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| <p style="text-align: center;"><b>CIVIC PROPERTIES COMMISSION<br/>MEETING AGENDA</b></p> |
|------------------------------------------------------------------------------------------|

DATE: Oct 24, 2017  
LOCATION: Pine Room  
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-Sept 19, 2017
4. Delegations/Presentations: Mark Hampel-Fraser Valley Refrigeration.
5. Correspondence                      C:1    NIL
6. Reports:                                R-1  
                                                     R-2  
                                                     R-3  
                                                     R-4  
                                                     R-5
7. New Business:                      NB:1    Chamber of Commerce request
8. Adjournment:

Next scheduled meeting:

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE September 19<sup>th</sup>, 2017  
TIME: 4:00 pm  
PLACE: Recreation Centre –Pine Room

**PRESENT:** Dan Rose, Area E Director PRRD, Chair  
Randy Rusjan, Director of Parks & Recreation  
Melissa Millsap, Manager of Leisure Facility Services  
Amanda Stewart, Recreation Programs Manager  
Carol Newsom, Chief Administration Officer  
Comm. Merlin Nichols  
Comm. Ernest Pfanner  
Comm. Norma Tower  
Comm. Sharon Sullivan  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD –telecom

**ABSENT:** Trish Morgan, Manager of Community Service, PRRD  
Comm. Alec Brownlee

### 1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:02pm

### 2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner

THAT the Agenda for September 19<sup>th</sup>, 2017 be accepted.

CARRIED

### MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Tower, SECONDED by Comm. Pfanner

THAT the minutes from August 8<sup>th</sup>, 2017 be accepted.

CARRIED

### 3. DELEGATION:

Nil

**4. CORRESPONDENCE:**

**C1:**

**5. REPORTS:**

MOVED by Comm. Sullivan, SECONDED by Comm. Nichols

THAT Reports R1 through R3 are received for approval.

CARRIED

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT Report R4 is received for approval.

CARRIED

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner

THAT Report R5 is received for approval.

CARRIED

**R5                    Arena Project Update -Received for Information**

**6. NEW BUSINESS:**

**NB1:                Simply Perfect Catering**

Motioned by Comm. Nichols, SECONDED by Comm. Sullivan

THAT the Civic Properties Commission approves to retain the 2016/2017 lease rate for 2017/2018 for Simply Perfect Catering.

CARRIED

**NB2:                Curling Rink Contract**

MOVED by Comm. Pfanner, SECONDED by Comm. Sullivan

THAT the Civic Properties Commission approves that there will be no rate increase for the Chetwynd Curling Club for the 2017/2018 curling season.

CARRIED

**NB3:                Arena Upgrade Project ribbon cutting –for discussion**

**Date decided for ribbon cutting: *Thursday November 2<sup>nd</sup>, 2017 at 2pm***

**7. NEXT MEETING:**

October 24<sup>th</sup>, 2017 - 4:00 pm Chetwynd & District Rec. Centre

**8. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:32pm

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Dan Rose,  
Chairperson

Amanda Stewart  
Secretary

## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
 From: Melissa Millsap, Manager of Leisure & Facility Services  
 Date: October 24, 2017

## General Information

- Terry Fox Run – 26 participants
- Standard First Aid – 10 participants
- We are running multiple private lessons

| Room & Hall usage for <b>September</b> |           |           | <i>Fitness classes are included in the room &amp; hall usage</i> |                |
|----------------------------------------|-----------|-----------|------------------------------------------------------------------|----------------|
| ROOM                                   | 2017      | 2016      |                                                                  |                |
| Spruce                                 | 5         | 7         | Tamarack                                                         | 4              |
| Pine                                   | 10        | 16        | Aspen                                                            | 6              |
| Aspen                                  | 17        | 11        | Birch Lobby                                                      | 0              |
| Birch                                  | 0         | 0         | <i>8 fitness classes on the walking track (additional info.)</i> |                |
| Tamarack                               | 5         | 29        |                                                                  |                |
| Cottonwood                             | 3         | 3         | <b>Library Fitness Passes</b>                                    | <b>Jan-Aug</b> |
| Arena Dry Pad                          | 0         | 0         | Fitness Class                                                    | 9              |
| Curling Rink Dry Pad                   | 1         | 3         | Gym Adult                                                        | 17             |
| Birch Lobby                            | 0         | 0         | Skate Family                                                     | 1              |
| New Lobby                              | 1         | 0         | Swim Adult                                                       | 6              |
| <b>TOTAL ROOM RENTALS</b>              | <b>42</b> | <b>69</b> | Swim Family                                                      | 34             |
|                                        |           |           | Swim Child                                                       | 6              |
|                                        |           |           | Swim Senior                                                      | 3              |
|                                        |           |           | Court Rental                                                     | 3              |
|                                        |           |           | Climbing Wall                                                    | 1              |

For the redeemed fitness passes; as of the end of September the total dollar amount used is \$787.58  
 The remaining balance is \$4,212.42

| September | Swim | Waterslide | Swim Lessons | Swim Club | Gym  | After Hours Gym Access |
|-----------|------|------------|--------------|-----------|------|------------------------|
| Sep 2015  | 2191 | 1897       | 208          | 0         | 2238 | 183                    |
| Sep 2016  | 2677 | 1520       | 254          | 30        | 2465 | 256                    |
| Sep 2017  | 2419 | 1310       | 136          | 44        | 3144 | 552                    |

# CIVIC PROPERTIES REPORT

**To:** Civic Properties Commission  
**From:** Amanda Stewart, Recreation Programs Manager  
**Re:** Civic Properties Report for September 2017  
**Date:** October 24<sup>th</sup>, 2017

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| Program                   | 2017 | 2016 |
|---------------------------|------|------|
| Court Rentals             | 17   | 19   |
| Court Punches             | 2    | 2    |
| Fitness Drop-in           | 16   | 13   |
| Fitness Registrations     | 46   | 175  |
| Fitness Sessions (bought) | 6    | 3    |
| Fitness Sessions (used)   | 5    | 3    |
| Wall Rental               | 0    | 0    |
| Public Climb              | 17   | 9    |
| Toonie Climb              | 9    | 5    |
| Wall Belay Test           | 0    | 0    |
| Walking Track             | 143  | 150  |
| Adult Sports              | 19   | 32   |
| Student Sports            | 6    | 18   |
| Pickleball                | 0    | 0    |
| Arena Rentals             | 0    | 90   |
| Skate Rentals             | 0    | 48   |
| Helmet Rentals            | 0    | 10   |
| Drop-in Hockey            | 0    | 34   |
| Toonie Skate              | 0    | 83   |
| Public Skate              | 0    | 109  |
| Skating Punch Card        | 0    | 5    |
| Free Skate                | 0    | 47   |
| Adult Programs            | 0    | 1    |
| Youth Programs            | 9    | 10   |
| Pre-teen Dance            | 55   | 65   |
| Mini Athletes             | 25   | 88   |
| Parent & Tot Programs     | 18   | 30   |
| Special Events            | 13   | 20   |
| Piano Rental              | 0    | 0    |

## September Programs Report

### **Children's Programs offered in September:**

- Gymnastics            Walking -4yrs   Fridays
- Mini Athletes        ages 3-7yrs   Tue/Thu        5-6pm & 6-7pm
- Mini Chefs            ages 3-8yrs   Wed            3-4:30pm

### **Youth & Teen:**

- Under the Sea –Pre-teen Dance   55 participants
- Karate

### **Adult Programs:**

- Adults Sports –started September 18<sup>th</sup>:  
Mon-Volleyball/Tue: Basketball/Wed: Floor Hockey/ Thu: Dodgeball

### **Fitness Programs:**

- Back to Fit
- Yoga
- Mommy & me
- Suspended Fitness Training
- TRX

### **Special Events:**

- Open House September 13<sup>th</sup>
- Terry Fox Run 26 Participants.

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The Ghoulish Affair planning is well underway for this year.

Theme: The Nightmare Before Christmas

# DISTRICT OF CHETWYND GL Department Report

P-4

Year : 2017  
Period : 12

Budget : Budget Values  
Group by: Default

| Description                             | Open Bal             | Current     | Year to Date         | Budget               | Variance             | % Used       |
|-----------------------------------------|----------------------|-------------|----------------------|----------------------|----------------------|--------------|
| <b>RECREATION CENTRE</b>                |                      |             |                      |                      |                      |              |
| 42 Recreation Centre                    |                      |             |                      |                      |                      |              |
| <b>1 REVENUES</b>                       |                      |             |                      |                      |                      |              |
| Recreation Centre                       |                      |             |                      |                      |                      |              |
| 470 Ice Time                            | -55,056.61           | 0.00        | -55,056.61           | -98,820.00           | -43,763.39           | 55.71        |
| 471 Other Operations                    | -78,005.15           | 0.00        | -78,005.15           | -95,787.00           | -17,781.85           | 81.44        |
| 472 Recreation Programmes               | -43,882.56           | 0.00        | -43,882.56           | -58,200.00           | -14,317.44           | 75.40        |
| 599 Miscellaneous Revenue               | -30,603.93           | 0.00        | -30,603.93           | 0.00                 | 30,603.93            | 0.00         |
| 811 Grants - Regional                   | -2,356,629.38        | 0.00        | -2,356,629.38        | -3,557,264.00        | -1,200,634.62        | 66.25        |
| <b>RECREATION CENTRE</b>                | <b>-2,564,177.63</b> | <b>0.00</b> | <b>-2,564,177.63</b> | <b>-3,810,071.00</b> | <b>-1,245,893.37</b> | <b>67.30</b> |
| <b>2 EXPENSES</b>                       |                      |             |                      |                      |                      |              |
| Recreation Centre                       |                      |             |                      |                      |                      |              |
| 750 Facilities Administration           | 277,735.30           | 0.00        | 277,735.30           | 394,814.00           | 117,078.70           | 70.35        |
| 751 Facilities Operations               | 626,251.39           | 0.00        | 626,251.39           | 896,896.00           | 270,644.61           | 69.82        |
| 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                 | 8,544.65             | 0.00        | 8,544.65             | 19,500.00            | 10,955.35            | 43.82        |
| 756 Programmes - Administration         | 76,278.15            | 0.00        | 76,278.15            | 95,024.00            | 18,745.85            | 80.27        |
| 757 Programmes                          | 51,921.96            | 0.00        | 51,921.96            | 82,361.00            | 30,439.04            | 63.04        |
| 820 Arena Refrigeration and slab upgrad | 1,546,316.75         | 0.00        | 1,546,316.75         | 0.00                 | -1,546,316.75        | 0.00         |
| 822 Capital                             | 21,404.15            | 0.00        | 21,404.15            | 2,266,000.00         | 2,244,595.85         | 0.94         |
| <b>RECREATION CENTRE</b>                | <b>2,618,012.54</b>  | <b>0.00</b> | <b>2,618,012.54</b>  | <b>3,810,071.00</b>  | <b>1,192,058.46</b>  | <b>68.71</b> |
| 42 Recreation Centre                    | 53,834.91            | 0.00        | 53,834.91            | 0.00                 | -53,834.91           |              |
| <b>RECREATION CENTRE Total</b>          | <b>53,834.91</b>     | <b>0.00</b> | <b>53,834.91</b>     | <b>0.00</b>          | <b>-53,834.91</b>    |              |

# DISTRICT OF CHETWYND GL Department Report

R-4

Year : 2017  
Period : 12

Budget : Budget Values  
Group by: Default

| Description                        | Open Bal    | Current | Year to Date | Budget        | Variance    | % Used |
|------------------------------------|-------------|---------|--------------|---------------|-------------|--------|
| <b>LEISURE POOL</b>                |             |         |              |               |             |        |
| 41 Leisure Pool                    |             |         |              |               |             |        |
| <b>1 REVENUES</b>                  |             |         |              |               |             |        |
| Leisure Pool                       |             |         |              |               |             |        |
| 470 Swim Revenue                   | -78,444.54  | 0.00    | -78,444.54   | -96,500.00    | -18,055.46  | 81.29  |
| 471 Fitness Revenue                | -3,096.02   | 0.00    | -3,096.02    | -4,500.00     | -1,403.98   | 68.80  |
| 472 Passes                         | -8.56       | 0.00    | -8.56        | 0.00          | 8.56        | 0.00   |
| 473 Rental Revenue                 | -21,906.22  | 0.00    | -21,906.22   | -19,000.00    | 2,906.22    | 115.30 |
| 474 Weight Room Revenue            | -171,524.00 | 0.00    | -171,524.00  | -155,000.00   | 16,524.00   | 110.66 |
| 475 Other Revenue from own Sources | -5,689.51   | 0.00    | -5,689.51    | -7,000.00     | -1,310.49   | 81.28  |
| 478 Sale of Pool Accessories       | -4,524.64   | 0.00    | -4,524.64    | -4,500.00     | 24.64       | 100.55 |
| 479 Miscellaneous Revenue          | -10,101.73  | 0.00    | -10,101.73   | -10,000.00    | 101.73      | 101.02 |
| 811 Pool Revenue                   | -570,169.97 | 0.00    | -570,169.97  | -1,202,050.00 | -631,880.03 | 47.43  |
| <b>2 EXPENSES</b>                  |             |         |              |               |             |        |
| Leisure Pool                       |             |         |              |               |             |        |
| 730 Pool Administration            | 129,302.84  | 0.00    | 129,302.84   | 168,408.00    | 39,105.16   | 76.78  |
| 731 Pool Office                    | 166,428.54  | 0.00    | 166,428.54   | 235,566.00    | 69,137.46   | 70.65  |
| 732 Pool Operations                | 390,836.20  | 0.00    | 390,836.20   | 738,681.00    | 347,844.80  | 52.91  |
| 733 Pool Maintenance               | 186,859.01  | 0.00    | 186,859.01   | 295,885.00    | 109,025.99  | 63.15  |
| 734 Exterior Grounds               | 1,098.02    | 0.00    | 1,098.02     | 5,010.00      | 3,911.98    | 21.92  |
| 822 Capital                        | 24,832.42   | 0.00    | 24,832.42    | 55,000.00     | 30,167.58   | 45.15  |
| <b>LEISURE POOL</b>                |             |         |              |               |             |        |
|                                    | 899,357.03  | 0.00    | 899,357.03   | 1,498,550.00  | 599,192.97  | 60.02  |
| 41 Leisure Pool                    | 33,891.84   | 0.00    | 33,891.84    | 0.00          | -33,891.84  |        |

DISTRICT OF CHETWYND  
GL Department Report

R-4

Year : 2017  
Period : 12

GL5330  
Date : Oct 18, 2017  
Page : 2  
Time : 10:33 am

Budget : Budget Values

| Description        | Open Bal  | Current | Year To Date | Budget | Variance   | % Used |
|--------------------|-----------|---------|--------------|--------|------------|--------|
| LEISURE POOL       |           |         |              |        |            |        |
| LEISURE POOL Total | 33,891.84 | 0.00    | 33,891.84    | 0.00   | -33,891.84 |        |

October 24, 2017

**Arena Project Update**

- Hockey ice making started October 2, and was completed as of October 10
  - The arena opened to the public for regular ice use October 18
- The Curling ice brine pump was started Oct 10 and the floor was sealed, flooded and painted white by Friday October 13. The curling ice maker has begun installing the rings as of October 16.
- The dehumidifier was damaged upon placing it on the new concrete pad. There is a technician assessing the unit and a full report will be provided to Munster's, the supplier of the dehumidifier, as well as the project consultants for review and recommendation. The contractor reports that the majority of the damage was external/cosmetic. The recommendation will most likely be to repair the dehumidifier, and a full factory warranty will still be in place/provided.
- Nov 2, 2017-There is a ribbon cutting ceremony planned for 2pm. We will offer a free public skate and refreshments. At this time there won't be a representative from the Federal-Canada 150 Grant in attendance.
- October 20-Technical Safety Services (formerly BC Safety Authority) was on site to conduct an initial inspection of the new refrigeration plant. A certificate of inspection will be issued early Nov with a final inspection to follow for the vessels in order to issue permits. There were no concerns addressed at this time by the Technical Safety Services inspector and was pleased with what he saw at this time.

Randy Rusjan  
Director of Parks and Recreation.

|                                                                                         |
|-----------------------------------------------------------------------------------------|
| <p style="text-align: center;">CIVIC PROPERTIES COMMISSION<br/>REQUEST FOR DECISION</p> |
|-----------------------------------------------------------------------------------------|

Explanation: The Chamber of Commerce is asking to have the Civic Properties Commission waive the fee for the Cottonwood Hall for the Jingle and Mingle Merchant Holiday Party.

See attached emails from Naomi Larsen Executive Director of the Chetwynd Chamber of Commerce for more information.

Currently Discount Policy:

## 7. Chamber of Commerce

- Events or activities are non-profit and charged the non-profit rate.
- Extra staff costs for clean up after an event can be charged at the discretion of the Director of Parks & Recreation.
  - Examples:
    - Civic night, chainsaw sculpture banquet or room rental.

**The tradeshow is an exception and the Chamber of Commerce will receive 50% off of the non-profit rate on the pad rental and any rooms or halls that may be booked for the purpose of the tradeshow.**

Recommendations That the Civic Properties Commission approves the Chamber of Commerce request to waive the fee for the Cottonwood Hall for the Jingle and Mingle Merchant Holiday Party.

OR

Recommendations That the Civic Properties Commission not approve the Chamber of Commerce request to waive the fee for the Cottonwood Hall for the Jingle and Mingle Merchant Holiday Party.

Submitted by:

Melissa Millsap  
Manager of Leisure and Facility Services

Randy Rusjan  
Director of Parks and Recreation

## Melissa Millsap

---

**From:** Naomi Larsen <manager@chetwyndchamber.ca>  
**Sent:** October-13-17 2:13 PM  
**To:** Melissa Millsap  
**Subject:** RE: Request to have Cottonwood Hall fee waived for Merchant Christmas Party

Hi Melissa,

I think that's about it.

It's the Chetwynd Chamber of Commerce Jingle and Mingle Merchant Holiday Party. To be held November 25/ 2017 at the Cottonwood Hall.

It's a community event dinner/dance for our local business community. This is our first Merchant Party in about a 7 years and the budget is quite tight this year.

Waiving the fee would could allow us to advertise the Civic Properties Commission as a sponsor of the event.

Looking forward to hearing your decision.

Thanks!

*Have a wonderful day!*

Naomi Larsen  
Executive Director  
Chetwynd Chamber of Commerce  
250-788-3345 Office  
1-250-410-0391 Fax  
manager@chetwyndchamber.ca  
[www.chetwyndchamber.ca](http://www.chetwyndchamber.ca)  
[www.facebook.com/chetwyndchamberofcommerce](https://www.facebook.com/chetwyndchamberofcommerce)  
Twitter: @ChetwyndChamber  
Instagram: chetwyndchamber

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**For more info, check out <https://www.chetwyndchamber.ca/travel-the-world>**

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**Cc:** Randy Rusjan <[RRusjan@gochetwynd.com](mailto:RRusjan@gochetwynd.com)>

**Subject:** RE: Request to have Cottonwood Hall fee waived for Merchant Christmas Party

Hi Naomi

Thank you for your request. We will be taking it to our Civic Properties Commission for decision on October 24<sup>th</sup>.

If there is any information you would like to add please email it to me before October 19<sup>th</sup>.

Melissa

----- Original message -----

From: Naomi Larsen <[manager@chetwyndchamber.ca](mailto:manager@chetwyndchamber.ca)>

Date: 2017-10-11 4:21 PM (GMT-07:00)

To: Randy Rusjan <[RRusjan@gochetwynd.com](mailto:RRusjan@gochetwynd.com)>

Subject: Request to have Cottonwood Hall fee waived for Merchant Christmas Party

Good afternoon Randy,

The Chetwynd Chamber of Commerce is hosting the Merchant Christmas Party this year on November 25 for Chetwynd and area business owners, their staff and guests.

As this is our first one in a very long time and due to strict budget constraints and because this is a community Christmas Party, is it possible to have the Cottonwood Hall rental fee waived for this event?

*Have a wonderful day!*

Naomi Larsen

Executive Director

Chetwynd Chamber of Commerce

250-788-3345 Office

1-250-410-0391 Fax

[manager@chetwyndchamber.ca](mailto:manager@chetwyndchamber.ca)

[www.chetwyndchamber.ca](http://www.chetwyndchamber.ca)