

CIVIC PROPERTIES COMMISSION MEETING AGENDA

DATE: Sept 25, 2018
LOCATION: Tamarack Hall
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-August 22, 2018
4. Delegations/Presentations: NIL
5. Correspondence C:1
6. Reports: R-1
 R-2
 R-3
 R-4
7. New Business: NB:1 Concession contract
 NB:2 After-hours gym access during Stat holidays
 NB:3 Old arena and pool lights
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE August 22, 2018
TIME: 4:00 pm
PLACE: Rec Centre – Tamarack

PRESENT: Dan Rose, Area E Director PRRD, Chair
Randy Rusjan, Director of Parks & Recreation
Steve McLain, Manager of Leisure and Facility Services
Elaine Webb, Recreation Programs Manager
Carol Newsom, Chief Administrative Officer
Comm. Alec Brownlee
Comm. Merlin Nichols
Comm. Walter MacFarlane
Comm. Larry Houley
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

ABSENT: Comm. Ernest Pfanner

1. CALL THE MEETING TO ORDER:

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

2. ADOPTION OF THE AGENDA:

MOVED by Comm. Brownlee, SECONDED by Comm. Houley

THAT the Agenda for August 22, 2018 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. MacFarlane, SECONDED by Comm. Nichols

THAT the minutes from July 24, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE:

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

Fitness Equipment

THAT the Fitness Equipment be received for approval.

CARRIED

6. REPORTS:

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

THAT reports R1 through R4 are received for approval.

CARRIED

THAT staff look into grants for solar panels.

7. NEW BUSINESS:

NB1: MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

Concession RFP

THAT the Civic Properties Commission recommend to the Peace River Regional District Board that the 2018-2021 Rec Centre Concession contract be awarded to 'Mamma G's Country Kitchen' for the annual amount of \$20,000; AND that Rec Centre Administration be authorized to enter into an Operating Agreement with Mama G's Country Kitchen; AND, that the above recommendations be forwarded to the Peace River Regional District Board for approval.

CARRIED

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

Figure Skating Harness

THAT the Civic Properties Commission approve the purchase of a new harness and pulley system for the Figure Skating Club for approximately \$4,000 dollars, AND That the funds come from cancelling the approved capital purchase of lobby blinds in the amount of \$6,000 dollars.

CARRIED

7. **NEXT MEETING:** September 25, 2018 - Chetwynd & District Rec Centre

8. **ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:18pm

Dan Rose,
Chairperson

Elaine Webb
Secretary

R-1

CIVIC PROPERTIES COMMISSION REPORT

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: Sept 25, 2018

Operations:

- Meeting with TSBC Thursday Sept 13 to request a variance for 2 hours between 3am and 5am for gym after-hours access Monday through Friday.
- 2019 Budget meeting to begin on Sept 26 between Director of Finance, and the Manager of Leisure and Facility Services.
- Curling ice making to begin on Oct 1 and hand over to the Curling Club on Oct 9 to complete

Capital Updates:

- Max Galaxy set up is complete and data transfer and staff training remain in progress.
- Arena LED lights are installed.
- Pool LED lights are installed.
- Curling rink unit heater expected to arrive and be installed September 19
- Crawl space clean up date TBD

Randy Rusjan,

Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: September 25, 2018

R-2

- Arena and Pool LED lights are installed.
- Concession RFP status:
 1. Extended Simply Perfect to September 15. They have finished moving out and left the concession in an acceptable state.
 2. Maintenance has addressed minor painting/patching/repairs for the new operator.
 3. Mama G's Country Kitchen expects to be in on or before October 1.
 4. New contract to be signed on September 25.
- The swim club has a new coach and has resumed operations as of September 24th.
- Cottonwood kitchen has been rented by Simply Perfect for the Enbridge turnaround.

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	

Room & Hall usage for August			
ROOM	2018	2017	
Spruce	10	7	
Pine	31	11	
Aspen	31	5	
Birch	31	0	
Tamarack	39	5	
Cottonwood	33	1	
Arena Dry Pad	11	0	
Curling Rink Dry Pad	13	5	
Curling Lobby	0	0	
Rec Lobby	0	0	
TOTAL ROOM RENTALS	199	34	

July	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
July 2016	3086	3175	471	0	2244	164
July 2017	3014	2519	345	0	2529	276
July 2018	2585	2543	517	0	2629	317

August	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
July 2016	1279	903	18	0	2408	214
July 2017	922	864	83	0	2857	388
July 2018	903	761	0	0	2611	340

CIVIC PROPERTIES REPORT

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

August 2018

Program	2018	2017
Court Rentals	13	8
Court Punches	4	2
Fitness Drop-in	0	0
Fitness Registrations	0	0
Fitness Sessions (bought)	0	1
Fitness Sessions (used)	0	1
Wall Rental	1	0
Public Climb	20	33
Toonie Climb	4	4
Wall Belay Test	0	0
Walking Track	152	83
Adult Sports	0	0
Student Sports	0	0
Pickleball	12	0
Arena Rentals	4	0
Skate Rentals	13	0
Helmet Rentals	4	0
Drop-in Hockey	0	0
Toonie Skate	0	0
Public Skate	14	0
Skating Punch Card	0	0
Free Skate	0	0
Adult Programs	7	0
Youth Programs	48	24
Pre-teen Dance	22	0
Mini Athletes	0	0
Children's Programs	0	0
Special Events	0	0
Parent & Tot Programs	0	0
Piano Rental	0	0
	313	156

Pre-Teen Dance – Christmas in August

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

I applied for two Success By 6 grant's and was successful in both – The first one was a grant for **MINI ATHLETES** in the amount of \$2775.00. With this project we hope to create a positive, life-long outlook on activities and health. By providing the opportunity for families to experience activities without financial or skill related barriers. We hope to install confidence and ease for parents to continue to remain healthy and active. We feel we will be giving families the starting tools for healthy living. This program is unique as we feel strongly about providing free play to help encourage the social and emotional development of children at an early age.

The second grant was in the amount of \$500.00 for **FAMILY DAY**. Family Day has been designed to offer parents with children the opportunity to spend the day playing and interacting with each other and other families. We will provide indoor activities such as wall climb, swimming, games, sports, crafts, a day of family filled FUN! Our hope is that family day will connect families with other families in the community, promote healthy activities, provide community resource and awareness and give families opportunities for growth Family Day is February 18, 2018.

TERRY FOX RUN was held September 16th, 2018 at 9am – Despite the cold weather, flurries and rain we had a turnout of 9 people – participants enjoyed muffins and coffee after their cool 5km run.



- Department Report

GL3330

Page :

Date : Sep 18, 2018 Time : 11:22 am

Year : 2018

Period : 8

Budget : Budget Values
Group by: Default

Description

Variance

% Used

Budget

Year to Date

Current

Open Bal

CREATION CENTRE

Recreation Centre

REVENUES

Recreation Centre

470 Ice Time

471 Other Operations

472 Recreation Programmes

599 Miscellaneous Revenue

811 Grants - Regional

RECREATION CENTRE

REVENUES

EXPENSES

Recreation Centre

750 Facilities Administration

751 Facilities Operations

753 Ice Plant Operations

754 Exterior Grounds

755 Concession & Lounge

756 Programmes - Administration

757 Programmes

822 Capital

RECREATION CENTRE

EXPENSES

Recreation Centre

RECREATION CENTRE Total

-62,774.41	-168.27	-62,942.68	-101,820.00	-38,877.32	61.82
-67,566.04	-7,258.86	-74,824.90	-95,787.00	-20,962.10	78.12
-18,234.22	-1,182.01	-19,416.23	-60,000.00	-40,583.77	32.36
-5,348.25	-200.00	-5,548.25	-4,000.00	1,548.25	138.71
-237,739.43	0.00	-237,739.43	-1,498,430.00	-1,260,690.57	15.87

-391,662.35	-8,809.14	-400,471.49	-1,760,037.00	-1,359,565.51	22.75
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-391,662.35	-8,809.14	-400,471.49	-1,760,037.00	-1,359,565.51	22.75
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215,324.35	28,468.32	243,792.67	380,278.00	136,485.33	64.11
460,964.34	80,507.70	541,472.04	919,957.00	378,484.96	58.86
4,432.94	0.00	4,432.94	22,000.00	17,567.06	20.15
9,596.53	199.95	9,796.48	33,600.00	23,803.52	29.16
6,038.30	1,121.08	7,159.38	19,500.00	12,340.62	36.71
49,626.19	10,477.52	60,103.71	93,850.00	33,746.29	64.04
34,522.43	8,703.64	43,226.07	86,852.00	43,625.93	49.77
43,385.78	15,198.91	58,584.69	204,000.00	145,415.31	28.72

823,890.86	144,677.12	968,567.98	1,760,037.00	791,469.02	55.03
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823,890.86	144,677.12	968,567.98	1,760,037.00	791,469.02	55.03
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432,228.51	135,867.98	568,096.49	0.00	-568,096.49	
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432,228.51	135,867.98	568,096.49	0.00	-568,096.49	
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Department Report

GL3330

Page :

2-4

Date : Sep 18, 2018

Time : 11:21 am

Period : 8

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
470 Swim Revenue	-60,613.57	-3,269.01	-63,882.58	-98,000.00	-34,117.42	65.19
471 Fitness Revenue	-2,570.18	-191.91	-2,762.09	-5,000.00	-2,237.91	55.24
473 Rental Revenue	-15,891.92	0.00	-15,891.92	-20,500.00	-4,608.08	77.52
474 Weight Room Revenue	-137,897.29	-13,079.71	-150,977.00	-170,000.00	-19,023.00	88.81
475 Other Revenue from own Sources	-4,684.66	-179.92	-4,864.58	-6,550.00	-1,685.42	74.27
478 Sale of Pool Accessories	-3,048.17	-154.98	-3,203.15	-5,000.00	-1,796.85	64.06
479 Miscellaneous Revenue	-9,467.08	-160.71	-9,627.79	-10,000.00	-372.21	96.28
811 Pool Revenue	-137,905.88	0.00	-137,905.88	-1,245,613.00	-1,107,707.12	11.07
LEISURE POOL	-372,078.75	-17,036.24	-389,114.99	-1,560,663.00	-1,171,548.01	24.93
EXPENSES	-372,078.75	-17,036.24	-389,114.99	-1,560,663.00	-1,171,548.01	24.93
Leisure Pool						
730 Pool Administration	89,025.80	17,311.92	106,337.72	177,545.00	71,207.28	59.89
731 Pool Office	139,944.27	18,760.57	158,704.84	219,437.00	60,732.16	72.32
732 Pool Operations	263,646.77	34,265.38	297,912.15	752,879.00	454,966.85	39.57
733 Pool Maintenance	115,046.52	44,547.49	159,594.01	305,292.00	145,697.99	52.28
734 Exterior Grounds	1,143.31	0.00	1,143.31	5,010.00	3,866.69	22.82
822 Capital	7,242.05	2,839.28	10,081.33	100,500.00	90,418.67	10.03
LEISURE POOL	616,048.72	117,724.64	733,773.36	1,560,663.00	826,889.64	47.02
EXPENSES	616,048.72	117,724.64	733,773.36	1,560,663.00	826,889.64	47.02
Leisure Pool	243,969.97	100,688.40	344,658.37	0.00	-344,658.37	

Department Report

R-4

Page :

Date : Sep 18, 2018

Time : 11:21 am

Year : 2018
Period : 8

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
ISURE POOL						
ISURE POOL Total	243,969.97	100,688.40	344,658.37	0.00	-344,658.37	

NB-2

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: Sept 25, 2018

Request for Decision

Explanation: TSBC regulations require that a certified Refrigeration Operator or Power Engineer be on duty for a minimum of 7 hours per day every day including Stat holidays, while the refrigeration plant is in operation. Currently our after-hours gym access on Stat holidays is open from 4am to 7pm. In order to comply with regulation, this will require two certified maintenance staff to be on duty for a total of 15 hours. The stat usage shows that the majority of gym users appear to use the gym between the hours of 8am to 4pm on Stat holidays.

Recommended motions: That the Civic Properties Commission amend the after-hours gym access time of 4am to 7pm to the hours of 8am to 3pm on Stat holidays to comply with TSBC regulation to have a certified Refrigeration Operator or Power Engineer on duty for a minimum of 7 hours per day.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

NB-3

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: Sept 25, 2018

Request for Decision

Explanation:

The arena and pool overhead lights were replaced with LED light fixtures. The old light fixtures are currently in our storage compound. They are inefficient, outdated, and costly to repair. There are 36 arena fixtures of which 4 ballasts are burnt out, and there are approximately 17 pool fixtures. The pool fixture lens covers are brittle due to the pool environment and several were broken during removal. Our electrician advises that the lamps for the pool cost approximately \$45 dollars each and the ballasts cost approximately \$80 dollars each. The arena lamps cost approximately \$70 dollars each and ballasts cost approximately \$100 dollars each. The arena fixtures are hard to find replacement parts for, and were rebuild if and when possible.

Recommended motions:

That the Chetwynd and District Civic Properties Commission approve the disposal of the old arena and pool light fixtures to the landfill

OR

That the Civic Properties Commission advertise the lights for bid with no upset price.

Submitted By:

Randy Rusjan

Director of Parks and Recreation.