

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: Oct 23, 2018
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-Sept 25, 2018
4. Delegations/Presentations: NIL
5. Correspondence C:1 Reply from Technical Safety BC
6. Reports: R-1
 R-2
 R-3
 R-4
7. New Business: NIL
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE September 25, 2018
TIME: 4:00 pm
PLACE: Rec Centre – Cottonwood

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. Larry Houley
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

ABSENT: Comm. Ernest Pfanner
Comm. Walter MacFarlane

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:07pm.

2. ADOPTION OF THE AGENDA:

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT the Agenda for September 25, 2018 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Houley, SECONDED by Comm. Nichols

THAT the minutes from August 22, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE: Nil

6. REPORTS:

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

 THAT reports R1 through R4 are received for approval.

 CARRIED

 Staff ask for a response/report from the senior safety officer regarding 2 hour variance.

 Staff add into R-2 reports the day rates of room rentals.

7. NEW BUSINESS:

NB1: Randy gave an update on the concession contract, opening date of Mama G's September 30th, 2018.

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

Request for Decision

 THAT the Civic Properties Commission amend the after-hours gym access time of 3am 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.

 CARRIED

NB3: MOVED by Comm. Nichols, SECONDED by Comm. Houley

Request for Decision

 THAT the Chetwynd and District Civic Properties Commission advertise the lights for bid with no upset price.

 CARRIED

NB4: MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

Request for Decision

 THAT the Civic Properties Commission ask that the Chetwynd Rec Centre place appropriate "One Way" signage directing traffic.

 CARRIED

7. NEXT MEETING: October23, 2018 - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:17pm

Dan Rose,
Chairperson

Elaine Webb
Secretary

Randy Rusjan

From: Rajesh Kamboj <Rajesh.Kamboj@technicalsaftybc.ca>
Sent: Wednesday, September 26, 2018 3:06 PM
To: Randy Rusjan
Cc: Stephen McLain; Joseph Chacko
Subject: RE: thoughts

Hi Randy,

I appreciate your comments, but Technical Safety BC has a firm policy that variance cannot be applied to any staffing related regulation. Also, the risk assessed status is subject to the condition(s) laid out and agreed at the time of risk assessed audit.

BC Reg. 104/ 2004 s.67 (6) If regulated plant equipment is not under the continuous attendance of a power engineer and is operating under the general supervision status plant or risk assessed status plant classification,

- (a) the plant must meet all the administrative and technical specifications issued by a provincial safety manager,
- (b) an individual with the appropriate safety awareness certificate of qualification issued under the Act must be in attendance on the premises of a plant when the plant is in operation and the power engineer is not on the plant premises, and
- (c) in the case of a refrigeration plant, an individual with the basic safety awareness certificate of qualification issued under the Act is required to be on the plant premises while the plant is in operation, the premises are occupied and the power engineer is not on the plant premises.

If the premise is occupied from 3 to 5 am then one of the person with the basic safety awareness certificate of qualification is required to be on the plant premises. Rest of the time, when the premise is unoccupied and plant is operating, the plant can be remotely monitored.

Regards,

Rajesh Kamboj | Senior Safety Officer, Boilers & Pressure Vessels

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CIVIC PROPERTIES COMMISSION REPORT

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

Operations:

- Curling ice installation is complete
- 2019 budget preparation is in progress
- Cottonwood kitchen daily rental fee is \$75 dollars plus tax

Capital Updates:

- Lower floor crawl space clean up and vapor barrier installation is complete
- Max Galaxy (facility booking software) training is complete and ready for implementation

Randy Rusjan,

Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

R-2

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

- October 15 incident involving child.
- Staffing – Hired two new AS1's, one waterslide attendant, and are interviewing for the vacant AS2. FM2 posting has closed for Rec Centre; advertised across Canada and have one potential candidate for interview.
- Exhibition game between FSJ Sr. Flyers and DC Sr. Canucks went well. Low numbers but both teams are looking to return in January.
- Pursuing Northern Health licensing for the very popular Little Saplings program. Have received two letters of support from local preschools and are waiting to hear back from the others.

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

Room & Hall usage for September		
ROOM	2018	2017
Spruce	30	4
Pine	30	9
Aspen	30	30
Birch	30	0
Tamarack	2	3
Cottonwood	5	3
Arena Dry Pad	0	0
Curling Rink	2	1
Curling Lobby	5	1
Rec Lobby	2	0
TOTAL ROOM RENTALS	136	48

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

September	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
September 2016	2677	1520	254	30	2465	256
September 2017	2419	1310	136	44	3144	552
September 2018	2352	1765	161	42	2576	407

CIVIC PROPERTIES REPORT

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

September 2018

Program	2018	2017
Court Rentals	3	17
Court Punches	6	2
Fitness Drop-in	14	16
Fitness Registrations	18	25
Fitness Sessions (bought)	0	6
Fitness Sessions (used)	3	5
Wall Rental	0	0
Public Climb	29	17
Toonie Climb	5	9
Wall Belay Test	4	0
Walking Track	279	143
Adult Sports	9	19
Student Sports	4	6
Pickleball	0	0
Arena Rentals	83	0
Skate Rentals	64	0
Helmet Rentals	29	0
Drop-in Hockey	25	0
Toonie Skate	71	0
Public Skate	34	0
Skating Punch Card	1	0
Free Skate	20	0
Adult Programs	7	0
Youth Programs	8	9
Pre-teen Dance	60	55
Mini Athletes	31	25
Children's Programs	29	18
Special Events	20	13
Piano Rental	0	0
	856	385

Pre-Teen Dance – Under the Sea

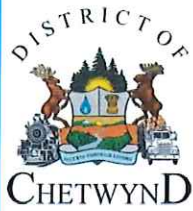
August 2018

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
Piano Rental	0	0
	313	156

Pre-Teen Dance – Christmas in August

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
Piano Rental	1	0
	290	146



Don Titus—FIT PARK

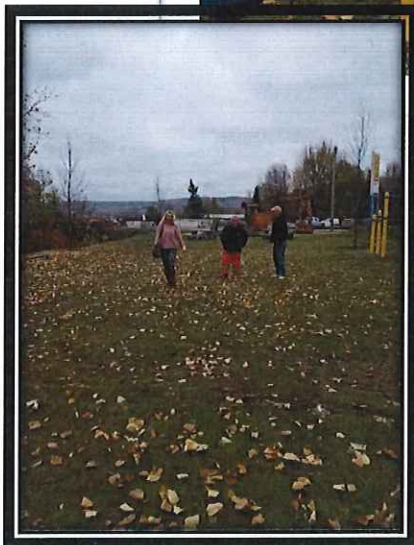
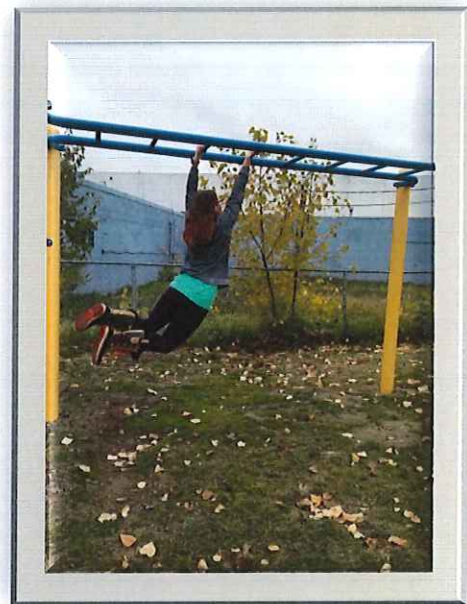
**Drop by Wednesday, October 10th between
12-1pm and 5-6pm**

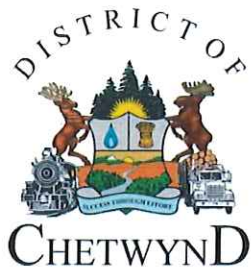
**Don Titus Fit Park (5204 North Access Rd)
& CHECK out our fitness equipment
“First 10 people receive a prize”**



“The fit equipment was graciously provided by the Peace River Regional District”

People still came out and endured the chilly weather!





SPIRIT PARK

DON'T FORGET MOVIE NIGHT

Wednesday, October 17th Spirit Park (51st Way)

**Bring a blanket & chair (we will have extra chairs) and
cozy up to a 'family' movie in 'Spirit Park'**

Hot Dogs - Hot Chocolate – Bon Fire

- New Play Equipment - Cake

Movie at 7pm

Followed by Fire Works at Rotary Park



Movie Night in Spirit Park was a huge success, aside from having some computer difficulties families enjoyed a beautiful evening. We had approximately 200 people arrive to watch the movie ET – they brought their chairs, blankets and enjoyed free cake, hotdogs and a drink. Kids ran around playing games, tag, played in the leaves and enjoyed the new play equipment, some choose to stand around the warm bonfire. The Chetwynd Fire department put on a wonderful display of fireworks. It was a great night enjoyed by all!



- Department Report

tr : 2018
tod : 9

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	-62,942.68	-993.28	-63,935.96	-101,820.00	-37,884.04	62.79
471 Other Operations	-74,950.90	-8,641.22	-83,592.12	-95,787.00	-12,194.88	87.27
472 Recreation Programmes	-19,447.26	-6,803.15	-26,250.41	-60,000.00	-33,749.59	43.75
599 Miscellaneous Revenue	-5,548.25	-232.50	-5,780.75	-4,000.00	1,780.75	144.52
811 Grants - Regional	-508,438.51	0.00	-508,438.51	-1,498,430.00	-989,991.49	33.93
RECREATION CENTRE						
	-671,327.60	-16,670.15	-687,997.75	-1,760,037.00	-1,072,039.25	39.09
EXPENSES						
Recreation Centre						
750 Facilities Administration	243,962.89	24,848.94	268,811.83	380,278.00	111,466.17	70.69
751 Facilities Operations	541,472.04	55,510.94	596,982.98	919,957.00	322,974.02	64.89
753 Ice Plant Operations	4,432.94	9,975.84	14,408.78	22,000.00	7,591.22	65.49
754 Exterior Grounds	9,796.48	0.00	9,796.48	33,600.00	23,803.52	29.16
755 Concession & Lounge	7,159.38	0.00	7,159.38	19,500.00	12,340.62	36.71
756 Programmes - Administration	60,103.71	7,202.44	67,306.15	93,850.00	26,543.85	71.72
757 Programmes	43,226.07	3,592.86	46,818.93	86,852.00	40,033.07	53.91
822 Capital	58,584.69	18,591.61	77,176.30	204,000.00	126,823.70	37.83
RECREATION CENTRE						
	968,738.20	119,722.63	1,088,460.83	1,760,037.00	671,576.17	61.84
EXPENSES						
	968,738.20	119,722.63	1,088,460.83	1,760,037.00	671,576.17	61.84
Recreation Centre						
	297,410.60	103,052.48	400,463.08	0.00	-400,463.08	
RECREATION CENTRE Total	297,410.60	103,052.48	400,463.08	0.00	-400,463.08	

- Department Report

Year : 2018
Period : 9

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	-64,011.93	-7,120.14	-71,132.07	-98,000.00	-26,867.93	72.58
471 Fitness Revenue	-2,762.09	-1,143.10	-3,905.19	-5,000.00	-1,094.81	78.10
473 Rental Revenue	-15,891.92	0.00	-15,891.92	-20,500.00	-4,608.08	77.52
474 Weight Room Revenue	-151,220.57	-14,046.26	-165,266.83	-170,000.00	-4,733.17	97.22
475 Other Revenue from own Sources	-4,864.58	-427.44	-5,292.02	-6,550.00	-1,257.98	80.79
478 Sale of Pool Accessories	-3,203.15	-422.42	-3,625.57	-5,000.00	-1,374.43	72.51
479 Miscellaneous Revenue	-9,627.79	-82.49	-9,710.28	-10,000.00	-289.72	97.10
811 Pool Revenue	-268,320.29	0.00	-268,320.29	-1,245,613.00	-977,292.71	21.54
LEISURE POOL						
	-519,902.32	-23,241.85	-543,144.17	-1,560,663.00	-1,017,518.83	34.80
REVENUES						
	-519,902.32	-23,241.85	-543,144.17	-1,560,663.00	-1,017,518.83	34.80
XPENSES						
Leisure Pool						
730 Pool Administration	106,507.94	12,825.89	119,333.83	177,545.00	58,211.17	67.21
731 Pool Office	158,736.87	14,590.35	173,327.22	219,437.00	46,109.78	78.99
732 Pool Operations	297,912.15	26,956.20	324,868.35	752,879.00	428,010.65	43.15
733 Pool Maintenance	159,594.01	13,669.45	173,263.46	305,292.00	132,028.54	56.75
734 Exterior Grounds	1,143.31	0.00	1,143.31	5,010.00	3,866.69	22.82
822 Capital	10,081.33	14,373.36	24,454.69	100,500.00	76,045.31	24.33
LEISURE POOL						
	733,975.61	82,415.25	816,390.86	1,560,663.00	744,272.14	52.31
EXPENSES						
	733,975.61	82,415.25	816,390.86	1,560,663.00	744,272.14	52.31
Leisure Pool	214,073.29	59,173.40	273,246.69	0.00	-273,246.69	

- Department Report

Year : 2018
Period : 9
Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
ISURE POOL						
ISURE POOL Total	214,073.29	59,173.40	273,246.69	0.00	-273,246.69	