

<p style="text-align: center;">CIVIC PROPERTIES COMMISSION MEETING AGENDA</p>
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DATE: August 25, 2020
LOCATION: Aspen Room
TIME: 4:00 pm

1. Call the meeting to order
3. Director's notice of new business
4. Adoption of Agenda
5. Minutes from the previous meeting – July 28, 2020
6. Delegations/Presentations - NIL
7. Correspondence - NIL
8. Old Business - NIL

9. Reports

R-1
R-2
R-3
R-4

10. New Business

NB-1 Co-Op Sponsorship Proposal
NB-2 Electronic Sign

11. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE July 28, 2020
TIME: 4:00 pm
PLACE: Rec Centre – Aspen Room

PRESENT:

Comm. Larry Houley, Alternate Chair
Carol Newsom, Chief Administrative Officer
Comm. Allen Courtoreille
Comm. Rochelle Galbraith (via polycom)
Comm. Walter MacFarlane (via polycom)
Steve McLain, Director of Recreation
Elaine Webb, Recreation Programs Manager
Kristina Phillips, Manager of Leisure Services

ABSENT:

Dan Rose, Area E Director PRRD, Chair
Trish Morgan, General Manager of Leisure and Facility Services
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD
Comm. Janet Wark

1. CALL THE MEETING TO ORDER:

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

2. DIRECTOR'S NOTICE OF BUSINESS:

Staff to contact users group to ensure they know they are welcome to attend Civic Properties Commission meetings as delegations.

Staff to research current bylaw regulations on placement of electronic billboards.

3. ADOPTION OF THE AGENDA:

MOVED by Comm., Galbraith SECONDED by Comm. Courtoreille

THAT the Agenda for July 28, 2020 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. MacFarlane

THAT the minutes from June 23, 2020 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS: NIL

8. REPORTS

R-1 – R-4 MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

THAT reports R-1 through R-4 are received for approval

CARRIED

9. NEW BUSINESS:

NB-1 MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

Request for Decision

THAT the Civic Properties Commission approves the bid from Sound In Town in the amount of \$98,877.04 for the approved 2020 Sound System replacement project for the Chetwynd and District Rec Centre.

CARRIED

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:43pm

Next Meeting August 25, 2020

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Director of Recreation
 Date: August 25, 2019

- Contractor is on-site installing the new facility sound system. Completion date is tentatively September 4 and work is proceeding on-schedule and on-budget.
- Indoor playground installation is substantially complete. Anticipate opening in October depending on COVID requirements and guidelines.
- Planning is ongoing for opening the remainder of the facility. Staff continue to maintain close contact with, and close monitoring of, relevant Government departments and recreation professional organizations. ViaSport and the Province will be releasing the latest "Return to Play" document on Monday, August 24. Protocols and procedures for reopening safely continue to be developed in cooperation with all relevant regulatory bodies.
- Second ice users' meeting was held on August 20. User groups are working on their COVID safety plans with assistance from staff as needed. Relayed The Commission's invitation for delegations.

Room & Hall usage for June		
ROOM	2020	2019
Spruce	0	2
Pine	0	13
Aspen	1	10
Birch	0	69
Tamarack	1	6
Cottonwood	6	4
Kitchen	0	6
Curling Rink	0	5
Curling Lobby	5	7
Rec Lobby	0	2
TOTAL ROOM RENTALS	13	124

Room & Hall usage for June		
ROOM	2020	2019
Spruce	0	1
Pine	0	6
Aspen	1	0
Birch	0	35
Tamarack	0	2
Cottonwood	5	5
Kitchen	0	4
Arena	0	0
Curling Rink	0	2
Lobby	0	1
TOTAL ROOM RENTALS	6	56

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: August 25, 2020

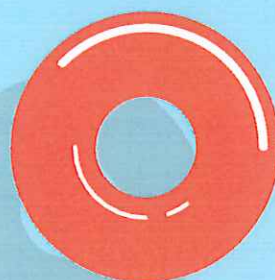
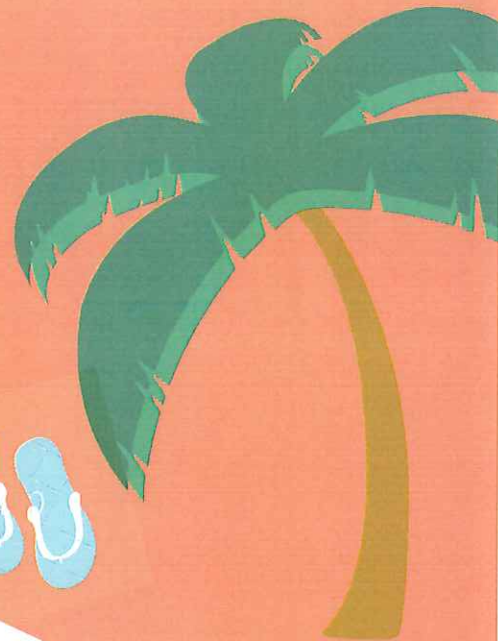
- Pool reopened on July 27 with COVID-19 restrictions – reserved time slots, reduced occupancy limits, limited equipment available for use, staggered start and stop times, and enhanced cleaning protocols
- Upcoming Courses
 - NL Pool Option – September 12 to 27
 - NL Recertification – September 27

JUNE	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
June 2018	2171	1016	142	0	2620	357
June 2019	1855	1050	239	68	1130	538
June 2020	0	0	0	0	1297	0

JULY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
July 2018	3102	2543	517	0	2611	318
July 2019	2532	1676	378	0	2738	516
July 2020	154	0	0	0	1486	0

NATIONAL LIFEGUARD POOL OPTION

CHETWYND &
DISTRICT REC
CENTRE



SEPTEMBER

12, 13, 19, 20, 26, & 27

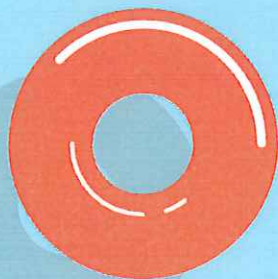
SATURDAYS & SUNDAYS
9 AM TO 6 PM

\$526 + TAX

PREREQUISITES

Bronze Cross
Standard First Aid

15 years old by last day of course



**FOR MORE INFORMATION CALL
THE REC CENTRE AT 250.788.2214**

CHETWYND & DISTRICT REC CENTRE

NATIONAL LIFEGUARD PRECERT & RECERT



**SEPTEMBER 27, 2020
9AM TO 6PM**

\$132 + TAX

PREREQUISITES

NL Pool Option Award

Current CPR-C recommended

Completion of AMOA Fast Track (Online Module)

**FOR MORE INFORMATION CALL THE
REC CENTRE AT 250.788.2214**

CIVIC PROPERTIES REPORT

To: Civic Properties Commission
From: Elaine Webb, Recreation Programs Manager
Re: Civic Properties Report for July 2020

- As we are in phase 3 of COVID-19 we are planning programs for October. I will work closely with programs staff to ensure all policy and procedures are followed.
- Have contacted our fitness instructors for possible return in October. They will have a safety plan in place in order to run classes.
- Working closely with clerks as we have a new reservation system in place for the pool. The system is working great and people have been very respectful with the new normal which makes our job a lot easier.
- It's great to have life back in the rec centre the noise of laughter is very welcoming.

Chetwynd Community Group Open House



Wednesday, September 9th, 2020

6-8pm

Chetwynd & District Rec Centre

“COVID Restrictions will be in effect”

Chetwynd Harvest Fest

2nd Annual

10k Trail Run/Walk/Bike

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

Sept. 19, 2020

Registration Time:
10:00am

Start Time: 11:00am



Meet @ Chetwynd &
District Rec Centre

"COVID RESTRICTIONS WILL BE IN EFFECT"



R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Aug 17, 2020

Time : 7:47 am

Year : 2020
Period : 7

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-58,464.30	0.00	-58,464.30	-102,266.00	-43,801.70	57.17
471 Other Operations	-25,304.23	-9,829.75	-35,133.98	-95,787.00	-60,653.02	36.68
472 Recreation Programmes	-7,256.37	26.99	-7,229.38	-60,000.00	-52,770.62	12.05
599 Miscellaneous Revenue	-1,557.35	-228.75	-1,786.10	-5,000.00	-3,213.90	35.72
811 Grants - Regional	-442,449.16	0.00	-442,449.16	-1,591,311.00	-1,148,861.84	27.80
RECREATION CENTRE	-535,031.41	-10,031.51	-545,062.92	-1,854,364.00	-1,309,301.08	29.39
REVENUES	-535,031.41	-10,031.51	-545,062.92	-1,854,364.00	-1,309,301.08	29.39
EXPENSES						
Recreation Centre						
750 Facilities Administration	134,651.08	29,992.20	164,643.28	396,213.00	231,569.72	41.55
751 Facilities Operations	389,415.31	70,956.17	460,371.48	925,890.00	465,518.52	49.72
753 Ice Plant Operations	8,858.25	77.82	8,936.07	27,000.00	18,063.93	33.10
754 Exterior Grounds	7,024.36	415.35	7,439.71	33,600.00	26,160.29	22.14
755 Concession & Lounge	2,724.95	0.00	2,724.95	19,500.00	16,775.05	13.97
756 Programmes - Administration	60,342.71	11,293.28	71,635.99	97,127.00	25,491.01	73.75
757 Programmes	18,356.34	886.79	19,243.13	92,034.00	72,790.87	20.91
821 Land Improvements	0.00	0.00	0.00	95,000.00	95,000.00	0.00
822 Buildings	902.50	3,028.62	3,931.12	0.00	-3,931.12	0.00
823 Building Improvements	252,393.91	75,716.40	328,110.31	75,000.00	-253,110.31	437.48
825 Machinery and Equipment	15,520.81	0.00	15,520.81	93,000.00	77,479.19	16.69
RECREATION CENTRE	890,190.22	192,366.63	1,082,556.85	1,854,364.00	771,807.15	58.38

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Aug 17, 2020

Time : 7:47 am

Year : 2020
Period : 7

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
EXPENSES	890,190.22	192,366.63	1,082,556.85	1,854,364.00	771,807.15	58.38
Recreation Centre	355,158.81	182,335.12	537,493.93	0.00	-537,493.93	
RECREATION CENTRE Total	355,158.81	182,335.12	537,493.93	0.00	-537,493.93	

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Aug 17, 2020

Time : 7:46 am

Year : 2020
Period : 7

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
470 Swm Revenue	-19,654.66	-286.44	-19,941.10	-101,000.00	-81,058.90	19.74
471 Fitness Revenue	-587.60	0.00	-587.60	-6,000.00	-5,412.40	9.79
473 Rental Revenue	-6,140.13	0.00	-6,140.13	-22,500.00	-16,359.87	27.29
474 Weight Room Revenue	-61,003.20	-7,631.57	-68,634.77	-170,000.00	-101,365.23	40.37
475 Other Revenue from own Sources	-1,410.82	0.00	-1,410.82	-6,600.00	-5,189.18	21.38
478 Sale of Pool Accessories	328.37	-26.79	301.58	-5,000.00	-5,301.58	6.03
479 Miscellaneous Revenue	-248.07	0.00	-248.07	-10,000.00	-9,751.93	2.48
811 Pool Revenue	-229,794.98	0.00	-229,794.98	-1,362,551.00	-1,132,756.02	16.87
LEISURE POOL	-318,511.09	-7,944.80	-326,455.89	-1,683,651.00	-1,357,195.11	19.39
REVENUES	-318,511.09	-7,944.80	-326,455.89	-1,683,651.00	-1,357,195.11	19.39
EXPENSES						
Leisure Pool						
730 Pool Administration	44,634.17	3,236.93	47,871.10	179,736.00	131,864.90	26.63
731 Pool Office	104,192.25	22,410.87	126,603.12	233,353.00	106,749.88	54.25
732 Pool Operations	195,851.17	41,378.03	237,229.20	824,553.00	587,323.80	28.77
733 Pool Maintenance	100,594.07	29,888.61	130,482.68	323,999.00	193,516.32	40.27
734 Exterior Grounds	1,132.33	0.00	1,132.33	5,010.00	3,877.67	22.60
823 Building Improvements	0.00	0.00	0.00	50,000.00	50,000.00	0.00
825 Machinery & Equipment	0.00	0.00	0.00	67,000.00	67,000.00	0.00
LEISURE POOL	446,403.99	96,914.44	543,318.43	1,683,651.00	1,140,332.57	32.27
EXPENSES	446,403.99	96,914.44	543,318.43	1,683,651.00	1,140,332.57	32.27

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Aug 17, 2020

Time : 7:46 am

Year : 2020
Period : 7

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool	127,892.90	88,969.64	216,862.54	0.00	-216,862.54	
LEISURE POOL Total	127,892.90	88,969.64	216,862.54	0.00	-216,862.54	

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Steve McLain, Director of Recreation
Date: August 25, 2020

Request for Decision

Explanation:

The Dawson Co-operative Union has made a donation proposal for the outdoor spray park that consists of offering \$30,000.00 in exchange for naming rights for the first five (5) years of operation. All details for names, signs, sign placement, and logo placement will be decided during the project planning process; and are subject to District of Chetwynd and Civic Properties Commission agreement. This offer is pending approval of the Dawson Co-operative Board of Directors.

Recommended motion:

THAT the Civic Properties Commission approves the Dawson Co-operative Union donation proposal for the outdoor spray park that consists of offering \$30,000.00 in exchange for naming rights for the first five (5) years of operation.

Submitted By: Steve McLain

Director of Recreation.



Prepared by: Dawson Co-operative Union
July 29, 2020

DONATION PROPOSAL

The Dawson Co-operative Union would like to propose the follow terms regarding exclusive naming rights for the 2021 Chetwynd Water Park & Indoor Play Park

EXCLUSIVE NAMING RIGHTS INCLUDE:

- Naming rights for 5 years
- Logo displayed on donation appreciation wall
- Logo position and location to be discussed once blueprints are finalized
- Logo and link to website to be displayed on all advertising material and channels used in regards to the spray park.

DAWSON CO-OP WILL PROVIDE:

- \$30,000 for 5-years exclusive naming rights (Payment terms to be discussed)
- Fuel discount negotiable during the course of the project construction

OTHER NOTES

Proposed Spray Park name will be submitted for the approval of The District of Chetwynd before advertised.

*This proposal is pending approval of Dawson Co-operative Board of Directors



CIVIC PROPERTIES COMMISSION AGENDA REPORT

DATE:	August 18, 2020	COMMISSION MEETING DATE:	August 24, 2020
DEPARTMENT:	Administration		
SUBJECT:	Billboard Sign		

PURPOSE:

To respond to the Civic Properties Commission request for information regarding putting an electronic billboard type sign on top of the Chetwynd & District Rec Centre.



SUMMARY/BACKGROUND:

At the July 28, 2020 Civic Properties Commission meeting a discussion ensued regarding the feasibility of putting an electronic billboard type sign on top of the Chetwynd & District Rec Centre to provide the community with event information along with the current time and temperature.

District of Chetwynd Sign Bylaw No. 913, 2009 does not permit installation of an electronic billboard type sign in the Public and Institutional zone. If the Civic Properties Commission would like to proceed with putting an electronic billboard type of sign on top of the Rec Centre, it would first need to submit a Development Variance Permit application to the District of Chetwynd for Council's consideration to vary the sign bylaw.

RECOMMENDATION(S):

For the Civic Properties Commission's information.

<p>SUBMITTED BY:</p>  <p>_____ Department Head</p>	<p>REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:</p>  <p>_____ Chief Administrative Officer</p>
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