

CIVIC PROPERTIES COMMISSION MEETING AGENDA
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DATE: May 28, 2019
LOCATION: Pine Room
TIME: 4pm

1. Call the meeting to order
2. Adoption of Agenda
3. Minutes from the previous meeting-April 30, 2019
4. Delegations/Presentations- NIL
5. Correspondence
C-1 Chetwynd Public Library
6. Old Business
OB-1 Discount Policy
OB-2 Charla Balisky Discount Request
7. Reports
R-1
R-2
R-3
8. New Business:
NB-1 July Swims
NB-2 Ice Resurfacer Purchase
NB-3 Buffalo Aerial
NB-4 Score Clock
9. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE April 30, 2019
TIME: 4:00 pm
PLACE: Rec Centre – Pine Room

PRESENT:

Dan Rose, Area E Director PRRD, Chair
Steve McLain, Manager of Leisure and Facility Services
Carol Newsom, Chief Administrative Officer
Comm. Allen Courtoreille
Comm. Janet Wark
Comm. Rochelle Galbraith
Comm. Walter MacFarlane
Comm. Larry Houley, Alternate Chair
Nathacia Gayse Rec Clerk II/III
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

ABSENT:

Elaine Webb, Recreation Programs Manager

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. Wark

THAT the Agenda for April 30, 2019 be accepted

CARRIED

3. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. Wark

THAT the minutes from March 26, 2019 be accepted.

CARRIED

NEXT MEETING: May 28, 2019 - Chetwynd & District Rec Centre

7. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:47pm

Dan Rose,
Chairperson

Nathacia Gayse
Secretary



Chetwynd Public Library

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

May 23, 2019

Dear Civic Properties Commission

The Chetwynd Public Library is requesting 12 individual free multi-use passes for the Chetwynd & District Rec Centre to put into our welcome to Chetwynd packages for new residents moving into the community. At this time we would like to put 12 packages together and will create more on a need be basis.

For years the Chetwynd & District Rec Centre has given these passes out for the welcome to Chetwynd packages that were put together through the District of Chetwynd Healthy Community Coordinator, Julie Shaw. Since this position no longer exists the Resource Corner at the Chetwynd Public Library has taken over putting together resources for new residents moving into the community.

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.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: May 28, 2019

Request for Decision**Explanation:**

Staff was asked to provide an analysis of the existing discount policy to clarify requests for discounts or fee waivers from groups or organizations. Staff found that the existing Discount Policy is actually comprehensive and clear. Some minor edits were made during the analysis to position titles and adding the free Family Day swim. Recommended changes are made in red at sections #6 and #16 in the attached document. These add a request for financial documents from the group or organization making the request to establish a need for extra discounts.

Recommended motions:

THAT the Civic Properties Commission adopts the amended Discount Policy as presented

See attached: Discount Policy

Submitted By:

Steve McLain

Director of Recreation

Subject: DISCOUNTS – PG 1 of 4	Policy #
Original Date: 1990	Revision Date: Jan 2002, June 2011, Feb 2012, May 2015, May 2018, May 2019

1. Free Use – Halls and Grounds

- Canada Day, Ghoulish Affair, Family Fest – permits and liability insurance are required where applicable. No alcohol is permitted at these events.
- District of Chetwynd events such as Christmas parties, training, and meetings as they pertain to district business.
- Exterior grounds and parking lot for the chainsaw carving competition, bike jam, kids sport etc.
- Tamarack Hall during Hockey provincials only.

Free use does not include items such as table cloths, coffee service, staging, proxima, overtime for staff, liquor licenses; or any other similar goods, services, or fees.

2. Free Use – Meeting Rooms

- User groups who pay for the use of the facility such as ice time and pool rentals can request a room to hold an executive meeting, one time per month, for up to a maximum of **two (2) hours**.
 - Room will be allocated based on availability; paying customers take precedence for room selection.
 - Meeting must be for executive members only, not parent, employee, or group meetings.
 - If the group requires time over the two (2) hours, then the non-profit hourly rates shall apply and the user group will be billed for the additional time.

3. Free Use – Common Areas

- This is for local community events that utilize common space like lobbies and DO NOT require any extra-ordinary staff time. If extra-ordinary staff time occurs, the group shall be charged a minimum of two (2) hours of staff time at the discretion of the Director of Recreation or Manager of Leisure & Facility Services.
 - Examples:
 - Community and user group registration and science fair displays.
 - Annual Library Yard Sale
 - **The Farmers Market will be charged \$10.00 per table.**

4. Free Use – Leisure Pool

- There will be an annual free public swim on Canada Day and Family Day; any other free public swims must be approved by the Civic Properties Commission.

5. Free Passes and Donations

- Requests for passes and donations shall be received by the Director of Recreation or the Manager of Leisure & Facility Services in written form (email is acceptable).
- Sporting Events – Organizations; regardless of participant's age, that are hosting out of town teams when the event is being held at the Chetwynd & District Rec Centre or in association with the Chetwynd & District Rec Centre, such as soccer will be offered individual swim passes once per user group each calendar year.
- Complimentary passes are given out at the discretion of the Director of Recreation or the Manager of Leisure & Facility Services and may be given out by staff when someone from the public has been inconvenienced by the facility or staff; for example the closure of the pool due to fecal contamination.

Number of passes and donations given out will be tracked and reported to the Civic Properties Commission.

6. Profit vs Non-Profit

- **Profit** – Businesses that are an established organization will pay for rentals under the profit rate. Anyone who is charging for an event or booking a room to sell items will fall under Profit.
 - Examples:
 - Spectra Energy, coal mines, financial institutions, and small home based businesses etc.
- **Non Profit** – Is for any group who is hosting an event without taking remuneration, or is a registered non-profit society holding an event. This rate is subsidized by the Chetwynd & Area residents and will not be further reduced **unless approved by the Civic Properties Commission as per section #16**. Insurance and additional requests will be charged based on the current fee structure.
 - Examples:
 - Benefit Dances, fund-raisers, not-for-profit organizations, Ducks Unlimited, CIBC Cancer event, Census Canada, Circus North, and Tansi Addictions Week
 - Federal, Provincial, and Municipal Elections
 - All Candidates Forum
 - Political Party (public hearings or public forums)
 - Peace River Regional District, however exceptions can be made by the Director of Recreation or Manager of Leisure & Facility Services for free use.

7. Chamber of Commerce

- Events or activities are non-profit and charged the non-profit rate.
- Extra staff costs for clean-up after an event can be charged at the discretion of the Director of Recreation.
 - Examples:
 - Civic night, chainsaw sculpture banquet, or room rental.

The tradeshow is an exception and the Chamber of Commerce will receive 50% off of the non-profit rate on the pad rental and any rooms or halls that may be booked for the purpose of the tradeshow.

8. School District 59 Peace River South

- Events fall under the Joint Use Agreement.
- Graduation – Direction will be given by the Director of Recreation for the school to pay the appropriate staffing costs if the facility is used for after-hour graduation events.
- Drop-in school swims
 - 0-9 kids – will pay the drop-in rate
 - 10-19 kids – will receive a 10% discount on the drop-in rate
 - 20+ kids – will receive a 15% discount on the drop-in rate, up to a school private pool rental based on number of people, whichever is cheaper. Refer to pool rental rates.

Adults/Chaperones swim for free.

9. ChetTV & Chet Radio – Peace FM

- The membership visits are determined in consultation with Peace FM and the Director of Parks & Recreation.
- The Peace FM membership card is located in the reception drawer and everyone using this membership must sign in upon use.
- Up to two (2) employees and one (1) volunteer can use the facility at the same time, if more than the two (2) employees come in to the facility at the same time the additional third (3rd)

person must pay the admission rate, and if more than one (1) volunteer comes in to use the facility the additional second (2nd) person must pay the regular admission rate.

10. Community Doctors – CPC 01/26/16

- All Doctors, Nurse practitioner & Locums working in the community will have free use of the gym and leisure pool including the gym afterhours access. It is the responsibility of the Chetwynd Physician Welcoming and Retention Committee to provide the names to the Director of Recreation or the Manager of Leisure & Facility Services.

11. Emergency Medical Services

- Personnel of the following emergency services: Chetwynd Fire Department, Chetwynd BC Ambulance Service, Chetwynd RCMP, Chetwynd Auxiliary RCMP and Chetwynd Victim Services receive a 50% discount on a 6 or 12 month pass for the pool or gym.
- The purpose of this discount is to provide emergency service groups with a way to maintain a certain level of fitness required for their jobs where their jobs directly support Chetwynd. These members are citizens living in the community providing year-round emergency services to the community and area
- Moberly Lake Fire Department is NOT part of this discount policy
- Passes are not transferable.
- After hours access cards are charged at the regular rates.

12. Bulk Purchase of Multi Visits or Passes

- Single Admission Passes
 - Single Admission passes can be purchased by individuals or organizations with a discount of 5% for fifty (50) passes, 10% for one hundred (100) passes and 15% off two hundred (200) individual passes
 - Passes can be a combination of any age group
 - No time limit on use and must be used during open swims
- Multi-Visit Memberships
 - Ten (10) visits are based on nine (9) drop-in visits or 10% off the drop-in rate
 - Twenty (20) visits are based on seventeen (17) drop-in visits or 15% off the drop-in rate
 - No other discounts apply
- Passes
 - There will be a pass sale on three (3), six (6), & twelve (12) month passes for the pool and the gym four (4) times per year
 - Discount shall be a maximum of 25% off
 - Discount cannot be combined with any other discount offer

13. Business Discounts

- Any employee of a business in town must pay regular rates for a membership. It is the responsibility of the company to provide reimbursement to the employee for their purchase. The facility will issue receipts to the person paying for the memberships.
- Businesses have the option of prepaid multi-visit cards or pay as you go.
 - Businesses can purchase, in advance, twenty (20) multi-visit cards for their employees to use the pool or gym and receive the 15% discount. Cards will be kept at the reception desk and the Rec Clerks will notify the business's when the visits get low to see if they would like to purchase more.
 - For pay as you go, employees sign in at the reception desk and the Rec Centre will bill the business the drop-in rate. Lakeview Inn & Suites provides their guests with coupons, Rec Centre Clerks will initial, date, and mark down who used the coupon and for what; for

example one (1) adult gym user, and the Rec Center will bill the Lakeview for the actual uses.

14. Staff Discounts

- All District of Chetwynd employees including casual, student, temporary, term and permanent staff receive 50% discount when purchasing a pool or gym multi-visit or pass.
- Seasonal Employees will be eligible for the discounts above provided that they are currently working for the District of Chetwynd and that they are limited to purchasing passes during their current term of employment; for example summer students may only purchase a pass for the term of their employment.
- Full and Part-time Permanent Employees will receive an additional \$150 per calendar year toward any health & wellness fitness program offered by the Chetwynd & District Rec Centre. Employees will pay the full amount upon registration and submit the receipt to the District of Chetwynd for reimbursement of 50% of the total purchase price.
- Discounts apply to employees only; family members do not receive any discounts.
- The Aquatic Staff have free use of the pool and gym to maintain their required fitness standards. The free use for the gym includes after-hours access on purchase of the after-hours access card at full rate; the policy for after-hours access will apply.

15. Disability Discount Admissions

- Access to the facility for those who are permanently disabled will be coordinated through the Director of Recreation or the Manager of Leisure & Facility Services.
- Membership cards will be issued by the Director of Recreation or the Manager of Leisure & Facility Services once proper paperwork can be verified.
- Only offered to those permanently disabled, not for those on ICBC, WorkSafeBC Claims, or anyone who is required to "be active" for health reasons.
- NOT ACCEPTED: a Doctor's note stating temporary disability, a Physiotherapist's request for exercise therapy, or long or short-term disability through employer benefits; for example BCLife, WCB Claims, or ICBC Claims.
- Patrons with obvious permanent disability may be admitted without charge. Examples would include a group coming from Dawson Creek with the Society of Community Living, whose individuals have permanent disability support and income from the province.
- This policy covers free use during public swim or gym times, in normal operating hours.
- There is no cost for a "helper or aid" to attend the activity with the disabled participant.
- The helper or aid is there to assist the client, not to participate for personal benefit; for example engaging in a fitness workout or recreational swim.
- Fitness class admission is at 50% off regular drop-in rate.
- Swim Lessons, Programs, Personal Trainer, or similar recreational activities are at the regular rates.
- Application Process: Complete the application form, attach proof of disability benefits from the province (T-4 from Revenue Canada) and return in envelope for review by the Director of Recreation or the Manager of Leisure & Facility Services.
- The application will be reviewed and the customer will be contacted with the outcome of the application.

16. Managing the Rental Rate Discount Policy

- If a group or organization feels there would be undue hardship as a result of this policy, they can appeal to the Civic Properties Commission, either as a delegation or in written form, and it will be placed on the next Commission meeting agenda. Written submissions should be directed to the Commission and c/o the Director Recreation and should include pertinent financial

statements from the group or organization that establishes the undue hardship caused by the policy.

- If an organization is granted a discount from the Commission, the rate reduction applies to the room rental rate only. Insurance, liquor licenses, and additional staff time for clean-up would not be considered in the discount.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: May 28, 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 3, 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 3, 6, or 12 month gym or pool pass,

See attached: Charla Balisky January 11 Correspondence

Submitted By:

Steve McLain

Director of Recreation.

NB-1
OB-2

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-a/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: Steve McLain, Manager of Leisure & Facility Services
 Date: May 28, 2019

- Continued capital projects – Chlorine Conversion, Score Clock, Ice Resurfacer, and Plant Venting; RFQ's and RFT's are posted. Ice Resurfacer report in agenda.
- Still short some staffing positions – Have re-posted Manager and Supervisor positions
- Event season ongoing – Minerals North completed

Room & Hall usage for March		
ROOM	2019	2018
Spruce	9	8
Pine	9	8
Aspen	22	15
Birch	49	0
Tamarack	54	2
Cottonwood	5	0
Kitchen	0	0
Curling Rink	7	6
Curling Lobby	19	2
Rec Lobby	1	2
TOTAL ROOM RENTALS	175	43

Room & Hall usage for April		
ROOM	2019	2018
Spruce	2	6
Pine	7	6
Aspen	12	18
Birch	0	0
Tamarack	27	3
Cottonwood	2	3
Kitchen	0	0
Curling Rink	2	3
Curling Lobby	2	1
Rec Lobby	0	0
TOTAL ROOM RENTALS	63	40

March	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
March	4249	3423	586	305	3568	305
2017	3761	1984	343	266	3277	425
March	2773	1859	244	112	3297	477

April	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
April 2017	3576	1355	1015	467	2972	316
April 2018	3183	1432	939	0	2825	413
April 2019	2649	1216	1159	284	2981	533

CIVIC PROPERTIES REPORT

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

April 2019

Program	2019	2018
Court Rentals	10	15
Court Punches	4	6
Fitness Drop-in	24	30
Fitness Registrations	22	41
Fitness Sessions (bought)	2	0
Fitness Sessions (used)	4	0
Wall Rental	0	1
Public Climb	3	14
Toonie Climb	5	13
Wall Belay Test	0	0
Walking Track	402	234
Adult Sports	29	74
Student Sports	16	15
Pickle ball	10	0
Arena Rentals	0	5
Skate Rentals	0	8
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	10	0
Youth Programs	7	0
Pre-teen Dance	34	22
Mini Athletes	11	14
Children's Programs	0	0
Special Events	1	0
	594	492

Pre-Teen Dance – Easter Dance

March 2019

Program	2019	2018
Court Rentals	26	27
Court Punches	5	11
Fitness Drop-in	59	78
Fitness Registrations	39	44
Fitness Sessions (bought)	0	5
Fitness Sessions (used)	6	5
Wall Rental	0	0
Public Climb	42	44
Toonie Climb	13	10
Wall Belay Test	0	0
Walking Track	569	319
Adult Sports	6	43
Student Sports	0	3
Pickle ball	0	0
Arena Rentals	104	184
Skate Rentals	127	160
Helmet Rentals	25	37
Drop-in Hockey	68	45
Toonie Skate	59	92
Public Skate	88	105
Skating Punch Card	0	1
Free Skate	22	4
Parent & Tot Skate	33	33
Adult Programs	6	0
Youth Programs	52	46
Pre-teen Dance	30	29
Mini Athletes	13	12
Children's Programs	156	44
Special Events	1	0
	1549	1381

Pre-Teen Dance – St. Patrick's Dance

February 2019

Program	2019	2018
Court Rentals	43	32
Court Punches	7	13
Fitness Drop-in	42	56
Fitness Registrations	58	66
Fitness Sessions (bought)	0	7
Fitness Sessions (used)	3	7
Wall Rental	2	0
Public Climb	21	78
Toonie Climb	13	16
Wall Belay Test	0	0
Walking Track	661	351
Adult Sports	15	73
Student Sports	4	4
Pickle ball	0	0
Arena Rentals	131	132
Skate Rentals	66	76
Helmet Rentals	22	29
Drop-in Hockey	82	22
Toonie Skate	58	77
Public Skate	102	98
Skating Punch Card	0	1
Free Skate	22	32
Parent & Tot Skate	17	6
Adult Programs	15	0
Youth Programs	2	10
Pre-teen Dance	71	59
Mini Athletes	42	21
Children's Programs	10	9
Special Events	0	0
	1509	1275

Pre-Teen Dance – Valentines

R-2

BUNNY

RUN

Saturday

April 13, 2019

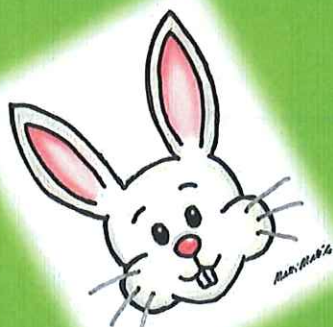
**Join us for our
1ST Annual
5km Bunny Run**

**START TIME:
12:00PM**

\$10.00 Per Adult

\$7.00 Per Teen

**Meet @ the
Chetwynd & District
Rec Centre**



PICKLE BALL / PING PONG IS NOW OPEN

DROP IN \$2

REC CENTRE – CURLING RINK

8AM – 8pm Monday to Friday

10am – 4pm Saturday & Sunday

Excluding Planned Events

DISTRICT OF CHETWYND GL Department Report

Year : 2019
Period : 4

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	-38,133.84	-11,181.52	-49,315.36	-103,820.00	-54,504.64	47.50
471 Other Operations	-19,251.30	-15,277.14	-34,528.44	-95,787.00	-61,258.56	36.05
472 Recreation Programmes	-17,410.01	-2,744.29	-20,154.30	-60,000.00	-39,845.70	33.59
599 Miscellaneous Revenue	-2,610.97	-696.85	-3,307.82	0.00	3,307.82	0.00
RECREATION CENTRE	-77,406.12	-29,899.80	-107,305.92	-259,607.00	-152,301.08	41.33
EXPENSES						
Recreation Centre						
750 Facilities Administration	64,437.86	21,809.15	86,247.01	423,106.00	336,858.99	20.38
751 Facilities Operations	146,031.91	68,977.02	215,008.93	943,770.00	728,761.07	22.78
753 Ice Plant Operations	4,974.40	1,677.26	6,651.66	22,000.00	15,348.34	30.23
754 Exterior Grounds	1,232.50	929.70	2,162.20	33,600.00	31,437.80	6.44
755 Concession & Lounge	2,977.62	723.41	3,701.03	19,500.00	15,798.97	18.98
756 Programmes - Administration	24,440.37	7,321.98	31,762.35	99,502.00	67,739.65	31.92
757 Programmes	23,604.83	8,386.27	31,991.10	88,147.00	56,155.90	36.29
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	267,699.49	109,824.79	377,524.28	1,879,625.00	1,502,100.72	20.09
EXPENSES	267,699.49	109,824.79	377,524.28	1,879,625.00	1,502,100.72	20.09

DISTRICT OF CHETWYND
GL Department Report

GL5330

Page :

2

R-3

Date : May 23, 2019

Time : 2:26 pm

Year : 2019
Period : 4

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre	190,293.37	79,924.99	270,218.36	1,620,018.00	1,349,799.64	16.68
RECREATION CENTRE Total	190,293.37	79,924.99	270,218.36	1,620,018.00	1,349,799.64	16.68

DISTRICT OF CHETWYND
GL Department Report

GL5330
 Date : May 23, 2019

Page : 1
 Time : 2:25 pm

R-3

Year : 2019
 Period : 4

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	-29,223.37	-3,709.09	-32,932.46	-99,500.00	-66,567.54	33.10
471 Fitness Revenue	-1,193.21	-1,418.52	-2,611.73	-5,500.00	-2,888.27	47.49
472 Passes	-135.24	0.00	-135.24	0.00	135.24	0.00
473 Rental Revenue	-5,322.51	-1,244.05	-6,566.56	-21,500.00	-14,933.44	30.54
474 Weight Room Revenue	-55,143.95	-11,321.68	-66,465.63	-165,000.00	-98,534.37	40.28
475 Other Revenue from own Sources	-2,671.18	-528.93	-3,200.11	-6,600.00	-3,399.89	48.49
478 Sale of Pool Accessories	-1,417.89	-249.18	-1,667.07	-5,000.00	-3,332.93	33.34
479 Miscellaneous Revenue	-2,183.28	-53.31	-2,236.59	-10,000.00	-7,763.41	22.37
LEISURE POOL						
	-97,290.63	-18,524.76	-115,815.39	-313,100.00	-197,284.61	36.99
REVENUES						
	-97,290.63	-18,524.76	-115,815.39	-313,100.00	-197,284.61	36.99
EXPENSES						
Leisure Pool						
730 Pool Administration	37,799.97	11,797.72	49,597.69	143,467.00	93,869.31	34.57
731 Pool Office	34,304.48	12,695.48	46,999.96	233,160.00	186,160.04	20.16
732 Pool Operations	117,674.66	41,184.76	158,859.42	805,511.00	646,651.58	19.72
733 Pool Maintenance	54,137.32	12,284.87	66,422.19	316,076.00	249,653.81	21.01
734 Exterior Grounds	0.00	0.00	0.00	5,000.00	5,000.00	0.00
822 Buildings	0.00	6,300.00	6,300.00	0.00	-6,300.00	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						
	243,916.43	84,262.83	328,179.26	1,673,214.00	1,345,034.74	19.61

DISTRICT OF CHETWYND
GL Department Report

GL5330

Page : 2

Date : May 23, 2019

Time : 2:25 pm

Year : 2019
Period : 4

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
EXPENSES	243,916.43	84,262.83	328,179.26	1,673,214.00	1,345,034.74	19.61
Leisure Pool	146,625.80	65,738.07	212,363.87	1,360,114.00	1,147,750.13	15.61
LEISURE POOL Total	146,625.80	65,738.07	212,363.87	1,360,114.00	1,147,750.13	15.61

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: May 28, 2019

Request for Decision

Explanation:

The City of Dawson Creek Council recently passed a motion to waive swim admission fees for families, teens, and seniors for the months of July and August 2019. This was to provide affordable family recreation alternatives for the residents who would normally use Rotary Lake. The Chetwynd pool will be closed from August 6-31, 2019 for the annual maintenance shut-down. If the Civic Properties Commission chose to offer the same fee waiver for Chetwynd residents from July 1 to August 5, there would be an anticipated loss of revenue of approximately \$7,000.00, based on 2018 admission sales.

Recommended motions:

THAT the Civic Properties Commission waives swim admission fees for families, teens, and seniors from July 1 to August 5, 2109.

See attached: 2018 Swimming Revenue, and correspondence.

Submitted By:

Steve McLain

Director of Recreation.

Jul-18

Swimming Revenue

Family Swim	150	\$ 1,650.00
Adult Swim	317	\$ 1,743.50
Senior Swin	108	\$ 540.00
Teen Swim	90	\$ 450.00
Child Swim	249	\$ 747.00
Preschool Swim	50	\$ 107.50
		\$ 5,238.00

NB-1



May 13, 2019

File No.: 9-1-0

Peace River Regional District
P.O. Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Electoral Area 'D' Director, Leonard Hiebert
Electoral Area 'E' Director, Dan Rose

Dear Director Hiebert & Director Rose:

Re: Summer Swim Program

At the Regular meeting of Council held May 13, 2019, the City of Dawson Creek Council passed a resolution to waive the swim admission fees for Youth, Family and Seniors at the Kenn Borek Aquatic Centre for the months of July and August 2019. The intent of this motion was to provide an affordable family recreation alternative to the Peace River area residents who would normally use Rotary Lake.

As a result of waiving these fees for the summer, the City is expected to incur a projected revenue loss of \$20,000, not including costs for increased maintenance of the pool, and staffing for additional lifeguards required for the extra patrons using the facility during this time.

We are requesting that each Electoral Areas; 'D' and 'E', assist the City in this initiative with \$2500 each to provide the Peace River area residents an affordable alternative to Rotary Lake.

Thank you for your consideration; please contact me if you have any questions or concerns.

Sincerely,

Dale Bumstead
Mayor
City of Dawson Creek

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: May 28, 2019

Request for Decision

Explanation:

The Chetwynd arena ice resurfacer is slated for replacement as part of the approved 2019 capital budget and at an anticipated cost of less than \$140,000.00. A request for proposals was advertised as per the DOC Purchase Policy. Two submissions were received; one from Vimar Equipment (Olympia) and one from Kendrick Equipment Ltd. (Zamboni). Vimar Equipment offered a quote of **\$128,940.00** with a twelve (12) month delivery. Kendrick Equipment Ltd. offered a quote of **\$118,546.40** with a delivery of either mid-November, or nine (9) months; depending on the order date. The Chetwynd Recreation Centre currently operates using an Olympia ice resurfacer and there is zero (0) trade-in value for the existing unit. As the Olympia machine is significantly more expensive and has a one (1) year delivery wait time, it is recommended that Chetwynd accept the lowest quoted price and purchase the Zamboni.

Recommended motion:

THAT the Civic Properties Commission awards the purchase of the ice resurfacer to Kendrick Equipment Ltd. at the lowest quoted price of \$118,546.40, plus optional equipment like extra blades and blade changing safety jig; extras not to exceed the established budget limitations of \$140,000.00.

See attached: Quote Summaries

Submitted By: Steve McLain

Director of Recreation

Centre with a similar sized unit for each day, at no extra cost to The Chetwynd and District Rec Centre. If the proposal can't supply a replacement unit, the proposal must notify The Chetwynd and District Rec Centre as soon as possible. The Chetwynd and District Rec Centre reserves the right to lease a replacement unit from the first available alternate source, at the proponent's cost.

18.5.9 If the proposal can supply extended warranties on the vehicle that is proposed, list these warranties in the optional equipment and warranties section of this document.

18.5.10 The term "repeated failures" as used herein is defined to mean that the same components, subassembly, or assembly develops repeated defects, breakdowns and/or malfunctions rendering the vehicle inoperative, or requiring repeated shop correction, service and/or replacement during the warranty period applicable for said component, subassembly, or assembly. Minor items or ordinary service adjustments are not included, or considered under the scope of "repeated failures", as well as other factors, such as operational damage due to accidents, misuse of lack of proper maintenance, service and lubrication attention by not following the manufacturer's preventive maintenance schedule.

18.5.11 A new one (1) year warranty period shall be provided for any article that is repaired or replaced under the terms of the "repeated failures" clause.

18.5.12 The new warranty period shall be effective from the date of acceptance of the repaired or replaced article.

18.6 Parts Supply Availability and Location:

18.6.1 The successful proposal shall be required to maintain/source an inventory of parts adequate to support the unit.

18.6.2 State delivery time for items such as seals, gaskets, belts, hoses and electrical components. Preferred delivery time would be one working day.

18.6.3 State delivery time for major components such as engine, transmission and hydraulic components. Preferred deliver time would be three working days.

18.6.4 State where parts will be stocked.

18.7 General Requirements

Upon Award:

18.7.1 The successful proposal shall arrange a pre-order meeting with The Chetwynd and District Rec Centre. The Chetwynd and District Rec Centre shall then be presented with specifications and a build schedule.

18.7.2 On delivery of the unit the successful proposal shall be required to provide:

18.7.2.1 One set of maintenance & service manuals.

18.7.2.2 One complete set of electrical troubleshooting manuals.

18.7.2.3 One complete set of parts manuals.

18.7.2.4 One complete set of operating manuals.

18.7.2.5 Manuals can be hardcopy or digital.

18.7.2.6 A contact person to assist in diagnostic problems and solutions.

Remuneration

In accordance with the Product Specifications – One (1) Ice Resurfacing Machine:

Description	Price
Supply and deliver one (1) Ice Resurfer	\$ 105,820.00
Levies	\$ 0.00
Environmental fees	\$ 25.00
Sub-total	\$ 105,845.00
PST	\$ 7,409.15
GST	\$ 5,292.25
Total Cost in Canadian Dollars	\$ 118,546.40

The price must include all required decals, paint and any features required to be compliant with all regulations and standards and be fully operational.

Kendrick

Authorization

We hereby, submit our Proposal for the supply and demand of the equipment described in this RFP and confirm that price, and other information contained in this Proposal are correct. The signature below is of a duly authorized officer of the Proponent having the authority to verify the accuracy of the information provided in this Proposal.

Company Name:	Kendrick Equipment Ltd.
Address:	#1 - 19089 - 94th Avenue Surrey, B.C., V4N 3S4
Phone:	604-940-9921
GST Registration No.:	962070620-RT0001
Project Contact:	Dave Marshall
Name and Title of Individual for communication related to this RFP (please print)	Dave Marshall Vice-President/Sales Manager
Contact Email:	dave@kendrickequipment.com
Name & Title of Authorized Signatory:	Dave Marshall Vice-President/Sales Manager
(please print)	Dave Marshall
Signature:	
Date:	May 7, 2019

Centre with a similar sized unit for each day, at no extra cost to The Chetwynd and District Rec Centre. If the proposal can't supply a replacement unit, the proposal must notify The Chetwynd and District Rec Centre as soon as possible. The Chetwynd and District Rec Centre reserves the right to lease a replacement unit from the first available alternate source, at the proponent's cost.

18.5.9 If the proposal can supply extended warranties on the vehicle that is proposed, list these warranties in the optional equipment and warranties section of this document.

18.5.10 The term "repeated failures" as used herein is defined to mean that the same components, subassembly, or assembly develops repeated defects, breakdowns and/or malfunctions rendering the vehicle inoperative, or requiring repeated shop correction, service and/or replacement during the warranty period applicable for said component, subassembly, or assembly. Minor items or ordinary service adjustments are not included, or considered under the scope of "repeated failures", as well as other factors, such as operational damage due to accidents, misuse or lack of proper maintenance, service and lubrication attention by not following the manufacturer's preventive maintenance schedule.

18.5.11 A new one (1) year warranty period shall be provided for any article that is repaired or replaced under the terms of the "repeated failures" clause.

18.5.12 The new warranty period shall be effective from the date of acceptance of the repaired or replaced article.

18.6 Parts Supply Availability and Location:

18.6.1 The successful proposal shall be required to maintain/source an inventory of parts adequate to support the unit.

18.6.2 State delivery time for items such as seals, gaskets, belts, hoses and electrical components. Preferred delivery time would be one working day.

18.6.3 State delivery time for major components such as engine, transmission and hydraulic components. Preferred delivery time would be three working days.

18.6.4 State where parts will be stocked.

18.7 General Requirements

Upon Award:

18.7.1 The successful proposal shall arrange a pre-order meeting with The Chetwynd and District Rec Centre. The Chetwynd and District Rec Centre shall then be presented with specifications and a build schedule.

18.7.2 On delivery of the unit the successful proposal shall be required to provide:

18.7.2.1 One set of maintenance & service manuals.

18.7.2.2 One complete set of electrical troubleshooting manuals.

18.7.2.3 One complete set of parts manuals.

18.7.2.4 One complete set of operating manuals.

18.7.2.5 Manuals can be hardcopy or digital.

18.7.2.6 A contact person to assist in diagnostic problems and solutions.

Remuneration

In accordance with the Product Specifications – One (1) Ice Resurfacing Machine:

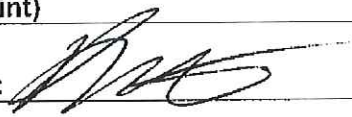
Description	Price
Supply and deliver one (1) Ice Resurfacers	\$115,100.00
Levies	\$N/A
Environmental fees	\$25.00
Sub-total	\$115,125.00
PST	\$5,756.25
GST	\$8,058.75
Total Cost in Canadian Dollars	\$128,940.00

The price must include all required decals, paint and any features required to be compliant with all regulations and standards and be fully operational.

Vimar

Authorization

We hereby, submit our Proposal for the supply and demand of the equipment described in this RFP and confirm that price, and other information contained in this Proposal are correct. The signature below is of a duly authorized officer of the Proponent having the authority to verify the accuracy of the information provided in this Proposal.

Company Name:	Vimar Equipment Ltd
Address:	7445 Lowland Drive Burnaby, BC V5J 5A8
Phone:	604-430-4274
GST Registration No.:	134918424 RT0001
Project Contact:	Burke Tucker
Name and Title of Individual for communication related to this RFP (please print)	Burke Tucker, Territory Manager
Contact Email:	sales@vimarequipment.com
Name & Title of Authorized Signatory:	
(please print)	Burke Tucker, Territory Manager
Signature: 	
Date:	May 8, 2019

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: May 28, 2019

REQUEST FOR DECISION

Explanation:

Buffalo Aerial Services would like to offer helicopter rides during the Chetwynd International Chainsaw Carving Championship. They have received permission from School District 59 to use their field to set-up a landing area. Buffalo Aerial Services has offered these tours during this event in the past.

Recommendations

That the Civic Properties Commission approves Buffalo Aerial services permission to operate tour flights at the Chetwynd International Chainsaw Carving Championship June 7, 8, and 9, 2019, and provide a letter of support.

See attached: Correspondence

Submitted by:

Steve McLain
Director of Recreation

BUFFALO AERIAL SERVICES LTD.

4713 Airport Road, PO Box 273
Chetwynd, BC V0C 1J0



Telephone (Operations): (250) 788-4158
Cell (Operations): (604) 319-4340

SEND BY EMAIL: SMcLain@gochetwynd.com

May 08, 2019

Mr. Steve McLain
Civic Properties Commission
Chetwynd, BC V0C 1J0

Dear Mr. McLain

RE: Chetwynd Chainsaw Carving Competition (June 7, 8, and 9, 2019)
Helicopter Aerial Tours

This letter is to advise that Buffalo Aerial Services wishes to conduct Helicopter Aerial Tours at the 2019 Chetwynd Chainsaw Carving Competition. As part of our application for the Flight Permit from Transport Canada, we require a letter from stakeholders in the Chainsaw Competition, providing their support, or at least indicating they have no objection to the Helicopter Aerial Tours.

To this end, we kindly request a letter from your office regarding this event.

Should you require any additional information, please do not hesitate to contact me at (604) 319-4340 or email at buffaloaerial@telus.net.

Regards,

A handwritten signature in black ink, appearing to read "Dietrich Peters", with a long horizontal stroke extending to the right.

Dietrich Peters
Buffalo Aerial Services Ltd.

May 28, 2019

Buffalo Aerial Services LTD.
4713 Airport Road
PO Box 273
Chetwynd, BC
V0C 1J0

Dear Scott

The Chetwynd and District Rec Centre Civic Properties Commission at its regular scheduled meeting of May 28, 2019 resolved to agree to support Buffalo Aerial Services to operate helicopter tour flights during the 2019 Chetwynd International Chainsaw Carving Championships June 7, 8, and 9. I trust that this letter will suffice towards your application for your flight permit.

Kindest Regards,

Dan Rose
Electoral Area E Director
Peace River Regional District
Chairman-Civic Properties Commission

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: May 28, 2019

Request for Decision

Explanation:

Staff was asked to provide costs for a second smaller period countdown score clock to be mounted at the opposite end of the arena from the existing score clock. A representative from Hockey Canada had offered this suggestion during an earlier visit to the facility. This configuration allows coaches to watch the remaining period time as well as the play. Initial pricing indicates that this will cause the allocated capital budget for this item to exceed the identified amount of \$15,000.00. The adjusted price would be \$22,000.00 and this includes installation, freight, and applicable taxes.

Recommended motions:

THAT the Civic Properties Commission raises the capital budget line item for the arena score clock replacement from \$15,000.00 to \$22,000.00 to allow the purchase of a second period countdown clock

See attached: Centaur Products Inc. Quotation Summary

Submitted By:

Steve McLain

Director of Recreation

NB-4

QUOTATION



CENTAUR
PRODUCTS INC.
SPORT CONTRACTING

Vancouver - Calgary - Saskatoon - Toronto - Halifax



COMPANY: District of Chetwynd
TO: Steve McLain
E-MAIL: smclain@gochetwynd.com
PHONE NUMBER: 250-874-7374

FROM: Denise Whitworth
DATE: May 23, 2019

PAGES: 1 Includes cover page

SUBJECT: Hockey Scoreboard Options

Hi Steve,

Please find the below pricing on the requested hockey scoreboard model H-2108 & H-2111 for the District of Chetwynd.

Hockey Scoreboard (Main Board)



Model H-2108

5' x 10'

Wireless

All Sport 5000 Control Console

Supply Only \$10,600.00

Hockey Scoreboard (Secondary Board)

Model H-2111



4' x 8'

Wireless

All Sport 5000 Control Console

Supply Only \$7,725.00

Applicable Taxes Extra

FOB: Chetwynd, BC

Prices subject to change after 30 days

Best regards,

Denise Whitworth

Centaur Products Inc.

Centaur Products Inc., 3145 Thunderbird Burnaby, BC Tel: 604-430-3088 Fax: 604-430-1393

Toll Free: 1-888-430-3300 Web: www.centaurproducts.com E-mail: dwhitworth@centaurproducts.com