

**CIVIC PROPERTIES COMMISSION  
MEETING AGENDA**

LOCATION: Pine Room

TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-April 25, 2017
4. Delegations/Presentations:
5. Correspondence                C-1     Letter to Chetwynd & Area Economic Development  
Commission
6. Reports:                        R-1  
R-2  
R-3  
R-4  
R-5
7. New Business:                NB: 1   Buffalo Aerial Services
8. Adjournment:

Next scheduled meeting:

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE April 25<sup>th</sup>, 2017  
TIME: 4:00 pm  
PLACE: Rec Centre – Pine Room

**PRESENT:** Dan Rose, Area E Director PRRD, Chair  
Amanda Stewart, Recreation Programs Manager  
Melissa Millsap, Manager of Leisure Facility Services  
Comm. Ernest Pfanner  
Comm. Norma Tower  
Comm. Alec Brownlee  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

**ABSENT:** Randy Rusjan, Director of Parks & Recreation  
Trish Morgan, Manager of Community Service, PRRD  
Kim Frech, Chief Financial Officer, PRRD  
Comm. Merlin Nichols  
Comm. Sharon Sullivan  
Doug Fleming, Chief Administrative Officer

### 1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:04pm.

### 2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Tower, SECONDED by Comm. Pfanner

THAT the Agenda for April 25<sup>th</sup>, 2017 be accepted.

CARRIED

### MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Brownlee, SECONDED by Comm. Pfanner

THAT the minutes from March 28, 2017 be accepted.

CARRIED

### 3. DELEGATION:

Nil

**4. CORRESPONDENCE:**

**C1:** Thank you Letter NDIT –received for information

**5. REPORTS:**

MOVED by Comm. Brownlee, SECONDED by Comm. Tower

THAT Reports R1 through R5 are received for approval.

CARRIED

**6. NEW BUSINESS:**

**NB1: Chetwynd Firefighter's Association Letter re:2017 Hoselay**

MOVED by Comm. Brownlee SECONDED by Comm. Tower

THAT the Civic Properties Commission approve 50 shower passes and 20 children swim passes for the participants and families of the 2017 Hoselay to be held in Chetwynd on June 17, 2017.

CARRIED

**NB2: Chetwynd & Economic Development Commission**

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission approve a letter of support and partnership for the Chetwynd & Economic Development Commission, however they do not approve the requested halls and meeting rooms at no charge for the 2019 Minerals North Conference.

CARRIED

**7. NEXT MEETING:**

May 23<sup>rd</sup>, 2017 - 4:00 pm Chetwynd & District Rec Centre

**8. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:24pm

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Dan Rose,  
Chairperson

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Amanda Stewart  
Secretary

## Chetwynd & District Rec Centre

PO Box 757  
Chetwynd, BC  
Canada V0C 1J0  
Tel: (250) 788-2214  
Fax: (250) 788-2219  
Email: [recreation@gochetwynd.com](mailto:recreation@gochetwynd.com)  
May 02, 2017

Ellen McAvany  
Economic Development Officer  
Chetwynd & Area Economic Development Commission  
5400 Hospital Rd  
PO Box 357  
Chetwynd, BC V0C 1J0

Re: Minerals North Conference

Dear Ellen:

On behalf of the Civic Properties Commission please accept this letter as our support for the 2019 Minerals North Conference with the Chetwynd & Economic Development Commission. We trust that as the venue approaches you will keep the Civic Properties Commission informed.

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: May 23, 2017

*R-2*

**General Information**

- Staff Training
  - 2 Maintenance Staff – Pool Operators 1 & 2
  - 8 Rec Centre Staff – OFA Level 1
  
- Shut-down tentatively set for August 07 – 27
  - Scope of work
    - Slide maintenance – calking and stair strips
    - Paint – ducting, minor touch-ups throughout and mechanical room floor
    - Epoxy grout – goal is to finish the bottom of the pool and hope to start the sides
    - Annual filtration maintenance
    - Replace one more mechanical fitting
    - Major cleaning and scrubbing throughout
  
- June Annual Pass Sale
  - Will be from June 5<sup>th</sup> – 18<sup>th</sup> 25% off 3, 6 & 12 month gym and swim passes

| Room & Hall usage for April |           |           |
|-----------------------------|-----------|-----------|
| ROOM                        | 2017      | 2016      |
| Spruce                      | 13        | 3         |
| Pine                        | 15        | 8         |
| Aspen                       | 13        | 17        |
| Birch                       | 1         | 0         |
| Tamarack                    | 29        | 7         |
| Cottonwood                  | 4         | 11        |
| Arena Dry Pad               | 2         | 4         |
| Curling Rink Dry Pad        | 2         | 3         |
| Birch Lobby                 | 8         | 3         |
| New Lobby                   | 7         | 2         |
| <b>TOTAL ROOM RENTALS</b>   | <b>94</b> | <b>58</b> |

*Fitness classes are included in the room & hall usage*

*Tamarack 26  
 Cottonwood 1  
 Birch Lobby 7*

*4 fitness classes on the walking track (additional info.)*

| Library Fitness Passes | Jan-Mar | Apr |
|------------------------|---------|-----|
| Fitness Class          | 8       | 1   |
| Gym Adult              | 9       | 2   |
| Skate Family           | 1       | 0   |
| Swim Adult             | 4       | 1   |
| Swim Family            | 9       | 9   |
| Swim Child             | 3       | 0   |
| Swim Senior            | 1       | 0   |
| Court Rental           | 1       | 1   |
| Climbing Wall          | 0       | 1   |

**Total      36      15**

| April      | Swim | Waterslide | Swim Lessons | Swim Club | Gym  | After Hours Gym Access |
|------------|------|------------|--------------|-----------|------|------------------------|
| April 2015 | 2939 | 1293       | 1244         | 116       | 2570 | 334                    |
| April 2016 | 3512 | 1054       | 1246         | 230       | 2569 | 316                    |
| April 2017 | 3756 | 1355       | 1015         | 467       | 2972 | 316                    |

## CIVIC PROPERTIES REPORT

**To:** Civic Properties Commission

**From:** Amanda Stewart, Recreation Programs Manager

**Re:** Civic Properties Report for April 2017

**Date:** May 23<sup>rd</sup>, 2017

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| Program                   | 2017 | 2016 |
|---------------------------|------|------|
| Court Rentals             | 11   | 45   |
| Court Punches             | 2    | 8    |
| Fitness Drop-in           | 46   | 0    |
| Fitness Registrations     | 87   | 20   |
| Fitness Sessions (bought) | 4    | 3    |
| Fitness Sessions (used)   | 4    | 2    |
| Wall Rental               | 0    | 1    |
| Public Climb              | 17   | 13   |
| Toonie Climb              | 13   | 3    |
| Wall Belay Test           | 0    | 0    |
| Walking Track             | 395  | 288  |
| Adult Sports              | 39   | 29   |
| Student Sports            | 15   | 39   |
| Pickleball                | 0    | 13   |
| Arena Rentals             | 0    | 93   |
| Skate Rentals             | 0    | 34   |
| Helmet Rentals            | 0    | 3    |
| Drop-in Hockey            | 0    | 11   |
| Toonie Skate              | 0    | 17   |
| Public Skate              | 0    | 32   |
| Skating Punch Card        | 0    | 0    |
| Free Skate                | 0    | 1    |
| Adult Programs            | 2    | 0    |
| Youth Programs            | 5    | 17   |
| Pre-teen Dance            | 67   | 83   |
| Mini Athletes             | 24   | 6    |
| Parent & Tot Programs     | 0    | 0    |
| Special Events            | 0    | 0    |
| Piano Rental              | 0    | 0    |

**Special Events:**

CCC Half Marathon

New pre-teen and teen running program starting in June

R-3

UBC Geering Up Outreach Science Camp for grades 1-3 \*Free  
Variety of Summer Camps and Programs for children of all ages.

# DISTRICT OF CHETWYND GL Department Report

GL5330 Page : *124*  
Date : May 16, 2017 Time : 12:29 pm

Year : 2017  
Period : 12

Budget : Budget Values  
Group by: Default

| Description                             | Open Bal           | Current     | Year to Date       | Budget               | Variance             | % Used       |
|-----------------------------------------|--------------------|-------------|--------------------|----------------------|----------------------|--------------|
| <b>RECREATION CENTRE</b>                |                    |             |                    |                      |                      |              |
| 42 Recreation Centre                    |                    |             |                    |                      |                      |              |
| <b>1 REVENUES</b>                       |                    |             |                    |                      |                      |              |
| Recreation Centre                       |                    |             |                    |                      |                      |              |
| 470 Ice Time                            | -55,056.61         | 0.00        | -55,056.61         | -98,820.00           | -43,763.39           | 55.71        |
| 471 Other Operations                    | -33,698.39         | 0.00        | -33,698.39         | -95,787.00           | -62,088.61           | 35.18        |
| 472 Recreation Programmes               | -23,509.65         | 0.00        | -23,509.65         | -58,200.00           | -34,690.35           | 40.39        |
| 599 Miscellaneous Revenue               | -28,356.43         | 0.00        | -28,356.43         | 0.00                 | 28,356.43            | 0.00         |
| 811 Grants - Regional                   | 0.00               | 0.00        | 0.00               | -3,557,264.00        | -3,557,264.00        | 0.00         |
| <b>RECREATION CENTRE</b>                | <b>-140,621.08</b> | <b>0.00</b> | <b>-140,621.08</b> | <b>-3,810,071.00</b> | <b>-3,669,449.92</b> | <b>3.69</b>  |
| <b>2 EXPENSES</b>                       |                    |             |                    |                      |                      |              |
| Recreation Centre                       |                    |             |                    |                      |                      |              |
| 750 Facilities Administration           | 108,279.60         | 0.00        | 108,279.60         | 394,814.00           | 286,534.40           | 27.43        |
| 751 Facilities Operations               | 316,402.12         | 0.00        | 316,402.12         | 896,896.00           | 580,493.88           | 35.28        |
| 753 Ice Plant Operations                | 2,004.46           | 0.00        | 2,004.46           | 22,000.00            | 19,995.54            | 9.11         |
| 754 Exterior Grounds                    | 3,221.58           | 0.00        | 3,221.58           | 33,476.00            | 30,254.42            | 9.62         |
| 755 Concession & Lounge                 | 4,793.54           | 0.00        | 4,793.54           | 19,500.00            | 14,706.46            | 24.58        |
| 756 Programmes - Administration         | 36,531.54          | 0.00        | 36,531.54          | 95,024.00            | 58,492.46            | 38.44        |
| 757 Programmes                          | 26,111.14          | 0.00        | 26,111.14          | 82,361.00            | 56,249.86            | 31.70        |
| 820 Arena Refrigeration and slab upgrad | 18,501.24          | 0.00        | 18,501.24          | 0.00                 | -18,501.24           | 0.00         |
| 822 Capital                             | 1,472.87           | 0.00        | 1,472.87           | 2,266,000.00         | 2,264,527.13         | 0.06         |
| <b>RECREATION CENTRE</b>                | <b>517,318.09</b>  | <b>0.00</b> | <b>517,318.09</b>  | <b>3,810,071.00</b>  | <b>3,292,752.91</b>  | <b>13.58</b> |
| 42 Recreation Centre                    | 376,697.01         | 0.00        | 376,697.01         | 0.00                 | -376,697.01          |              |
| <b>RECREATION CENTRE Total</b>          | <b>376,697.01</b>  | <b>0.00</b> | <b>376,697.01</b>  | <b>0.00</b>          | <b>-376,697.01</b>   |              |

# DISTRICT OF CHETWYND GL Department Report

GL5330 Page: 1  
Date: May 16, 2017 Time: 12:29 pm

Year : 2017  
Period : 12

Budget : Budget Values  
Group by: Default

| Description                        | Open Bal   | Current | Year to Date | Budget        | Variance      | % Used |
|------------------------------------|------------|---------|--------------|---------------|---------------|--------|
| <b>LEISURE POOL</b>                |            |         |              |               |               |        |
| 41 Leisure Pool                    |            |         |              |               |               |        |
| <b>1 REVENUES</b>                  |            |         |              |               |               |        |
| Leisure Pool                       |            |         |              |               |               |        |
| 470 Swim Revenue                   | -45,567.38 | 0.00    | -45,567.38   | -96,500.00    | -50,932.62    | 47.22  |
| 471 Fitness Revenue                | -2,003.38  | 0.00    | -2,003.38    | -4,500.00     | -2,496.62     | 44.52  |
| 473 Rental Revenue                 | -12,096.48 | 0.00    | -12,096.48   | -19,000.00    | -6,903.52     | 63.67  |
| 474 Weight Room Revenue            | -68,157.02 | 0.00    | -68,157.02   | -155,000.00   | -86,842.98    | 43.97  |
| 475 Other Revenue from own Sources | -3,100.29  | 0.00    | -3,100.29    | -7,000.00     | -3,899.71     | 44.29  |
| 478 Sale of Pool Accessories       | -2,973.90  | 0.00    | -2,973.90    | -4,500.00     | -1,526.10     | 66.09  |
| 479 Miscellaneous Revenue          | -364.16    | 0.00    | -364.16      | -10,000.00    | -9,635.84     | 3.64   |
| 811 Pool Revenue                   | 0.00       | 0.00    | 0.00         | -1,202,050.00 | -1,202,050.00 | 0.00   |
| <b>2 EXPENSES</b>                  |            |         |              |               |               |        |
| Leisure Pool                       |            |         |              |               |               |        |
| 730 Pool Administration            | 65,094.60  | 0.00    | 65,094.60    | 168,408.00    | 103,313.40    | 38.65  |
| 731 Pool Office                    | 56,872.84  | 0.00    | 56,872.84    | 235,566.00    | 178,693.16    | 24.14  |
| 732 Pool Operations                | 189,928.76 | 0.00    | 189,928.76   | 738,681.00    | 548,752.24    | 25.71  |
| 733 Pool Maintenance               | 72,269.69  | 0.00    | 72,269.69    | 295,885.00    | 223,615.31    | 24.42  |
| 734 Exterior Grounds               | 49.57      | 0.00    | 49.57        | 5,010.00      | 4,960.43      | 0.99   |
| 822 Capital                        | 1,375.65   | 0.00    | 1,375.65     | 55,000.00     | 53,624.35     | 2.50   |
| <b>LEISURE POOL</b>                |            |         |              |               |               |        |
|                                    | 385,591.11 | 0.00    | 385,591.11   | 1,498,550.00  | 1,112,958.89  | 25.73  |
| 41 Leisure Pool                    |            |         |              |               |               |        |
|                                    | 251,328.50 | 0.00    | 251,328.50   | 0.00          | -251,328.50   |        |
| <b>LEISURE POOL Total</b>          |            |         |              |               |               |        |
|                                    | 251,328.50 | 0.00    | 251,328.50   | 0.00          | -251,328.50   |        |

May 23, 2017

**Arena Project Update**

Additional costs to date from Contingency (35%)

|                                            |                    |
|--------------------------------------------|--------------------|
| Pre-renovation hazardous assessment report | \$4,879.01         |
| Asbestos and lead paint abatement to date  | <u>\$47,906.25</u> |
| Total                                      | \$52,785.26        |

Additional costs to come:

- Structural reinforcement of the block wall-A change directive was issued by the Architect as a result of the contractor reporting that the existing block wall once opened, did not match their expectations that between the pilasters there would be a minimal amount of reinforcing which would be typical. Specifically the cores in the wall are not filled and additional structural reinforcing of either side of the ducting opening will be required. A change directive requires the work to proceed. The cost for the work will be reviewed by the project team and they expect the cost to be reasonable.
- There will be a marginal cost increase over the capital budgeted amount of \$15,000 for additional geotechnical work required in the amount of \$2000 to \$4000 dollars for perimeter concrete and compaction testing for the below slab sand.
- At the request of the contractor we are taking samples of the paint on the refrigeration piping to test for the presence of possible lead paint. This may or may not require additional abatement once test results are provided. The abatement company may also have to abate additional wall penetrations once the dehumidifier location is determined.
- Dehumidifier-As a result of site conditions, alternate locations are being considered for the dehumidifier and are being reviewed and considered by the project team.

Randy Rusjan  
Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION  
REQUEST FOR DECISION

Explanation: On May 23 a follow up phone call was made to Buffalo Aerial Services. Due to the proposed approach and departure area being on School District property which is in the vicinity of the Chetwynd and District Rec Centre, Buffalo Aerial is requesting the support of the Civic Properties Commission to conduct helicopter tours during the International Chainsaw Carving Competition.

Recommendations That the Civic Properties Commission supports Buffalo Aerial services to operate tour flights during the Chetwynd International Chainsaw Carving Championship June 9, 10, and 11.

See attached email and aerial photo

Submitted by:

Melissa Millsap  
Manager of Leisure and Facility Services

Randy Rusjan  
Director of Parks and Recreation



**Randy Rusjan**

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**Subject:** FW: Buffalo Aerial Services tour flight June 9,10,11  
**Attachments:** image2.JPG; ATT00001.txt

-----Original Message-----

From: Scott Kinnee [<mailto:mountainheli@gmail.com>]  
Sent: May-19-17 3:05 PM  
To: Melissa Millsap  
Subject: Buffalo Aerial Services tour flight June 9,10,11

Civic Property Commission

Attention Melissa Millsap

As per our conversation last month. Buffalo Aerial services would like to get your permission to operate tour flights at the chainsaw carving competition June 9,10th and 11th. We would be using School district 59's field to set up for landing area. They have granted us permission to do so. Also we will be getting a Transport Canada flight permit to allow us to operate off the airport and over a built-up area. Proper safety measures will be in place so there will be no risk to the public. Attached is an aerial photo of the area we will be using with our proposed approach and the departure paths.

Please don't hesitate to call me if you have any questions or concerns.

Kind regards,

Buffalo Aerial Services

Scott Kinnee or Dietrich Peters

250-788-4158

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