

CIVIC PROPERTIES COMMISSION MEETING AGENDA

DATE: November 26, 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 – October 22, 2019

6. Delegations/Presentations - NIL

7. Correspondence - NIL

8. Old Business

OB-1 Charla Balisky Discount Request (Tabled)

OB-2 Skate Sharpening RFP

9. Reports

R-1

R-2

R-3

R-4

10. New Business:

NB-1 Sound System Budget

NB-2 Spray Park/Playground

11. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: October 22, 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. Rochelle Galbraith
Comm. Walter MacFarlane
Elaine Webb, Recreation Programs Manager
Kristina Phillips, Manager of Leisure Services

ABSENT:

Comm. Larry Houley, Alternate Chair
Steve McLain, Director of Recreation
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

GUEST:

Ellen McAvany, Economic Development Officer/Parks Manager

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:00pm.

2. DIRECTOR'S NOTICE OF BUSINESS: NIL

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Agenda for October 22, 2019 be accepted

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Wark, SECONDED by Comm. Courtoreille

THAT the minutes from September 17, 2019 be accepted.

CARRIED

5. DELEGATIOS/PRESENTATIONS: NIL

6. CORRESPONDANCE:

C-1 MOVED by Comm. Wark, SECONDED by Comm. Galbraith

THAT the Civic Properties Commission approves individual free multi-use passes to the Chetwynd & District Rec Centre on a need be continual basis for the Welcome to Chetwynd Packages that are given out at the Chetwynd Public Library.

CARRIED

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

THAT the Civic Properties Commission denies the donation request to the 258 Little Giants Royal Canadian Air Cadet Squadron.

CARRIED

C-3 MOVED by Comm. Galbraith, SECONDED by Comm. Wark

THAT the thank you letter from the Chetwynd International Chainsaw Carving Championship Society be received for information.

CARRIED

7. OLD BUSINESS:

OB-1 All commissioners weren't in attendance therefore 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

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

Staff to look into posts with chains hung between them or portable parking stop/curb blocks to stop people from parking past the pavement in the parking lot into the boulevard. Also check with the contractor who does snow removal in parking lot about building a snow berm for the winter.

9. NEW BUSINESS:

NB-1 Request for Decision

MOVED by Comm. Rochelle, SECONDED by Comm. Courtoreille

THAT the Civic Properties Commission accepts the Chetwynd Curling Rink Facilities Agreement for the 2019/2020 season.

CARRIED

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

THAT the Skate Sharpening RFP (for review) be received for information.

CARRIED

NB-3 MOVED by Comm. Wark, SECONDED by Comm. Galbraith

That Civic Property Commission authorise Administration to apply for the Northern Development Initiative Trust (NDIT) Community Halls and Recreation funding for new Sound System & Conference Amenities.

CARRIED

Commission directed Administration to add into 2020 budget for the Sound System & Conference Amenities.

NB-4 MOVED by Comm. Wark, SECONDED by Comm. Galbraith

Staff to look into a program where if you are away to the Ghoulish Affair and children come to your house Trick or Treating you have the option of donating to the Ghoulish; put a door knocker on your door stating you donated.

Implemented for 2020 Halloween season.

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:50pm

Next Meeting November 26, 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: November 26, 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.

Submitted By: Steve McLain
Director of Recreation

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: November 26, 2019

Request for Decision

Explanation: Hal Holden, owner of Sharper Edge Sports in FSJ, would like a space in the arena during the ice season on Tuesdays from 5-9pm to sharpen skates. Sharper Edge is willing to rent a space. A RFP was posted and there were no bids. Administration could contact Mr. Holden to see if he is still interested in providing the service for the remainder of the ice season.

Recommended Motions: 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.

OR

THAT the Civic Properties Commission not approve Sharper Edge Sports request to have space in the arena on Tuesdays from 5-9pm to sharpen skates.

Submitted By: Steve McLain
Director of Recreation.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Director of Recreation
 Date: November 26, 2019

- The Junior "A" game date is fast approaching – planning and set up are progressing well.
- Continued capital projects – Ice Resurfacer (ordered, due in mid-November), Paving – lines not painted due to weather, will revisit in the spring.
- Still short some staffing positions, recruitment is ongoing.
- Skate Sharpening RFP had no bids.

Room & Hall usage for September		
ROOM	2019	2018
Spruce	4	31
Pine	5	31
Aspen	14	31
Birch	0	0
Tamarack	3	2
Cottonwood	6	5
Kitchen	0	15
Curling Rink	1	2
Curling Lobby	1	5
Rec Lobby	3	3
TOTAL ROOM RENTALS	37	125

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
Walking Track	29	0
Rec Lobby	1	26
TOTAL ROOM RENTALS	96	176

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: November 26, 2019

- Still short on some staffing positions, have re-posted various Aquatic and Supervisor positions
- Running Bronze Cross / Medallion Combination course December 2-6 & 9-10
- Pool gate procedure modified to allow gym users access to the change rooms in the morning before the pool opens

September	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
September 2017	2419	1310	136	44	3144	552
September 2018	2352	1765	161	42	2753	407
September 2019	1803	978	220	Started Sept. 30	2800	438

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

BRONZE COMBINATION CAMP

BRONZE MEDALLION & BRONZE CROSS

PREREQUISITE: 13 YEARS OLD BY THE
END OF THE COURSE

\$380

+ TAX

CHETWYND & DISTRICT REC CENTRE
250.788.2214

DECEMBER 2 -6 & 9-10
3:30PM - 8:30PM

CIVIC PROPERTIES REPORT

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

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

August 2019

Program	2019	2018
Court Rentals	15	13
Court Punches	1	4
Fitness Drop-in	0	0
Fitness Registrations	0	0
Fitness Sessions (bought)	0	0
Fitness Sessions (used)	0	0
Wall Rental	0	1
Public Climb	21	5
Toonie Climb	8	4
Wall Belay Test	0	0
Walking Track	300	152
Adult Sports	0	0
Student Sports	0	0
Pickle ball	25	12
Arena Rentals	19	4
Skate Rentals	0	0
Helmet Rentals	0	4
Drop-in Hockey	0	0
Toonie Skate	0	0
Public Skate	0	0
Skating Punch Card	0	0
Free Skate	0	0
Parent & Tot Skate	0	0
Adult Programs	6	7
Youth Programs	76	48
Pre-teen Dance	0	22
Mini Athletes	0	0
Children's Programs	0	0
Special Events	0	0
	471	276

R-3

Non-Instructional Day

October 25, 2019

Ages 5 – 12yrs

Lots of activities planned

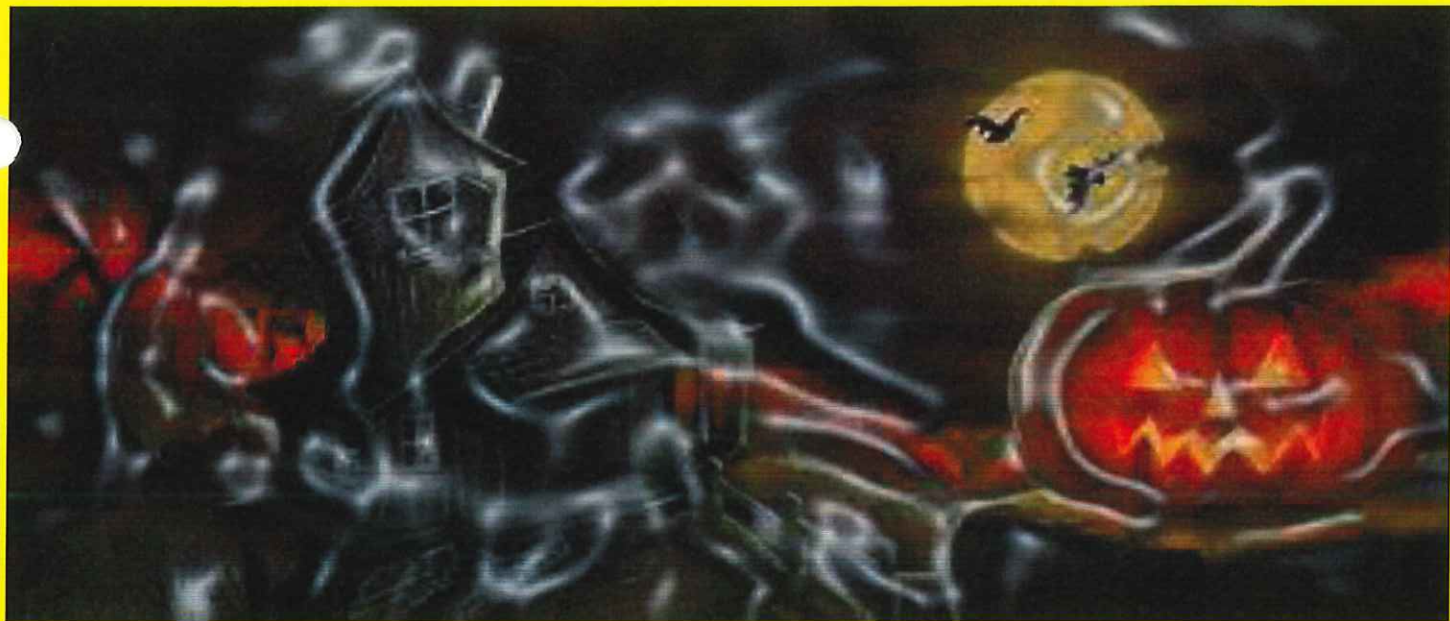
Swimming, MOVIE featuring
'Spider-Man Far From Home' &
Halloween decorating

Things to bring swim suit, lunch (NO peanuts) &
indoor shoes!

Chetwynd & District Rec Center

COST - \$20 PER CHILD

TIME – 9am-3pm



Ghoul-ish Affair

October 31, 2019

6pm – 8pm

FREE @ the Chetwynd & District Rec Centre

Fireworks to follow @ the Rotary Park



R-3

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Nov 22, 2019

Time : 2:34 pm

Year : 2019

Period : 10

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	-61,429.51	-6,396.06	-67,825.57	-99,500.00	-31,674.43	68.17
471 Fitness Revenue	-3,168.87	-204.30	-3,373.17	-5,500.00	-2,126.83	61.33
472 Passes	-449.54	0.00	-449.54	0.00	449.54	0.00
473 Rental Revenue	-19,904.90	0.00	-19,904.90	-21,500.00	-1,595.10	92.58
474 Weight Room Revenue	-188,892.45	-11,622.56	-200,515.01	-165,000.00	35,515.01	121.52
475 Other Revenue from own Sources	-5,603.84	-732.53	-6,336.37	-6,600.00	-263.63	96.01
478 Sale of Pool Accessories	-3,091.57	-437.26	-3,528.83	-5,000.00	-1,471.17	70.58
479 Miscellaneous Revenue	-12,560.03	-83.22	-12,643.25	-10,000.00	2,643.25	126.43
811 Pool Revenue	-282,587.19	-236,443.88	-519,031.07	-1,360,114.00	-841,082.93	38.16
LEISURE POOL	-577,687.90	-255,919.81	-833,607.71	-1,673,214.00	-839,606.29	49.82
REVENUES	-577,687.90	-255,919.81	-833,607.71	-1,673,214.00	-839,606.29	49.82
EXPENSES						
Leisure Pool						
730 Pool Administration	109,490.25	8,953.08	118,443.33	143,467.00	25,023.67	82.56
731 Pool Office	173,463.06	17,962.44	191,425.50	233,160.00	41,734.50	82.10
732 Pool Operations	324,444.75	41,438.42	365,883.17	805,511.00	439,627.83	45.42
733 Pool Maintenance	179,811.49	20,089.30	199,900.79	316,076.00	116,175.21	63.24
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	21,628.80	6,944.30	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

K-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Nov 22, 2019

Time : 2:34 pm

Year : 2019
Period : 10

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL	817,918.69	95,387.54	913,306.23	1,673,214.00	759,907.77	54.58
EXPENSES	817,918.69	95,387.54	913,306.23	1,673,214.00	759,907.77	54.58
Leisure Pool	240,230.79	-160,532.27	79,698.52	0.00	-79,698.52	
LEISURE POOL Total	240,230.79	-160,532.27	79,698.52	0.00	-79,698.52	

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Nov 22, 2019

Time : 2:34 pm

Year : 2019
Period : 10

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	-49,877.72	-8,430.06	-58,307.78	-103,820.00	-45,512.22	56.16
471 Other Operations	-90,525.62	-4,301.72	-94,827.34	-95,787.00	-959.66	99.00
472 Recreation Programmes	-29,321.85	-2,254.43	-31,576.28	-60,000.00	-28,423.72	52.63
599 Miscellaneous Revenue	-6,801.40	-484.25	-7,285.65	0.00	7,285.65	0.00
811 Grants - Regional	-438,296.99	-365,535.26	-803,832.25	-1,620,018.00	-816,185.75	49.62
RECREATION CENTRE	-614,823.58	-381,005.72	-995,829.30	-1,879,625.00	-883,795.70	52.98
REVENUES	-614,823.58	-381,005.72	-995,829.30	-1,879,625.00	-883,795.70	52.98
EXPENSES						
Recreation Centre						
750 Facilities Administration	232,575.57	12,466.01	245,041.58	423,106.00	178,064.42	57.91
751 Facilities Operations	551,243.40	92,337.72	643,581.12	943,770.00	300,188.88	68.19
753 Ice Plant Operations	9,734.02	78.26	9,812.28	22,000.00	12,187.72	44.60
754 Exterior Grounds	7,084.45	167.06	7,251.51	33,600.00	26,348.49	21.58
755 Concession & Lounge	7,301.49	1,105.08	8,406.57	19,500.00	11,093.43	43.11
756 Programmes - Administration	72,246.88	7,049.73	79,296.61	99,502.00	20,205.39	79.69
757 Programmes	60,761.74	4,208.55	64,970.29	88,147.00	23,176.71	73.71
821 Land Improvements	0.00	0.00	0.00	50,000.00	50,000.00	0.00
822 Buildings	11,005.19	0.00	11,005.19	0.00	-11,005.19	0.00
823 Building Improvements	19,917.45	3,500.00	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 : Nov 22, 2019

Time : 2:35 pm

Year : 2019
Period : 10

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
RECREATION CENTRE	983,612.46	120,912.41	1,104,524.87	1,879,625.00	775,100.13	58.76
EXPENSES	983,612.46	120,912.41	1,104,524.87	1,879,625.00	775,100.13	58.76
Recreation Centre	368,788.88	-260,093.31	108,695.57	0.00	-108,695.57	
RECREATION CENTRE Total	368,788.88	-260,093.31	108,695.57	0.00	-108,695.57	

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: November 26, 2019

Request for Decision

Explanation:

During the October 22 Civic Properties Commission meeting:
MOVED by Comm. Wark, SECONDED by Comm. Galbraith
“That Civic Property Commission authorise Administration to apply
for the Northern Development Initiative Trust (NDIT) Community
Halls and Recreation funding for new Sound System & Conference
Amenities.”

CARRIED

Commission directed Administration to add into 2020 budget for
the Sound System & Conference Amenities.
Prior to submitting this grant application, pre-budget approval
from the Board of the Peace River Regional District must be
provided for the project. Also required is a resolution of support
for the grant application from both the Regional District Board and
the Council of the District of Chetwynd. The cost for the project
has been quoted at \$86,814.21. If successful, the grant would cover
\$50,000 of that cost, with the remainder coming from monies
budgeted for 2020. It is the recommendation from staff that the
whole amount of the project be included in the 2020 budget under
capital projects as the project should be completed with or without
the grant funding. The intention is to budget for the entire project
amount (\$86,814.21) and will adjust accordingly if the grant is
received.

Recommended motion:

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 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.

Submitted By:

Steve McLain
Director of Recreation.

Background

Combining the spray park and indoor playground projects would provide significant advantages like economy of scale, increased grant funding, efficiency; and would effectively complement the Library project and Rec Centre Master Plan. Community public engagement exercises consistently place these projects towards the top of the "wish" list. There are some very exciting grant and corporate sponsorship opportunities currently available that represent very substantial savings to our taxpayers. This legacy project will continue the steps taken so far to make the Chetwynd Rec Centre the vibrant community hub that can be accessed and enjoyed by all of our citizens throughout the year.

Spray Park (Budget Estimate)

- \$100,000.00 for features
- \$25,000.00 for mechanical
- \$150,000.00 for installation
- \$15,000.00 for engineering and Northern Health
- \$60,000.00 for landscaping, ground work, and utilities
- **Total - \$350,000.00**
- Possible extra cost for water re-capture

Indoor Playground (Proposal, includes installation)

- \$135,600.00 for play structure
- \$3,600.00 for toddlers rubber flooring
- \$91,000.00 for sound mitigation options, lighting, and furnishings
- \$32,400.00 for climbing wall enhancements
- \$10,000 for incidentals
- Sub-total – \$272,600.00
- Plus 12% tax and 5% Contingency
- **Total - \$318,942.00**

Total – Both Projects – \$668,942.00 (Preliminary Budget Numbers)

Revenue Generation

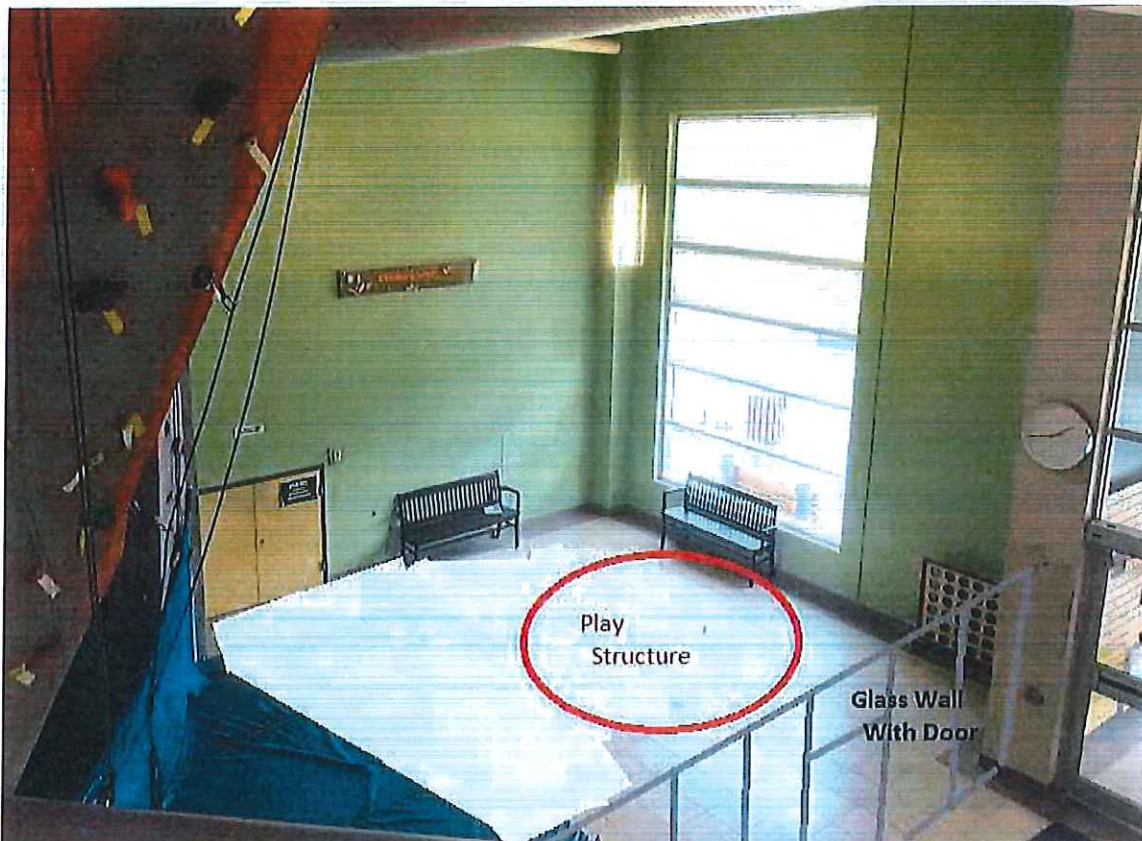
- Naming rights – there is serious interest in this from two local industries
- Community sponsorship (bricks, tiles, plaques)
- Childcare/Daycare programs
- Paid programs – parents leave kids with programs while attending adult activities
- Event rentals – Birthdays, organization team building, community group rentals

Funding

- DOC through Conuma Coal funding possibly up to \$300,000.00
- Cultural Spaces Canada Grant \$350,000.00 if awarded
- Northern Development Initiative Trust (NDIT) Economic Development Infrastructure Grant possibly up to \$100,000.00

PEAKPLAY

September 26, 2019 Proposal#: P1023R2

PLAY STRUCTURE



 **waterplay**  chetwynd

COPYRIGHT 2019 WATERPLAY SOLUTIONS CORP.
All graphics and visual representations are the artist's impressions of the design and cannot be regarded as representation of fact. Local regulations may require the use of impact attenuating surfaces for some installations. Check local codes prior to final design and installation.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: November 26, 2019

Request for Decision

Explanation:

Combining the spray park and indoor playground projects would provide significant advantages like creating more revenue opportunities, increased grant funding, project efficiency; and would effectively complement the Library project and Rec Centre Master Plan. Past community public engagement exercises placed these projects towards the top of the "wish" list. There are some very exciting grant and corporate sponsorship opportunities currently available that represent very substantial savings to our taxpayers. This legacy project will continue the steps taken so far to make the Chetwynd Rec Centre an essential community hub that can be accessed and enjoyed by all of our citizens throughout the year. The District of Chetwynd Council has indicated preliminary support of the Spray Park project and would be willing to offer financial support of possibly up to \$300,000.00.

Potential Revenue Generation

Naming rights
Community sponsorship (bricks, tiles, plaques)
Childcare/Daycare programs
Paid programs
Event rentals

Funding

Conuma Coal funding possibly up to \$300,000.00
Cultural Spaces Canada Grant \$350,000.00 if awarded
Northern Development Initiative Trust (NDIT) Economic
Development Infrastructure Grant possibly up to \$100,000.00

Recommended motion:

THAT the Civic Properties Commission recommend to the Board of the Peace River Regional District that pre-budget 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.

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 from the Chetwynd and District Recreation Centre.

Submitted By:

Steve McLain
Director of Recreation.