

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: June 26, 2018
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Closed meeting
3. Adoption of Agenda
4. Minutes from the previous meeting-May 23, 2018
5. Delegations/Presentations: NIL
6. Correspondence C:1 NIL
7. Reports: R-1
 R-2
 R-3
 R-4
8. New Business: NB:1 Minor Hockey and Figure Skating request
9. Adjournment:

See Attached Letters

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE May 23, 2018
TIME: 4:00 pm
PLACE: Rec Centre – Pine Room

PRESENT: Dan Rose, Area E Director PRRD, Chair
Steve McIn, Manager of Leisure and Facility Services
Elaine Webb, Recreation Programs Manager
Carol Newsom, Chief Administrative Officer
Comm. Merlin Nichols
Comm. Alec Brownlee
Comm. Ernest Pfanner
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

ABSENT: Randy Rusjan, Director of Parks & Recreation
Comm. Sharon Sullivan

1. CALL THE MEETING TO ORDER:

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

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner

THAT the Agenda for May 23rd, 2018 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the minutes from April 11th, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE:

C1: PRRD Civic Properties Commission Appointment

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT Walter MacFarlane be appointed to replace Norma Tower on the Chetwynd Civic Properties Commission.

CARRIED

C2: Night Letter

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the commission deny request to rent the Cottonwood Hall at a reduced rate to Violet Night.

CARRIED

6. REPORTS:

R-1 MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT reports R1 through R4 are received for approval.

CARRIED

7. NEW BUSINESS:

NB1: MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

Indoor Playground

THAT the Civic Properties Commission recommend to the Peace River Regional District that the space located at the climbing wall be used for the development of an indoor playground in principal, and that two design proposals be submitted for consideration. One design will retain a portion of the existing climbing wall for continued use, and the second design with the climbing wall entirely removed.

CARRIED

NB2: Climbing Wall

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT if the entire climbing wall is removed to accommodate the installation of an indoor playground, the Civic Properties Commission consider constructing a bouldering wall at the multi-court area on the empty wall between the court and the public washrooms.

CARRIED

NB3: Buffalo Air

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission supports Buffalo Aerial services to operate four flights during the Chetwynd International Chainsaw Carving event.

CARRIED

NB4: Surplus Items

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT the Chetwynd and District Civic Properties Commission approve the disposal of the grille/oven, grille, and shed

CARRIED

7. NEXT MEETING:

June 26, 2018 - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:30pm

Dan Rose,
Chairperson

Elaine Webb
Secretary

CIVIC PROPERTIES COMMISSION REPORT

To: Civic Properties Commission

From: Randy Rusjan, Director of Parks and Recreation

Date: June 26, 2018

- June 7-10 Chainsaw carving event
- Grad set up June 18-22. Ceremony Saturday June 23.
- June 15. Met with April Whyte Success By 6 regarding the indoor playground. Peak Playgrounds from Edmonton came to the facility to view the proposed space for the playground.
- Capital maintenance items that are in progress:
 - Security camera and DVR upgrade
 - Arena and Pool LED lighting
 - Curling rink space unit heater
 - Crawl space clean up
 - Cottonwood Kitchen update
 - Maintenance storage shed
 - Refrigeration plant ventilation
 - Max Galaxy booking and registration software

Randy Rusjan,

Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: June 26, 2018

R-2

- Ice Users Meeting on June 20
- Pool security camera and NVR upgrade complete – CCTV system much improved.
- Still down two pool positions, and these positions will be kept open and posted until filled.
 Aquatics staff shortages are widespread with some area pools looking at reduced operational hours. We are actively recruiting new staff.
- Events of note: Shannon funeral and Grad preparations.
- Annual fire suppression system inspection and maintenance completed.

Room & Hall usage for April			
ROOM	2018	2017	
Spruce	3	8	
Pine	9	14	
Aspen	17	25	
Birch	1	0	
Tamarack	5	2	
Cottonwood	1	2	
Arena Dry Pad	4	2	
Curling Rink Dry Pad	4	4	
Curling Lobby	1	0	
Rec Lobby	0	0	
TOTAL ROOM RENTALS	45	57	

Room & Hall usage for May			
ROOM	2018	2017	
Spruce	2	6	
Pine	16	19	
Aspen	29	46	
Birch	20	27	
Tamarack	1	23	
Cottonwood	4	4	
Arena Dry Pad	29	30	
Curling Rink Dry Pad	5	2	
Curling Lobby	9	27	
Rec Lobby	0	0	
TOTAL ROOM RENTALS	43	65	

April	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
Apr 2016	3512	1054	1246	230	2569	316
Apr 2017	3576	1355	1015	467	2972	316
Apr 2018	3183	1432	939	0	2825	413

May	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
May 2016	2732	798	624	298	2573	268
May 2017	3125	1484	684	271	3088	317
May 2018	2222	711	234	0	2433	390

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for April & May 2018
Date: May 26th, 2018

May 2018

Program	2018	2017
Court Rentals	2	18
Court Punches	0	1
Fitness Drop-in	61	33
Fitness Registrations	14	29
Fitness Sessions (bought)	0	2
Fitness Sessions (used)	0	2
Wall Rental	0	0
Public Climb	1	15
Toonie Climb	4	10
Wall Belay Test	0	2
Walking Track	130	277
Adult Sports	51	44
Student Sports	6	3
Pickleball	0	0
Arena Rentals	29	0
Skate Rentals	58	0
Helmet Rentals	0	0
Drop-in Hockey	0	0
Toonie Skate	6	0
Public Skate	0	0
Skating Punch Card	0	0
Free Skate	0	0
Adult Programs	0	2
Youth Programs	12	5
Pre-teen Dance	47	0
Mini Athletes	5	24
Parent & Tot Programs	0	15
Special Events	0	0
Piano Rental	0	0
	426	482

May 25th - Pre-Teen Dance 'Beach Party'

April 2018

Program	2018	2017
Court Rentals	52	11
Court Punches	6	2
Fitness Drop-in	88	46
Fitness Registrations	41	87
Fitness Sessions (bought)	0	4
Fitness Sessions (used)	0	4
Wall Rental	1	0
Public Climb	14	17
Toonie Climb	13	13
Wall Belay Test	0	0
Walking Track	234	395
Adult Sports	74	39
Student Sports	15	15
Pickleball	0	0
Arena Rentals	5	0
Skate Rentals	8	0
Helmet Rentals	0	0
Drop-in Hockey	0	0
Toonie Skate	0	0
Public Skate	0	0
Skating Punch Card	0	0
Free Skate	0	0
Adult Programs	0	2
Youth Programs	0	5
Pre-teen Dance	222	67
Mini Athletes	14	24
Parent & Tot Programs	0	0
Special Events	0	0
Piano Rental	0	0
	787	731

April 27th - Pre-Teen Dance 'Spring Fling'

March 2018

Program	2018	2017	2016
Court Rentals	27	29	63
Court Punches	11	2	12
Fitness Drop-in	78	35	0
Fitness Registrations	44	134	0
Fitness Sessions (bought)	5	15	8
Fitness Sessions (used)	5	17	7
Wall Rental	0	0	2
Public Climb	44	71	29
Toonie Climb	10	27	23
Wall Belay Test	0	0	0
Walking Track	319	760	444
Adult Sports	43	35	40
Student Sports	3	15	36
Pickleball	0	0	0
Arena Rentals	184	203	215
Skate Rentals	160	197	79
Helmet Rentals	37	21	37
Drop-in Hockey	45	49	70
Toonie Skate	92	38	21
Public Skate	105	86	24
Skating Punch Card	1	4	2
Free Skate	4	15	12
Adult Programs	0	3	3
Youth Programs	46	80	79
Pre-teen Dance	29	0	0
Mini Athletes	12	24	6
Parent & Tot Programs	33	0	6
Special Events	350	0	0
Piano Rental	0	0	1
	1687	1860	1219

March 28th - Easter Extravaganza

National Health & Fitness Day – June 2nd

Our first Annual National Health & Fitness Day was June 2nd. The event was between 11:00am – 2:00pm at the Spirit Park. We had a great attendance, and approximately 60 people throughout the 3 hours. The weather was fantastic and the day was filled with fun, laughter and fitness.

June 9th was our CCC Half Marathon – June 9th

Our 3rd Annual CCC Half Marathon was held Saturday June 9th. We had 36 register for the event including 4 relay teams. The weather was perfect for the runners, a little muddy at the start; the trails were in good condition for the event. Everyone completed the run with no injuries and nobody got lost.

Pickle Ball

We have had a few inquiries regarding pickle ball, so after grad is over (June 23) we will be setting up our pickle ball nets again in the curling rink. We will try a drop in fee of \$2 per person. This is the same as for the last 3 years.

Chetwynd Public Library

The Chetwynd Public Library has approached me in helping them promote healthy living through the 'Young at Heart +55' – On June 27th anyone +55 is welcome to join in on a fun afternoon playing pickle ball from 1:00 – 2:00pm at the curling rink – refreshments provided. There will not be a fee for this is an attempt to introduce people to pickle ball & hopefully generate an interest in the sport.

NATIONAL HEALTH & FITNESS DAY



Congratulations to all Athletes

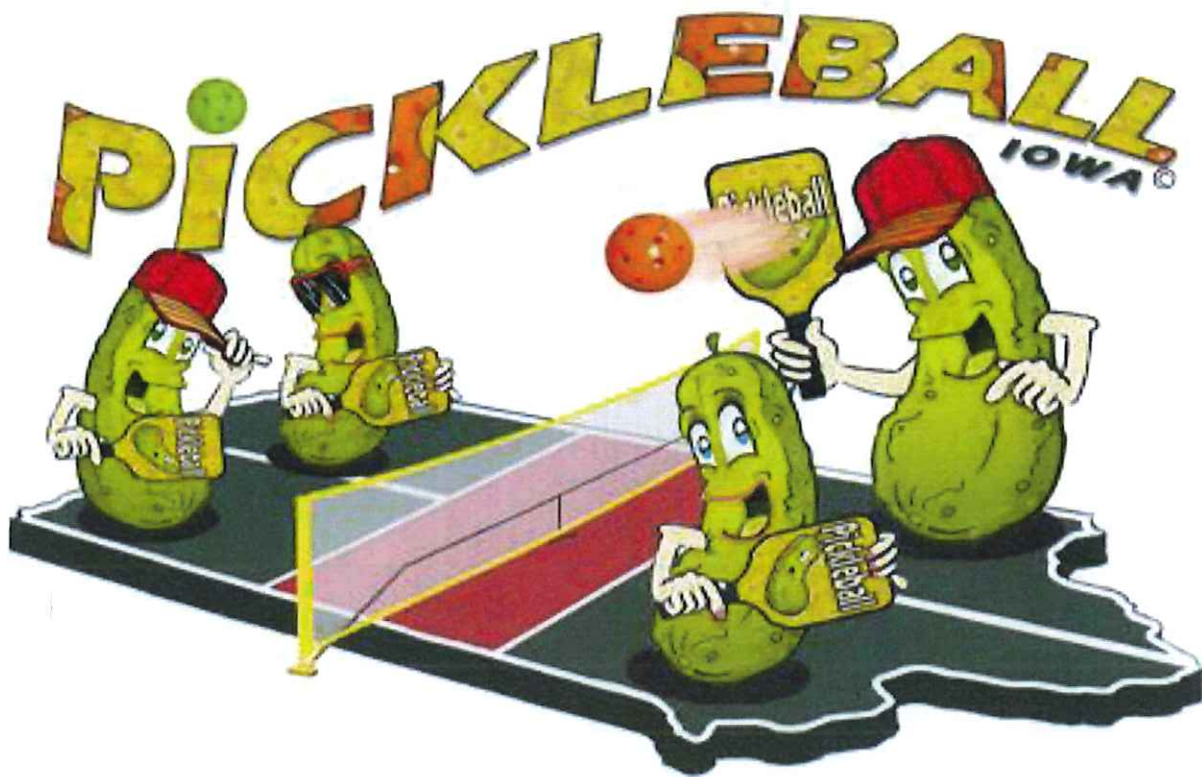


YOUNG AT HEART +55

PICKLE BALL

REC CENTRE – CURLING RINK

JUNE 27TH @ 1:00 – 2:00PM



SNACKS PROVIDED

DISTRICT OF CHETWYND
GL Department Report

GL5330
 Date : Jun 20, 2018
 Page : 1
 Time : 7:47 am

Year : 2018
 Period : 5

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	-62,428.66	-219.70	-62,648.36	-101,820.00	-39,171.64	61.53
471 Other Operations	-28,489.02	-15,710.15	-44,199.17	-95,787.00	-51,587.83	46.14
472 Recreation Programmes	-14,281.45	-1,870.37	-16,151.82	-60,000.00	-43,848.18	26.92
599 Miscellaneous Revenue	-3,040.75	-735.00	-3,775.75	-4,000.00	-224.25	94.39
811 Grants - Regional	-237,739.43	0.00	-237,739.43	-1,498,430.00	-1,260,690.57	15.87
RECREATION CENTRE						
	-345,979.31	-18,535.22	-364,514.53	-1,760,037.00	-1,395,522.47	20.71
REVENUES						
	-345,979.31	-18,535.22	-364,514.53	-1,760,037.00	-1,395,522.47	20.71
EXPENSES						
Recreation Centre						
750 Facilities Administration	88,285.58	20,758.33	109,023.91	380,278.00	271,254.09	28.67
751 Facilities Operations	281,555.95	62,089.90	343,645.85	919,957.00	576,311.15	37.35
753 Ice Plant Operations	2,369.18	1,257.24	3,626.42	22,000.00	18,373.58	16.48
754 Exterior Grounds	7,418.25	0.00	7,418.25	33,600.00	26,181.75	22.08
755 Concession & Lounge	3,989.61	1,529.94	5,519.55	19,500.00	13,980.45	28.31
756 Programmes - Administration	28,638.27	6,941.77	35,580.04	93,850.00	58,269.96	37.91
757 Programmes	23,206.22	4,206.21	27,412.43	86,852.00	59,439.57	31.56
822 Capital	10,898.40	7,579.50	18,477.90	204,000.00	185,522.10	9.06
RECREATION CENTRE						
	446,341.46	104,362.89	550,704.35	1,760,037.00	1,209,332.65	31.29
EXPENSES						
	446,341.46	104,362.89	550,704.35	1,760,037.00	1,209,332.65	31.29
Recreation Centre						
	100,362.15	85,827.67	186,189.82	0.00	-186,189.82	
RECREATION CENTRE Total	100,362.15	85,827.67	186,189.82	0.00	-186,189.82	

DISTRICT OF CHETWYND
GL Department Report

GL5330

Page : 1

Date : Jun 20, 2018

Time : 7:46 am

Year : 2018
Period : 5

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	-37,363.36	-4,839.69	-42,203.05	-98,000.00	-55,796.95	43.06
471 Fitness Revenue	-1,493.55	-284.52	-1,778.07	-5,000.00	-3,221.93	35.56
473 Rental Revenue	-8,269.52	-7,229.31	-15,498.83	-20,500.00	-5,001.17	75.60
474 Weight Room Revenue	-82,417.38	-10,247.37	-92,664.75	-170,000.00	-77,335.25	54.51
475 Other Revenue from own Sources	-3,364.57	-413.24	-3,777.81	-6,550.00	-2,772.19	57.68
478 Sale of Pool Accessories	-2,056.17	-210.52	-2,266.69	-5,000.00	-2,733.31	45.33
479 Miscellaneous Revenue	-230.91	-68.39	-299.30	-10,000.00	-9,700.70	2.99
811 Pool Revenue	-137,905.88	0.00	-137,905.88	-1,245,613.00	-1,107,707.12	11.07
LEISURE POOL						
	-273,101.34	-23,293.04	-296,394.38	-1,560,663.00	-1,264,268.62	18.99
REVENUES						
	-273,101.34	-23,293.04	-296,394.38	-1,560,663.00	-1,264,268.62	18.99
EXPENSES						
Leisure Pool						
730 Pool Administration	54,030.07	12,128.97	66,159.04	177,545.00	111,385.96	37.26
731 Pool Office	44,141.26	13,798.73	57,939.99	219,437.00	161,497.01	26.40
732 Pool Operations	164,930.42	29,097.65	194,028.07	752,879.00	558,850.93	25.77
733 Pool Maintenance	59,604.24	17,869.90	77,474.14	305,292.00	227,817.86	25.38
734 Exterior Grounds	0.00	0.00	0.00	5,010.00	5,010.00	0.00
822 Capital	0.00	0.00	0.00	100,500.00	100,500.00	0.00
LEISURE POOL						
	322,705.99	72,895.25	395,601.24	1,560,663.00	1,165,061.76	25.35
EXPENSES						
	322,705.99	72,895.25	395,601.24	1,560,663.00	1,165,061.76	25.35
Leisure Pool	49,604.65	49,602.21	99,206.86	0.00	-99,206.86	

DISTRICT OF CHETWYND
GL Department Report

GL5330

Page : 2

Date : Jun 20, 2018

Time : 7:46 am

Year : 2018
Period : 5

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	49,604.65	49,602.21	99,206.86	0.00	-99,206.86	

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: June 26, 2018

Request for Decision

Explanation:

At the June 20, 2018 Ice User meeting, Minor Hockey advised they will be submitting a letter to the Civic Properties Commission regarding non-prime time ice that their association is paying for and no longer uses. The establishment of non-prime time ice was introduced many, many years ago, when there were more ice users, and a greater demand for prime-time ice. The ratio is 2:1. For every two hours of prime-time ice, Minor Hockey and Figure Skating are required to use one hour of non-prime ice time. Minor Hockey and Figure Skating are both paying for ice that they don't require anymore. Minor Hockey also advised that they are fundraising to pay for ice that they don't need. The total amount of non-prime time ice being paid by both associations is approximately \$13,000 dollars.

Recommended motion:

That the Civic Properties Commission remove the current 2:1 ratio requirement for the 2018-2019 ice season and reintroduce it again in the future, if the demand warrants it

Submitted By:

Randy Rusjan

Director of Parks and Recreation.



CHETWYND & DISTRICT MINOR HOCKEY ASSOCIATION
Box 911
Chetwynd BC V0C 1J0



NB-1 A

To Civic Properties Commission

Thank you for your time

I am writing this letter to ask the Civic Properties Commission to remove the prime ice to non-prime ice ratio (2:1) Policy. Which is in the Ice allocation Policy.

Last year we paid over \$6000 for non-prime ice (Morning ice) that we did not use. Every year we must do extra fundraising to cover the costs to operated CDMHA.

It is my understanding this policy was put into place to help the district with ice time allocation when we hade more user groups. We have only 2 major ice users right know, figure skating and Minor hockey that this policy affects.

CDMHA has reached out to other associations in our district and no other association that I talked to has 2:1 prime ice policy. We would like to see this policy removed.

We would also like to see no changes to the ice cost per hour. Since our fees are already higher then similar communities in our district

For reference Ice cost per hour

Chetwynd	\$69.88
Hudson Hope	\$50
Tumbler Ridge	\$51.25
Taylor	\$60

Thank you
Jarret Bissett
President
Chetwynd Minor Hockey



Little Giant Figure Skating Club

Box 805 Chetwynd, BC V0C 1J0

June 20, 2018

Dear Properties Commissioner:

Thank you for your time.

I am writing this letter to ask the Civic Properties Commissioner to remove the Prime Ice to Non-Prime Ice Ratio (2:1) Policy, which is in the Ice Allocation Policy.

The costs associated with operating Little Giant Figure Skating Club (LGFSC) are already high and we work hard to fundraise through out the season so we don't have to raise our registration fees, thus giving more families in our community an opportunity to participate. Not having to pay for ice time that we don't even use would help tremendously. After doing some research it has come to our attention that no other association questioned has the 2:1 Prime Ice Policy. We would like to see this policy removed.

It is our understanding that this policy was put into place to help the district with ice time allocation when we had more user groups. We have only 2 major ice users right now that this policy affects, LGFSC and Chetwynd Minor Hockey.

Furthermore, because our ice fees are currently higher than other similar communities (please see below), we also ask that there is no increase to the ice cost per hour.

For reference - ice cost per hour:

Chetwynd	\$69.88
Hudson Hope	\$50.00
Tumbler Ridge	\$51.25
Taylor	\$60.00

Thank you,

Trisha MacTavish
President
Little Giant Figure Skating Club