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

DATE: January 23, 2018

LOCATION: Pine Room

TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-Nov 28, 2017
4. Delegations/Presentations: Success By/6Children First Re: Indoor Playground
5. Correspondence                      C: 1    NIL
6. Reports:                                R-1  
                                                  R-2  
                                                  R-3  
                                                  R-4  
                                                  R-5
7. New Business:                      NB: 1   CDRC operating and capital budget adjustments  
                                                  NB: 2   Kim Frech-PRRD 2018 Budgets
8. Adjournment:

Next scheduled meeting:

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE November 28<sup>th</sup>, 2017  
TIME: 4:00 pm  
PLACE: Recreation Centre –Pine Room

PRESENT: Dan Rose, Area E Director PRRD, Chair  
Comm. Alec Brownlee –*arrived at 4:20pm*  
Comm. Merlin Nichols  
Comm. Ernest Pfanner  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD  
Comm. Sharon Sullivan  
Carol Newsom, Chief Administrative Officer  
Randy Rusjan, Director of Parks & Recreation  
Melissa Millsap, Manager of Leisure Facility Services  
Amanda Stewart, Recreation Programs Manager

ABSENT: Trish Morgan, Manager of Community Service, PRRD  
Comm. Norma Tower

### 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 November 28<sup>th</sup>, 2017 be accepted.

CARRIED

### MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the minutes from October 24<sup>th</sup>, 2017 be accepted

CARRIED

### 3. DELEGATION:

Nil

### 4. CORRESPONDENCE:

**C1:** PRRD Invitation –Received for Information  
MOVED by Comm. Nichols, SECONDED by Comm. Brownlee  
THAT the Correspondence be received for information.  
CARRIED

**5. REPORTS:**

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee  
THAT Reports R1 through R5 are received for approval.  
CARRIED

**6. NEW BUSINESS:**

**NB1: Chetwynd Health Blitz**

MOVED by Comm. Pfanner, SECONDED by Comm. Sullivan

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.

CARRIED

**NB2: 2018 CDRC Provisional Budget**

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

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

CARRIED

**7. NEXT MEETING:**

January 23, 2018 - 4:00 pm Chetwynd & District Rec. Centre

**8. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:42pm

Dan Rose,  
Chairperson

Amanda Stewart  
Secretary

D-1



Civic Properties Commission  
Randy Rusjan  
Director of Parks & Recreation

**Civic Properties Commission: Request to Present**

Success By6/Children First Indoor Playground Committee would like to request to attend Civic Properties Commission meeting on Jan. 23, 2018. We would like to present our new updates regarding our indoor playground initiative including location and funding opportunities. We are needing approval from Civic Properties to have a feasibility study done for an indoor playground within the Chetwynd and District Rec Centre. We understand our next process is to complete a feasibility study in order to make the indoor playground a reality for our community within the District of Chetwynd Rec Centre. We are looking forward to taking the next step forward with you.

Sincerely

Chetwynd Indoor Playground Committee

April Whyte, Luisa Surerus, Sherlana Schroeder, Rachelle Ruiter

R-2

## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
 From: Melissa Millsap, Manager of Leisure & Facility Services  
 Date: January 23, 2018

| Room & Hall usage for November |            |           |
|--------------------------------|------------|-----------|
| ROOM                           | 2017       | 2016      |
| Spruce                         | 24         | 4         |
| Pine                           | 16         | 13        |
| Aspen                          | 22         | 23        |
| Birch                          | 9          | 0         |
| Tamarack                       | 48         | 31        |
| Cottonwood                     | 26         | 5         |
| Arena Dry Pad                  | 0          | 0         |
| Curling Dry Pad                | 0          | 0         |
| Maint. Lobby                   | 0          | 4         |
| Reception Lobby                | 0          | 0         |
| <b>TOTAL RENTALS</b>           | <b>145</b> | <b>80</b> |

| Room & Hall usage for December |           |           |
|--------------------------------|-----------|-----------|
| ROOM                           | 2017      | 2016      |
| Spruce                         | 4         | 3         |
| Pine                           | 5         | 10        |
| Aspen                          | 15        | 15        |
| Birch                          | 0         | 9         |
| Tamarack                       | 25        | 16        |
| Cottonwood                     | 17        | 6         |
| Arena Dry Pad                  | 0         | 0         |
| Curling Dry Pad                | 0         | 0         |
| Maint. Lobby                   | 0         | 4         |
| Reception Lobby                | 2         | 1         |
| <b>TOTAL RENTALS</b>           | <b>68</b> | <b>64</b> |

| Room & Hall usage – Yearly Total |            |            |
|----------------------------------|------------|------------|
| ROOM                             | 2017       | 2016       |
| Spruce                           | 91         | 58         |
| Pine                             | 137        | 110        |
| Aspen                            | 196        | 176        |
| Birch                            | 12         | 17         |
| Tamarack                         | 265        | 151        |
| Cottonwood                       | 93         | 74         |
| Arena Dry Pad                    | 4          | 5          |
| Curling Dry Pad                  | 17         | 16         |
| Maint. Lobby                     | 43         | 23         |
| Reception Lobby                  | 14         | 9          |
| <b>TOTAL RENTALS</b>             | <b>872</b> | <b>639</b> |

| November | Swim | Waterslide | Swim Lessons | Swim Club | Gym  | After Hours Gym Access |
|----------|------|------------|--------------|-----------|------|------------------------|
| Nov 2015 | 2339 | 1734       | 369          | 265       | 2454 | 203                    |
| Nov 2016 | 3224 | 1537       | 373          | 456       | 2914 | 307                    |
| Nov 2017 | 3147 | 1199       | 372          | 491       | 3628 | 628                    |

| December | Swim | Waterslide | Swim Lessons | Swim Club | Gym  | After Hours Gym Access |
|----------|------|------------|--------------|-----------|------|------------------------|
| Dec 2015 | 2648 | 1535       | 239          | 137       | 2273 | 208                    |
| Dec 2016 | 2678 | 1619       | 121          | 285       | 2247 | 230                    |
| Dec 2017 | 2558 | 1232       | 0            | 314       | 2963 | 489                    |

| Annual | Swim  | Waterslide | Swim Lessons | Swim Club | Gym   | After Hours Gym Access |
|--------|-------|------------|--------------|-----------|-------|------------------------|
| 2015   | 28622 | 22727      | 4772         | 1384      | 31107 | 2987                   |
| 2016   | 35187 | 21104      | 5010         | 2825      | 33455 | 3282                   |
| 2017   | 35324 | 17647      | 4536         | 3436      | 37758 | 4838                   |

**Holiday Family Fun Days**

|                           | <b>Dec 24<sup>th</sup></b> | <b>Dec 31<sup>st</sup></b> |
|---------------------------|----------------------------|----------------------------|
| Families – all activities | 11                         | 3                          |
| Additional person         | 5                          | 2                          |
| Total Swimmers            | 64                         | 56                         |
| Total Skaters             | 46                         | 14                         |
| Climbing Wall             | 12                         | 3                          |

**December Annual Pass Sale**

|      | <b>Passes Sold</b> | <b>Amount at 25% off</b> |
|------|--------------------|--------------------------|
| 2016 | 211                | \$52,191.41              |
| 2017 | 190                | \$45,335.70              |

**Library Fitness Passes**

As of December 2017 there has been **128** passes redeemed, and the balance remaining is **\$3,908.65**

- We had 3 free public skates this year
  - December 10<sup>th</sup> – sponsored by Tansi Friendship Centre
  - December 17<sup>th</sup> – sponsored by Surerus Murphy
  - December 22<sup>nd</sup> – sponsored by Tim Hortons

# CIVIC PROPERTIES REPORT

**To:** Civic Properties Commission  
**From:** Angel Chaput, Recreation Programs Manager  
**Re:** Civic Properties Report for November & December 2017  
**Date:** January 23<sup>rd</sup>, 2018

October

| 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    |      |
| 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   | 25   |
| Special Events            | 0    | 0    |
| Piano Rental              | 0    | 0    |

## November

| <b>Program</b>            | <b>2017</b> | <b>2016</b> |
|---------------------------|-------------|-------------|
| Court Rentals             | 26          | 28          |
| Court Punches             | 8           | 8           |
| Fitness Drop-in           | 34          | 41          |
| Fitness Registrations     | 68          | 108         |
| Fitness Sessions (bought) | 6           | 11          |
| Fitness Sessions (used)   | 4           | 6           |
| Wall Rental               | 0           | 0           |
| Public Climb              | 28          | 38          |
| Toonie Climb              | 16          | 29          |
| Wall Belay Test           | 0           | 0           |
| Walking Track             | 254         | 447         |
| Adult Sports              | 50          | 47          |
| Student Sports            | 46          | 74          |
| Pickleball                | 0           | 0           |
| Arena Rentals             | 202         | 187         |
| Skate Rentals             | 47          | 169         |
| Helmet Rentals            | 16          | 35          |
| Drop-in Hockey            | 43          | 31          |
| Toonie Skate              | 24          | 98          |
| Public Skate              | 91          | 173         |
| Skating Punch Card        | 1           | 3           |
| Free Skate                | 32          | 56          |
| Adult Programs            | 1           | 1           |
| Youth Programs            | 49          | 30          |
| Pre-teen Dance            | 31          | 0           |
| Mini Athletes             | 25          | 88          |
| Parent & Tot Programs     | 3           | 25          |
| Special Events            | 0           | 0           |
| Piano Rental              | 0           | 0           |

## December

| Program                   | 2017 | 2016 |
|---------------------------|------|------|
| Court Rentals             | 27   | 28   |
| Court Punches             | 6    | 9    |
| Fitness Drop-in           | 16   | 30   |
| Fitness Registrations     | 16   | 101  |
| Fitness Sessions (bought) | 6    | 3    |
| Fitness Sessions (used)   | 3    | 7    |
| Wall Rental               | 0    | 0    |
| Public Climb              | 31   | 66   |
| Toonie Climb              | 11   | 8    |
| Wall Belay Test           | 0    | 3    |
| Walking Track             | 191  | 371  |
| Adult Sports              | 31   | 46   |
| Student Sports            | 31   | 62   |
| Pickleball                | 0    | 0    |
| Arena Rentals             | 205  | 196  |
| Skate Rentals             | 203  | 164  |
| Helmet Rentals            | 52   | 47   |
| Drop-in Hockey            | 36   | 75   |
| Toonie Skate              | 70   | 84   |
| Public Skate              | 325  | 261  |
| Skating Punch Card        | 2    | 3    |
| Free Skate                | 84   | 57   |
| Adult Programs            | 1    | 1    |
| Youth Programs            | 49   | 48   |
| Pre-teen Dance            | 35   | 20   |
| Mini Athletes             | 25   | 88   |
| Parent & Tot Programs     | 63   | 24   |
| Special Events            | 54   | 0    |
| Piano Rental              | 0    | 0    |

## DOC –Adult, Children &amp; Teen Christmas Parties

December 14<sup>th</sup>

Santa Shuffle

December 13<sup>th</sup>

Dance – Recital/Wrap Up

December 17<sup>th</sup>

Skate with Santa (Sponsored by Surerus Murphy)

December 18<sup>th</sup> -22<sup>nd</sup>

Christmas Kids Activities

December 20<sup>th</sup> 7-9pm

Pre-teen Dance “Let It Snow”

December 24<sup>th</sup> & 31<sup>st</sup>

Family Holiday Fun Days

**DISTRICT OF CHETWYND**  
**GL Department Report**

GL5330 Page : 1  
Date : Jan 23, 2018 Time : 8:41 am

Year : 2018  
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                    | -1,488.71        | 0.00        | -1,488.71        | 0.00        | 1,488.71          | 0.00   |
| 471 Other Operations            | -1,966.13        | 0.00        | -1,966.13        | 0.00        | 1,966.13          | 0.00   |
| 472 Recreation Programmes       | -2,976.64        | 0.00        | -2,976.64        | 0.00        | 2,976.64          | 0.00   |
| 599 Miscellaneous Revenue       | -290.00          | 0.00        | -290.00          | 0.00        | 290.00            | 0.00   |
| <b>RECREATION CENTRE</b>        | <b>-6,721.48</b> | <b>0.00</b> | <b>-6,721.48</b> | <b>0.00</b> | <b>6,721.48</b>   |        |
| <b>2 EXPENSES</b>               |                  |             |                  |             |                   |        |
| Recreation Centre               |                  |             |                  |             |                   |        |
| 750 Facilities Administration   | 15,276.95        | 0.00        | 15,276.95        | 0.00        | -15,276.95        | 0.00   |
| 751 Facilities Operations       | 50,366.29        | 0.00        | 50,366.29        | 0.00        | -50,366.29        | 0.00   |
| 753 Ice Plant Operations        | 78.26            | 0.00        | 78.26            | 0.00        | -78.26            | 0.00   |
| 755 Concession & Lounge         | 303.02           | 0.00        | 303.02           | 0.00        | -303.02           | 0.00   |
| 756 Programmes - Administration | 3,516.25         | 0.00        | 3,516.25         | 0.00        | -3,516.25         | 0.00   |
| 757 Programmes                  | 2,466.71         | 0.00        | 2,466.71         | 0.00        | -2,466.71         | 0.00   |
| <b>RECREATION CENTRE</b>        | <b>72,007.48</b> | <b>0.00</b> | <b>72,007.48</b> | <b>0.00</b> | <b>-72,007.48</b> |        |
| 42 Recreation Centre            |                  |             |                  |             |                   |        |
|                                 | 65,286.00        | 0.00        | 65,286.00        | 0.00        | -65,286.00        |        |
| <b>RECREATION CENTRE Total</b>  | <b>65,286.00</b> | <b>0.00</b> | <b>65,286.00</b> | <b>0.00</b> | <b>-65,286.00</b> |        |

**DISTRICT OF CHETWYND**  
**GL Department Report**

GL5330  
 Date : Jan 23, 2018  
 Page : 1  
 Time : 8:41 am

Year : 2018  
 Period : 12

Budget :  
 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                   | -6,871.11         | 0.00        | -6,871.11         | 0.00        | 6,871.11          | 0.00   |
| 471 Fitness Revenue                | -140.71           | 0.00        | -140.71           | 0.00        | 140.71            | 0.00   |
| 474 Weight Room Revenue            | -25,489.13        | 0.00        | -25,489.13        | 0.00        | 25,489.13         | 0.00   |
| 475 Other Revenue from own Sources | -593.11           | 0.00        | -593.11           | 0.00        | 593.11            | 0.00   |
| 478 Sale of Pool Accessories       | -473.48           | 0.00        | -473.48           | 0.00        | 473.48            | 0.00   |
| 479 Miscellaneous Revenue          | -48.86            | 0.00        | -48.86            | 0.00        | 48.86             | 0.00   |
| <b>LEISURE POOL</b>                | <b>-33,616.40</b> | <b>0.00</b> | <b>-33,616.40</b> | <b>0.00</b> | <b>33,616.40</b>  |        |
| <b>2 EXPENSES</b>                  |                   |             |                   |             |                   |        |
| Leisure Pool                       |                   |             |                   |             |                   |        |
| 730 Pool Administration            | 12,546.07         | 0.00        | 12,546.07         | 0.00        | -12,546.07        | 0.00   |
| 731 Pool Office                    | 6,026.65          | 0.00        | 6,026.65          | 0.00        | -6,026.65         | 0.00   |
| 732 Pool Operations                | 25,222.73         | 0.00        | 25,222.73         | 0.00        | -25,222.73        | 0.00   |
| 733 Pool Maintenance               | 6,677.32          | 0.00        | 6,677.32          | 0.00        | -6,677.32         | 0.00   |
| <b>LEISURE POOL</b>                | <b>50,472.77</b>  | <b>0.00</b> | <b>50,472.77</b>  | <b>0.00</b> | <b>-50,472.77</b> |        |
| 41 Leisure Pool                    |                   |             |                   |             |                   |        |
|                                    | 16,856.37         | 0.00        | 16,856.37         | 0.00        | -16,856.37        |        |
| <b>LEISURE POOL Total</b>          | <b>16,856.37</b>  | <b>0.00</b> | <b>16,856.37</b>  | <b>0.00</b> | <b>-16,856.37</b> |        |

January 23, 2018

**Arena Project Update**

- Dehumidifier installation is complete
- Arena end entrance gate is in progress to be replaced in the Spring after the ice is removed
- Site Visits
  - Work Safe-Zero orders written
  - Technical Safety-Three plant inspections complete and successfully passed;
    - New vessel installation inspection
    - General plant inspection
    - Risk Assessed Audit
- The project is nearly closed and Grant submissions have been completed for Canada-150 and Northern Development Initiative Trust.

Randy Rusjan  
Director of Parks and Recreation.

NB.1

**CIVIC PROPERTIES COMMISSION**

To: Civic Properties Commission  
From: Randy Rusjan, Director of Parks and Recreation  
Date: January 23, 2018

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**Request for Decision**

Explanation: Adjustments to the Rec Clerk II/III, Programs Manager, maintenance staff and electrician positions were made and sent as a budget update to Kim Frech-Chief Financial Officer at the PRRD

Further,

An adjustment to the Capital budget is required to accommodate a regulation for the refrigeration plants exhaust venting to extend 3M above the arena roof. The cost will be approximately \$40,000 dollars.

Recommended motion: That the Civic Properties Commission approves the operating and capital budget adjustments for the arena and pool with the understanding that there may be further adjustments required when the PRRD determines the tax affect.

Submitted By: Randy Rusjan  
Director of Parks and Recreation.