

CIVIC PROPERTIES COMMISSION MEETING AGENDA

DATE: December 17, 2019
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
 3. Director's notice of new business
 4. Adoption of Agenda
 5. Minutes from the previous meeting – November 26, 2019
 6. Delegations/Presentations - NIL
 7. Correspondence - NIL
 8. Old Business
 - OB-1 Charla Balisky Discount Request (Tabled)
 - OB-2 CPC Terms of Reference
 9. Reports
 - R-1
 - R-2
 - R-3
 - R-4
 10. New Business:
 - NB-1 NIL
 11. Adjournment:
- Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: November 26, 2019
TIME: 4:00 pm
PLACE: Rec Centre – Pine Room

PRESENT:

Dan Rose, Area E Director PRRD, Chair
Carol Newsom, Chief Administrative Officer
Comm. Allen Courtoreille
Comm. Janet Wark
Comm. Larry Houley, Alternate Chair
Comm. Rochelle Galbraith
Comm. Walter MacFarlane
Steve McLain, Director of Recreation
Elaine Webb, Recreation Programs Manager
Kristina Phillips, Manager of Leisure Services
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

ABSENT:

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:08pm.

2. DIRECTOR'S NOTICE OF BUSINESS: NIL

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Wark, SECONDED by Comm. Galbraith

THAT the Agenda for November 26, 2019 be accepted

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the minutes from October 22, 2019 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS:

OB-1 MOVED by Comm. Galbraith, SECONDED by Comm. MacFarlane

Civic Properties Commission tabled the request of 50% discount for the Chetwynd Primary Care Nursed on a 3, 6 or 12 month gym or pool pass.

CARRIED

Staff to bring back for next meeting 'Terms of Reference'.

OB-2 MOVED by Comm. Wark, SECONDED by Comm. Galbraith

THAT the Civic Properties Commission allows Sharper Edge Sports to rent the arena skate rental shop, or an alternate space at the same hourly rate as the Spruce Room B rate of \$14.58 per hour plus applicable taxes, on Tuesdays from 5-9pm.

CARRIED

8. REPORTS

R-1 – R-4 MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT reports R-1 through R-4 are received for approval

CARRIED

9. NEW BUSINESS:

NB-1 Request for Decision

MOVED by Comm. Rochelle, SECONDED by Comm.

THAT the Civic Properties Commission recommend to the Board of the Peace River Regional District that pre-budget approval be given for the Sound System and Conference Amenities capital project at the Chetwynd and District Recreation Centre at a cost of \$86,814.21; and that this project remains in the 2020 Capital Budget regardless of grant awards.

AND

THAT the Civic Properties Commission request that the Board of the Peace River Regional District provide a resolution of support for the application to the Northern Development Initiative Trust from the Chetwynd and District Recreation Centre for a grant of up to \$50,000 for the Sound System & Conference Amenities from the Economic Diversification Infrastructure fund.

CARRIED

NB-2

Request for Decision

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Civic Properties Commission recommend to the Board of the Peace River Regional District that conditional approval be given for the Spray Park/Indoor Playground capital project at the Chetwynd and District Recreation Centre at a cost of up to \$700,000.00. The project is to be funded in partnership with the Peace River Regional District and the District of Chetwynd, and is subject to the award of significant grant capital funding.

AND

THAT the Civic Properties Commission request that the Board of the Peace River Regional District provide a resolution of support for the application for the Cultural Spaces Canada Grant and the Northern Development Initiative Trust (NDIT) Economic Development Infrastructure Grant for funding up to \$350,000.00 for the Spray Park/Indoor Playground project at the Chetwynd and District Recreation Centre.

CARRIED

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:06pm

Next Meeting December 17, 2019

Dan Rose,
Chairperson

Elaine Webb
Secretary

CIVIC PROPERTIES COMMISSION

Request for Decision

“THAT the Civic Properties Commission lift the Balisky discount request from the table for discussion.”

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: December 17, 2019

Request for Decision

Explanation: Currently, the discount policy allows for all Doctors, Nurse Practitioners, and Locums working in the community to receive free use of the gym and leisure pool including after-hours access. Emergency medical services such as the Chetwynd Fire department, Chetwynd BC Ambulance, Chetwynd RCMP, Chetwynd Auxiliary RCMP, and Chetwynd Victim Services receive a 50% discount on three (3), six (6), or twelve (12) month passes for either the gym or the pool. The Chetwynd Primary Care Nurses are requesting the same consideration for discounted gym passes for their group; this group includes RN's and LPN's.

Recommended Motions: THAT the Civic Properties Commission approves a 50% discount for the Chetwynd Primary Care Nurses for three (3), six (6), or twelve (12) month gym and pool passes.

See attached: Charla Balisky January 11, 2019
Correspondence

Submitted By: Steve McLain
Director of Recreation

08-2
B-3b)

PEACE RIVER REGIONAL DISTRICT

**CHETWYND AND AREA CIVIC PROPERTIES COMMISSION,
BY-LAW 1049, 1996**

WHEREAS the Peace River Regional District owns and operates, on behalf of the District of Chetwynd and defined portions of Electoral Area "E": the Chetwynd Recreation Centre; the Chetwynd Leisure Centre, and ancillary Tennis Courts and Ballfields (the facilities); and

WHEREAS the Regional District pursuant to Section 688 of the Municipal Act wishes to establish a Civic Properties Commission and to delegate certain duties, powers and responsibilities for operating the facilities ;

NOW THEREFORE, the Regional Board, in open meeting assembled enacts as follows:

1. There is hereby established the "Chetwynd and Area Civic Properties Commission" (the Commission).
2. The commission is composed of six members known as Commissioners as follows:
 - a) Regional District Director for Electoral Area "E" is a member ex-officio.
 - b) The Regional District Director for the District of Chetwynd is a member ex-officio or, with the director's consent, the council of the District of Chetwynd may nominate another council member.
 - c) The Regional District Director for Electoral Area "E" and the Council of the District of Chetwynd each may nominate two members.
3. Nominations for appointment to the commission must be submitted in writing to the administrator of the regional district in time for the inaugural meeting of the Regional District Board and may be changed as required by the nominating jurisdictions by written notice to the administrator of the regional district.
4. Nominations under 2. b) and 3. above must be accepted and appointed by the Regional District Board and serve at pleasure.
5. Commission meetings must be held every month unless changed by resolution of the Commission.

B-3 b)

BB-2
B-3b)

**Peace River Regional District
Chetwynd and Area Civic Properties Commission By-law No. 1049, 1996**

6. A quorum is four Commissioners.
7. The Chairman and Deputy Chairman must be elected from within the membership of the Commission and shall serve at pleasure.
8. All Commissioners may move or second a motion on a question before the Commission and each Commissioner has one vote and all questions shall be decided by a majority of the votes cast.
9. The Chairman must ensure that minutes are taken and distributed to Commissioners and the Regional District.
10. The Regional District hereby delegates to the Commission the following duties, powers and responsibilities:
 - a) To establish policies, procedures and management goals and objectives for the operation of the facilities.
 - b) To make recommendations on all contracts to be entered into by the Regional District for the operation of the facilities and to monitor performance under these contracts.
 - c) To recommend provisional budgets to the Peace River Regional District no later than November 1 and annual budgets no later than January 20.
 - d) On request, to submit an annual report to the Regional District by May 15 including financial statements, attendance records, staffing, repairs and maintenance, and capital expenditures.
11. Bylaw No. 335, cited as the "Peace River-Liard Regional District Chetwynd and Area Civic Properties Commission Bylaw No. 335, 1983", as amended, is repealed.

OB. 2
B-3 b)

Peace River Regional District
Chetwynd and Area Civic Properties Commission By-law No. 1049, 1996

12. This by-law may be cited as "Chetwynd and Area Civic Properties Commission By-Law No. 1049, 1996.

READ A FIRST TIME THIS 22nd day of February, 1996.

READ A SECOND TIME THIS 22nd day of February, 1996

READ A THIRD TIME THIS 22nd day February, 1996

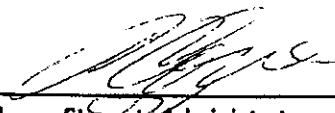
RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 14th day of March, 1996.

CERTIFIED a true and correct
of "Chetwynd and Area Civic
Properties Commission By-law No.
1049, 1996"

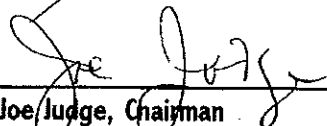


Moray Stewart, Administrator

THE CORPORATE SEAL of the
Peace River Regional District
was hereto affixed in the
presence of:



Moray Stewart, Administrator



Joe Judge, Chairman

PEACE RIVER REGIONAL DISTRICT

CHETWYND AND AREA CIVIC PROPERTIES COMMISSION AMENDMENT,
BY-LAW 1058, 1996

OB-2
B-7b

WHEREAS the Peace River Regional District owns and operates, on behalf of the District of Chetwynd and defined portions of Electoral Area "E": the Chetwynd Recreation Centre; the Chetwynd Leisure Centre, and ancillary Tennis Courts and Ballfields;

AND WHEREAS the Regional District has adopted "Chetwynd and Area Civic Properties Commission By-Law No. 1049, 1996;

NOW THEREFORE, the Regional Board, in open meeting assembled enacts as follows:

CITATION:

1. This by-law may be cited as "Chetwynd and Area Civic Properties Commission Amendment By-Law No. 1058, 1996."

AMENDMENT:

2. That "Chetwynd and Area Civic Properties Commission By-Law No. 1049, 1996" is hereby amended:

(a) by adding section 7.1:

7.1 "Where a vote for the election of the Chair of the Chetwynd Civic Properties Commission results in a tie, which does not appear likely to be resolved, the Board of the Peace River Regional District may appoint a Chair for the remainder of the calendar year."

(b) by adding subsection d) to section 2:

d) "The District of Chetwynd and the Director of Electoral Area E may each nominate an alternate who may serve in the absence of a Commissioner nominated by the District and the Director respectively."

(c) by deleting section 4 and replacing it with:

"4. Nominations under 2. b), 2.c), 2.d), and 3. must be accepted and appointed by the Regional District Board and serve at pleasure."

READ A FIRST TIME THIS 9th day of May, 1996.

READ A SECOND TIME THIS 9th day of May, 1996

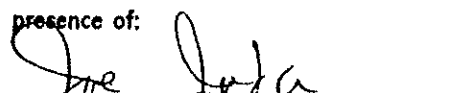
READ A THIRD TIME THIS 9th day May, 1996

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 9th day of May, 1996.

CERTIFIED a true and correct
of "Chetwynd and Area Civic
Properties Commission Amendment
By-law 1058, 1996"


Moray Stewart, Administrator

THE CORPORATE SEAL of the
Peace River Regional District
was hereto affixed in the
presence of:


Joe Judge, Chairman


Moray Stewart, Administrator

Indy: call B Webster
604-531-2883

96/05/9

B-2b!

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Director of Recreation
 Date: December 17, 2019

- The Junior "A" game was very successful.
- Continued capital projects – Ice Resurfacer (ordered, delayed at factory, due now by mid-January).
- Hired Casual FM1 for coverage while FT FM1 employee is away on LTD.
- Contacted Sharper Edge and Hal Holden will be attending on Wednesdays.
- Old Olympia has gone to its new home at the McLeod School

Room & Hall usage for October		
ROOM	2019	2018
Spruce	7	27
Pine	13	14
Aspen	14	31
Birch	0	0
Tamarack	30	49
Cottonwood	2	29
Kitchen	0	6
Curling Rink	0	0
Curling Lobby	29	0
Rec Lobby	1	26
TOTAL ROOM RENTALS	96	176

Room & Hall usage for November		
ROOM	2019	2018
Spruce	2	4
Pine	7	9
Aspen	17	16
Birch	0	0
Tamarack	1	81
Cottonwood	7	2
Kitchen	0	1
Curling Rink	0	0
Walking Track	0	4
Rec Lobby	0	0
TOTAL ROOM RENTALS	34	117

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: December 17, 2019

- Three internal staff completed the NL certification and a posting has been made for them; closes Monday December 16th at 4:30 pm
- 10 out of 11 candidates in the Bronze Combo Course were successful in completion; all ten candidates want to go on to do the NL certification, eight of which are local kids and have expressed an interest in working in aquatics

October	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
October 2017	2838	1133	295	462	3228	666
October 2018	2551	761	297	301	2617	405
October 2019	1836	1178	213	256	2967	477

November	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
November 2017	3147	1199	372	491	3628	628
November 2018	2183	499	162	274	2588	395
November 2019	1916	841	179		2932	525

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for November 2019

November 2019

Program	2019	2018
Court Rentals	34	10
Court Punches	7	0
Fitness Drop-in	19	67
Fitness Registrations	10	43
Fitness Sessions (bought)	1	0
Fitness Sessions (used)	3	4
Wall Rental	19	0
Public Climb	42	40
Toonie Climb	15	6
Wall Belay Test	0	0
Walking Track	505	490
Adult Sports	42	12
Student Sports	22	2
Pickle ball	0	0
Arena Rentals	233	34
Skate Rentals	149	73
Helmet Rentals	41	34
Drop-in Hockey	52	59
Toonie Skate	157	117
Public Skate	84	153
Skating Punch Card	0	0
Free Skate	55	80
Parent & Tot Skate	44	46
Adult Programs	0	0
Youth Programs	22	21
Pre-teen Dance	0	30
Mini Athletes	55	43
Children's Programs	0	33
Special Events	10	0
	1620	1397

October 2019

Program	2019	2018
Court Rentals	29	27
Court Punches	5	8
Fitness Drop-in	14	87
Fitness Registrations	9	28
Fitness Sessions (bought)	0	0
Fitness Sessions (used)	4	2
Wall Rental	18	0
Public Climb	45	32
Toonie Climb	15	20
Wall Belay Test	0	0
Walking Track	416	383
Adult Sports	26	8
Student Sports	9	0
Pickle ball	0	0
Arena Rentals	222	175
Skate Rentals	198	105
Helmet Rentals	49	31
Drop-in Hockey	57	43
Toonie Skate	145	131
Public Skate	103	104
Skating Punch Card	0	1
Free Skate	53	42
Parent & Tot Skate	28	21
Adult Programs	0	6
Youth Programs	28	12
Pre-teen Dance	84	73
Mini Athletes	50	40
Children's Programs	28	68
Special Events	5	0
	1640	1447

September 2019

Program	2019	2018
Court Rentals	20	3
Court Punches	4	6
Fitness Drop-in	10	14
Fitness Registrations	14	18
Fitness Sessions (bought)	0	0
Fitness Sessions (used)	5	3
Wall Rental	0	0
Public Climb	25	29
Toonie Climb	25	5
Wall Belay Test	5	4
Walking Track	325	279
Adult Sports	7	9
Student Sports	0	2
Pickle ball	11	0
Arena Rentals	96	83
Skate Rentals	22	64
Helmet Rentals	26	29
Drop-in Hockey	28	25
Toonie Skate	50	71
Public Skate	25	34
Skating Punch Card	1	1
Free Skate	33	20
Parent & Tot Skate	5	0
Adult Programs	19	7
Youth Programs	20	0
Pre-teen Dance	81	60
Mini Athletes	6	11
Children's Programs	0	29
Special Events	16	20
	879	826

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DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Dec 12, 2019

Time : 4:32 pm

Year : 2019

Period : 11

Budget : Budget Values

Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-58,307.78	-15,736.17	-74,043.95	-103,820.00	-29,776.05	71.32
471 Other Operations	-94,827.34	-9,949.65	-104,776.99	-95,787.00	8,989.99	109.39
472 Recreation Programmes	-31,576.28	-2,081.78	-33,658.06	-60,000.00	-26,341.94	56.10
599 Miscellaneous Revenue	-7,285.65	-790.00	-8,075.65	0.00	8,075.65	0.00
811 Grants - Regional	-803,832.25	0.00	-803,832.25	-1,620,018.00	-816,185.75	49.62
RECREATION CENTRE	-995,829.30	-28,557.60	-1,024,386.90	-1,879,625.00	-855,238.10	54.50
REVENUES	-995,829.30	-28,557.60	-1,024,386.90	-1,879,625.00	-855,238.10	54.50
EXPENSES						
Recreation Centre						
750 Facilities Administration	245,041.58	17,165.70	262,207.28	423,106.00	160,898.72	61.97
751 Facilities Operations	643,581.12	70,358.12	713,939.24	943,770.00	229,830.76	75.65
753 Ice Plant Operations	9,812.28	78.26	9,890.54	22,000.00	12,109.46	44.96
754 Exterior Grounds	7,251.51	0.00	7,251.51	33,600.00	26,348.49	21.58
755 Concession & Lounge	8,406.57	1,393.22	9,799.79	19,500.00	9,700.21	50.26
756 Programmes - Administration	79,296.61	7,947.65	87,244.26	99,502.00	12,257.74	87.68
757 Programmes	64,970.29	6,229.09	71,199.38	88,147.00	16,947.62	80.77
821 Land Improvements	0.00	0.00	0.00	50,000.00	50,000.00	0.00
822 Buildings	11,005.19	89.00	11,094.19	0.00	-11,094.19	0.00
823 Building Improvements	23,417.45	0.00	23,417.45	45,000.00	21,582.55	52.04
824 Vehicles	0.00	0.00	0.00	140,000.00	140,000.00	0.00
825 Machinery and Equipment	11,742.27	0.00	11,742.27	15,000.00	3,257.73	78.28

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Dec 12, 2019

Time : 4:32 pm

Year : 2019
Period : 11

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
RECREATION CENTRE	1,104,524.87	103,261.04	1,207,785.91	1,879,625.00	671,839.09	64.26
EXPENSES	1,104,524.87	103,261.04	1,207,785.91	1,879,625.00	671,839.09	64.26
Recreation Centre	108,695.57	74,703.44	183,399.01	0.00	-183,399.01	
RECREATION CENTRE Total	108,695.57	74,703.44	183,399.01	0.00	-183,399.01	

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DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Dec 12, 2019

Time : 4:31 pm

Year : 2019

Period : 11

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	-67,825.57	-10,428.72	-78,254.29	-99,500.00	-21,245.71	78.65
471 Fitness Revenue	-3,373.17	-146.67	-3,519.84	-5,500.00	-1,980.16	64.00
472 Passes	-449.54	0.00	-449.54	0.00	449.54	0.00
473 Rental Revenue	-19,904.90	-1,795.50	-21,700.40	-21,500.00	200.40	100.93
474 Weight Room Revenue	-200,515.01	-11,663.45	-212,178.46	-165,000.00	47,178.46	128.59
475 Other Revenue from own Sources	-6,336.37	-738.01	-7,074.38	-6,600.00	474.38	107.19
476 Sale of Pool Accessories	-3,528.83	-239.00	-3,767.83	-5,000.00	-1,232.17	75.36
479 Miscellaneous Revenue	-12,643.25	-74.45	-12,717.70	-10,000.00	2,717.70	127.18
811 Pool Revenue	-519,031.07	0.00	-519,031.07	-1,360,114.00	-841,082.93	38.16
LEISURE POOL	-833,607.71	-25,085.80	-858,693.51	-1,673,214.00	-814,520.49	51.32
REVENUES	-833,607.71	-25,085.80	-858,693.51	-1,673,214.00	-814,520.49	51.32
EXPENSES						
Leisure Pool						
730 Pool Administration	118,443.33	10,716.09	129,159.42	143,467.00	14,307.58	90.03
731 Pool Office	191,425.50	22,064.59	213,490.09	233,160.00	19,669.91	91.56
732 Pool Operations	365,883.17	40,445.61	406,328.78	805,511.00	399,182.22	50.44
733 Pool Maintenance	199,900.79	15,674.42	215,575.21	316,076.00	100,500.79	68.20
734 Exterior Grounds	180.34	0.00	180.34	5,000.00	4,819.66	3.61
822 Buildings	8,900.00	0.00	8,900.00	0.00	-8,900.00	0.00
823 Building Improvements	28,573.10	0.00	28,573.10	60,000.00	31,426.90	47.62
825 Machinery & Equipment	0.00	0.00	0.00	110,000.00	110,000.00	0.00

R - 4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Dec 12, 2019

Time : 4:31 pm

Year : 2019
Period : 11

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL	913,306.23	88,900.71	1,002,206.94	1,673,214.00	671,007.06	59.90
EXPENSES	913,306.23	88,900.71	1,002,206.94	1,673,214.00	671,007.06	59.90
Leisure Pool	79,698.52	63,814.91	143,513.43	0.00	-143,513.43	
LEISURE POOL Total	79,698.52	63,814.91	143,513.43	0.00	-143,513.43	