

CIVIC PROPERTIES COMMISSION MEETING AGENDA
--

DATE: July 24, 2018
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Closed meeting
3. Adoption of Agenda
4. Minutes from the previous meeting-June 26, 2018
5. Delegations/Presentations: NIL
6. Correspondence C:1 PRRD Resolution Re: indoor playground
7. Reports: R-1
 R-2
 R-3
 R-4
8. New Business: NB:1 Chetwynd Curling Club
 NB:2 District of Chetwynd
9. Adjournment:

See Attached Letter

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE June 26, 2018
TIME: 4:00 pm
PLACE: Rec Centre – Pine 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
Carol Newsom, Chief Administrative Officer
Comm. Merlin Nichols
Comm. Ernest Pfanner
Trish Morgan, Manager of Community Service, PRRD (via telecom)

ABSENT: Comm. Alec Brownlee
Comm. Sharon Sullivan

1. CALL THE MEETING TO ORDER:

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

2. CLOSED MEETING

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner

THAT the Agenda for June 26, 2018 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the minutes from May 23, 2018 be accepted.

CARRIED

5. DELEGATION: Nil

6. CORRESPONDENCE:

C1: Nil

7. REPORTS:

R-1 MOVED by Comm. Pfanner, SECONDED by Comm. Nichols
THAT reports R1 through R4 are received for approval.
CARRIED

8. NEW BUSINESS:

NB1: MOVED by Comm. Pfanner, SECONDED by Comm. Nichols
Chetwynd & District Minor Hockey/Little Giant figure Skating Club
THAT the Civic Properties Commission remove the current 2:1 ratio requirement for 2018-2019 ice season effective Jan 1, 2019. This may be reinstated for future ice seasons if necessary.

CARRIED

NB2: MOVED by Comm. Pfanner, SECONDED by Comm. Nichols
New Appointment for Civic Properties
THAT Civic Properties Commission recommend to the PRRD that Larry Houley be appointed as a new Civic Properties Commissioner.

CARRIED

7. NEXT MEETING: TBA, Call of the Chair - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:00pm

Dan Rose,
Chairperson

Elaine Webb
Secretary

Randy Rusjan

From: Trish Morgan <Trish.Morgan@prrd.bc.ca>
Sent: Wednesday, July 04, 2018 1:11 PM
To: Stephen McLain
Cc: Randy Rusjan
Subject: RE: Board Meeting

Hi Steve,

Yes it was approved as follows:

That the Regional Board authorize the Civic Properties Commission to investigate the possibility of installing an indoor playground in the Chetwynd Recreation Centre where the climbing wall is currently located and that design options and all capital and operational costs be brought back to the Regional Board for final consideration prior to development of the playground or removal of the climbing wall.

As such, once Success By 6 has gathered all the info and you and Randy consider all the capital and anticipated operating costs, all of this info should go back to the Commission for consideration. Then the Commission will need to make a recommendation to the Board to proceed or not proceed. Our Board will likely be looking what may be the impact to the budget.

You can read the full report at <http://prrd.bc.ca/board/agendas/2018/2018-20-247804065/pages/documents/09-R-07ReportChetCivicpropertiesplaygroundJun2018.pdf>

Trish Morgan | General Manager of Community Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3218 | Cell: 250-219-3000

trish.morgan@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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From: Stephen McLain [mailto:SMcLain@gochetwynd.com]
Sent: Wednesday, July 04, 2018 7:45 AM
To: Trish Morgan <Trish.Morgan@prrd.bc.ca>
Cc: Randy Rusjan <RRusjan@gochetwynd.com>
Subject: RE: Board Meeting

Hi Trish,

Did this make it to the June 28th meeting? Success by 6 would like an update.

Regards,

Steve McLain

Manager of Leisure and Facility Services

District of Chetwynd

P.O. Box 357

Chetwynd, BC, V0C 1J0

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: July 24, 2018

- Annual Pool maintenance shut down scheduled for August 6 - 27
- Events of note: Grad
- Sheds have been delivered and shelves/stairs installed
- Waiting for approval of closed meeting draft RFP from PRRD
- Arena and Pool lights RFQ posted and received. Waiting for engineer recommendations before proceeding.

Room & Hall usage for May		
ROOM	2018	2017
Spruce	2	6
Pine	16	19
Aspen	29	46
Birch	20	27
Tamarack	1	23
Cottonwood	4	4
Arena Dry Pad	29	30
Curling Rink Dry Pad	5	2
Curling Lobby	9	27
Rec Lobby	0	0
TOTAL ROOM RENTALS	43	65

Room & Hall usage for June		
ROOM	2018	2017
Spruce	3	5
Pine	9	6
Aspen	15	12
Birch	1	0
Tamarack	3	4
Cottonwood	2	2
Arena Dry Pad	11	0
Curling Rink Dry Pad	1	1
Curling Lobby	2	0
Rec Lobby	2	3
TOTAL ROOM RENTALS	49	33

May	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
May 2016	2732	798	624	298	2573	268
May 2017	3125	1484	684	271	3088	317
May 2018	2222	711	234	0	2433	390

June	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
June 2016	2509	2247	171	169	2587	213
June 2017	2491	890	284	124	2886	294
June 2018	2171	1016	142	0	2620	357

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for **May & June 2018**
Date: June 2018

June 2018

Program	2018	2017
Court Rentals	6	10
Court Punches	1	4
Fitness Drop-in	14	8
Fitness Registrations	13	20
Fitness Sessions (bought)	0	2
Fitness Sessions (used)	0	2
Wall Rental	2	1
Public Climb	3	2
Toonie Climb	1	15
Wall Belay Test	0	0
Walking Track	113	187
Adult Sports	8	24
Student Sports	0	6
Pickleball	6	0
Arena Rentals	11	0
Skate Rentals	30	0
Helmet Rentals	0	0
Drop-in Hockey	0	0
Toonie Skate	0	0
Public Skate	0	0
Skating Punch Card	0	0
Free Skate	0	0
Adult Programs	0	0
Youth Programs	0	0
Pre-teen Dance	0	45
Mini Athletes	4	24
Children's Programs	2	0
Special Events	35	5
Parent & Tot Programs	0	54
Piano Rental	0	0
	249	409

April 2018

Program	2018	2017	2016
Court Rentals	52	11	45
Court Punches	6	2	8
Fitness Drop-in	88	46	0
Fitness Registrations	41	87	20
Fitness Sessions (bought)	0	4	3
Fitness Sessions (used)	0	4	2
Wall Rental	1	0	1
Public Climb	14	17	13
Toonie Climb	13	13	3
Wall Belay Test	0	0	0
Walking Track	234	395	288
Adult Sports	74	39	29
Student Sports	15	15	39
Pickleball	0	0	13
Arena Rentals	5	0	93
Skate Rentals	8	0	34
Helmet Rentals	0	0	3
Drop-in Hockey	0	0	11
Toonie Skate	0	0	17
Public Skate	0	0	32
Skating Punch Card	0	0	0
Free Skate	0	0	1
Adult Programs	0	2	0
Youth Programs	0	5	17
Pre-teen Dance	222	67	83
Mini Athletes	14	24	6
Parent & Tot Programs	0	0	0
Special Events	0	0	0
Piano Rental	0	0	0
	787	731	761

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



Weekly Summer Camps July 16 - Aug 17

(Closed Aug 6th)

Mon – Friday 8:00am-5:00pm

\$170.00 Weekly

\$40.00 Full Day Drop-In

\$20.00 Half Day Drop-In



Camps will provide a variety of safe, quality supervised, fun activities for children ages 5 years and up.

Activities will include: swimming, nature walks, rock wall climbing, sports, Skate Park, library activities and more!



For more Information please call 250-788-2214

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CANADA DAY CELEBRATION



DISTRICT OF CHETWYND GL Department Report

P-4

GL5330
Date : Jul 11, 2018

Page : 1
Time : 7:49 am

Year : 2018
Period : 6

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	-62,648.36	-126.05	-62,774.41	-101,820.00	-39,045.59	61.65
471 Other Operations	-44,530.67	-6,432.42	-50,963.09	-95,787.00	-44,823.91	53.20
472 Recreation Programmes	-16,196.58	-200.80	-16,397.38	-60,000.00	-43,602.62	27.33
599 Miscellaneous Revenue	-3,775.75	-1,057.50	-4,833.25	-4,000.00	833.25	120.83
811 Grants - Regional	-237,739.43	0.00	-237,739.43	-1,498,430.00	-1,260,690.57	15.87
RECREATION CENTRE						
	-364,890.79	-7,816.77	-372,707.56	-1,760,037.00	-1,387,329.44	21.18
REVENUES						
	-364,890.79	-7,816.77	-372,707.56	-1,760,037.00	-1,387,329.44	21.18
EXPENSES						
Recreation Centre						
750 Facilities Administration	109,173.44	19,939.89	129,113.33	380,278.00	251,164.67	33.95
751 Facilities Operations	343,645.85	54,066.78	397,712.63	919,957.00	522,244.37	43.23
753 Ice Plant Operations	3,626.42	728.26	4,354.68	22,000.00	17,645.32	19.79
754 Exterior Grounds	7,418.25	1,738.38	9,156.63	33,600.00	24,443.37	27.25
755 Concession & Lounge	5,519.55	0.00	5,519.55	19,500.00	13,980.45	28.31
756 Programmes - Administration	35,580.04	6,931.58	42,511.62	93,850.00	51,338.38	45.30
757 Programmes	27,412.43	4,505.28	31,917.71	86,852.00	54,934.29	36.75
822 Capital	18,477.90	4,642.59	23,120.49	204,000.00	180,879.51	11.33
RECREATION CENTRE						
	550,853.88	92,552.76	643,406.64	1,760,037.00	1,116,630.36	36.56
EXPENSES						
	550,853.88	92,552.76	643,406.64	1,760,037.00	1,116,630.36	36.56
Recreation Centre						
	185,963.09	84,735.99	270,699.08	0.00	-270,699.08	
RECREATION CENTRE Total						
	185,963.09	84,735.99	270,699.08	0.00	-270,699.08	

DISTRICT OF CHETWYND GL Department Report

R-4

Year : 2018
Period : 6

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	-42,390.67	-9,201.82	-51,592.49	-98,000.00	-46,407.51	52.65
471 Fitness Revenue	-1,778.07	-108.58	-1,886.65	-5,000.00	-3,113.35	37.73
473 Rental Revenue	-15,498.83	-94.77	-15,593.60	-20,500.00	-4,906.40	76.07
474 Weight Room Revenue	-92,680.47	-30,769.76	-123,450.23	-170,000.00	-46,549.77	72.62
475 Other Revenue from own Sources	-3,777.81	-341.77	-4,119.58	-6,550.00	-2,430.42	62.89
478 Sale of Pool Accessories	-2,266.69	-240.20	-2,506.89	-5,000.00	-2,493.11	50.14
479 Miscellaneous Revenue	-299.30	-59.24	-358.54	-10,000.00	-9,641.46	3.59
811 Pool Revenue	-137,905.88	0.00	-137,905.88	-1,245,613.00	-1,107,707.12	11.07
LEISURE POOL						
	-296,597.72	-40,816.14	-337,413.86	-1,560,663.00	-1,223,249.14	21.62
REVENUES						
	-296,597.72	-40,816.14	-337,413.86	-1,560,663.00	-1,223,249.14	21.62
EXPENSES						
Leisure Pool						
730 Pool Administration	66,308.56	10,498.79	76,807.35	177,545.00	100,737.65	43.26
731 Pool Office	57,972.02	12,847.45	70,819.47	219,437.00	148,617.53	32.27
732 Pool Operations	194,028.07	35,470.49	229,498.56	752,879.00	523,380.44	30.48
733 Pool Maintenance	77,474.14	12,085.44	89,559.58	305,292.00	215,732.42	29.34
734 Exterior Grounds	0.00	1,143.31	1,143.31	5,010.00	3,866.69	22.82
822 Capital	0.00	0.00	0.00	100,500.00	100,500.00	0.00
LEISURE POOL						
	395,782.79	72,045.48	467,828.27	1,560,663.00	1,092,834.73	29.98
EXPENSES						
	395,782.79	72,045.48	467,828.27	1,560,663.00	1,092,834.73	29.98
Leisure Pool	99,185.07	31,229.34	130,414.41	0.00	-130,414.41	

DISTRICT OF CHETWYND
GL Department Report

R-4

Year : 2018
Period : 6



Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	99,185.07	31,229.34	130,414.41	0.00	-130,414.41	

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: July 24, 2018

Request for Decision

Explanation

The Chetwynd Curling Club is requesting that they be allowed to take curling ice rentals for the reasons described in the letter of request. The Curling Club is correct in that the request for curling ice is very rare.

Recommended motion:

That the Civic Properties Commission approve the curling club request to take ice rentals, and amend the current contract accordingly, AND authorize staff to enter into the amended contract for the upcoming curling ice season.

See attached letter of request.

Submitted By:

Randy Rusjan

Director of Parks and Recreation.

Randy Rusjan

From: Chetwynd Curling Club <chetwyndcurling@gmail.com>
Sent: Monday, April 02, 2018 9:52 AM
To: Randy Rusjan
Subject: Curling Club Contract

Hi Randy.

The Chetwynd Curling Club would like to request an addition to our contract with the District of Chetwynd for the 2018/19 season.

In the event that a individual or a group is interested in renting the curling ice, we would like those individuals to be directed to the curling club, and we would like to take responsibility for booking any rentals.

This happens very rarely in the season (possibly once) and so it is definitely not the financial gains that are driving this request.

This is advantageous to our club for two reasons. Firstly, it allows us direct contact with any new potential curlers. The hope being of course that they have a positive experience and are interested in joining one of our leagues at some point. The second reason is that we can ensure that the individuals have enough experience and supervision to make sure that the ice will not be damaged. If they require instruction, we can provide that. Seeing as how we do all of the ice maintenance, we would like to have control over the groups that are using the ice to make sure that it is not damaged.

Thank you for considering this request. Let me know if you require further information or if we need to sit down to discuss the language in the contract.

Thanks so much.

Toni Ethier
President, Chetwynd Curling Club



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[Phish/Fraud](#)
[Not spam](#)
[Forget previous vote](#)

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: July 24, 2018

Request for Decision

Explanation

As part of an initiative by the District of Chetwynd to improve opportunities for activities within the Healthway programs, the District of Chetwynd is requesting that the outdoor fitness equipment that is currently located at the back of the Rec Centre property be relocated to Don Titus Park in the hope that it will be more utilized.

Recommended motion:

That the Civic Properties Commission donate the outdoor fitness equipment to the District of Chetwynd and allow it to be relocated to Don Titus park.

See attached letter of request.

Submitted By:

Steve McLain

Manager of Leisure and Facility Services



District of Chetwynd

Box 357
Chetwynd, BC
Canada V0C 1J0

tel: (250) 401-4100
fax: (250) 401-4101
email: d-chet@gochetwynd.com

July 11, 2018

Civic Properties Commission:

We are working on initiatives to improve opportunities for activities within Healthway programs which are included or promoted throughout our departments.

We would like to request to move the outdoor fitness equipment that is owned by Civic Properties and relocate to Don Titus Park for hopes of more use and promotions.

We want to partner with programs that we offer for opportunities for residents and visitors to use the walkway systems and other programs we offer within the District and Chetwynd Recreation Facilities.

We have the opportunity to apply for funding through Plan Healthy Communities Fund to move the equipment, apply for signage and re-install the outdoor workout equipment. The signage will include information to contact the Recreation Centre programs or the Visitor Centre to sign up for initiative and programs for opportunities. This is a great initiative and partnership.

The funding is 100% and no matching funding is required. The amount we would apply for is \$5000.00

Thank you for your consideration

Ellen McAvany

Economic Development Officer/ Parks Manager

Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for
Security, Health, Safety and Prosperity
in surroundings that display the best of our natural environment.

CHETWYND HEALTHWAY



CHETWYND VISITOR CENTRE

5400 North Access Rd
Tel: 250-788-1943
tourist@gochetwynd.com
www.gochetwynd.com

ROUTES - Accommodation to Accommodation

- | | | |
|---------|---------|----------|
| ① .80km | ⑦ .55km | A .54km |
| ② .11km | ⑧ .70km | B .44km |
| ③ .29km | ⑨ 1.97k | C .40km |
| ④ .18km | | D 2.09km |
| ⑤ .80km | | |
| ⑥ .17km | | |

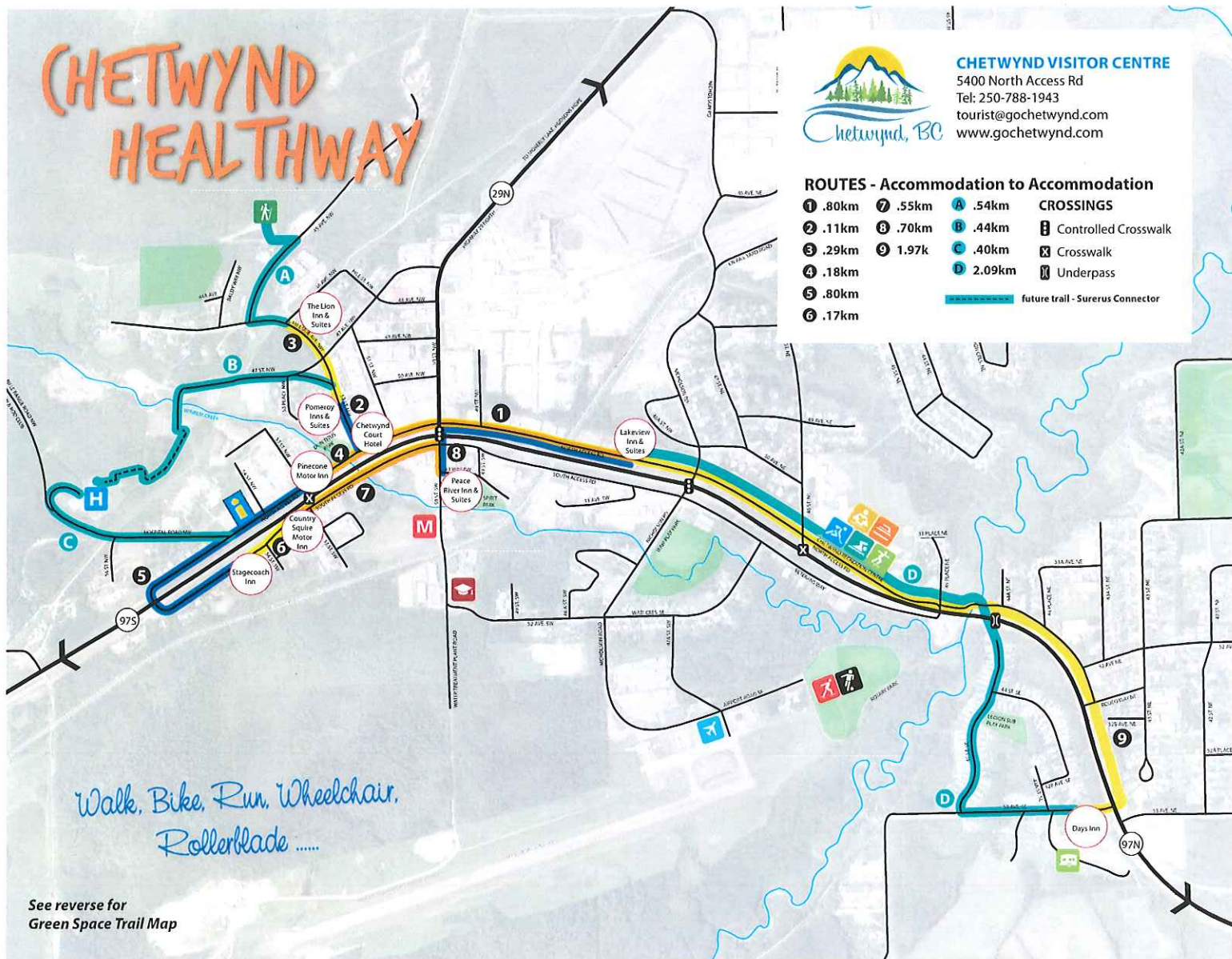
CROSSINGS

- B Controlled Crosswalk
- X Crosswalk
- Y Underpass

future trail - Sureruss Connector

Walk, Bike, Run, Wheelchair,
Rollerblade

See reverse for
Green Space Trail Map



NB-2

Chetwynd Greenspace Trail System

Trails

- Beaver/Amsik/Tzah
- Moose/Moswa/Ha-dah
- Bear/Makwa/Sus
- Raven/Kakaw/Us-kah
- Deer/Apamosis/Yah-wah-nay
- Elk/Wapahiki/Jay-zee

Major Contour

Minor Contour

Stream

Lakes

Rivers

Wetlands

Parking Area

Buildings

Highways

Map Roads

District Boundary

Community Parks

Ball Use Area

Shooting Range

Safety Zone

Grassy Slopes

The trails in the Little Prairie Community Forest (LPCF) have been named after culturally significant animals found in our local forests. The names appear in English, Cree and Beaver in recognition of the partnership between the West Moberly First Nations, Saulteau First Nations and the District of Chetwynd. Together, these three partners manage the LPCF.





PEACE RIVER REGIONAL DISTRICT

July 17, 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 July 12, 2018 meeting, the Regional Board received your letter with respect to a replacement appointment to the Chetwynd Civic Properties Commission.

The Regional Board resolved the following:

"That Larry Houley be appointed to replace Sharon Sullivan on the Chetwynd Civic Properties Commission."

Yours truly,

Trish Morgan,
General Manager of Community Services

c.c. – Larry Houley
c.c. – Director Rose, Electoral Area 'E'

larryhouley@ymail.com
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.fs@prrd.bc.ca