

CIVIC PROPERTIES COMMISSION MEETING AGENDA
--

DATE: October 22, 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 – September 17, 2019

6. Delegations/Presentations - NIL

7. Correspondence

C-1 Chetwynd Library

C-2 Little Giants Royal Canadian Air Cadets

C-3 Chetwynd Chainsaw Carving Society

8. Old Business

OB-1 Charla Balisky Discount Request (Tabled)

9. Reports

R-1

R-2

R-3

R-4

10. New Business:

NB-1 2019 Curling Contract (for signatures)

NB-2 Skate Sharpening RFP (for review)

11. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE September 17, 2019
TIME: 4:00 pm
PLACE: Rec Centre – Pine Room

PRESENT:

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

ABSENT: Comm. Rochelle Galbraith
Comm. Walter MacFarlane

1. CALL THE MEETING TO ORDER:

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

2. INTRODUCTIONS OF NEW FIRE CHIEF, CURTIS REDPATH AND NEW MANAGER OF LEISURE SERVICES, KRISTINA PHILLIPS

Staff welcomed the new employees and they introduced themselves

3. DIRECTOR'S NOTICE OF BUSINESS: NIL

4. ADOPTION OF THE AGENDA:

MOVED by Comm. Wark, SECONDED by Comm. Houley
THAT the Agenda for September 17, 2019 be accepted
CARRIED

5. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille
THAT the minutes from June 3, 2019 be accepted.

CARRIED

6. DELEGATIOS/PRESENTATIONS: NIL

7. CORRESPONDANCE:

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

THAT the Civic Properties Commission denies Denise Caron's request to establish a food Kiosk in Chetwynd and District Rec Centre.

CARRIED

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

THAT the Civic Properties Commission denies Hal Holden's request to sharpen skates at the Rec Centre for the 2019-2020 ice season. AND that Staff prepare a RFP for interested skate sharpening service providers at the Rec Centre.

CARRIED

8. 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

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

THAT the Civic Properties Commission recommends that the Peace River Regional District approves the disposal of the obsolete Moyer Diebal bar-glass Dishwasher and Garland Gas Grill currently in storage at the Rec Centre; as per the Peace River Regional District Tangible Capital Asset Policy.

CARRIED

9. REPORTS

R-1 – R-3 MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

THAT reports R-1 through R-3 are received for approval

CARRIED

10. NEW BUSINESS:

NB-1 Request for Decision

MOVED by Comm. Wark, SECONDED by Comm. Courtoreille

THAT the Civic Properties Commission recommends to the Peace River Regional District Board that the surplus Olympia resurfacer be donated to a not-for-profit groups in the Region; to be determined by the Peace River Regional District Board.

CARRIED

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

THAT the Civic Properties Commission ratifies the email poll and waives the associated rental fees, in the amount of \$811.56, for Leo Sabulsky's Memorial Service that was held on August 17, 2019 in the Chetwynd Arena.

CARRIED

11. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:45pm

Next Meeting October 22, 2019

Dan Rose,
Chairperson

Elaine Webb
Secretary



Chetwynd Public Library

Box 1420
Chetwynd BC V0C 1J0
250-788-2559

October 04, 2019

Dear Civic Properties Commission

Thank you for the 12 individual free multi-use passes you donated after receiving my letter dated May 23, 2019. The Welcome to Chetwynd Packages are a success in welcoming new residents moving into the community. We are asking The Civic Properties Commission for 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.

It has always been well received from the new residents to have the opportunity to try out something of their choice at the Chetwynd & District Rec Centre for the first time for free; whether it is the gym, swim, skate, or climbing wall it is a wonderful way to welcome people into the Rec Centre that could potentially purchase long term passes.

We have reached out to local businesses asking them if they would like to take this great opportunity to showcase their business and allow new residents to see what they have to offer as well as make them feel welcome and at home in their new community.

Please contact me if you require any further information.

Sincerely,

Melissa Millsap
Library Director

Our mission is to inspire our community in a spirit of learning & discovery.



258 Little Giants
Royal Canadian Air Cadet Squadron

Mail: P.O. Box 659, Chetwynd BC, V0C 1J0
Sponsor Committee Chair: Kristie Low
Sponsor Committee Vice Chair: Trina Gibson
Email: kmlow258@outlook.com

To Whom it May Concern:

We would like to take this opportunity to ask you and your organization to help us in developing the youth of our community by promoting responsibility, citizenship, self-respect, and self reliance. 258 Little Giants Royal Canadian Air Cadet Squadron offers programs for young people 12-18 years of age, and teaches the Cadets useful skills ranging from instructing, winter survival training, flying, leadership, effective speaking and athletics. A large number of Cadets have gone on to become outstanding citizens, successful business people, pilots, and even Olympic athletes.

RCACS 258 is proud of our Cadets for providing such programs. It takes a substantial amount of time, effort and fund-raising. The Squadron Sponsor Committee is dedicated to raising the necessary funds to ensure that these programs continue to be offered to our young people and to maintain a positive base for future Cadets. With your help these programs are possible.

The 258 Sponsor Committee will be hosting our 6th Annual Dinner & Auction on November 9/2019 to help raise these much needed funds and are asking for your support in the form of cash or prize donations.

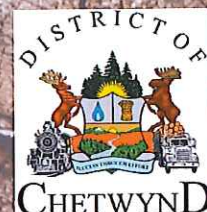
Thank you for taking the time to read this letter. If you are able to help us in anyway please contact **Kristie** 250-556-4229 or **Tanya** 250-788-5809

Sincerely Yours

Kristie Low, Sponsor Committee Chair
Phone: 250-556-4229
Email: kmlow258@outlook.com



The Chetwynd International Chainsaw Carving Championship Society would like to thank all our amazing sponsors & supporters for making the 15th Anniversary of the event a huge success



A&W
Alma Walter
Black Diamond Group
Canadian Western Bank
Chetwynd & District Rec Centre
Chetwynd Home Hardware
Chetwynd Society for Community Living
Conuma Coal Resources Ltd.
Days Inn Chetwynd
Diversified Transport Ltd
Don & Rhonda Lasser
Encana Services Company Ltd.
HUB International Insurance Broker
Industrial Scaffold Services L.P.
Kerry Barnetson Trucking Ltd
Little Prairie Community Forest Inc.
Maury Hoehn
Naomi Larsen Photography
Peace Country Rentals
Pomeroy Inn & Suites
Rocky Plains Ventures Ltd
Simply Perfect Catering
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TD Bank Group
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Aim Ventures Inc.
AWG Northern Industries Inc.
Bold Promotions
Canfor
Chetwynd Community Arts Council
Chetwynd Petroleum Ltd.
Chetwynd Visitor Centre
Crowfeathers General Store & Gas
Decks Painting & Decorating
Dokie General Partnership
Duz Cho Group of Companies Ltd
Gear-O-Rama Supply Chetwynd
Husqvarna
IRC Cat Shack
Lake View Credit Union
Lonestar Sporting Goods
McKee Vacuum Truck Services Ltd
Northern Development Initiative Trust
Pembina Pipeline Corporation
Rat Race Contracting Ltd
Rosenau Transport Ltd
Stagecoach Inn
Subway Chetwynd
Surerus Murphy
Teck
West Moberly First Nations

Aleet Signs & Graphix
BDW Services-Brent & Laura Weisgerber
Buffalo Aerial Services Ltd.
Caribou Road Services Ltd.
Chetwynd Forest Industries a Division of WFM
Chetwynd Rod & Gun Club
Cindy Langford
Dawson Co-operative Union
District of Chetwynd
Domino's
Echo
Hi-Sky Enterprises Ltd.
IGA
Kal Tire
Lakeview Inn & Suites
Mama G's Country Kitchen
MLA Mike Bernier
Northern Lights College
Pine Inn
Red Apple
Scotia Bank
Stephen Kristoffy
Subway Franchisee Canada
TC Energy
Tim Hortons

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: October 22, 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

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: October 22, 2019

- Continued capital projects – Ice Resurfacers (ordered, due in mid-November), Paving – complete.
- Still short some staffing positions, recruitment is ongoing.
- Curling ice is in and the 2019/2020 contract is ready for signing.
- School Hockey Academy is running successfully – significant increase in school use this year with regular PE classes and the Academy.
- Skate Sharpening RFP has been posted and Carl Rose and Hal Holden were contacted.

Room & Hall usage for August		
ROOM	2019	2018
Spruce	4	9
Pine	31	31
Aspen	7	31
Birch	0	0
Tamarack	2	7
Cottonwood	4	2
Kitchen	0	0
Curling Rink	0	1
Curling Lobby	0	0
Rec Lobby	1	0
TOTAL ROOM RENTALS	49	81

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

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: October 22, 2019

- Still have various Aquatic and Supervisor positions open, new waterslide attendant has been hired
- All Aquatic staff have gone through the WHMIS and Violence & Harassment in the Workplace Training
- Two Aquatics staff are starting their Fitness Theory and Water Fit Certifications

August	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
August 2017	922	864	83	0	2857	388
August 2018	903	761	1	0	2611	340
August 2019	497	147	0	0	2738	493

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

CIVIC PROPERTIES REPORT

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

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

July 2019

Program	2019	2018
Court Rentals	9	11
Court Punches	0	2
Fitness Drop-in	0	0
Fitness Registrations	0	0
Fitness Sessions (bought)	0	0
Fitness Sessions (used)	7	2
Wall Rental	0	0
Public Climb	25	14
Toonie Climb	13	6
Wall Belay Test	0	0
Walking Track	266	161
Adult Sports	0	0
Student Sports	0	0
Pickle ball	35	26
Arena Rentals	5	19
Skate Rentals	0	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
Parent & Tot Skate	0	0
Adult Programs	0	0
Youth Programs	102	50
Pre-teen Dance	0	0
Mini Athletes	0	0
Children's Programs	12	11
Special Events	0	0
	574	302



Chetwynd Harvest Fest

1st Annual

10k Trail Run/Walk/Bike

Cost: \$10:00 All proceeds go back to the Chetwynd Harvest Fest Committee



Sept. 7, 2019

Registration Time:
10:00am

Start Time: 11:00am



Meet @ Chetwynd &
District Rec Centre



DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Oct 09, 2019

Time : 11:06 am

Year : 2019

Period : 9

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	-49,369.17	-508.55	-49,877.72	-103,820.00	-53,942.28	48.04
471 Other Operations	-83,797.59	-6,479.03	-90,276.62	-95,787.00	-5,510.38	94.25
472 Recreation Programmes	-27,304.10	-2,017.75	-29,321.85	-60,000.00	-30,678.15	48.87
599 Miscellaneous Revenue	-6,446.90	-354.50	-6,801.40	0.00	6,801.40	0.00
811 Grants - Regional	-191,157.63	-247,139.36	-438,296.99	-1,620,018.00	-1,181,721.01	27.06
RECREATION CENTRE	-358,075.39	-256,499.19	-614,574.58	-1,879,625.00	-1,265,050.42	32.70
REVENUES	-358,075.39	-256,499.19	-614,574.58	-1,879,625.00	-1,265,050.42	32.70
EXPENSES						
Recreation Centre						
750 Facilities Administration	215,245.17	17,185.41	232,430.58	423,106.00	190,675.42	54.93
751 Facilities Operations	478,800.84	69,084.93	547,885.77	943,770.00	395,884.23	58.05
753 Ice Plant Operations	6,886.22	2,847.80	9,734.02	22,000.00	12,265.98	44.25
754 Exterior Grounds	6,537.93	546.52	7,084.45	33,600.00	26,515.55	21.08
755 Concession & Lounge	6,194.05	1,107.44	7,301.49	19,500.00	12,198.51	37.44
756 Programmes - Administration	65,031.16	7,215.72	72,246.88	99,502.00	27,255.12	72.61
757 Programmes	58,502.63	2,259.11	60,761.74	88,147.00	27,385.26	68.93
821 Land Improvements	0.00	0.00	0.00	50,000.00	50,000.00	0.00
822 Buildings	225.19	10,780.00	11,005.19	0.00	-11,005.19	0.00
823 Building Improvements	0.00	19,917.45	19,917.45	45,000.00	25,082.55	44.26
824 Vehicles	0.00	0.00	0.00	140,000.00	140,000.00	0.00
825 Machinery and Equipment	0.00	11,742.27	11,742.27	15,000.00	3,257.73	78.28

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 2
Date : Oct 09, 2019 Time : 11:06 am
Budget : Budget Values

Year : 2019
Period : 9

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
RECREATION CENTRE	837,423.19	142,686.65	980,109.84	1,879,625.00	899,515.16	52.14
EXPENSES	837,423.19	142,686.65	980,109.84	1,879,625.00	899,515.16	52.14
Recreation Centre	479,347.80	-113,812.54	365,535.26	0.00	-365,535.26	
RECREATION CENTRE Total	479,347.80	-113,812.54	365,535.26	0.00	-365,535.26	

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Oct 09, 2019

Time : 11:05 am

Year : 2019

Period : 9

Budget : Budget Values

Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
470 Swlm Revenue	-52,551.63	-8,877.88	-61,429.51	-99,500.00	-38,070.49	61.74
471 Fitness Revenue	-2,971.25	-197.62	-3,168.87	-5,500.00	-2,331.13	57.62
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	-150,954.77	-37,867.71	-188,822.48	-165,000.00	23,822.48	114.44
475 Other Revenue from own Sources	-5,185.39	-418.45	-5,603.84	-6,600.00	-996.16	84.91
478 Sale of Pool Accessories	-2,815.07	-276.50	-3,091.57	-5,000.00	-1,908.43	61.83
479 Miscellaneous Revenue	-15,909.19	3,349.16	-12,560.03	-10,000.00	2,560.03	125.60
811 Pool Revenue	-146,394.01	-136,193.18	-282,587.19	-1,360,114.00	-1,077,526.81	20.78
LEISURE POOL	-397,135.75	-180,482.18	-577,617.93	-1,673,214.00	-1,095,596.07	34.52
REVENUES	-397,135.75	-180,482.18	-577,617.93	-1,673,214.00	-1,095,596.07	34.52
EXPENSES						
Leisure Pool						
730 Pool Administration	95,751.68	13,591.43	109,343.11	143,467.00	34,123.89	76.21
731 Pool Office	158,016.19	15,416.17	173,432.36	233,160.00	59,727.64	74.38
732 Pool Operations	289,434.62	31,331.09	320,765.71	805,511.00	484,745.29	39.82
733 Pool Maintenance	156,409.91	23,401.58	179,811.49	316,076.00	136,264.51	56.89
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	11,742.00	9,886.80	21,628.80	60,000.00	38,371.20	36.05
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 : Oct 09, 2019

Time : 11:05 am

Year : 2019
Period : 9

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL	720,434.74	93,627.07	814,061.81	1,673,214.00	859,152.19	48.65
EXPENSES	720,434.74	93,627.07	814,061.81	1,673,214.00	859,152.19	48.65
Leisure Pool	323,298.99	-86,855.11	236,443.88	0.00	-236,443.88	
LEISURE POOL Total	323,298.99	-86,855.11	236,443.88	0.00	-236,443.88	

AGREEMENT FOR USE OF CHETWYND CURLING RINK FACILITIES

THIS AGREEMENT IS DATED for reference the 1st day of October, 2019

BETWEEN

THE CORPORATION OF THE DISTRICT OF CHETWYND,

A municipal corporation of the Province of British Columbia having an address at P.O. Box 357, Chetwynd, BC V0C 1J0

(Herein called "**Chetwynd**")

AND:

CHETWYND CURLING CLUB,

A Society incorporated in accordance with the laws of British Columbia, having an address of P.O. Box 1453, Chetwynd, BC V0C 1J0

(Herein called "**the Club**")

AND:

THE CHETWYND AND AREA CIVIC PROPERTIES COMMISSION,

A Commission established by the Peace River Regional District, having an address of P.O. Box 757, Chetwynd, BC V0C 1J0

(Herein called "**the Commission**")

AND:

THE PEACE RIVER REGIONAL DISTRICT,

A Regional District incorporated under the Municipal Act, having an address of P.O. Box 810, Dawson Creek, BC V1G 4H8

(Herein called "**the Regional District**")

WHEREAS:

- I. The Regional District owns certain property, being a Recreational Centre known as The Chetwynd & District Rec Centre (herein referred to as "the Rec. Centre") containing a curling rink and related facilities (which rink and facilities are herein referred to as "the Rink");
- II. By its Bylaw Number 1049, 1996, the Regional District created the Commission and delegated to the Commission certain powers and duties relating to the operation of the Rec. Centre; and

- III. The Club and Chetwynd wish to enter into an agreement to facilitate the Club's use of the Curling Rink, and ensure appropriate compensation to Chetwynd for such use.

NOW THEREFORE THIS AGREEMENT WITNESSES, in consideration of the premises, and in consideration of the covenants, representation and agreements herein, that the parties hereto covenant, represent and agree as follows;

1. Use of the Facilities

- I. Chetwynd hereby agrees to a one year contract, with the option to renew at the end of the contract, for another year, and grants to the Club, for the following period of time (which period is hereinafter called "the Term"):
- a. The first day of October, 2019 and ending on March 13, 2020. Upon consultation and approval with Chetwynd, the Club may choose to extend the end of the season.
- II. The exclusive right and license to use the Rink during the times and upon the terms and conditions specified herein. The Club's right and license to use the Rink shall be limited to the right and license granted hereby, and shall be for no other purpose, upon no other terms or conditions and at no other times, without the express written consent of Chetwynd.
- I. Chetwynd and the Club covenant and agree that the Club's use of the Rink during the Term for the purposes of league play, practice time and rental to outside users shall be limited to:
- a. The hours of operation of the Rec. Centre.
- b. The Club will have use of the Cottonwood Hall following any established league play (the league days and times will be determined following registration), and the Club must vacate the Hall no later than 11:30pm with the exception of bonspiels.
- II. The Club shall convey the league schedule to the Rec. Centre by the 15th day of September. The Rec. Centre will coordinate use of the Rink by School District No. 59 according to the Joint Use Agreement. Communication will occur between Chetwynd and the Club to avoid any potential conflicts.
- III. Chetwynd and the Club covenant and agree that the Club may also use the Rink for bonspiels, subject to the terms and conditions hereof, and upon the following further terms and conditions;

- a. The Club shall have the use of the Rink for the purpose of conducting a bonspiel on each of at least six weekends during the term of the contract specified above, (Oct 1, 2019-March 13, 2020) the Club and Chetwynd shall after discussions with one another concluding no later than the 15th day of September decide upon the weekends (subject to availability of facilities at the time of such negotiations) during which the Club may exercise its right to use the Rink for bonspiels;
- b. In addition to the rights granted to the Club under clause 1.IV.a hereof, Chetwynd shall make every reasonable effort to accommodate the Club's needs for use of the Rink for the purpose of provincial, regional and zone play-downs and final bonspiels, with the intent that Chetwynd shall recognize the importance of establishing or changing schedules so that such use can take place;
- c. Any further use by the Club of the Rink, beyond these granted specifically herein, shall be upon the same terms and conditions, and for the same price, as the use specified herein; PROVIDED HOWEVER that the Club will make all reasonable efforts to accommodate Chetwynd's needs and plans for the use of the Rink for community events of general importance and profile for Chetwynd and the general community of the District of Chetwynd;
- d. The Club may use the Rink (and more specifically, those parts of the facilities comprising the Rink that are normally used for lounge and related purposes, which facilities are herein called "the Lounge Facilities" for the purpose of selling liquor pursuant to any Liquor License Permit(s) it may obtain, on the following days and times:
 - i. During the Club's bonspiel weekends conducted pursuant to this Agreement, for a fee of \$611.89 (three day), \$407.93 (two day) and \$203.96 (one day).
 - ii. Bonspiels and fun nights shall be booked until 2am unless otherwise specified in order to avoid overtime charges to the club.
 - iii. One free Saturday evening each month, or agreed upon equivalent day or night, such as fun Friday night "Jitney" or afternoon Jr. curling event without payment of any additional rent or other charges; If the Club does not use the one free Saturday for the month of October, then October's free use can be carried forward to a mutually agreed upon time and day.
 - iv. The Club shall receive during the term of this contract one free bonspiel.
 - v. For the length of the term, Chetwynd shall for the purpose of league play nights and or bonspiels, set up tables and chairs in the Cottonwood Hall.
- a. During the Term; any expenses incurred and profits received in connection with such liquor sales and use of the Rink shall be expenses and profits of the Club;

PROVIDED HOWEVER, that if Chetwynd reasonable require the Lounge Facilities (specifically the Cottonwood Hall) for its use (including any normal renting or other use of the Lounge Facilities to the general public for occasions and events sponsored or organized by Chetwynd) then the Club shall not have the right to use the said facilities on those occasions or events, and Chetwynd shall not compensate the Club for any loss of enjoyment or income of the Club in such cases. The Club shall have use of the Cottonwood Hall for its one free bonspiel per year.

- b. The Club shall not permit consumption of alcoholic beverages in or about the Rink or Lounge areas by minors, and the Club shall fully comply with the terms and conditions of any Liquor License permit it may obtain, and to maintain and enforce proper decorum in and about the Rink and Lounge at all times:
- c. During such times that the Club is using the Facilities, it shall post and maintain a sign in a conspicuous place in or about the Rink indicating that the Rink is being operated by, and is the sole responsibility of, the Club.
- d. During the term; any revenue generated by the Club through the Curling Rink Advertising Boards shall remain with the club.
- e. During the term of the agreement the Curling Club shall be permitted to take ice rentals. Prior to contacting the curling club, the Rec Centre shall review all ice rental inquiries to ensure there are no operational conflicts or concerns. The Rec. Centre shall direct all private ice rentals to the Club with the exception of school use through the Joint Use Agreement.

2. Payment for the Use of the Facilities

- I. The Club shall pay to Chetwynd the following fees for the 2019-2020 season:
 - a. Use of four curling sheets @ \$2205.00 each, plus applicable taxes. Upon consultation and approval with Chetwynd, the Club shall decide which four sheets to install.
 - b. Total (\$8820.00) plus applicable tax.
 - c. As part of the renegotiated fee, the installation and seasonal maintenance of the curling ice will be the sole responsibility of the club.
- II. Chetwynd shall utilize the two remaining sheets for the purpose of children's programs/skating. Should any damage to the curling ice arise from such use, Chetwynd shall be responsible for the ice repair.
- III. Four monthly installments shall be made, with the first commencing on the 1st Nov 2018, Dec 2018, Jan 2019, and Feb 2019 in the amount of \$2205.00 per month plus applicable taxes.

- IV. Should the club's membership increase, and there becomes a need to utilize the remaining two curling sheets, there shall be fees equivalent to the current ice sheet fee structure. The club shall still be responsible for the ice instillation completion.
- V. The Civic Properties Commission at its discretion may approve an annual 5% increase to assist with rising operating costs of the facilities.

3. Terms of Use

- I. Chetwynd shall for the term of this contract jointly install the curling ice but with respect to only cleaning the concrete floor, sealing the floor, flooding the surface, painting the white, and sealing the surface in preparation for the club to complete the ice instillation.
- II. For any other use than the Club, not sponsored or otherwise the responsibility of the Club, Chetwynd shall maintain the Ice including pebbling and cleaning (school use, rental bonspiels) so that the ice is ready for use by the Club prior to its use.
- III. Chetwynd agrees to maintain ice surface heaters and supply and keep in good working order equipment to clean shoes.
- IV. The Club's use of the Rink shall be limited to normal use in connection with regular league, bonspiel and play down curling, and for no other purpose.
- V. The Club shall be responsible for pebbling the ice prior to all Club games. After each evening or day of use of the Rink by the Club, the Club shall also clean the ice. The club shall perform its own seasonal ice maintenance such as pebbling, scraping, burning, and any leveling floods required. Chetwynd shall assist the club with minor set ups and take downs as time, and the availability of staff permits. Chetwynd shall also clean the washrooms, mop floors, sweep walkways, clean windows, vacuum carpets and empty garbage's.
- VI. The Club shall not in any way modify the Rink or associated facilities without prior written approval from Chetwynd.
- VII. The Club covenants and agrees to act in accordance with any and all rules, regulations and directions of Chetwynd in connection with the use of the Rink. The Club shall be responsible for the promotion, organization and management of its activities carried out in connection with the Agreement, and shall arrange for and enforce the proper and safe use of the Rink. All of the acts and deeds of the Club carried out in connection with this Agreement shall be carried out in strict compliance with all applicable laws, statutes, regulations, ordinances and bylaws, and in strict accordance with all standard industry practices relating to the proper and safe management of facilities such as the Rink.
- VIII. Chetwynd agrees to keep all doors to the ice surface from the lobby locked at all times.

- IX. Chetwynd shall be permitted at its discretion to utilize the curling rink ice for bookings that may be deemed beneficial or advantageous to the community.

4. Provisions Relating to Default

- I. The Club agrees that if it fails to make proper and timely payments of any moneys due under this Agreement, or if it is in breach of any other term hereof, then Chetwynd may terminate this Agreement immediately without notice, or alternatively it may suspend its own obligations under this Agreement until such breach is remedied. The Club agrees that if it loses its Society status Chetwynd may terminate this Agreement immediately without notice, or alternatively it may suspend its own obligations under this Agreement until such breach is remedied.
- II. Chetwynd agrees that if it fails to comply with the terms of this agreement, the Club has the right to negotiate compensation within the conditions of this agreement.
- III. In consideration of Chetwynd's assistance and cooperation in arranging for a Liquor License to be granted to the Club, the Club covenants and agrees that it shall not assign or transfer its rights under any such liquor license, without the express prior written approval of Chetwynd. The Club further agrees that if it is in default of any of the terms or conditions of that license, or of any of the terms or conditions of this Agreement that relate to the License, the Club shall forthwith upon demand assign its rights thereunder to Chetwynd.

5. Provisions Relating to Liability and Insurance

- I. Chetwynd shall not be responsible for any loss or damage, however caused, of or to any equipment or personal property of any kind owned or used by the Club or by any person or persons involved or participating in any activities of the Club at the Rink, or by any person or persons who might otherwise be invited or permitted by the Club to be at the Rink.
- II. The Club shall indemnify and save harmless Chetwynd, the Commission, and the Regional District from and against any and all liabilities, damages, property damage, costs expenses, causes of action, claims, suits, judgments and legal expenses which they may incur or suffer or be put to by reason of or in connection with or arising from any act or omission by the Club under this Agreement, any wrongful act or neglect of the Club in or about the Rec Centre or Rink, any damage to property related to the Club's use or occupation of the Rec Centre and Rink, or the death or injury of any person in any way related to or allegedly related to the Club's use and occupation of the Rec. Centre and Rink, or Chetwynd's operation or the liquor facility at the Rink as required or permitted under this Agreement.
- III. The Club shall, at its own expense, provide and maintain its own insurance to cover its own equipment and property which may at any time be located at the Rink and its operations and activities in connection with this Agreement. The Club shall also, at its own expense, provide and maintain in force, with an insurance company licensed to do business in the Province of British Columbia, a comprehensive

liability insurance policy satisfactory to Chetwynd, covering bodily injury, death and property damage with inclusive limits of at least two million dollars (\$2,000,000.00) per occurrence, the policy to contain a cross-liability clause. Suitable evidence of the said policy is to be delivered to Chetwynd no later than October 1 of each year of the currency of this Agreement, showing insurance as aforesaid covering the Club's operations and activities in connection with this Agreement, and showing District of Chetwynd, the Civic Properties Commission and the Peace River Regional District, added as additional named insured in such policies.

6. Miscellaneous Covenants and Conditions

- I. The Commission and the Regional District, by their individual execution of this Agreement, acknowledge and agree to the terms and conditions thereof to the extent that such terms and conditions are within their knowledge and capacity, and confirm that they authorize Chetwynd to enter into this Agreement.
- II. This Agreement shall be binding on not only the parties hereto, but also on their respective administrators, successors and assigns. Provided, however, that the rights of the Club shall not be assigned without prior written consent of all other parties to this Agreement.
- III. Whatever the singular or plural is used in this Agreement, the same shall include and mean the other, as the context or the parties require. Where the masculine, feminine or neuter is used in this Agreement, the same shall include and mean the other, as the context or the parties may require.
- IV. Time shall be of the essence in all respects of this Agreement.

IN WITNESS THEREOF, the parties hereto have caused these presents to be executed as of the date first above noted.

The Corporate seal of the District of Chetwynd was affixed in the presence of:

Signature of the Administrator

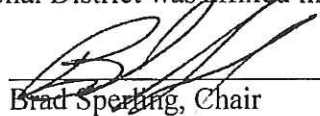
Signed, sealed and delivered by the Chetwynd Curling Club by its authorized officer:

Officer's Signature

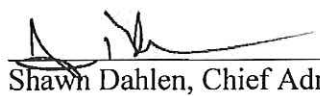
Signed, sealed and delivered by the Chetwynd and Area Civic Properties Commission, by its authorized officer:

Officer's Signature

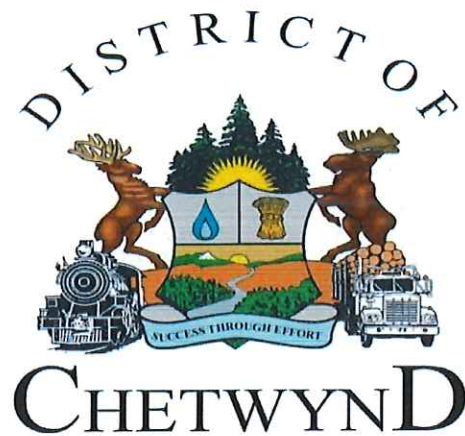
The Corporate seal of the Peace River Regional District was affixed in the presence of:



Brad Sperling, Chair



Shawn Dahlen, Chief Administrative Officer



The District of Chetwynd is inviting proposals from individuals, groups, organizations, and/or businesses for the operation of the skate sharpening room at the Chetwynd and District Rec Centre at the Chetwynd & District Rec Centre for the remainder of the 2019/2020 ice season of mid-September to the end of March and continuing through the 2021/2022 season.

Scope of Service

The Service Provider will:

- Lease the assigned space from the District of Chetwynd at a cost agreed upon by both parties.
- Provide skate sharpening services in the assigned space at the Chetwynd and District Recreation Centre following all applicable legislation and WorkSafe BC regulations. The provided floor space is approximately 43.5 m².
- Post and maintain set hours of operation during the ice skating season (mid-September through the end of March) with the hours of service conforming to the normal operational hours of the facility. Bidder may establish general hours and days of operation.
- Provision and maintenance of own skate sharpening equipment. NOTE 1: Equipment must have CSA and WorkSafe BC approved method to minimize/eliminate dust filings NOTE 2: Existing Skate Sharpening Room is only equipped with 120V service
- Maintain the cleanliness and good operational state of the skate sharpening area.
- Purchase and maintain general liability insurance coverage (minimum \$2,000,000.00) with the District of Chetwynd and the Peace River Regional District as "additional named insured". A copy of certificate of insurance is to be provided to the District of Chetwynd.
- Provision of WorkSafe BC letter of history on request.
- Purchase and maintain a valid District of Chetwynd business license.
- Optional services provided may include the sale of skating related items like skate laces, stick/sock tape, hockey sticks and minor skate repairs (rivets, eyelets, and/or skate blade replacements). All other sales/service unrelated to skate sharpening services is prohibited without prior written consent of the District of Chetwynd.

Proposal Requirement

The proposal shall include the following:

- Proposed operational hours (Monday through Sunday) along with start/end dates for the season
- Proposed term of service agreement
- Proposed lease rate of skate sharpening space
- Any intentions to provide additional/optional services: sale of skate laces, stick/sock tape, hockey sticks and/or any other minor skate repairs (rivets, eyelets, and/or skate blade replacement)

Proposal Closing

Proposals must be submitted in writing to the undersigned. **Deadline for receipt of proposals is 2:00 pm, local time, October 31, 2018.**

Submissions by electronic mail or facsimile will be accepted.

Email: smclain@gochetwynd.com, PO Box 757, 4552 North Access Road, V0C 1J0 and

Facsimile: 250-788-2219,

Proposals should be submitted to:

"Chetwynd and District Rec Centre Skate Sharpening Proposal", ATTN: Steve McLain, Director of Recreation

The District of Chetwynd reserves the right to reject any and all proposals for any reason, or to accept any proposal received; which the District of Chetwynd, in their unrestricted discretion, deems most advantageous to their selves. The greatest or any proposal may not necessarily be accepted.