Revenue	-30,827.15	-6,536.21	-37,363.36	-98,000.00	-60,636.64	38.13
471 Fitness Revenue	-978.55	-515.00	-1,493.55	-5,000.00	-3,506.45	29.87
473 Rental Revenue	-6,653.57	-1,615.95	-8,269.52	-20,500.00	-12,230.48	40.34
474 Weight Room Revenue	-66,730.14	-15,687.24	-82,417.38	-170,000.00	-87,582.62	48.48
475 Other Revenue from own Sources	-2,582.27	-782.30	-3,364.57	-6,550.00	-3,185.43	51.37
478 Sale of Pool Accessories	-1,604.53	-451.64	-2,056.17	-5,000.00	-2,943.83	41.12
479 Miscellaneous Revenue	-162.82	-68.09	-230.91	-10,000.00	-9,769.09	2.31
811 Pool Revenue	0.00	-137,905.88	-137,905.88	-1,245,613.00	-1,107,707.12	11.07
LEISURE POOL						
	-109,539.03	-163,562.31	-273,101.34	-1,560,663.00	-1,287,561.66	17.50
REVENUES						
	-109,539.03	-163,562.31	-273,101.34	-1,560,663.00	-1,287,561.66	17.50
EXPENSES						
Leisure Pool						
730 Pool Administration	42,116.21	11,913.86	54,030.07	177,545.00	123,514.93	30.43
731 Pool Office	31,846.59	12,294.67	44,141.26	219,437.00	175,295.74	20.12
732 Pool Operations	127,673.70	37,256.72	164,930.42	752,879.00	587,948.58	21.91
733 Pool Maintenance	48,715.71	10,888.53	59,604.24	305,292.00	245,687.76	19.52
734 Exterior Grounds	0.00	0.00	0.00	5,010.00	5,010.00	0.00
822 Capital	0.00	0.00	0.00	100,500.00	100,500.00	0.00
LEISURE POOL						
	250,352.21	72,353.78	322,705.99	1,560,663.00	1,237,957.01	20.68
EXPENSES						
	250,352.21	72,353.78	322,705.99	1,560,663.00	1,237,957.01	20.68
Leisure Pool	140,813.18	-91,208.53	49,604.65	0.00	-49,604.65	

DISTRICT OF CHETWYND
GL Department Report

Year : 2018
Period : 4

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	140,813.18	-91,208.53	49,604.65	0.00	-49,604.65	

NB-1

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: May 23, 2018

Request for Decision

Explanation: At the April 11, 2018 Civic Properties meeting, the Civic Properties Commission approved a space for the design and development of an indoor playground located at the climbing wall area within the Chetwynd and District Rec Centre.

Recommended motion: That the Civic Properties Commission recommend to the Peace River Regional District that the space located at the climbing wall be used for the development of an indoor playground in principal, and that two design proposals be submitted for consideration. One design will retain a portion of the existing climbing wall for continued use, and the second design with the climbing wall entirely removed.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

NB2

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: May 23, 2018

Request for Decision

Explanation: At the April 11, 2018 Civic Properties meeting, the Civic Properties Commission approved a space for the design and development of an indoor playground located at the climbing wall area within the Chetwynd and District Rec Centre.

Recommended motion: That if the entire climbing wall is removed to accommodate the installation of an indoor playground, the Civic Properties Commission consider constructing a bouldering wall at the multi-court area on the empty wall between the court and the public washrooms.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION REQUEST FOR DECISION

Explanation: May 23, 2017 the Civic Properties Commission approved a request from Buffalo Aerial Services to operate helicopter flight tours during the 2017 International Chainsaw Carving competition, and provided a letter of support. Buffalo Aerial is requesting a letter of support for Transport Canada to obtain a flight permit, to offer helicopter flight tours during the 2018 International Chainsaw carving competition.

Recommendations That the Civic Properties Commission supports Buffalo Aerial services to operate tour flights during the Chetwynd International Chainsaw Carving and provide a letter of support.

See attached correspondence

:

Randy Rusjan

Director of Parks and Recreation

NB-3

BUFFALO AERIAL SERVICES LTD.

**4713 Airport Road, PO Box 273
Chetwynd, BC V0C 1J0**



Telephone (Operations): (250) 788-4158
Cell (Operations): (604) 319-4340

SEND BY EMAIL: rrusjon@gochetwynd.com

May 01, 2018

2018

Mr. Randy Rusjon
Civic Properties Commission
Chetwynd, BC V0C 1J0

Dear Mr. Rusjon

RE: Chetwynd Chainsaw Carving Competition (June 08, 09, and 10, 2018)
Helicopter Aerial Tours

Further to my email of May 01st please be advised that Buffalo Aerial Services requires a Flight Permit from Transport Canada in order to conduct Helicopter Aerial Tours at the Chetwynd Chainsaw Carving Competition. As part of our application for the Flight Permit, we require a letter from stakeholders in the Chainsaw Competition, providing their support, or at least indicating they have no objection to the Helicopter Aerial Tours.

To this end, we kindly request a letter from your office regarding this event.

Should you require any additional information, please do not hesitate to contact me at (250) 788-4158 or email at buffaloaerial@telus.net.

Regards,

Scott Kinnee
Buffalo Aerial Services Ltd.

Chetwynd & District Rec Centre

PO Box 757

Chetwynd, BC

Canada V0C 1J0

Tel: (250) 788-2214

Fax: (250) 788-2219

Email: recreation@gochetwynd.com

May 24, 2017

2017

Buffalo Aerial Services LTD.

4713 Airport Road

PO Box 273

Chetwynd, BC

V0C 1J0

Dear Scott

The Chetwynd and District Rec Centre Civic Properties Commission at its regular scheduled meeting of May 23, 2017 resolved to agree to support Buffalo Aerial Services to operate helicopter tour flights during the 2017 Chetwynd International Chainsaw Carving Championships June 9, 10 and 11. I trust that this letter will suffice towards your application for your flight permit.

Kindest Regards,



Dan Rose

Electoral Area E Director

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: Randy Rusjan, Director of Parks and Recreation
Date: May 23, 2018

Request for Decision

Explanation: The Chetwynd and District Rec Centre has an old surplus grille/oven which will be replaced during the Cottonwood kitchen upgrade. In addition to the 2018 summer capital projects work, the existing shed in the storage compound is also being replaced. There is also an old grille from the concession that was replaced approximately 2-3 years ago.

Recommended motion: That the Chetwynd and District Civic Properties Commission approve the disposal of the grille/oven, grille, and shed.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

Randy Rusjan

From: Scott Kinnee <mountainheli@gmail.com>
Sent: Tuesday, May 01, 2018 8:25 AM
To: Randy Rusjan
Subject: Re: 2018 Chetwynd Chainsaw Carving helicopter tours
Attachments: Civic Properties Commission letter.pdf; ATT00001.txt

Attached is the updated letter.

Thanks Randy

Scott

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BEGIN-ANTISPAM-VOTING-LINKS

Teach CanIt if this mail (ID 08VF3oAmG) is spam:

Spam: https://emailfilteringservice.net/c_nortech-ca/b.php?c=s&i=08VF3oAmG&m=6bf759cbb6fe&rlm=gochetwynd-com&t=20180501

Fraud/Phish: https://emailfilteringservice.net/c_nortech-ca/b.php?c=p&i=08VF3oAmG&m=6bf759cbb6fe&rlm=gochetwynd-com&t=20180501

Not spam: https://emailfilteringservice.net/c_nortech-ca/b.php?c=n&i=08VF3oAmG&m=6bf759cbb6fe&rlm=gochetwynd-com&t=20180501

Forget vote: https://emailfilteringservice.net/c_nortech-ca/b.php?c=f&i=08VF3oAmG&m=6bf759cbb6fe&rlm=gochetwynd-com&t=20180501

END-ANTISPAM-VOTING-LINKS