

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: Nov 28, 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:
5. Correspondence C:1 PRRD-Invitation
6. Reports: R-1
 R-2
 R-3
 R-4
 R-5
7. New Business: NB:1 Chetwynd Health Blitz
 NB:2 2018 CDRC Provisional Budget
8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: October 24th, 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
Comm. Alec Brownlee
Comm. Merlin Nichols
Comm. Ernest Pfanner
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD -telecom
Trish Morgan, Manager of Community Service, PRRD -telecom
Carol Newsom, Chief Administrative Officer
Mark Hampel, Fraser Valley Refrigeration Ltd.

ABSENT: Comm. Merlin Nichols
Comm. Norma Tower
Comm. Sharon Sullivan

QUORUM NOT MET

1. CALL THE MEETING TO ORDER:

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

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Pfanner

THAT the Agenda for October 24th, 2017 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Pfanner SECONDED by Comm. Brownlee,

THAT the minutes from September 19th, 2017 be accepted

CARRIED

3. DELEGATION:

Arena Update and Information presented by Mark Hampel from Fraser Valley Refrigeration Ltd.

4. CORRESPONDENCE:

C1:

5. REPORTS:

MOVED by Comm. Brownlee SECONDED by Comm. Phanner

THAT Reports R1 through R5 are received for approval.

CARRIED

R5 Arena Project Update -Received for Information

6. NEW BUSINESS: Chamber of Commerce Request

NB1: *The opinion of those present is that it does not fall into the guidelines for request for discount.
An email will be sent out to everyone for input and decision making.*

NB2: **Chetwynd Library Feasibility Study**
-received for information

7. NEXT MEETING:

November 28th, 2017 - 4:00 pm Chetwynd & District Rec. Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:03pm

Dan Rose,
Chairperson

Amanda Stewart
Secretary

C-1



PEACE RIVER REGIONAL DISTRICT

November 10, 2017

Chair and Commissioners
Chetwynd and District Recreation Centre
Civic Properties Commission
P.O. Box 757
Chetwynd, BC
V0C 1J0

sent via email: Dan.Rose@prrd.bc.ca
sent via email: RRusjan@gochetwynd.com

Dear Chair and Commissioners of the Civic Properties Commission,

The Peace River Regional District is pleased to announce that the final report for the Chetwynd Public Library Feasibility Study has been completed. The Chair and Commissioners from the Chetwynd and District Recreation Centre Civic Properties Commission are invited to attend the presentation of the results at 7:00pm on November 29, 2017 in the Cottonwood Room at the Chetwynd and District Recreation Centre. The Chetwynd Library Board, the Chetwynd and District Mayor and Council, and Regional Board members from the Peace River Regional District are also be invited to attend.

As you remember, in 2016, at the request of the District of Chetwynd and the Chetwynd Library Board, the Peace River Regional District started work on examining on the options to either upgrade the current library or build a new library in Chetwynd. Funds were budgeted by the Regional District to conduct a feasibility study which included forming an Advisory Committee and hiring a consultant specializing in library services to lead the project.

A public presentation of the results is scheduled for the day prior, November 28, 2017, at the Cottonwood Room at the Chetwynd and District Recreation Centre at 7:00pm.

We look forward to seeing you there.
Sincerely,

Bryna Casey
Parks and Rural Recreation Coordinator
Peace River Regional District

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Melissa Millsap, Manager of Leisure & Facility Services
 Date: November 28, 2017

General Information

➤ Holiday Schedule

- We will be offering a Toonie Swim from 9am-12pm over the Holidays in hopes of getting more swimmers into the pool during that time.
- The Facility will open from 10am-4pm on December 24th & 31st we will have our annual Holiday Family Fun Days on these two days.
- The Facility will be closed on December 25th, 26th and January 01st

Room & Hall usage for October			<i>Fitness classes are included in the room & hall usage</i>	
ROOM	2017	2016		
Spruce	7	3	Tamarack	12
Pine	12	8	Aspen	4
Aspen	25	14	Birch Lobby	0
Birch	1	0	<i>8 fitness classes on the walking track (additional info.)</i>	
Tamarack	24	14	Library Fitness Passes	Jan-Sep
Cottonwood	0	7	Fitness Class	12
Arena Dry Pad	0	0	Gym Adult	18
Curling Rink Dry Pad	1	0	Skate Family	1
Birch Lobby	0	10	Swim Adult	9
New Lobby	0	0	Swim Family	36
TOTAL ROOM RENTALS	70	56	Swim Child	8
			Swim Senior	3
			Court Rental	3
			Climbing Wall	1

For the redeemed fitness passes; as of the end of October the total dollar amount used is \$884.10 The remaining balance is \$4,115.90

October	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Oct 2015	2098	1921	320	177	2383	241
Oct 2016	3154	1302	313	489	2842	342
Oct 2017	2838	1133	295	462	3228	666

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Amanda Stewart, Recreation Programs Manager
Re: Civic Properties Report for October 2017
Date: November 28th, 2017

Program	2017	2016
Court Rentals	29	39
Court Punches	5	1
Fitness Drop-in	18	45
Fitness Registrations	47	118
Fitness Sessions (bought)	1	2
Fitness Sessions (used)	1	0
Wall Rental	0	0
Public Climb	20	49
Toonie Climb	21	10
Wall Belay Test	0	0
Walking Track	207	335
Adult Sports	60	36
Student Sports	50	38
Pickleball	0	0
Arena Rentals	97	185
Skate Rentals	16	121
Helmet Rentals	7	39
Drop-in Hockey	24	36
Toonie Skate	31	167
Public Skate	66	128
Skating Punch Card	0	5
Free Skate	21	68
Adult Programs	1	1
Youth Programs	49	24
Pre-teen Dance	81	68
Mini Athletes	25	88
Parent & Tot Programs	41	0
Special Events	0	0
Piano Rental	0	0

Ghoulish Affair attendees: approximately 1700

DOC Christmas Parties: Adult –Dec 2nd 6pm

Teen/Child –Dec 20th 6pm

DISTRICT OF CHETWYND
GL Department Report

GL5330 Page : 1
Date : Nov 21, 2017 Time : 4:30 pm

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	-66,572.51	0.00	-66,572.51	-98,820.00	-32,247.49	67.37
471 Other Operations	-88,735.91	0.00	-88,735.91	-95,787.00	-7,051.09	92.64
472 Recreation Programmes	-47,376.54	0.00	-47,376.54	-58,200.00	-10,823.46	81.40
599 Miscellaneous Revenue	-31,286.43	0.00	-31,286.43	0.00	31,286.43	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
RECREATION CENTRE	-2,590,600.77	0.00	-2,590,600.77	-3,810,071.00	-1,219,470.23	67.99
2 EXPENSES						
Recreation Centre						
750 Facilities Administration	301,756.82	0.00	301,756.82	394,814.00	93,057.18	76.43
751 Facilities Operations	683,401.58	0.00	683,401.58	896,896.00	213,494.42	76.20
753 Ice Plant Operations	6,146.35	0.00	6,146.35	22,000.00	15,853.65	27.94
754 Exterior Grounds	3,744.17	0.00	3,744.17	33,476.00	29,731.83	11.18
755 Concession & Lounge	9,469.19	0.00	9,469.19	19,500.00	10,030.81	48.56
756 Programmes - Administration	83,204.13	0.00	83,204.13	95,024.00	11,819.87	87.56
757 Programmes	61,992.90	0.00	61,992.90	82,361.00	20,368.10	75.27
820 Arena Refrigeration and slab upgrad	1,923,488.54	0.00	1,923,488.54	0.00	-1,923,488.54	0.00
822 Capital	21,404.15	0.00	21,404.15	2,266,000.00	2,244,595.85	0.94
RECREATION CENTRE	3,094,607.83	0.00	3,094,607.83	3,810,071.00	715,463.17	81.22
42 Recreation Centre	504,007.06	0.00	504,007.06	0.00	-504,007.06	
RECREATION CENTRE Total	504,007.06	0.00	504,007.06	0.00	-504,007.06	

DISTRICT OF CHETWYND GL Department Report

GL5330 Page : 1
Date : Nov 21, 2017 Time : 4:29 pm

Year : 2017
Period : 12

Budget :
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	-85,881.33	0.00	-85,881.33	-96,500.00	-10,618.67	89.00
471 Fitness Revenue	-3,505.78	0.00	-3,505.78	-4,500.00	-994.22	77.91
472 Passes	-8.56	0.00	-8.56	0.00	8.56	0.00
473 Rental Revenue	-25,485.47	0.00	-25,485.47	-19,000.00	6,485.47	134.13
474 Weight Room Revenue	-194,555.82	0.00	-194,555.82	-155,000.00	39,555.82	125.52
475 Other Revenue from own Sources	-6,369.80	0.00	-6,369.80	-7,000.00	-630.20	91.00
478 Sale of Pool Accessories	-5,172.97	0.00	-5,172.97	-4,500.00	672.97	114.95
479 Miscellaneous Revenue	-10,202.45	0.00	-10,202.45	-10,000.00	202.45	102.02
811 Pool Revenue	-570,169.97	0.00	-570,169.97	-1,202,050.00	-631,880.03	47.43
LEISURE POOL						
	-901,352.15	0.00	-901,352.15	-1,498,550.00	-597,197.85	60.15
2 EXPENSES						
Leisure Pool						
730 Pool Administration	144,061.44	0.00	144,061.44	168,408.00	24,346.56	85.54
731 Pool Office	178,246.19	0.00	178,246.19	235,566.00	57,319.81	75.67
732 Pool Operations	428,271.26	0.00	428,271.26	738,681.00	310,409.74	57.98
733 Pool Maintenance	203,374.22	0.00	203,374.22	295,885.00	92,510.78	68.73
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
LEISURE POOL						
	979,883.55	0.00	979,883.55	1,498,550.00	518,666.45	65.39
41 Leisure Pool						
	78,531.40	0.00	78,531.40	0.00	-78,531.40	

DISTRICT OF CHETWYND
GL Department Report

3030

GL5330
2-d

Date : Nov 21, 2017

Year : 2017
Period : 12

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	78,531.40	0.00	78,531.40	0.00	-78,531.40	

November 28, 2017

Arena Project Update

Verbal:

- **Outstanding:** Dehumidifier-replacement panels have arrived
 - **Additional costs:**
 - Concrete floor patch at end of bleacher area
 - Retaining wall at ice resurfacer crossing at edge of garage wall
 - Credit given for deleting viewing platform (handicap ramp-not required)
 - Heavy load trench covers (ice resurfacer crossing) additional vertical supports were added. Cost is yet to come
 - Additional costs above including the credit given is approximately \$14,000 dollars excluding the additional heavy load trench covers cost, and potential cost of the gate at the end the arena
- Project costs to date, and to completion is expected to be approximately 2.4 million.
 - Technical Safety inspection report sent to Bradley Refrigeration, and Fraser Valley Refrigeration for comment by Nov 28
 - Work Safe inspection regarding the refrigeration plant conducted Nov 22- No orders were written

Randy Rusjan
Director of Parks and Recreation.

CIVIC PROPERTIES COMMISSION
REQUEST FOR DECISION

Regarding: Letter received from April Whyte Coordinator Success By6/Children First

Explanation: The 8th annual Chetwynd Health Blitz is being held May 23, 2018 at the Chetwynd and District Rec Centre. Success By6/Children First, organizers of the event are requesting a reduced rate again for the rental of the curling arena. For the past two years the Civic Properties Commission approved a lower rate in the amount of \$27.79 per hour.

Recommended Motions: That the Civic Properties Commission approves the same reduced rate of \$27.79 + tax per hour for the Chetwynd Health Blitz on May 23, 2018, that they have received for the past two years.

Or

That the Civic Properties Commission not approves a discounted rate for the Chetwynd Health Blitz.

SEE ATTACHED LETTER OF REQUEST

Submitted by:

Randy Rusjan
Director of Parks and Recreation



Date: Oct. 24, 2017

Att: Randy

Chetwynd & District Rec Centre

Chetwynd B.C.

To: Civic Property Commission

Seeking financial support from the Civic Property Commission for the Annual Chetwynd Health Blitz

Our 8th Annual Chetwynd Health Blitz this year is May 23, 2018 at Chetwynd & District Rec Centre (Curling Rink). In order to ensure the success of this event, we are seeking financial contributions to help off-set the cost associated with the Curling Rink rental, so that all funds raised for this free event can go directly towards our community. To off-set the cost for the curling rink rental we are looking for a reduced rate for 2018 and our future Health Blitz events.

Since 2010 each year Chetwynd Success By6/Children First facilitated the Chetwynd Health Blitz's at the Chetwynd & District Rec Centre.

- Health Blitz set-up used to be in the Hall of the Chetwynd & District Rec Centre for 4 of those years
- Because of increased population from early year's information booths, parents and children, it was decided to move this event each year to a larger venue (Curling Rink) in 2015
- 2015 Health Blitz event 229 parents and children ages 0-6 in our community attended our Health Blitz. In 2016 there was 121 in attendance, numbers were lower however, our numbers were higher in referrals.

Generous organizations are the key to our success and make it possible for events like this to happen each year. We are excited to announce the date of **our 8th Annual Chetwynd Health Blitz May 23, 2018 11am-2pm**. Parents have a chance to connect with other parents, schools, program information, community resources, and most importantly an opportunity for parents to speak to Northern Health, and Early Years professionals relating to children's (hearing, vision, development, and dental) with an average of 37 information booth set-ups covering from all over the Peace Region in this one stop venue.

The Chetwynd Success By6/Children First Table of Partners appreciates you considering our proposal to off-set the cost for the future Curling Rink rentals. Please feel free to call **April Whyte at 250-788-5648** for more information about our future Annual Chetwynd Health Blitz's.

Sincerely

April Whyte

Coordinator Success By6/Children First

Phone: 250-788-5648

Email: chetwyndecdtable@gmail.com

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: November 28, 2017

Request for Decision

Explanation: The 2018 draft provisional and capital budgets have been prepared by with Randy Rusjan-Director of Parks and Recreation, Melissa Millsap-Manager of Leisure and Facility Services, and Kevin Franson-Director of Financial Administration for the District of Chetwynd.

Recommended motion: That the Civic Properties Commission approve the 2018 Provisional operating and capital budgets for the Chetwynd and District Rec Centre, with the understanding that the budgets may change in January or early February 2018, once the Peace River Regional District has reviewed its assessments, and year end financial numbers, and assesses any potential tax affect.

Submitted By: Randy Rusjan
Director of Parks and Recreation.

Draft - updated November 23, 2017 - 12:45pm

Chetwynd & District Rec Centre

Rec Centre Operational

Summary Budget

For the Year Ended December 31, 2017

	2017	2018	Increase Decrease	% Change
Ice Rentals	\$98,820	\$101,820	\$3,000	3.04%
Other Operations	\$95,787	\$95,787	\$0	0.00%
Recreation Programs	\$58,200	\$64,000	\$5,800	9.97%
Revenue Total	\$252,807	\$261,607	\$8,800	3.48%
Administration	\$394,814	\$380,278	-\$14,536	-3.68%
Facility Operations	\$896,896	\$907,740	\$10,844	1.21%
Ice Operations	\$22,000	\$22,000	\$0	0.00%
Exterior Grounds	\$33,476	\$33,600	\$124	0.37%
Concession & Vending	\$19,500	\$19,500	\$0	0.00%
Programs - Administration	\$95,024	\$98,480	\$3,456	3.64%
Recreation Programs	\$82,362	\$86,852	\$4,490	5.45%
Operating Total	\$1,544,072	\$1,548,450	\$4,378	0.28%

Draft - updated November 23, 2017 - 12:45pm

Chetwynd & District Rec Centre

Leisure Pool Operational

Summary Budget

For the Year Ended December 31, 2017

	2017	2018	Increase Decrease	% Change
Swim Revenue	\$96,500	\$98,000	\$1,500	1.55%
Fitness Revenue	\$4,500	\$5,000	\$500	11.11%
Rental Revenue	\$19,000	\$20,500	\$1,500	7.89%
Gym Revenue	\$155,000	\$170,000	\$15,000	9.68%
Other Revenue	\$7,000	\$6,550	-\$450	-6.43%
Accessory Sales	\$4,500	\$5,000	\$500	11.11%
Miscellaneous Revenue	\$10,000	\$10,000	\$0	0.00%
Revenue Total	\$296,500	\$315,050	\$18,550	6.26%
Administration	\$168,407	\$177,545	\$9,138	5.43%
Office	\$235,567	\$219,437	-\$16,130	-6.85%
Operations	\$738,681	\$752,879	\$14,198	1.92%
Maintenance	\$295,885	\$300,201	\$4,316	1.46%
Exterior Grounds	\$5,010	\$5,010	\$0	0.00%
Operating Total	\$1,443,550	\$1,455,072	\$11,522	0.80%

	POOL & REC CAPITAL SUMMARY	2018
POOL	Gym equipment upgrade/addition	\$ 15,000.00
POOL	Security cameras & DVR	\$ 8,000.00
POOL	Computer upgrade	\$ 2,500.00
POOL	16 Filter tank baffles	\$ 6,000.00
POOL	32 Filter tank bags	\$ 5,000.00
POOL	Pool lighting upgrade	\$ 50,000.00
POOL	Blinds hot tub area	\$ 10,000.00
POOL	MaxGalaxy	\$ 4,000.00
	TOTAL POOL	\$ 100,500.00
REC	Tables & Chairs - Facility	\$ 15,000.00
REC	Blinds reception area	\$ 6,000.00
REC	Window Replacement	\$ 4,000.00
REC	Security cameras & DVR	\$ 8,000.00
REC	Computer upgrade	\$ 2,500.00
REC	Arena lighting upgrade	\$ 25,000.00
REC	Curling Rink lighting tube replacement	\$ 2,500.00
REC	Curling Rink unit heater	\$ 10,000.00
REC	Crawl Space Clean-up	\$ 30,000.00
REC	Cottonwood Kitchen Cupboards Counter & Dishwasher	\$ 18,000.00
REC	Rebuild Compressor #2	\$ 10,000.00
REC	Build new shohp (inhouse) & compound clean-up	\$ 17,000.00
REC	Replace Breaker pannel & breakers in refrigeration pla	\$ 4,000.00
REC	Adult Sports Equipment	\$ 3,000.00
REC	MaxGalaxy	\$ 4,000.00
REC	Climbing Wall Storage Benches	\$ 5,000.00
	TOTAL REC	\$ 164,000.00
	TOTAL POOL & REC	\$ 264,500.00

Waiting for Quotes to confirm amounts