

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: November 27, 2018
LOCATION: Aspen Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-Oct 23, 2018
4. Delegations/Presentations: NIL
5. Correspondence C:1
6. Reports: R-1
 R-2
 R-3
 R-4
7. New Business: NB:1 2019 Operating and Capital Provisional Budgets
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE October 23, 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. Ernest Pfanner
 Comm. Walter MacFarlane
 Comm. Merlin Nichols
 Comm. Larry Houley

ABSENT: Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

GUEST Mayor-Elect Allen Courtoreille

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:03pm.

2. ADOPTION OF THE AGENDA:

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT the Agenda for October 23, 2018 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the minutes from September 25, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE:

C-1 MOVED by Comm. Nichols, SECONDED by Comm. Brownlee
 THAT the reply from Technical Safety BC be received for information.
 CARRIED

6. REPORTS:

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

7. NEXT MEETING: November 27, 2018 - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:30pm

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: November 27, 2018

- November 20. Meeting at the PRRD office in Dawson Creek with Lyle Smith-CFO, Trish Morgan-General Manager of Community Services, Kevin Franson-Director of Finance, Carol Newson-CAO, Randy Rusjan-Director of Parks and Recreation, and Steve McLain-Manager of Leisure and Facility Services, to review the 2019 Provisional arena and pool operating and capital budgets.
- November 26-Meeting with the Chetwynd Fire Department to discuss:
 - Fire alarms
 - Arena and Pool protocol's and role of the Fire Department
 - Hazards in the recreation centre
 - In attendance: Randy Rusjan-Director of Parks and Rec, Steve McLain-Manager of Leisure and Facility Services, Ed Freindorf-Maintenance Supervisor, and Byron Conroy-Yeti Refrigeration.
- November 28-Meeting with Work Safe regarding:
 - results of the Fernie investigation
 - Ammonia follow-up
 - Chlorine gas inspection for the pool
- TSBC has issued a document to recreation facilities using ammonia as its refrigerant. The document requires facilities to create a maintenance life cycle program for owners of ammonia plants.
- The facility has lost its FM II position. This position held a refrigeration operator certificate and covered Saturday's and Sunday's shifts in order to be compliant with TSBC. The requirement is to have a minimum of 7 hours per day every day staffed by a refrigeration operator or power engineer. We have created a short term schedule "work around" to remain compliant. We will advertise to fill the position. We have also worked within our current Organizational chart to create a second FM II (Refrigeration Operator) position by not filling two vacant half time custodial positions.

Randy Rusjan,
Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: November 27, 2018

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	51

Room & Hall usage for October		
ROOM	2018	2017
Spruce	27	7
Pine	24	12
Aspen	28	25
Birch	21	1
Tamarack	20	24
Cottonwood	11	0
Arena Dry Pad	0	0
Curling Rink	0	1
Curling Lobby	0	0
Rec Lobby	1	0
TOTAL ROOM RENTALS	132	70

September	Swim	<i>Waterslide</i>	<i>Swim Lessons</i>	<i>Swim Club</i>	Gym	After Hours Gym Access
September 2016	2677	<i>1520</i>	<i>245</i>	<i>30</i>	2465	256
September 2017	2419	<i>1310</i>	<i>136</i>	<i>44</i>	3144	552
September 2018	2352	<i>1765</i>	<i>161</i>	<i>42</i>	2576	407

October	Swim	<i>Waterslide</i>	<i>Swim Lessons</i>	<i>Swim Club</i>	Gym	After Hours Gym Access
October 2016	3154	<i>1302</i>	<i>313</i>	<i>489</i>	2842	342
October 2017	2838	<i>1133</i>	<i>295</i>	<i>462</i>	3228	666
October 2018	2551	<i>761</i>	<i>297</i>	<i>301</i>	2617	405

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for **September - October 2018**

October 2018

Program	2018	2017
Court Rentals	27	29
Court Punches	8	5
Fitness Drop-in	87	18
Fitness Registrations	28	47
Fitness Sessions (bought)	0	1
Fitness Sessions (used)	2	1
Wall Rental	0	0
Public Climb	32	20
Toonie Climb	20	21
Wall Belay Test	0	0
Walking Track	383	207
Adult Sports	8	60
Student Sports	0	50
Pickleball	0	0
Arena Rentals	175	97
Skate Rentals	105	16
Helmet Rentals	31	7
Drop-in Hockey	43	24
Toonie Skate	131	31
Public Skate	104	66
Skating Punch Card	1	0
Free Skate	42	21
Parent & Tot Skate	21	1
Adult Programs	6	1
Youth Programs	12	49
Pre-teen Dance	73	61
Mini Athletes	40	25
Children's Programs	68	41
Special Events	0	0
	1447	899

Pre-Teen Dance – Spooky Halloween

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
Parent & Tot Skate	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
	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
Parent & Tot 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
	318	156

Pre-Teen Dance – Christmas in August

2018 Ghoulish Affair



THANK YOU

We would like to thank the following businesses and people who volunteered their time, or donated goods and services, to the

GHOUlish AFFAIR

This awesome community support helps make the event a huge Halloween success! Thank-you as well to everyone who came to the event; we hope you all had a great time.

See you next year!

Chetwynd Fresh Water, Mckee Vacuum Truck Services, River Rock Sand & Gravel Ltd, Stage Coach Inn, DGS Astro Paving, Rat Race Contracting Ltd, Day's Inn, Chetwynd Minor Ball Association, Chetwynd & District Minor Hockey Association, Aim Trucking, Enbridge, Domino's Pizza, Subway, Chetwynd Fire Department, Kegan Henry Chetwynd & District Rec Staff, Tyria Plamondon, Chetwynd Social Planning Society the Sukunka Group, Lexi Joinson and Peace River Regional District.



DISTRICT OF CHETWYND
GL Department Report

GL5330 Page: 1
Date: Nov 19, 2018 Time: 8:22 am

Year : 2018
Period : 10

Budget : Budget Values
Group by: Default

12-4

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
470 Swim Revenue	-71,132.07	-6,725.56	-77,857.63	-98,000.00	-20,142.37	79.45
471 Fitness Revenue	-3,905.19	-613.90	-4,519.09	-5,000.00	-480.91	90.38
473 Rental Revenue	-15,891.92	-461.70	-16,353.62	-20,500.00	-4,146.38	79.77
474 Weight Room Revenue	-165,266.83	-16,530.11	-181,796.94	-170,000.00	11,796.94	106.94
475 Other Revenue from own Sources	-5,292.02	-734.88	-6,026.90	-6,550.00	-523.10	92.01
478 Sale of Pool Accessories	-3,625.57	-474.26	-4,099.83	-5,000.00	-900.17	82.00
479 Miscellaneous Revenue	-9,710.28	-61.49	-9,771.77	-10,000.00	-228.23	97.72
811 Pool Revenue	-268,320.29	0.00	-268,320.29	-1,245,613.00	-977,292.71	21.54
LEISURE POOL	-543,144.17	-25,601.90	-568,746.07	-1,560,663.00	-991,916.93	36.44
REVENUES	-543,144.17	-25,601.90	-568,746.07	-1,560,663.00	-991,916.93	36.44
EXPENSES						
Leisure Pool						
730 Pool Administration	119,478.11	19,086.70	138,564.81	177,545.00	38,980.19	78.04
731 Pool Office	173,359.25	12,630.51	185,989.76	219,437.00	33,447.24	84.76
732 Pool Operations	324,868.35	38,114.10	362,982.45	752,879.00	389,896.55	48.21
733 Pool Maintenance	173,263.46	19,649.53	192,912.99	305,292.00	112,379.01	63.19
734 Exterior Grounds	1,143.31	405.81	1,549.12	5,010.00	3,460.88	30.92
822 Capital	24,454.69	0.00	24,454.69	100,500.00	76,045.31	24.33
LEISURE POOL	816,567.17	89,886.65	906,453.82	1,560,663.00	654,209.18	58.08
EXPENSES	816,567.17	89,886.65	906,453.82	1,560,663.00	654,209.18	58.08
Leisure Pool	273,423.00	64,284.75	337,707.75	0.00	-337,707.75	

DISTRICT OF CHETWYND
GL Department Report

GL5330

Page : 2

R-4

Date : Nov 19, 2018 Time : 8:22 am

Year : 2018
Period : 10

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	273,423.00	64,284.75	337,707.75	0.00	-337,707.75	

DISTRICT OF CHETWYND
GL Department Report

GL5330 Page : 1
 Date : Nov 19, 2018 Time : 8:23 am

Year : 2018
 Period : 10

R-4

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-63,935.96	-8,409.68	-72,345.64	-101,820.00	-29,474.36	71.05
471 Other Operations	-83,784.12	-14,953.56	-98,737.68	-95,787.00	2,950.68	103.08
472 Recreation Programmes	-26,250.41	-6,226.27	-32,476.68	-60,000.00	-27,523.32	54.13
599 Miscellaneous Revenue	-5,780.75	-580.00	-6,360.75	-4,000.00	2,360.75	159.02
811 Grants - Regional	-508,438.51	0.00	-508,438.51	-1,498,430.00	-989,991.49	33.93
RECREATION CENTRE						
	-688,189.75	-30,169.51	-718,359.26	-1,760,037.00	-1,041,677.74	40.82
REVENUES						
	-688,189.75	-30,169.51	-718,359.26	-1,760,037.00	-1,041,677.74	40.82
EXPENSES						
Recreation Centre						
750 Facilities Administration	268,965.73	25,705.34	294,671.07	380,278.00	85,606.93	77.49
751 Facilities Operations	596,982.98	64,328.70	661,311.68	919,957.00	258,645.32	71.89
753 Ice Plant Operations	14,408.78	78.26	14,487.04	22,000.00	7,512.96	65.85
754 Exterior Grounds	9,796.48	405.81	10,202.29	33,600.00	23,397.71	30.36
755 Concession & Lounge	7,159.38	3,041.22	10,200.60	19,500.00	9,299.40	52.31
756 Programmes - Administration	67,306.15	6,945.01	74,251.16	93,850.00	19,598.84	79.12
757 Programmes	46,818.93	6,112.10	52,931.03	86,852.00	33,920.97	60.94
822 Capital	77,176.30	35,866.22	113,042.52	204,000.00	90,957.48	55.41
RECREATION CENTRE						
	1,088,614.73	142,482.66	1,231,097.39	1,760,037.00	528,939.61	69.95
EXPENSES						
	1,088,614.73	142,482.66	1,231,097.39	1,760,037.00	528,939.61	69.95
Recreation Centre	400,424.98	112,313.15	512,738.13	0.00	-512,738.13	
RECREATION CENTRE Total	400,424.98	112,313.15	512,738.13	0.00	-512,738.13	

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: November 27, 2018

Request for Decision

Explanation: The 2019 arena and pool operating and capital provisional budgets were prepared in consultation with Kevin Franson-Director of Finance; Randy Rusjan-Director of Parks and Recreation; Steve McLain-Manager of Leisure and Facility Services, and reviewed October 20th with Carol Newsom-Chief Administrative Officer, Lyle Smith-Chief Financial Officer-PRRD and Trish Morgan; General Manager of Community Services-PRRD.

Recommended motion: That the Civic Properties Commission approves the 2019 Arena and Pool Provisional operating budgets, and the 2019 Arena and Pool Provisional capital budgets;

Submitted By: Randy Rusjan

Director of Parks and Recreation.

NB-1

Chetwynd & District Rec Centre
 Leisure Pool Operational
 Provisional Budget
 For the Year Ended December 31, 2019

	2018	2019	Increase Decrease	% Change
Swim Revenue	\$ 98,000	\$ 99,500	\$1,500	1.53%
Fitness Revenue	\$ 5,000	\$ 5,500	\$500	10.00%
Rental Revenue	\$ 20,500	\$ 21,500	\$1,000	4.88%
Gym Revenue	\$ 170,000	\$ 170,000	\$0	0.00%
Other Revenue	\$ 6,550	\$ 6,600	\$50	0.76%
Accessory Sales	\$ 5,000	\$ 5,000	\$0	0.00%
Miscellaneous Revenue	\$ 10,000	\$ 10,000	\$0	0.00%
Revenue Total	\$ 315,050	\$ 318,100	\$3,050	0.97%
Administration	\$ 177,545	\$ 176,960	-\$585	-0.33%
Office	\$ 216,937	\$ 228,760	\$11,823	5.45%
Operations	\$ 752,879	\$ 780,655	\$27,776	3.69%
Maintenance	\$ 305,292	\$ 318,076	\$12,784	4.19%
Exterior Grounds	\$ 5,010	\$ 5,010	\$0	0.00%
Operations	\$ 1,457,663	\$ 1,509,461	\$51,798	3.55%
Capital	\$ 100,500	\$ 170,000	\$69,500	69.15%
Total Expenditures	\$ 1,558,163	\$ 1,679,461	\$121,298	7.78%
Total Requisition	\$ 1,243,113	\$ 1,361,361	\$ 118,248	9.51%

Chetwynd & District Rec Centre
 Rec Centre Operational
 Provisional Budget
 For the Year Ended December 31, 2019

	2018	2019	Increase Decrease	% Change
Ice Rentals	\$ 101,820	\$ 92,731	-\$9,089	-8.93%
Other Operations	\$ 95,787	\$ 91,787	-\$4,000	-4.18%
Recreation Programs	\$ 64,000	\$ 64,000	\$0	0.00%
Revenue Total	\$ 261,607	\$ 248,518	-\$ 13,089	-5.00%
Administration	\$ 380,278	\$ 399,263	\$18,986	4.99%
Facility Operations	\$ 919,958	\$ 928,770	\$8,812	0.96%
Ice Operations	\$ 22,000	\$ 27,000	\$5,000	22.73%
Exterior Grounds	\$ 33,600	\$ 33,600	\$0	0.00%
Concession & Vending	\$ 19,500	\$ 19,500	\$0	0.00%
Programs - Administration	\$ 93,850	\$ 99,503	\$5,652	6.02%
Recreation Programs	\$ 86,852	\$ 88,147	\$1,296	1.49%
Operations	\$ 1,556,037	\$ 1,595,783	\$39,746	2.55%
Capital	\$ 204,000	\$ 250,000	\$46,000	
Total Expenditures	\$ 1,760,037	\$ 1,845,783	\$ 85,746	4.87%
Transfer from Reserve	\$ -	\$ 50,000	\$50,000	
Total Requisition	\$ 1,498,430	\$ 1,547,265	\$ 48,835	3.26%

	Project #	POOL LONG RANGE CAPITAL	2019	2020	2021	2022	2023
POOL		Heat exchangers (5)				\$ 45,000.00	
POOL	411901	Gym equipment upgrade/addition	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
POOL		Photocopier				\$ 7,500.00	
POOL		Sound system		\$ 20,000.00			
POOL	411902	Retile showers	\$ 50,000.00				
POOL		Water Feature		\$ 5,000.00			
POOL	411903	Sanitizing System	\$ 105,000.00				
POOL		Pumps			\$ 7,000.00		
POOL	411904	Staff area renovation	\$ 10,000.00				
		TOTAL POOL	\$ 170,000.00	\$ 30,000.00	\$ 12,000.00	\$ 57,500.00	\$ 5,000.00

		REC CENTRE LONG RANGE CAPITAL	2019	2020	2021	2022	2023
REC	421901	Score clock	\$ 15,000.00				
REC	421902	Sidewalk	\$ 50,000.00				
REC		Office Carpets Replaced		\$ 15,000.00			
REC		Court Refinishing		\$ 5,000.00			
REC		Elevator Upgrade				\$ 30,000.00	
REC		Exterior building painted					\$ 200,000.00
REC		Phone upgrade			\$ 1,000.00		
REC		Photocopier				\$ 7,500.00	
REC		Arena interior wall painting				\$ 10,000.00	
REC	421903	Ice resurfacer	\$ 140,000.00				
REC		Electric Ice Edger				\$ 7,000.00	
REC		Old Zamboni Garage Heater			\$ 6,000.00		
REC		Curling lobby renovice divider			\$ 50,000.00		
REC		Curling Rink Exit Doors		\$ 15,000.00			
REC		Old lobby down draft heaters (3)			\$ 10,000.00		
REC		Work order system				\$ 40,000.00	
REC		Autoscrubber (5M-\$5000 LG-\$15000)				\$ 8,000.00	
REC		Aspen room roof top ac coils (3)		\$ 15,000.00			
REC		Aspen room hot water tank replacement		\$ 45,000.00			
REC		Facility Generator			\$ 100,000.00		
REC		Cottonwood stairwell flooring		\$ 20,000.00			
REC		Tamarack Hall Update including lighting				\$ 10,000.00	
REC		Tamarack Hall & hallway flooring				\$ 50,000.00	
REC		Tamarack stairwell			\$ 7,000.00		
REC		Bistro Dishwasher				\$ 7,000.00	
REC		Ice cube maker		\$ 3,000.00			
REC		Carpet machine		\$ 6,000.00			
REC		Mycom suction valves for both compressors				\$ 10,000.00	
REC		Refrigeration plant oil separators		\$ 40,000.00			
REC		Refrigeration plant safety valves				\$ 8,000.00	
REC		Sound system for arena only		\$ 40,000.00			
REC	421904	Plant Room Venting	\$ 45,000.00				
		TOTAL REC	\$ 250,000.00	\$ 204,000.00	\$ 174,000.00	\$ 187,500.00	\$ 200,000.00
		TOTAL POOL & REC	\$ 420,000.00	\$ 234,000.00	\$ 186,000.00	\$ 245,000.00	\$ 205,000.00