

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: March 1, 2019
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-January 29, 2018
4. Delegations/Presentations: Indoor Playground Committee
5. Correspondence C-1: Moberly Lake Fire Department
6. Reports: R-1
 R-2
 R-3
 R-4
7. New Business: NB-1 Charla Balisky-request for Rec Centre subsidy
 NB-2 Hal Holden-skate sharpening
 NB-3 Chetwynd Public Library-community yard sale
 NB-4 NHM Committee-tournament fees
 NB-5 Pool Sanitization Project
8. Adjournment:

Next scheduled meeting:

CIVIC PROPERTIES COMMISSION MEETING AGENDA
--

DATE: February 26, 2019

LOCATION: Pine Room

TIME: 4pm

1. Call the meeting to order

2. Adoption of Agenda

3. Minutes from the previous meeting-January 29, 2018

4. Delegations/Presentations: Indoor Playground Committee

5. Correspondence C: NIL

6. Reports: R-1
 R-2
 R-3
 R-4

7. New Business: NB:1 Charla Balisky-request for Rec Centre subsidy
 NB:2 Hal Holden-skate sharpening
 NB:3 Chetwynd Public Library-community yard sale
 NB:4 NHM Committee-tournament fees
 NB:5 Pool Sanitization Project

8. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE January 29, 2019
TIME: 4:00 pm
PLACE: Rec Centre – Aspen Room

PRESENT: Dan Rose, Area E Director PRRD, Chair
Randy Rusjan, Director of Parks & Recreation
Steve McLain, Manager of Leisure and Facility Services
Elaine Webb, Recreation Programs Manager
Carol Newsom, Chief Administrative Officer
Comm. Janet Wark
Comm. Rochelle Galbraith
Comm. Walter MacFarlane
Comm. Larry Houley
Lyle Smith, CFO (via telecom)

ABSENT: Comm. Allen Courtoreille
Trish Morgan, General Manager of Leisure and facility Services (via telecom)

1. CALL THE MEETING TO ORDER:

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

2. ADOPTION OF THE AGENDA:

MOVED by Comm. Galbraith, SECONDED by Comm. Houley

THAT the Agenda for January 29, 2019 be accepted.

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. MacFarlane

THAT the minutes from November 27, 2018 be accepted.

CARRIED

4. DELEGATION: Nil

5. CORRESPONDENCE: Nil

Director Rose asked commission if it was ok to move NB1 ahead of staff reports to allow the Peace River Regional District CFO to present the 2019 budget report.

6. NEW BUSINESS MOVED by Comm. Houley, SECONDED by Comm. Galbraith

THAT the Chetwynd Civic Properties Commission recommend to the Peace River Regional Board that the 2019:

1. Chetwynd Leisure Centre (pool) budget option 3
2. Chetwynd Recreation Complex as presented
3. Chetwynd Arena option 3

As presented, be included in the PRRD 2019 financial plan

CARRIED

7. REPORTS:

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

THAT reports R1 through R4 are received for approval.

CARRIED

7. NEXT MEETING: February 26, 2019 - Chetwynd & District Rec Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:23pm

Dan Rose,
Chairperson

Elaine Webb
Secretary



Moberly Lake Volunteer Fire Department
Box 58
Moberly Lake BC V0C1X0
Phone 250-788-2611, Fax 250-788-2616
mlvfd@moberlylake.net

Dear Merchant –

We wish to take this opportunity to request a doorprize donation for our Firefighters' Awards Banquet on March 2nd, 2019. At this time, we will be recognizing and honouring the men and women who give up their time to train and respond to keep our community safe. Not everyone is willing or able to drop everything day or night to attend a fire, auto accident or similar emergency.

Your generous donation of a suitable item or gift certificate will help to make our banquet a success.

Thank You

Sincerely,

Alan Cartwright
President (MLFS) & Training Officer (MLVFD)
Ph: 250 – 788 - 2840

R-1

CIVIC PROPERTIES COMMISSION REPORT

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: March 1, 2019

- Attended NHM tournament meeting on February 12
- 2nd FM II starting Monday March 4, with a 4th Class
- TSBC maintenance document near completion
- NDIT is preparing a plaque in recognition of their donation to the arena project which will be placed in an appropriate location in the facility.

Randy Rusjan,
Director of Parks and Recreation

CIVIC PROPERTIES COMMISSION

R-2

To: Civic Properties Commission
 From: Steve McLain, Manager of Leisure & Facility Services
 Date: March 1, 2019

- Annual Northern Health Inspection of the Cottonwood kitchen – no issues
- Hosting a Bronze Cross/Medallion Combination course - March 25-29
- 2019 Budget preparation continuing
- Still short some staffing positions – refreshed all open postings
- Pool Disinfection report and Request for Decision

Room & Hall usage for December		
ROOM	2018	2017
Spruce	7	3
Pine	5	5
Aspen	13	14
Birch	32	0
Tamarack	9	2
Cottonwood	7	8
Kitchen	6	0
Curling Rink	0	0
Curling Lobby	13	0
Rec Lobby	1	2
TOTAL ROOM RENTALS	93	34

Room & Hall usage for January		
ROOM	2018	2017
Spruce	1	4
Pine	9	15
Aspen	17	15
Birch	0	0
Tamarack	66	2
Cottonwood	3	3
Kitchen	2	0
Curling Rink	0	0
Curling Lobby	0	0
Rec Lobby	1	0
TOTAL ROOM RENTALS	99	39

December	Swim	<i>Waterslide</i>	<i>Swim Lessons</i>	<i>Swim Club</i>	Gym	After Hours Gym Access
December 2016	2678	1619	121	285	2247	230
December 2017	2558	1232	0	314	2963	489
December 2018	1786	1208	0	143	2187	381

January	Swim	<i>Waterslide</i>	<i>Swim Lessons</i>	<i>Swim Club</i>	Gym	After Hours Gym Access
January 2016	3525	1778	350	564	3656	314
January 2017	3660	1179	383	414	4357	635
January 2018	2485	1042	394	217	3279	505

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for December 2018 – January 2019

January 2019

Program	2019	2018
Court Rentals	6	10
Court Punches	1	3
Fitness Drop-in	32	41
Fitness Registrations	13	19
Fitness Sessions (bought)	0	5
Fitness Sessions (used)	2	4
Wall Rental	1	0
Public Climb	45	30
Toonie Climb	18	22
Wall Belay Test	0	0
Walking Track	616	369
Adult Sports	26	57
Student Sports	1	9
Pickle ball	0	0
Arena Rentals	152	206
Skate Rentals	81	101
Helmet Rentals	17	23
Drop-in Hockey	64	50
Toonie Skate	73	67
Public Skate	175	116
Skating Punch Card	0	0
Free Skate	46	24
Parent & Tot Skate	16	21
Adult Programs	0	0
Youth Programs	23	10
Pre-teen Dance	83	54
Mini Athletes	28	10
Children's Programs	19	0
Special Events	0	0
	1538	1251

Pre-Teen Dance – Glow Stick Party

December 2018

Program	2018	2017
Court Rentals	9	27
Court Punches	0	6
Fitness Drop-in	19	16
Fitness Registrations	15	16
Fitness Sessions (bought)	0	6
Fitness Sessions (used)	3	0
Wall Rental	4	0
Public Climb	26	31
Toonie Climb	13	11
Wall Belay Test	0	0
Walking Track	320	191
Adult Sports	24	31
Student Sports	10	31
Pickle ball	0	0
Arena Rentals	284	205
Skate Rentals	115	203
Helmet Rentals	57	52
Drop-in Hockey	55	36
Toonie Skate	75	70
Public Skate	223	325
Skating Punch Card	56	2
Free Skate	44	84
Parent & Tot Skate	74	1
Adult Programs	0	49
Youth Programs	10	35
Pre-teen Dance	137	25
Mini Athletes	23	63
Children's Programs	27	0
Special Events	3	0
	1626	1516

Pre-Teen Dance – Let it Snow

November 2018

Program	2018	2017
Court Rentals	10	26
Court Punches	0	8
Fitness Drop-in	67	34
Fitness Registrations	43	68
Fitness Sessions (bought)	0	6
Fitness Sessions (used)	4	4
Wall Rental	0	0
Public Climb	40	28
Toonie Climb	6	16
Wall Belay Test	0	0
Walking Track	490	254
Adult Sports	12	50
Student Sports	2	46
Pickle ball	0	0
Arena Rentals	34	202
Skate Rentals	73	47
Helmet Rentals	34	16
Drop-in Hockey	59	43
Toonie Skate	117	24
Public Skate	153	91
Skating Punch Card	0	1
Free Skate	80	32
Parent & Tot Skate	46	1
Adult Programs	0	49
Youth Programs	21	31
Pre-teen Dance	30	25
Mini Athletes	43	3
Children's Programs	33	0
Special Events	0	0
	1397	1105

Pre-Teen Dance – Night in Paris

DISTRICT OF CHETWYND GL Department Report

GL5330 Page : 1
Date : Feb 25, 2019 Time : 8:40 am

Year : 2019
Period : 1

Budget : Provisional Budget
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	0.00	-1,882.63	-1,882.63	-103,820.00	-101,937.37	1.81
471 Other Operations	0.00	-5,051.81	-5,051.81	-95,787.00	-90,735.19	5.27
472 Recreation Programmes	0.00	-5,052.69	-5,052.69	-60,000.00	-54,947.31	8.42
599 Miscellaneous Revenue	0.00	-504.62	-504.62	0.00	504.62	0.00
RECREATION CENTRE	0.00	-12,491.75	-12,491.75	-259,607.00	-247,115.25	4.81
REVENUES	0.00	-12,491.75	-12,491.75	-259,607.00	-247,115.25	4.81
EXPENSES						
Recreation Centre						
750 Facilities Administration	0.00	10,776.21	10,776.21	423,106.00	412,329.79	2.55
751 Facilities Operations	0.00	31,913.28	31,913.28	943,770.00	911,856.72	3.38
753 Ice Plant Operations	0.00	2,032.26	2,032.26	22,000.00	19,967.74	9.24
754 Exterior Grounds	0.00	0.00	0.00	33,600.00	33,600.00	0.00
755 Concession & Lounge	0.00	1,178.46	1,178.46	19,500.00	18,321.54	6.04
756 Programmes - Administration	0.00	6,445.59	6,445.59	99,502.00	93,056.41	6.48
757 Programmes	0.00	3,413.86	3,413.86	88,147.00	84,733.14	3.87
821 Land Improvements	0.00	0.00	0.00	50,000.00	50,000.00	0.00
823 Building Improvements	0.00	0.00	0.00	45,000.00	45,000.00	0.00
824 Vehicles	0.00	0.00	0.00	140,000.00	140,000.00	0.00
825 Machinery and Equipment	0.00	0.00	0.00	15,000.00	15,000.00	0.00
RECREATION CENTRE	0.00	55,759.66	55,759.66	1,879,625.00	1,823,865.34	2.97
EXPENSES	0.00	55,759.66	55,759.66	1,879,625.00	1,823,865.34	2.97

DISTRICT OF CHETWYND
GL Department Report

Year : 2019
Period : 1

Budget : Provisional Budget

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre	0.00	43,267.91	43,267.91	1,620,018.00	1,576,750.09	2.67
RECREATION CENTRE Total	0.00	43,267.91	43,267.91	1,620,018.00	1,576,750.09	2.67

DISTRICT OF CHETWYND
GL Department Report

2019
2019
2019

GL5330 Page : 1 R-4

Date : Feb 25, 2019 Time : 8:40 am

Year : 2019
Period : 1

Budget : Provisional Budget
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
470 Swim Revenue	0.00	-9,003.81	-9,003.81	-99,500.00	-90,496.19	9.05
471 Fitness Revenue	0.00	-357.61	-357.61	-5,500.00	-5,142.39	6.50
473 Rental Revenue	0.00	-133.32	-133.32	-21,500.00	-21,366.68	0.62
474 Weight Room Revenue	0.00	-23,233.68	-23,233.68	-165,000.00	-141,766.32	14.08
475 Other Revenue from own Sources	0.00	-1,189.05	-1,189.05	-6,600.00	-5,410.95	18.02
478 Sale of Pool Accessories	0.00	-652.03	-652.03	-5,000.00	-4,347.97	13.04
479 Miscellaneous Revenue	0.00	-47.57	-47.57	-10,000.00	-9,952.43	0.48
LEISURE POOL	0.00	-34,617.07	-34,617.07	-313,100.00	-278,482.93	11.06
REVENUES	0.00	-34,617.07	-34,617.07	-313,100.00	-278,482.93	11.06
EXPENSES						
Leisure Pool						
730 Pool Administration	0.00	7,367.79	7,367.79	143,467.00	136,099.21	5.14
731 Pool Office	0.00	6,906.11	6,906.11	233,160.00	226,253.89	2.96
732 Pool Operations	0.00	21,871.00	21,871.00	805,511.00	783,640.00	2.72
733 Pool Maintenance	0.00	8,860.42	8,860.42	316,076.00	307,215.58	2.80
734 Exterior Grounds	0.00	0.00	0.00	5,000.00	5,000.00	0.00
823 Building Improvements	0.00	0.00	0.00	60,000.00	60,000.00	0.00
825 Machinery & Equipment	0.00	0.00	0.00	110,000.00	110,000.00	0.00
LEISURE POOL	0.00	45,005.32	45,005.32	1,673,214.00	1,628,208.68	2.69
EXPENSES	0.00	45,005.32	45,005.32	1,673,214.00	1,628,208.68	2.69
Leisure Pool	0.00	10,388.25	10,388.25	1,360,114.00	1,349,725.75	0.76

DISTRICT OF CHETWYND
GL Department Report

Budget : Provisional Budget

Year : 2019
Period : 1

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
LEISURE POOL Total	0.00	10,388.25	10,388.25	1,360,114.00	1,349,725.75	0.76

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: March 1, 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 gym access. Emergency medical services such as: Chetwynd Fire Department, Chetwynd BC Ambulance, Chetwynd RCMP, Chetwynd Auxiliary RCMP, and Chetwynd Victim Services receive a 50% discount on a 6 or 12 month pass for the gym or pool. The Chetwynd Primary Care Nurses working in Chetwynd are requesting the consideration for subsidizing gym passes for their group.

Recommended motions: That the Civic Properties Commission approve a 50% discount for the Chetwynd Primary Care Nurses on a 6 or 12 month gym or pool pass,

OR

That the Civic Properties Commission not approve the Chetwynd Primary Care Nurses request for a gym or pool pass discount,

OR

That the Civic Properties Commission defers the Chetwynd Primary Care Nurses request to a future meeting for further discussion surrounding the discount policy.

See attached:

Submitted By: Randy Rusjan
Director of Parks and Recreation.

Randy Rusjan

From: Charla Balisky <charlabalisky@gmail.com>
Sent: Friday, January 11, 2019 2:21 PM
To: Randy Rusjan
Subject: Re: request for Rec Center subsidy

Hello:) My name is Charla Balisky and I am a Primary Care Nurse here in Chetwynd. Me and other nurses working here in Chetwynd are requesting the district to consider subsidizing gym passes for us as the paramedics, physicians and Nurse Practitioners are getting incentives at the Rec Center. Thank you so much for considering our request:) Sent from my iPhone

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BEGIN-ANTISPAM-VOTING-LINKS

Teach CanIt if this mail (ID 0bXn9I31K) is spam:

Spam: https://emailfilteringservice.net/c_nortech-ca/b.php?c=s&i=0bXn9I31K&m=97aa53e71d74&rlm=gochetwynd-com&t=20190111

Fraud/Phish: https://emailfilteringservice.net/c_nortech-ca/b.php?c=p&i=0bXn9I31K&m=97aa53e71d74&rlm=gochetwynd-com&t=20190111

Not spam: https://emailfilteringservice.net/c_nortech-ca/b.php?c=n&i=0bXn9I31K&m=97aa53e71d74&rlm=gochetwynd-com&t=20190111

Forget vote: https://emailfilteringservice.net/c_nortech-ca/b.php?c=f&i=0bXn9I31K&m=97aa53e71d74&rlm=gochetwynd-com&t=20190111

END-ANTISPAM-VOTING-LINKS

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: March 1, 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.

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.

See attached:

Submitted By: Randy Rusjan
Director of Parks and Recreation.

Randy Rusjan

From: hal.holden <hal.holden@telus.net>
Sent: Thursday, January 03, 2019 2:58 PM
To: Randy Rusjan
Subject: Skate sharpening

Good afternoon Randy

Ken Esau gave me your name. Let me introduce myself. My name is Hal Holden owner of Hard Edge Sports out of Fort St John. I have a number of Chetwynd clients that have asked me repeatedly to come to Chetwynd.

I would like to see if I could get a spot in the ice rink area to sharpen skate. I would like to come Tuesday evenings. From about 5pm to 9pm.

I would be bring a skate sharpener system as well a portable table. An area of about 8feet by 8 feet would work for me.

If you can see this happening let me know.

Hal Holden
Hard Edge Sports
Fort St John BC
250-785-1222

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[Phish/Fraud](#)
[Not spam](#)
[Forget previous vote](#)

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: March 1, 2019

Request for Decision

Explanation: The Chetwynd Public Library is requesting free use of the Curling pad for the 2019 Community Yard Sale on May 10 and 11. The Library has been invoiced in the past for use of the Curling Rink at the Non Profit rate. The current Non-Profit rate is \$536.04 per day plus applicable taxes, and a decorating fee of \$67.13.

Recommended motions: That the Civic Properties Commission grant the Chetwynd Public Library free use of the Curling Rink for the Community Yard Sale

Or

That the Civic Properties Commission not approve the Chetwynd Public Libraries request for free use of the Curling Rink for the 2019 Community Yard Sale.

See attached:

Submitted By: Randy Rusjan
Director of Parks and Recreation.



Chetwynd Public Library

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

February 13, 2019

Dear Civic Properties Commission:

This year will be the 29th Annual Most Amazing Community Yard Sale. The planning, organizing and facilitating of this event is done by the Chetwynd Public Library Board of Trustees, Library Staff and Friends of the Library. The planning is well underway to host this year's event on Saturday May 11th from 8am-1pm with the theme of "April showers bring May flowers". We are hoping the Chetwynd & District Rec Centre together with the District of Chetwynd will be equally excited about this Community Event. With the two Community Hubs uniting to contribute to this wonderful event we are strengthening our community by providing an opportunity for our citizens to come together.

Having both our organizations being funded by the Peace River Regional District and District of Chetwynd and due to this being a Community Event the Chetwynd Public Library is requesting free use of the Curling Rink Pad from Friday May 10th at 12pm until Saturday May 11th at 4pm.

I look forward to hearing from you and I am available if you have any questions or require any further information.

Thank you for your consideration.


Melissa Millsap
Library Director
Chetwynd Public Library

250-788-2559
librarydirector@chetwynd.bclibrary.ca
www.chetwyndpubliclibrary.ca

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

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Randy Rusjan, Director of Parks and Recreation
Date: March 1, 2019

Request for Decision

Explanation: The NHM hockey tournament committee is seeking assistance to help offset costs associated with their 10th and final year of the tournament. In order to assist the NHM committee, the Civic Properties Commission may wish to consider all or part of the following:

Recommended motions: That the Civic Properties Commission waive Option A, B and C for all meeting room, hall and curling rink fees for the tournament weekend in the amount of \$2166.06 dollars

OR

That the Civic Properties Commission waive a combination of Options A, B and C of the rental fees for the tournament weekend

OR

That the Civic Properties Commission not waive any rental fees for the tournament weekend.

See Attached:

Submitted By: Randy Rusjan
Director of Parks and Recreation.

NHM Tournament Room Rentals

OPTION (A)

Aspen Room March 23, 2019	\$75.75
Pine Room March 21,22,23,24, 2019	\$194.40
Spruce Room March 22, 23, 24, 2019	<u>\$182.40</u>
	\$452.55 + tax

OPTION (B)

Cottonwood Hall March 23, 2019	\$382.87
Tamarack Hall March 22, 23, 24, 2019	<u>\$727.47</u>
	\$1110.34 + tax

OPTION (C)

Curling Rink Dry Pad Decorating Fee March 22, 2019	\$67.13
Curling Rink Dry Pad March 23, 2019	<u>\$536.04</u>
	\$603.17 + tax

Total: 2166.06 + tax



NHM Committee

PO Box 107, Moberly Lake, BC
V0C 1X0
(250) 556 9888
nhmtournament@yahoo.ca

Dear Mayor Allen Courtoreille and Council

I, Allie Auger, am writing this letter today to follow-up on my delegation presentation held at the Chetwynd Town Council meeting held on February 4th, 2019. I would like to outline the barriers we are facing this year, in respect to our budget. As this is a milestone tournament of 10 years, we have increased many areas of our tournament and are expected to hit a record amount of guests at this years event. The barriers we are facing this year are as follows:

- Officials and referees are required to be hired from other areas as we do not have the required amount of available and qualified officials to host a tournament of this size. This has resulted in an increased budget for referee fees, travel, catering and accommodations for approximately 10 officials with an anticipated budget of \$7,000.
- NHM has secured and booked every facility, room and hall booking within the Chetwynd Recreation Centre for this years tournament and events. We have been a major client of the Chetwynd Recreation Centre for 10 years including booking their facility outside of our tournament dates. We have a great relationship with the Chetwynd Recreation Centre. However, with the increased need for space to ensure the quality of this event is not hindered and the requirements are met for all entertainment and service providers it has resulted in increased costs for facility rentals with approximately \$10,000 projected. I would like to add that we have not received discounted rates or package deals throughout the life of this tournament.
- Bondable, professional and qualified security must be provided for all entertainment events. This is a requirement and has been specified from the local RCMP detachment, Chetwynd Recreation Centre and entertainment agency. The cost of a event security team of 20 is \$6000 which will be provided by a security firm from Grande Prairie, Alberta.
- Production costs for the memorial ceremonies, entertainment acts and production located throughout the venue have increased to approximately \$6,000 from the initial projection of \$3,000.



NHM Committee

PO Box 107, Moberly Lake, BC
V0C 1X0
(250) 556 9888
nhmtournament@yahoo.ca

The popularity of this event has significantly contributed to sporting tourism for the town of Chetwynd. We host 260 hockey players per year that bring approximately \$156,000 in economic growth to our town, this is not including spectators, guests and entertainment guests which we estimate to surpass \$500,000 this year. This is an event that many look forward to and for most of our guests it is the highlight of their year. We take tremendous pride in our event and look forward to hosting all our guests in Chetwynd.

Although this years tournament will be our last tournament, as we have reached our goal of 10 years, we are looking forward to the first-class event that we are pulling together for our final year. No dream is too big and although it is bittersweet we are excited to bring the finest sporting and entertainment events to the Peace River region as well as the final chapter of a significant, heart-touching, historic event for the town of Chetwynd, British Columbia.

On behalf of the Norris and Hoover families and the NHM committee we would like to extend our greatest appreciation for your support and generosity. If you have any questions or would like to book a detailed sponsorship meeting please do not hesitate to contact me at (250)-556-9888.

Thank you in advance for your support,

Allie Auger
President
NHM Committee

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Manager of Leisure and Facility Services
Date: March 1, 2019

Request for Decision

Explanation:

AME Group of consulting mechanical engineers has provided a report outlining several options to change the existing pool sanitization system from gas chlorine to an alternate sanitization system. The report recommends a primary system using Calcium Hypo-chlorite and a follow-up discussion with AME recommended using a secondary UV light sanitizer. These two systems provide optimal pool water disinfection, lower environmental impact and lower capital, construction, and maintenance costs. The project is expected to be completed during the 2019 annual pool shutdown. Management met with WorkSafe in late fall and they granted a grace period to complete the project during the pool shutdown. If the proposed project is not completed during the annual shutdown, WorkSafe will issue an order for the pool to install electronic shut off valves on the chlorine tanks, at an approximate cost of \$30,000.00.

Recommended motion:

THAT the Civic Properties Commission approves the 2019 AME Group Pool Sanitization project report recommendation upon approval of the 2019 budget; and approves AME Group to proceed with the final design of the project, and preparation and management of the Tender documents. AND;

That staff bring back to the Civic Properties Commission, a recommendation that the successful bidder, and the DOC enter into a contract, and that the recommendation be forwarded to the PRRD for approval in order to meet the project completion deadline.

Submitted By:

Steve McLain
Manager of Leisure and Facility Services

Pool Sanitizing Systems Overview

Calcium Hypo-Chlorite

- Preferred option; “pucks” or granular, 65% Chlorine
- Highest chemical cost
- Second lowest capital cost at \$75,000 and fits in the available space
- Safest option to handle
- Low Maintenance cost – approximately \$1000.00 annually, long shelf life allows for bulk buying
- Environmentally safe – easy spill clean-up

Sodium Hypo-Chlorite

- Bleach; 12-15% Chlorine
- Lowest capital cost at \$50,000.00 and fits in the available space
- Delivered by tank truck; expensive for Chetwynd and would have issues off loading at winter temperatures
- Produces off gases and can be mildly hazardous to handle
- Maintenance costs comparable to Calcium Hypo-Chlorite system
- Some environment risk with spills

On-Site Chlorine Generation

- Makes Chlorine in cells and requires maintaining salt level in the pool water
- Highest capital cost - \$180,000 – \$200,000.00. Might require some building modifications to fit
- Best for bather comfort and water quality
- Safe but does have some explosion risk if safety venting is blocked
- Highest operating costs at \$7,500.00 to \$15,000.00 annually
- Significant building impact with salt water
- Maintenance intensive
- Environmentally safe

Secondary UV Light System

- Pool water is circulated through a chamber containing a UV light.
- Completely and immediately destroys all harmful pool organisms like Giardia, E.coli, and Cryptosporidium. Chlorine takes 3600 minutes at 1ppm to destroy Crypto.
- Does not provide any sanitizing in the pool basins and can only be used as a secondary sanitizer

CHETWYND POOL

PROJECT NO.: 000A-852-18

CHETWYND, BC

POOL SANITIZATION REPORT

JANUARY 16, 2019

PREPARED FOR:

District of Chetwynd

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ATTN:

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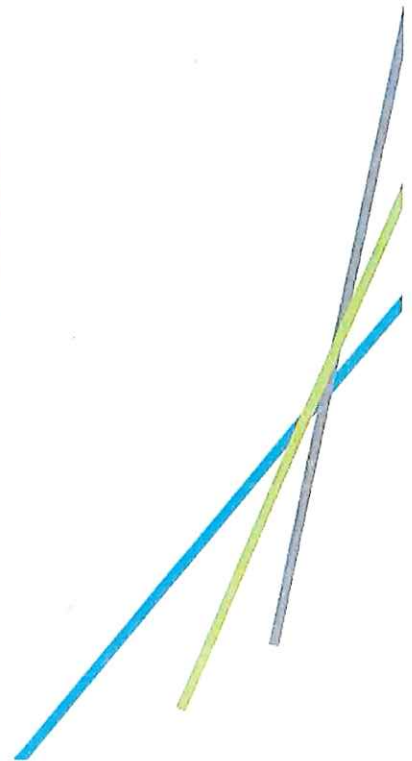
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1. INTRODUCTION

The AME Consulting Group Ltd. (AME) was commissioned by the District of Chetwynd (the District) to provide chemical treatment options to replace the current gas chlorine system that is installed at the Chetwynd Recreation Centre.

The purpose of this report is to outline the differences between each chlorine residual that is available on the market so that the District can make an informed choice of their preferred treatment system. All information provided will meet current codes and standards and where applicable will identify future codes and standards being considered.

This report has been prepared by the AME Consulting Group for the exclusive use of the District of Chetwynd. The material in this report reflects the best judgment of the AME Consulting Group with the information made available to them at the time of preparation. Any use of a third party may make of this report, or any reliance on or decisions made based upon the report, are the responsibility of such third parties. The AME Consulting Group accepts no responsibility for damages suffered by any third party as a result of decisions made or actions taken based upon this report.

2. DESIGN CRITERIA

2.1 Applicable Codes and Standards

The following is a list of the significant codes and standards for this project. Generally, the BC Building Code identifies all codes applicable:

- .1 British Columbia Plumbing Code 2018 Edition
- .2 British Columbia Building Code 2018 Edition
- .3 British Columbia Fire Code 2018 Edition
- .4 BC Public Health Act for Swimming Pool, Spray Pool, and Wading Pool Regulation (New Addition)
- .5 BC Guidelines for Pool Design 2014
- .6 Model Aquatic Health Code (U.S. code used as a standard not a code)

2.2 Pool Design Summary

.1 Turnover Rates

The volume of the pools must be passed through the filtration system in the amount of time indicated, depending on the pool type. The following table summarizes the required turnover time, optimal turnover time, resultant filtration flow rate required, and measured pool filtration flow rate. The measured flow rates were measured with the filters clean (backwashed) and the inlet screens cleaned.

Pool Name	Pool Volume (USGal)	Measured Flow Rate (GPM)	Maximum Code Turnover Time	Measured Turnover Time
Wave – Lap Pool	475,000-l (125,500)	525	6 hours	3.9 hours
Hot Pool	26,000-l (6,900)	525	0.5 hours	13 minutes

2.3 Chemical Treatment and Disinfection

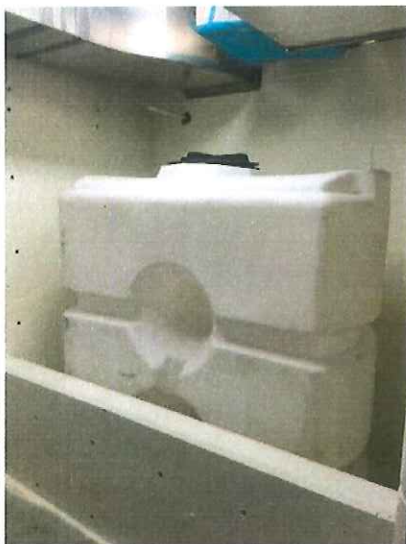
All of the pool systems currently use gas chlorine for disinfection. The table below summarizes each pool's chlorine required dosage rate.

Pool Name	Pool Flow Rate (GPM)	Chlorine Pump (GPH)	Dosing Rate (Δ ppm circ rate)	Daily Capacity (lbs/day)	Required Dose (lbs/day)
Wave – Lap Pool	525	-	10 PPM	100	63
Hot Pool	525	-	10 PPM	100	42

As noted above, the minimum chlorine capacity for the recommended new system should exceed the required dosing rate.

3. POOL CHEMICAL TREATMENT OPTION

3.1 Sodium Hypo-Chlorite (Liquid Chlorine)



The liquid chlorine systems ability to run relies entirely on the performance of the pump. The liquid chlorine system is relatively easy to install. This system requires the installation of a tank, by-pass pump, injection pump, and injector. Liquid chlorine systems require some space for equipment and storage. Liquid chlorine is a fraction of the capital cost of gas chlorine. It is the least effective for water quality as it increases total dissolved solids. A secondary treatment would be required to compliment this system.

Work safe requires the liquid chlorine to be stored in a separate well-ventilated room. The tank requires to be in a water proof containment space. The chlorine tank should be sized to provide sufficient chlorine for at least 14 days.

3.2 Calcium Hypo-Chlorite

The calcium hypochlorite system operates on a briquette/tablet form and is clean, odour free, very reliable and safer to handle than either gas or liquid chlorine. The system is made entirely out of PVC therefore resistant to corrosion. The feed system utilizes the principles of erosion and requires minimal maintenance. The calcium hypochlorite system is pH neutral so there is no requirement for extra balancing of the pool water. The cost of chemicals is very expensive and the added chemicals in the briquettes are dissolved in the water which increases the TDS within the pool. For remote locations the chemical cost reduces as you can purchase sufficient amount of chemicals for 1-year thus you eliminate the trucking costs that is required for liquid chlorine due to its short shelf life.

Like liquid chlorine the tank needs to be stored in a separate room with a containment curb installed around the tank.



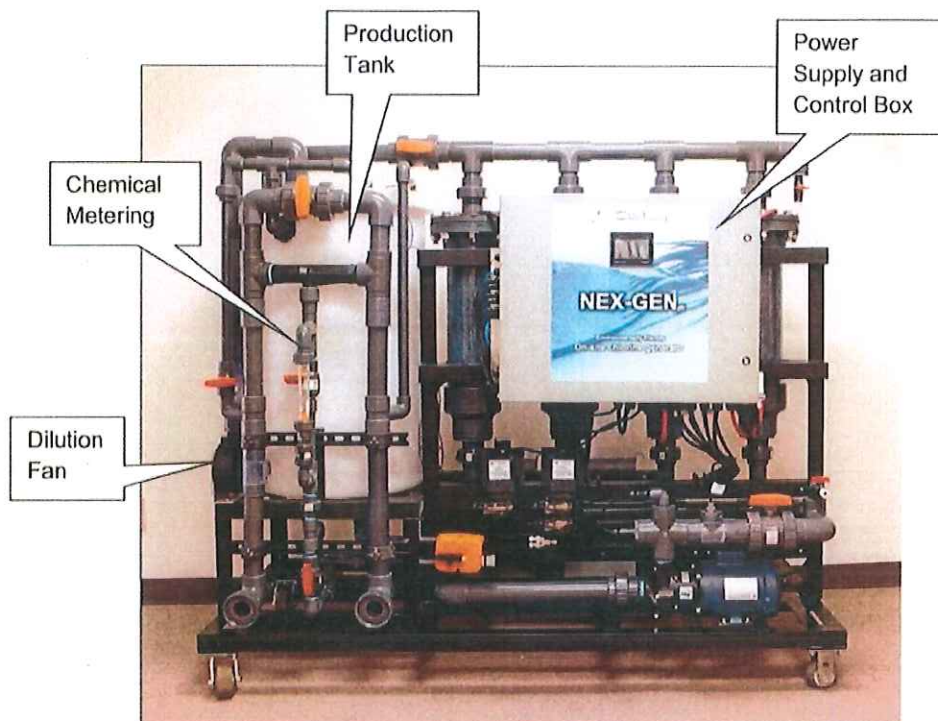
3.4 Site Generated Sodium Hypochlorite

This skid-mounted, factory assembled on-site sodium hypo-chlorite generator can produce up to 96 pounds of equivalent chlorine per day. The system manufacturers bleach continuously from a salt vat stored at concentration levels between 5,000 – 7,000 PPM and mixes it with pool water to develop the chemical process to make the bleach. This eliminates the requirement of high salt and TDS levels in the pool.

On a call for chlorine from the chemical controller the by-pass turns on. Water flow through an injector which draws sodium hypochlorite from the storage vat and is injected into the pool. The system is pH neutral thus no further chemicals are required to balance the pool.

The onsite sodium Hypochlorite feed system falls under Pest Control Products Act (PCPA) and Regulations. In Canada, pest control products require registration under the PCPA. This includes pool and spa sanitation chemicals and devices that generate these chemicals on-site.

Many on-site sodium hypochlorite feed systems do not have this PCPA designation thus you need this verified before specifying the product.



3.5 Salt Chlorine System

Approximately 2,500 ppm of salt is maintained in the pool water. The sodium solution water passes through an electrochemical cell in which an electric current creates electrolysis. This process converts the sodium to chlorine gas. Some users prefer the saline in the pool as it prevents wrinkling of the skin and reduces eye irritation. Salt also has a disadvantage to operations as it increases galvanic currents that increase the potential of corrosion.



The salt chlorine system requires 90/10 Cupro-Nickel or marine grade stainless steel heat exchangers, impellers, pumps that are plastic and incorporate plastic, hair and lint removers and protection for the pumps. The operational reliability of the salt systems decreases as the cells wear down. The system is made entirely out of PVC making it resistant to corrosion.

The system is pH neutral which requires less chemicals to maintain than liquid or chlorine gas. The system itself can be part of the pool filter room.

3.6 Chemical Treatment Qualities

.1 Water Quality

The source of the water may affect the performance of the chemical disinfection system. Alkalinity, Hardness and pH all must maintain within a range to assure the pools are balanced. To achieve a balanced pool the Alkalinity should be between 80 – 120 PPM, calcium hardness between 200 – 400 PPM and pH should be between 7.4 – 7.6. The source water has an Alkalinity of 136, hardness of 154 and a pH of 8.4. Chlorines that drop the Alkalinity and pH will compliment the source water. Otherwise additional chemicals may be required to maintain a pool balance.

The salt chlorine disinfectant may not be the strongest oxidizer; however, it is often considered to provide the best water quality. The main reason is that the salt concentration in the water causes the water to feel “soft” and results in reduced effects on the skin. Furthermore, the saline in the water reduces eye irritation. The salt system has difficulty adjusting to fluctuations in bather loads if not sized for peak numbers.

A calcium hypochlorite system provides 65 to 70 per cent chlorine by volume of chemical used, compared to gas chlorine, which provides 100% chlorine by volume. This system will raise the hardness of the water which works well with the low hardness of the source water. The chemical is proprietary to the feeder. This system also dissolves other particulate within the briquettes which increase the pool's TDS.

Liquid chlorine provides 13 to 15 percent chlorine by volume and usually has difficulty adjusting to fluctuations in bather loads. Liquid chlorine will also raise the total dissolved solids content. This system requires as secondary disinfectant to compliment this chemical.

The Onsite sodium hypochlorite would be similar to the liquid chlorine as it is injecting chlorine bleach. The only difference is the consistency of producing the chlorine bleach is totally dependent on the operator mixing the chemicals. Inconsistent mixing would also cause the chemical controllers to fluctuate on demand thus causing inconsistent chlorine levels.

.2 Capital Cost

Liquid chlorine has the lowest construction costs. It would consist of a large bulk tank and individual pumps for each pool. It also requires a by-pass pump to transfer pool water to the chemical tank so that you inject the chemical within the room. A waterproof containment curb to contain the chemicals within the tanks contained area is also required. We assumed we could reuse the gas chlorine room as the containment room.

The second lowest construction cost would be the calcium system. Each pool would have its own feeder, pump and injection system. Like the liquid chlorine system, pool water would by-pass into the chemical room to contain the chlorine within that room. We believe the system could be located within the existing chlorine gas room.

Like the other two systems the sodium Hypochlorite would also fit into the chlorine gas room. This system is manufactured in the United States and comes site assembled thus the costs double the calcium or liquid chlorine option. This cost does not include any unforeseen tariffs that might be implemented between our countries.

Salt chlorine would cost approximately 3 -4 times higher than the liquid and calcium treatment systems. In addition to cost associated with the salt system there are additional costs associated with protecting the pumps and heat exchangers. To keep costs down on salt chlorine systems, facilities do not size the equipment on peak bathing loads. This may be an option if there is a secondary treatment system such as UV.

Disinfectant Type	Manufacturer	Order of Magnitude Price
Liquid Chlorine	LMI	\$50,000
Calcium Hypo-chlorite	Pulsar	\$75,000
On-Site Sodium Hypochlorite Generation	ChloroKing	150,000
Salt Chlorine	Lectrantor	\$180,000

.3 Operational Cost

The operating costs of each system are related to the cost of the chemicals required for disinfection and pool water balancing, and the cost of the energy required to operate the system.

It should be noted that it is virtually impossible to accurately predict the operational costs of the proposed systems because of the numerous variations that could occur within their lifetime. For example, the bather load could be dramatically increased with the additional facilities, which could affect the ability of the chemicals to react to the changing water conditions. If these reaction times are often slow then an increase in chemical consumption could occur. Therefore, it is important that the following comparison is used as a guideline only and not to create annual operating budgets.

For this initial energy comparison, we assumed that all systems consume approximately the same amount of pump energy. This is justified as the systems require pumps to inject the chemicals into the water. The size of the pumps required varies from fractional horsepower to 1 horsepower, however some pumps run continuously whereas other cycle. It should also be noted that for this comparison it was assumed that all systems used only standard equipment and that no consideration was given for using premium heat exchangers or pumps. However, all the systems except salt require special ventilation thus the fan energy and heating of the ventilation shows salt being the lowest operating cost. Chlorine gas has higher ventilation requirements therefore it will be considered the most expensive. Liquid and calcium are about the same for operating costs.

Some advantages of a calcium and on-site sodium hypochlorite systems are its long chemical shelf life and ability to purchase bulk quantities of chemical. Calcium hypochlorite has the highest chemical costs of all four systems. The liquid chlorine system has one of the lowest operating costs based on cost of chemical. However, its inability to maintain low combined chlorine levels increases the requirement for super chlorination or dilution. Another disadvantage of a liquid chlorine system is the relatively short shelf life of the chemical. For this facility a bulk tank would be required with periodic delivery from local suppliers. The operator would require to transfer the bulk chemical into the storage tank which could take up to an hour for every delivery. Salt chlorine and on-site Sodium hypochlorite systems would require the storage of salt. The On-site chlorine system requires pure rock or pellet salt similar to what is required for water softeners.

For operating costs, we score liquid and salt chlorine the cheapest, then on site chlorine and calcium hypochlorite.

.4 Maintenance Costs:

Calcium has relatively little maintenance costs, approximately \$1000 / year. These costs include the solenoid valves and vats that require cleaning, and the pumps that will need inspecting periodically and servicing as required. As the Vats gum up with calcium, they need to be flushed on a regular basis. Calcium, liquid and salt systems all use acid feed pumps or CO₂. The feed pumps have a short shelf life (5 – 7 years). These would cost approximately \$1,500 to replace.

Similar to the calcium on site sodium hypochlorite requires on going maintenance with cleaning of the electrode stacks filter, production tank as well as continuously adding salt.

We estimate liquid chlorine to be the same or slightly less. This would include annual cleaning of pumps and tanks.

A salt chlorine system has a significantly higher maintenance cost due to cell replacement and corrosion. A typical salt cell will need to be replaced after every 10,000 hours of chlorine production. With the assumption that a 25m pool requires approximately 30 lbs of salt cells the annual replacement and maintenance costs of the salt cells would be approximately \$4500. An additional \$500 is estimated to be required annually to cover the cost of the probe replacements and repairs to the power supplies. Allowances should be included for pump impellers which could occur annually. Alternatively replacing the pump with an industrial process pump would remove the need for an ongoing impeller replacement. We found the any stainless steel within a heat exchanger requires replacement approximately 5 years. To mitigate the replacement a costlier titanium heat exchanger should be installed.

Overall, the annual maintenance costs for the salt chlorine system would be approximately \$7500 - \$15,000 / year. As this facility has a wave pool this increases the evaporation rate thus increases the salt content within the air. All steel members require protective coatings to be applied to them. It is unclear how often this is required thus we would recommend you contact facilities such as Dawson Creek who have salt chlorine and has a wave pool.

.5 Safety Risks

The supply and storage of chemicals as well as the ventilation of the room must be reviewed in detail to assure no hazard to the adjacent play areas.

Salt is the safest chlorine to handle or store. The chlorine is produced in the water therefore it is never handled.

On site sodium hypochlorite requires the salt storage vessel to be vented to outdoors. Should the tank not be vented properly or if the vent plugged could cause a build up of hydrogen thus causing an explosion within the tank. You are only adding salt to the tank then the chlorine is produced thus making the handling of the product safe.

Calcium would be the second safest chemical. It is in granular therefore limits the concern about spills. Safety glasses and protective clothing should be worn when adding the chemicals to the vat. However, the vat is a dry feeder, so the potential of splashing is minimal.

Liquid chlorine should be supplied by a bulk supply truck. Unfortunately, this may not be available in a remote location. Thus, a transfer station would be required to transfer chlorine carboys into the permanent holding tank. The transfer station would need to be within the storage room. A transfer pump would transfer the chlorine from the carboy into the large storage tank. The tank must be contained to prevent spills. If this chemical is accidentally mixed with acid, it would create a very hazardous gas. Labelling and training is essential to prevent this from happening.

When selecting the chemical, you also have to look @ the pH chemical required to maintain pool balance. Typically, acid or CO₂ is used for the pH control for salt, liquid and calcium hypochlorite systems. Since the source water has high alkalinity CO₂ would not work. A granular acid such as sodium bisulphate would need to be installed in a separate storage room. Like chlorine the tank would need to be contained to prevent spillage. Furthermore, safety glasses and protective clothing should be worn when adding the chemical to the supply tank.

In summary the safest systems to operate from best to worst are salt chlorine, calcium hypochlorite, then liquid chlorine.

.6 Ease of Maintenance

Equipment maintenance associated with salt, liquid and calcium systems all have minimal requirements, though they are different from each other.

For water quality maintenance, the systems would be ranked in the same order as water quality. The pools would be dumped more often using on site generated or bulk supplied liquid chlorine, which would require more maintenance to treat and rebalance the system.

Both the on-site hypochlorite system and the calcium system have an ongoing cleaning and maintenance of the vat and components.

Lastly replacement of cells, impellers and heat exchangers for the salt system incurs a higher maintenance for salt pools during the annual shut down.

.7 Environmental Impact

Like safety, salt chlorine has little to no impact on the environment. On site sodium hypochlorite has the possibility of an explosion if hydrogen builds up due to a plugged vent. Calcium could have a granular spill which can be cleaned up with minimal impact to the environment. A liquid chlorine spill is tougher to contain. Furthermore, should the delivery truck over turn, it could have a huge impact on the environment.

.8 Primary Chlorine Recommendation:

The above analysis and data was based on a 25m pool comparison and is not intended to be used as final values. Costing for equipment was provided by suppliers and supporting data from Master Pools in Edmonton, Alberta. Maintenance was provided by operators and manufacturers.

The District's priority will dictate the preferred chemical option. If maintenance and construction costs are the deciding factors for a treatment system, then we would recommend calcium hypochlorite. If water quality is the priority, then we would recommend salt chlorine.

3.7 Chemical Controllers

We recommend that new chemical controllers be added with the chemical replacement project. The intent is that the controller would match the preferred chemical.

Each pool will have its own standalone chemical controller that will signal the disinfectant and pH treatment systems. For chlorine control, there are two methods of measuring levels: ORP or ppm. An ORP-type controller is recommended for this facility. ORP Controllers measure the ability of chlorine to react in the water rather than the amount of chlorine within the water. In other words you could have a large percentage of chlorine within the water however it may not be available chlorine. An ORP controller will detect this and react accordingly. Should salt chlorine be the preferred option then we would recommend a PPM chemical controller as salt effects the ability of the ORP probe.



The controller will also be provided with a 'signal generator' to allow precise recalibration of the chemical controller as required.

The chemical controller will be provided with an interface to the Building Management System. This will allow the BMS to monitor and log pool chemical levels, chemical dose rates, and overall chemical usage over time. Trend logs can be reviewed for historical levels, should it be required.

END OF REPORT