

CIVIC PROPERTIES COMMISSION MEETING AGENDA
--

DATE: August 22, 2018
LOCATION: Tamarack Hall
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-July 24, 2018
4. Delegations/Presentations: NIL
5. Correspondence C:1 Fitness Equipment
6. Reports: R-1
 R-2
 R-3
 R-4
7. New Business: NB:1 Concession RFP
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE July 24, 2018
TIME: 4:00 pm
PLACE: Rec Centre – Tamarack

PRESENT: Dan Rose, Area E Director PRRD, Chair
Steve McIn, Manager of Leisure and Facility Services
Elaine Webb, Recreation Programs Manager
Carol Newsom, Chief Administrative Officer
Comm. Alec Brownlee
Comm. Merlin Nichols
Comm. MacFarlane
Comm. Houley

ABSENT: Randy Rusjan, Director of Parks & Recreation
Trish Morgan, Manager of Community Service, PRRD (via telecom)
Comm. Ernest Pfanner

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. Houley, SECONDED by Comm. Brownlee

THAT the Agenda for July 24, 2018 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the minutes from June 26, 2018 be accepted.

CARRIED

5. DELEGATION: Nil

6. CORRESPONDENCE:

C1: MOVED by Comm. Brownlee, SECONDED by Comm. Houley

PRRD Resolution Re: indoor playground

Steve gave a verbal report on the meeting that was had regarding the indoor playground. Steve and Randy will meet when Randy is back from holidays to investigate more on the design.

CARRIED

7. REPORTS:

R-1 MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT reports R1 through R4 are received for approval.

CARRIED

8. NEW BUSINESS:

NB1: MOVED by Comm. Merlin, SECONDED by Comm. Alec

Chetwynd Curling Club Contract

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 amended contract for the upcoming curling ice season.

CARRIED

NB2: MOVED by Comm. Brownlee, SECONDED by Comm. Houley

Outdoor Fitness Equipment

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

CARRIED

Peace River Reginal District is to meet with the Board for consideration.

7. NEXT MEETING: August 22, 2018 - Chetwynd & District Rec Centre

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

Dan Rose,
Chairperson

Elaine Webb
Secretary



PEACE RIVER REGIONAL DISTRICT

C-1

August 15, 2018

Randy Rusjan
Director of Parks and Recreation
Civic Properties Commission
Box 357
Chetwynd, BC V0C 1J0

Dear Mr. Rusjan:

RE: Outdoor Fitness Equipment at the Chetwynd Recreation Centre

At its August 9, 2018 Regional Board Meeting, your letter regarding the outdoor equipment at the Chetwynd Recreation Centre was received and discussed.

After consideration of the request, the Directors passed the following resolution:

That the donation of the outdoor fitness equipment, located on the Chetwynd Recreation Centre property, to the District of Chetwynd for the purpose of relocating it to the Don Titus Park in an effort to increase public use, be approved.

The Board wishes you every success with the Healthway Program initiative. Do not hesitate to contact the Peace River Regional District to request its support in the future.

Yours truly,

Tyra Henderson
Corporate Officer

cc: Ellen McAvany, Economic Development Officer / Parks Manager, District of Chetwynd, Box 357, Chetwynd BC, V0C 1J0

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

R-1

CIVIC PROPERTIES COMMISSION REPORT

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: August 22, 2018

Operations:

- Our annual facility emergency evacuation drill will be held Sunday August 26. This year a mock ammonia evacuation will be conducted along with the District of Chetwynd Fire Chief.
- Annual Pool shutdown August 6-26 is progressing well.
- The refrigeration plant is projected to start up on August 31 and ice making to begin on Tuesday Sept 4.

Capital Updates:

- Max Galaxy set up is complete and data transfer and staff training are in progress. Estimated GO LIVE date is projected to be Sept 1.
- Arena LED lights are expected to arrive approximately Aug 21 or 22 and installation to follow and to be conducted in-house.
- Pool LED lights are expected to arrive the week of 23 or 24 and installation to follow and to be conducted by contractor.
- Curling rink unit heater expected to be installed at the end of August.
- Crawl space clean up to be conducted at the end of August/early September.
- Cottonwood kitchen updates completed. New stove arrived and needs to have the gas connected.
- Maintenance compound storage sheds complete.
- Security camera and DVR upgrade complete.

The arena refrigeration plant exhaust modification is on hold until the spring or 2019. A scope of work has been completed and ready for tender. Time did not allow for the tendering process, and for work to commence prior the start-up of the refrigeration plant. Capital project funds not expended will be requested again in the 2019 budget to complete the project, when the refrigeration plant is shut down and ice comes out.

Randy Rusjan,


Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: August 22, 2018

R-2

- Annual Pool Maintenance shut down nearing completion – on time and on budget.
- Arena and Pool LED lights are being installed during the week of August 20-24.
- Concession RFP status:
 1. Tuesday, June 26 – Draft concession RFP approved at CPC meeting, sent to the PRRD for review.
 2. Friday, July 20 – Received edited draft concession RFP from PRRD
 3. Monday, July 23 – Final edits to draft concession RFP
 4. Tuesday, July 24 – Concession RFP ad placed in Coffee Talk, DOC website, and BC Bid
 5. Monday, August 20, 2:00 PM – RFP Closing date
 6. Tuesday, August 21 – Review and analysis of submissions.
 7. Wednesday, August 22 - CPC meeting to review recommendation
 8. Thursday, August 23 - PRRD meeting to approve CPC recommendation (is on the agenda)
 9. Saturday, September 1 – Start of new contract/start times to be negotiated

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	

Room & Hall usage for July			
ROOM	2018	2017	
Spruce	8	4	
Pine	7	6	
Aspen	6	12	
Birch	31	0	
Tamarack	35	2	
Cottonwood	32	1	
Arena Dry Pad	11	0	
Curling Rink Dry Pad	2	1	
Curling Lobby	0	0	
Rec Lobby	0	0	
TOTAL ROOM RENTALS	49	33	

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

July	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
July 2016	3086	3175	18	18	2244	164
July 2017	3014	2519	83	0	2529	276
July 2018	2585	2543	0	0	2286	317

CIVIC PROPERTIES REPORT

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

July 2018

Program	2018	2017
Court Rentals	0	11
Court Punches	2	4
Fitness Drop-in	0	0
Fitness Registrations	0	0
Fitness Sessions (bought)	0	3
Fitness Sessions (used)	2	3
Wall Rental	0	1
Public Climb	14	9
Toonie Climb	2	15
Wall Belay Test	0	0
Walking Track	150	80
Adult Sports	0	0
Student Sports	0	0
Pickleball	26	0
Arena Rentals	19	0
Skate Rentals	0	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	50	4
Pre-teen Dance	0	0
Mini Athletes	0	0
Children's Programs	24	16
Special Events	0	0
Parent & Tot Programs	0	0
Piano Rental	1	0
	290	146

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

May 25th - Pre-Teen Dance 'Beach Party'

May 2018

Program	2018	2017
Court Rentals	2	18
Court Punches	0	1
Fitness Drop-in	61	33
Fitness Registrations	14	29
Fitness Sessions (bought)	0	2
Fitness Sessions (used)	0	2
Wall Rental	0	0
Public Climb	1	15
Toonie Climb	4	10
Wall Belay Test	0	2
Walking Track	130	277
Adult Sports	51	44
Student Sports	6	3
Pickleball	0	0
Arena Rentals	29	0
Skate Rentals	58	0
Helmet Rentals	0	0
Drop-in Hockey	0	0
Toonie Skate	6	0
Public Skate	0	0
Skating Punch Card	0	0
Free Skate	0	0
Adult Programs	0	2
Youth Programs	12	5
Pre-teen Dance	47	0
Mini Athletes	5	24
Parent & Tot Programs	0	15
Special Events	0	0
Piano Rental	0	0
	426	482

May 25th - Pre-Teen Dance 'Beach Party'

They couldn't come to us – so we went to them

We held a free painting class at Surerus Senior Housing
(open to all seniors) Aug 15th was a wonderful day
and enjoyed by everyone.



As the summer comes to an end, I would like to give a report on our 'kid's camp' that was held July and August.

As the new Programs Manager this was my first time organizing a kid's camp. We ran the camp Monday - Friday 8am to 5:00pm, we took registration and also accepted drop-ins. We didn't know how many kids we would have from day to day but capped 12 and most days the camp was full. My programs staff and I tried our hardest to keep registration at the camp fun and interesting as we wanted the kids to return. Here are some of the activities we had in place.

- Climbing Wall
- Tour of Visitor Centre
- Water Balloon Fights
- BC Ambulance safety presentation for the kids
- Wacky Hair Day/Face Painting
- Movie Mania (In Pjs)
- Pizza Tour (At Domino's)
- Slip & Slide
- Yoga
- Swimming
- Painting with the Arts Council
- Tour of the RCMP Office
- Tour of the Fire Station
- Tour of the Ambulance Station
- Nature Walks
- Parks
- Skateboard Park
- Crafts
- Radio Station Tour



I am lucky to have an amazing program team and without them the camp would not have been as fun as it was for the kids

- Department Report

Version

Page : 1

Date : Aug 16, 2018

Time : 7:28 am

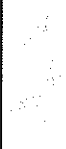
Year : 2018
Period : 7

Budget : Budget Values
Group by: Default

R-4

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
CREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-62,774.41	0.00	-62,774.41	-101,820.00	-39,045.59	61.65
471 Other Operations	-50,963.09	-15,957.95	-66,921.04	-95,787.00	-28,865.96	69.86
472 Recreation Programmes	-16,397.38	-1,812.08	-18,209.46	-60,000.00	-41,790.54	30.35
599 Miscellaneous Revenue	-4,833.25	-515.00	-5,348.25	-4,000.00	1,348.25	133.71
811 Grants - Regional	-237,739.43	0.00	-237,739.43	-1,498,430.00	-1,260,690.57	15.87
RECREATION CENTRE	-372,707.56	-18,285.03	-390,992.59	-1,760,037.00	-1,369,044.41	22.22
EXPENSES						
Recreation Centre						
750 Facilities Administration	129,113.33	85,856.46	214,969.79	380,278.00	165,308.21	56.53
751 Facilities Operations	397,712.63	63,351.71	461,064.34	919,957.00	458,892.66	50.12
753 Ice Plant Operations	4,354.68	78.26	4,432.94	22,000.00	17,567.06	20.15
754 Exterior Grounds	9,156.63	439.90	9,596.53	33,600.00	24,003.47	28.56
755 Concession & Lounge	5,519.55	518.75	6,038.30	19,500.00	13,461.70	30.97
756 Programmes - Administration	42,511.62	7,114.57	49,626.19	93,850.00	44,223.81	52.88
757 Programmes	31,917.71	2,604.72	34,522.43	86,852.00	52,329.57	39.75
822 Capital	23,120.49	20,265.29	43,385.78	204,000.00	160,614.22	21.27
RECREATION CENTRE	643,406.64	180,229.66	823,636.30	1,760,037.00	936,400.70	46.80
EXPENSES						
Recreation Centre						
270,699.08	161,944.63	432,643.71	0.00	-432,643.71		
RECREATION CENTRE Total	270,699.08	161,944.63	432,643.71	0.00	-432,643.71	

- Department Report



URL: 330

Page: 1

Date : Aug 16, 2018 Time : 7:28 am

Year : 2018
Period : 7

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
ISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
730 Pool Administration	76,807.35	11,806.23	88,613.58	177,545.00	88,931.42	49.91
731 Pool Office	70,819.47	69,060.74	139,880.21	219,437.00	79,556.79	63.75
732 Pool Operations	229,498.56	34,148.21	263,646.77	752,879.00	489,232.23	35.02
733 Pool Maintenance	89,559.58	25,486.94	115,046.52	305,292.00	190,245.48	37.68
734 Exterior Grounds	1,143.31	0.00	1,143.31	5,010.00	3,866.69	22.82
822 Capital	0.00	7,242.05	7,242.05	100,500.00	93,257.95	7.21
LEISURE POOL						
	467,828.27	147,744.17	615,572.44	1,560,663.00	945,090.56	39.44
EXPENSES						
	467,828.27	147,744.17	615,572.44	1,560,663.00	945,090.56	39.44
Leisure Pool	130,414.41	113,346.67	243,761.08	0.00	-243,761.08	
EXPENSES						
	-337,413.86	-34,397.50	-371,811.36	-1,560,663.00	-1,188,851.64	23.82
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EXPENSES						
	-337,413.86	-34,397.50	-371,811.36	-1,560,663.00	-1,188,851.64	23.82
EXPENSES						
	-337,413.86	-34,397.50	-371,811.36	-1,560,663.00	-1,188,851.64	23.82
EXPENSES						
	-337,413.86	-				

- Department Report

Year : 2018
Period : 7
Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
SURE POOL						
SURE POOL Total	130,414.41	113,346.67	243,761.08	0.00	-243,761.08	