

CIVIC PROPERTIES COMMISSION MEETING AGENDA

DATE: Sept 19, 2017
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-August 8,2017
4. Delegations/Presentations:
5. Correspondence C:1 NIL
6. Reports: R-1
 R-2
 R-3
 R-4
 R-5
7. New Business: NB:1 Simply Perfect Catering
 NB:2 Curling Rink contract
 NB:3 Arena Upgrade Project ribbon cutting-for
 discussion
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE August 8th, 2017
TIME: 4:00 pm
PLACE: Recreation Centre –Pine Room

PRESENT: Larry Houley, Area E Director PRRD, Chair Alternate
Randy Rusjan, Director of Parks & Recreation
Melissa Millsap, Manager of Leisure Facility Services
Amanda Stewart, Recreation Programs Manager
Comm. Alec Brownlee
Comm. Ernest Pfanner
Comm. Norma Tower
Carol Newsom, Chief Administrative Officer
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD -*Telecom*

ABSENT: Trish Morgan, Manager of Community Service, PRRD
Comm. Merlin Nichols
Comm. Sharon Sullivan
Kim Frech, Chief Financial Officer -PRRD
Kevin Franson, Director of Financial Administration

1. CALL THE MEETING TO ORDER:

Comm. Houley called the meeting to order at 4:01pm

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Pfanner

THAT the Agenda for August 8th, 2017 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT the minutes from May 23rd, 2017 be accepted

CARRIED

3. DELEGATION:

Nil

4. CORRESPONDENCE:

- C1: Letter to Buffalo Aerial Services Ltd. –Received for information**
- C2: Evacuee Capacity for Chetwynd Study –Leo Sabulsky, Fire Chief and Emergency Coordinator –District of Chetwynd –Received for information**

5. REPORTS:

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT Reports R1 through R5 are received for approval.

CARRIED

- R5 Arena Project Update -Received for Information**

6. NEW BUSINESS:

- NB1: Revision to the after-hours gym access policy**

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission approves the revision of the after hour access to the gym policy to include 1 month memberships and wave that they need to be residents of Chetwynd.

CARRIED

- NB2: Free Use during the Open House September 13th**

MOVED by Comm. Tower, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission approves free use during the Open House for Rock Climbing, Wallyball and Waterfit between 6-9pm.

CARRIED

- NB3: Adult workout and child space**

MOVED by Comm. Brownlee, SECONDED by Comm. Tower

THAT the Civic Properties Commission approves the free space for parents and children to allow for fitness activities and a safe area for children to play in the far back Curling Lobby.

CARRIED

NB4: Pool weekend operating hours

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission approves the adjusted weekend pool hours to be from 10:00am-5:30pm on Saturdays and Sundays starting when the pool reopens in August 2017 after the pool shut-down.

CARRIED

7. NEXT MEETING:

September 19th, 2017 - 4:00 pm Chetwynd & District Rec. Centre

8. ADJOURNMENT: Comm. Houley adjourned the meeting at 4:41pm

Dan Rose,
Chairperson

Amanda Stewart
Secretary

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Amanda Stewart, Recreation Programs Manager
Re: Civic Properties Report for August 2017
Date: September 19th, 2017

Program	2017	2016
Court Rentals	8	24
Court Punches	2	1
Fitness Drop-in	0	14
Fitness Registrations	0	13
Fitness Sessions (bought)	1	1
Fitness Sessions (used)	1	1
Wall Rental	0	0
Public Climb	30	25
Toonie Climb	4	17
Wall Belay Test	0	0
Walking Track	83	149
Adult Sports	0	0
Student Sports	0	0
Pickleball	0	0
Arena Rentals	0	55
Skate Rentals	0	12
Helmet Rentals	0	1
Drop-in Hockey	0	0
Toonie Skate	0	2
Public Skate	0	12
Skating Punch Card	0	0
Free Skate	0	0
Adult Programs	0	0
Youth Programs	54	36
Pre-teen Dance	0	0
Mini Athletes	0	0
Parent & Tot Programs	0	21
Special Events	0	0
Piano Rental	0	0

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Melissa Millsap, Manager of Leisure & Facility Services
 Date: September 19, 2017

General Information

- Pool Shut-Down August 08th-26th
 - Mechanical room
 - Valve
 - Piping
 - Acid injection line for hot tub
 - Floor painted
 - Epoxy grouted majority of pool basin
 - Touch up painting
 - Waterslide stairs painted
 - Change out of filter baffles & bags
 - Cleaning
- Aquatic in-service followed by our annual evacuation drill with all staff – Sunday Aug 27th
- Pool open to the public on Monday August 28th
- Open House – Free Use
 - Yoga – 3 / Wall – 0 / Court – 0 / TRX – 3 / Waterfit – 5
- Courses
 - Bronze Cross – 3 participants

Room & Hall usage for July		
ROOM	2017	2016
Spruce	4	1
Pine	6	4
Aspen	12	8
Birch	0	-
Tamarack	6	11
Cottonwood	2	6
Arena Dry Pad	0	-
Curling Rink Dry Pad	1	3
Old Lobby	0	-
New Lobby	0	-
TOTAL ROOM RENTALS	31	33

Room & Hall usage for August		
ROOM		2016
Spruce	7	1
Pine	11	6
Aspen	5	10
Birch	0	0
Tamarack	5	9
Cottonwood	1	8
Arena Dry Pad	0	0
Curling Rink Dry Pad	5	3
Old Lobby	0	0
New Lobby	0	0
TOTAL ROOM RENTALS	34	37

12-2

July	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
July 2015	2334	2422	470	0	2391	170
July 2016	3086	3175	471	18	2244	164
July 2017	3014	2519	345	0	2529	279

August	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
August 2015	764	775	208	0	2204	160
August 2016	1279	1408	140	0	2408	214
August 2017	922	864	83	0	2857	388

Library Fitness								
Passes	Jan-July	Aug	Summer Fun Days	2013	2014	2015	2016	2017
Fitness Class	9	-	Super Soaker	84	71	39	84	105
Gym Adult	17	-	Pirate Adventure	45			44	82
Skate Family	1	-	Carnival		68		51	
Swim Adult	6	-	Noodle Olympics			17		
Swim Family	34	-	Frozen		91			
Swim Child	6	-	Swim & a Movie		34	29		152
Swim Senior	3	-	Super Soaker revenge			87		
Court Rental	3	-	Minute to Win it/Amazing Race				53	35
Climbing Wall	1	-	Shark Week				79	
Total	80	0	Survivor					61

August Science Camp: 24 registered

Gymnastics –Parented 1-3yrs and Un-Parented 3-4yrs on Fridays

Fitness classes: Started up September 20th.

Instructors: Samantha Cupples, Natasha Janzen, Tyria Plamondon and Kathy Swanson

Classes being offered: Mommy & Me, Back to Fit, Suspension Training, Yoga, TRX

Mini Athletes –Tuesdays and Thursdays 5-6 & 6-7pm for ages 3-7yrs. Free due to funding support from BCRPA. Will run from September –December 2017

Kids Programs being offered starting this fall: Mini Chefs, Off the Wall Court Club, and hands on creative play.

***NEW* Dance** for ages 2yrs-18yrs

Open House on September 13th –Released our new Community Events Guide.

Terry Fox Run: September 17th 10:00am start time

Adult Sports: Monday-Thursday 8-10pm CSS Gymnasium Starting September 18th

Monday –Volleyball, Tuesday –Basketball, Wednesday –Floor Hockey, Thursday –Soccer

Pre-teen Dances will be offered once a month for the 2017/2018 School year.

DISTRICT OF CHETWYND GL Department Report

GL5330

Page : 1

Date : Sep 13, 2017 Time : 10:54 am

Year : 2017
Period : 12

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
42 Recreation Centre						
1 REVENUES						
Recreation Centre						
470 Ice Time	-55,056.61	0.00	-55,056.61	-98,820.00	-43,763.39	55.71
471 Other Operations	-67,512.41	0.00	-67,512.41	-95,787.00	-28,274.59	70.48
472 Recreation Programmes	-33,085.11	0.00	-33,085.11	-58,200.00	-25,114.89	56.85
599 Miscellaneous Revenue	-30,003.93	0.00	-30,003.93	0.00	30,003.93	0.00
811 Grants - Regional	-260,703.18	0.00	-260,703.18	-3,557,264.00	-3,296,560.82	7.33
RECREATION CENTRE	-446,361.24	0.00	-446,361.24	-3,810,071.00	-3,363,709.76	11.72
2 EXPENSES						
Recreation Centre						
750 Facilities Administration	248,144.30	0.00	248,144.30	394,814.00	146,669.70	62.85
751 Facilities Operations	540,486.45	0.00	540,486.45	896,896.00	356,409.55	60.26
753 Ice Plant Operations	5,989.83	0.00	5,989.83	22,000.00	16,010.17	27.23
754 Exterior Grounds	3,570.36	0.00	3,570.36	33,476.00	29,905.64	10.67
755 Concession & Lounge	7,648.13	0.00	7,648.13	19,500.00	11,851.87	39.22
756 Programmes - Administration	65,910.75	0.00	65,910.75	95,024.00	29,113.25	69.36
757 Programmes	47,501.84	0.00	47,501.84	82,361.00	34,859.16	57.68
820 Arena Refridgeration and slab upgrad	1,066,696.39	0.00	1,066,696.39	0.00	-1,066,696.39	0.00
822 Capital	12,627.27	0.00	12,627.27	2,266,000.00	2,253,372.73	0.56
RECREATION CENTRE	1,998,575.32	0.00	1,998,575.32	3,810,071.00	1,811,495.68	52.46
42 Recreation Centre	1,552,214.08	0.00	1,552,214.08	0.00	-1,552,214.08	
RECREATION CENTRE Total	1,552,214.08	0.00	1,552,214.08	0.00	-1,552,214.08	

DISTRICT OF CHETWYND GL Department Report

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Page : 1
Date : Sep 13, 2017
Time : 10:53 am

Year : 2017
Period : 12

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
41 Leisure Pool						
1 REVENUES						
Leisure Pool						
470 Swim Revenue	-68,467.36	0.00	-68,467.36	-96,500.00	-28,032.64	70.95
471 Fitness Revenue	-2,508.16	0.00	-2,508.16	-4,500.00	-1,991.84	55.74
472 Passes	-8.56	0.00	-8.56	0.00	8.56	0.00
473 Rental Revenue	-21,067.30	0.00	-21,067.30	-19,000.00	2,067.30	110.88
474 Weight Room Revenue	-149,784.13	0.00	-149,784.13	-155,000.00	-5,215.87	96.63
475 Other Revenue from own Sources	-4,840.79	0.00	-4,840.79	-7,000.00	-2,159.21	69.15
478 Sale of Pool Accessories	-3,918.47	0.00	-3,918.47	-4,500.00	-581.53	87.08
479 Miscellaneous Revenue	-9,968.70	0.00	-9,968.70	-10,000.00	-31.30	99.69
811 Pool Revenue	-172,591.01	0.00	-172,591.01	-1,202,050.00	-1,029,458.99	14.36
LEISURE POOL						
	-433,154.48	0.00	-433,154.48	-1,498,550.00	-1,065,395.52	28.90
2 EXPENSES						
Leisure Pool						
730 Pool Administration	109,817.49	0.00	109,817.49	168,408.00	58,590.51	65.21
731 Pool Office	149,524.47	0.00	149,524.47	235,566.00	86,041.53	63.47
732 Pool Operations	333,556.22	0.00	333,556.22	738,681.00	405,124.78	45.16
733 Pool Maintenance	161,563.42	0.00	161,563.42	295,885.00	134,321.58	54.60
734 Exterior Grounds	1,098.02	0.00	1,098.02	5,010.00	3,911.98	21.92
822 Capital	20,247.04	0.00	20,247.04	55,000.00	34,752.96	36.81
LEISURE POOL						
	775,806.66	0.00	775,806.66	1,498,550.00	722,743.34	51.77
41 Leisure Pool	342,652.18	0.00	342,652.18	0.00	-342,652.18	

DISTRICT OF CHETWYND
GL Department Report

Year : 2017
Period : 12

GL5330
Page : 2
Date : Sep 13, 2017
Time : 10:53 am

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	342,652.18	0.00	342,652.18	0.00	-342,652.18	

September 19, 2017

Arena Project Update

- Projected refrigeration plant start-up date: September 25
- "Zamboni" heavy load trench crossing expected to be completed Oct 1.
- Ice making projected to begin Oct 2
- Ice users have been made aware of the slight delay
- Dehumidifier expected to be completed by approximately mid-October

Randy Rusjan
Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: September 19, 2017

Request for Decision

Explanation: Simply Perfect Catering is in year two of its contract extension. There a clause within the contract to review its annual lease rate. Simply Perfect has typically seen a 5 percent annual increase in its base rate.

Recommended motion: That the Civic Properties Commission not increase Simply Perfect Catering's lease base rate for the 2017/2018 ice season,

Or

That the Civic Properties Commission approve a lease rate increase to Simply Perfect Catering lease base rate.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION REQUEST FOR DECISION

Explanation:

Management met with the Chetwynd Curling Club to discuss the upcoming curling season. Management advised the Chetwynd Curling Club that there will be a delay in the start-up for this season due to the arena project and that our goal is to have the pad ready for their ice maker to take over installation by mid-October. Management asked that the Chetwynd Curling Club end their season a week earlier due to this being the first time shutting the plant down to ensure the curling rink pad is ready for the annual memorial tournament. The Chetwynd Curling Club advised Management that their projected numbers are par or possibly a bit down from last year and they will only be requiring the four sheets again. The Chetwynd Curling Club received a 5% rate increase for the 2015/16 ice season. At this time there are no other price increases within the facility.

Recommendations

That the Civic Properties Commission approves that there will be no rate increase for the Chetwynd Curling Club for the 2017/18 curling season.

OR

That the Civic Properties Commission approve a 5% rate increase for the Chetwynd Curling Club for the 2017/18 curling season.

Submitted by:

Melissa Millsap
Manager of Leisure and Facility Services

Randy Rusjan
Director of Parks and Recreation