

**CIVIC PROPERTIES COMMISSION
MEETING AGENDA**

DATE: March 24, 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 – February 11, 2020
 6. Delegations/Presentations - NIL
 7. Correspondence - NIL
 8. Old Business
 - OB-1 Council Membership Policy Review
 9. Reports
 - R-1
 - R-2
 - R-3
 - R-4
 10. New Business:
 - NB-1 COVID-19 Response
 11. Adjournment:
- Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE February 11, 2020
TIME: 4:30 pm
PLACE: Rec Centre – Pine Room

PRESENT:

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

ABSENT:

Comm. Janet Wark
Elaine Webb, Recreation Programs Manager
Nathacia Gayse, Rec Clerk II/III

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:27pm.

2. DIRECTOR'S NOTICE OF BUSINESS: Comm. Galbraith requested staff bring employee discount policies to next meeting for discussion.

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Agenda for February 11, 2020 be accepted

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the minutes from January 21, 2019 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE:

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

THAT the Civic Properties Commission waives the Curling Rink rental fees in support of the Chetwynd Hospital Foundation fund raising efforts for the purchase of new equipment. "Vegas Night" event to take place May 2, 2020

CARRIED

7. OLD BUSINESS: NIL

8. REPORTS

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

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

CARRIED

9. NEW BUSINESS:

NB-1 NB-1 2020 Budget Discussion PRRD Certified Resolutions

RECOMMENDATION #1: MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board include the 2020 Budget for Function 255 – Chetwynd Arena, in the PRRD 2020 Annual Financial Plan as amended to include a total of \$250,000 as a transfer to capital reserves.

CARRIED

RECOMMENDATION #2: MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to purchase a steam cleaner for \$5,000 for the Chetwynd Arena.

CARRIED

RECOMMENDATION #3: MOVED by Comm. Houley, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request for repairing the north parking lot for \$95,000 for the Chetwynd Arena.

CARRIED

RECOMMENDATION #4: MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to replace the original sound system at the Chetwynd Arena for \$44,694.

CARRIED

RECOMMENDATION #5: MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to install an indoor playground for \$320,000 at the Chetwynd Arena; subject to receiving grant funding for the project.

CARRIED

RECOMMENDATION #6: MOVED by Comm. Galbraith, SECONDED by Comm. Houley

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to install a spray park for \$350,000 on the Chetwynd Arena property; subject to receiving grant funding for the project.

CARRIED

Chetwynd Leisure Centre:

RECOMMENDATION #1: MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board include the 2020 Budget for Function 240 – Chetwynd Leisure Centre, in the PRRD 2020 Financial Plan as amended to include a total of \$175,000 as a transfer to capital reserves.

CARRIED

RECOMMENDATION #2: MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to purchase a pool feature for the Chetwynd Leisure Centre for \$10,000.

CARRIED

RECOMMENDATION #3: MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to upgrade the pool chlorine room venting system at the Chetwynd Leisure Centre for \$45,000.

CARRIED

RECOMMENDATION #4: MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to purchase replacement equipment for the Chetwynd Leisure Centre gym for \$5,000.

CARRIED

RECOMMENDATION #5: MOVED by Comm. Houley, SECONDED by Comm. Galbraith

That the Chetwynd Civic Properties Commission recommend that the Regional Board approve the supplementary request to replace the original sound system at the Chetwynd Leisure Centre for \$18,623.

CARRIED

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:50pm

Next Meeting march 24, 2020

Dan Rose,
Chairperson

Elaine Webb
Secretary

Centre Clerks will initial, date, and mark down who used the coupon and for what (ex 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. (ex: summer student can only purchase a pass up to the end of summer).
- Permanent Employees (part-time and fulltime) will receive an additional \$150 per calendar year toward any health & wellness fitness program offered by the Chetwynd & District Rec Centre. Employees to pay full amount upon registration, submit 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 keep up their fitness standards. The free use for the gym does not include after hours access, 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, WorkSafe BC Claims or anyone who is required to "be active" for health reasons.
- NOT ACCEPTED: a Doctor's note stating temporary or permanent disability, Physiotherapist request for exercise therapy, long or short term disability through employer benefits ex: BCLife, WCB Claims, ICBC Claims.
- 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: fitness workout.
- Fitness class admission is at 50% off regular drop-in rate.
- Swim Lessons, Programs, Personal Trainer etc. are at regular rates.
- Application Process: Complete our 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 of Parks & Recreation.
- If an organization is granted a discount from the Commission, then 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.

Policy Manual

1.64 District of Chetwynd Employee Fitness Discount

Civic Properties Commission has approved (Feb./03) a 50% discount off passes and punch cards to all regular part-time and full-time employees of the District of Chetwynd. The program is in place at the Rec Centre and Leisure Pool and includes the Weightroom, Leisure Pool, drop-in Water-Fit classes, and fitness classes at the Rec Centre instructed by a staff person. (fitness classes instructed by a contractor who receives a % of registration fees does not qualify for inclusion in this program) All other programs are at full price.

The program is limited to employees only. Employees family members may not use the passes or punch cards.

Employees must sign in each time they use their card/pass.

Temporary and casual employees will pay regular prices.

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Director of Recreation
 Date: March 24, 2019

- COVID-19 Response
 1. Facility Closure
 2. Pool Shut Down Rescheduled
 3. All Events Cancelled/Anticipated Significant Impact to Revenue
 4. Capital Projects/Grant Funding
 5. Work Plan
 6. Forecast – Major Disruption to Mid-Summer, Minor Disruption 18 Months
- The concession RFP has been extended – no bids as of yet
- Continued capital and operating budget and project preparation – COVID-19 impact.

Room & Hall usage for January		
ROOM	2019	2018
Spruce	0	0
Pine	6	9
Aspen	12	17
Birch	0	0
Tamarack	0	19
Cottonwood	3	3
Kitchen	0	2
Curling Rink	0	0
Curling Lobby	0	0
Rec Lobby	0	2
TOTAL ROOM RENTALS	21	61

Room & Hall usage for February		
ROOM	2019	2018
Spruce	1	2
Pine	8	9
Aspen	16	17
Birch	0	28
Tamarack	10	16
Cottonwood	3	1
Kitchen	0	2
Arena	0	0
Walking Track	0	0
Lobby	2	1
TOTAL ROOM RENTALS	40	76

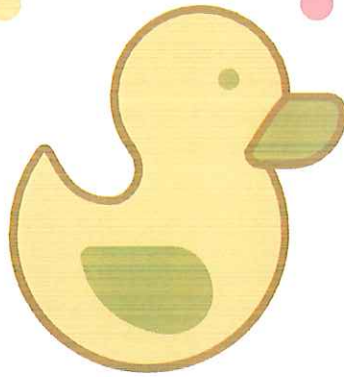
CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: March 24, 2020

- New part-time Aquatic Staff II, Aquatic Staff I, and Waterslide Attended hired
- February 14th Late Night Teen Swim 9-11 PM
- New Baby Waterfit class Wednesday mornings
- The four internal staff completed WSI certification in Tumbler Ridge
- Contracted NL Instructor to teach NL in May
- School board lessons booked for April & May

JANUARY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
January 2018	3660	1679	383	414	4357	635
January 2019	2485	1042	394	217	3279	505
January 2020	2757	1159	362	228	3246	552

FEBRUARY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
February 2018	4650	1381	287	322	3862	513
February 2019	3092	1310	245	283	2736	486
February 2020	2577	1371	337	245	3106	618



CHETWYND & DISTRICT REC CENTRE

Drop-In
Baby Waterfit



WEDNESDAYS @ 9:30 - 10:30 AM

STARTING FEBRUARY 12TH

A SPECIAL WATERFIT CLASS FOR PARENTS
& BABIES, UP TO 24 MONTHS OLD!

\$7.75 FOR PARENT & BABY

CIVIC PROPERTIES REPORT

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

February 2020

Program	2020	2019
Court Rentals	42	43
Court Punches	4	7
Fitness Drop-in	23	32
Fitness Registrations	10	8
Fitness Sessions (bought)	6	0
Fitness Sessions (Elaine)	8	3
Wall Rental	0	2
Public Climb	4	21
Toonie Climb	6	13
Wall Belay Test	0	0
Walking Track	671	661
Adult Sports	71	15
Student Sports	17	4
Pickle ball	8	0
Arena Rentals	178	131
Skate Rentals	109	66
Helmet Rentals	40	22
Drop-in Hockey	31	82
Toonie Skate	58	58
Public Skate	24	13
Skating Punch Card	0	0
Free Skate	115	22
Parent & Tot Skate	20	17
Adult Programs	0	0
Youth Programs	52	2
Pre-teen Dance	41	71
Mini Athletes	38	42
Children's Programs	0	10
Special Events	421	123
	1997	1468

January 2020

Program	2020	2019
Court Rentals	79	49
Court Punches	8	8
Fitness Drop-in	35	20
Fitness Registrations	8	9
Fitness Sessions (bought)	10	0
Fitness Sessions (Elaine)	9	3
Wall Rental	5	0
Public Climb	30	33
Toonie Climb	2	7
Wall Belay Test	0	0
Walking Track	589	555
Adult Sports	87	23
Student Sports	21	8
Pickle ball	12	0
Arena Rentals	226	206
Skate Rentals	108	213
Helmet Rentals	45	76
Drop-in Hockey	13	17
Toonie Skate	62	116
Public Skate	244	261
Skating Punch Card	35	51
Free Skate	140	156
Parent & Tot Skate	26	21
Adult Programs	87	0
Youth Programs	32	22
Pre-teen Dance	0	71
Mini Athletes	26	26
Children's Programs	0	0
Special Events	0	0
	1939	1951

No pre-teen dance in January

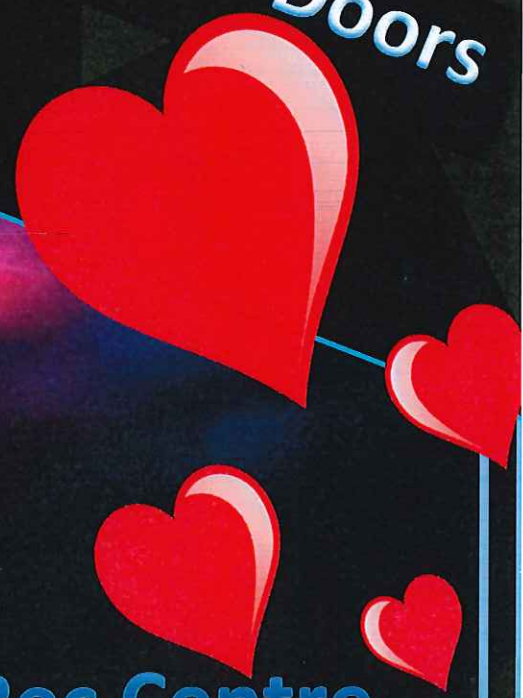
December 2019

Program	2019	2018
Court Rentals	49	9
Court Punches	8	0
Fitness Drop-in	20	19
Fitness Registrations	9	15
Fitness Sessions (bought)	0	0
Fitness Sessions (Elaine)	3	3
Wall Rental	0	4
Public Climb	33	26
Toonie Climb	7	13
Wall Belay Test	0	0
Walking Track	555	320
Adult Sports	23	24
Student Sports	8	10
Pickle ball	0	0
Arena Rentals	206	284
Skate Rentals	213	115
Helmet Rentals	76	57
Drop-in Hockey	17	55
Toonie Skate	116	75
Public Skate	261	223
Skating Punch Card	51	56
Free Skate	156	44
Parent & Tot Skate	21	74
Adult Programs	0	0
Youth Programs	22	10
Pre-teen Dance	71	137
Mini Athletes	26	23
Children's Programs	0	27
Special Events	0	3
	1951	1623

PRE-TEEN DANCE

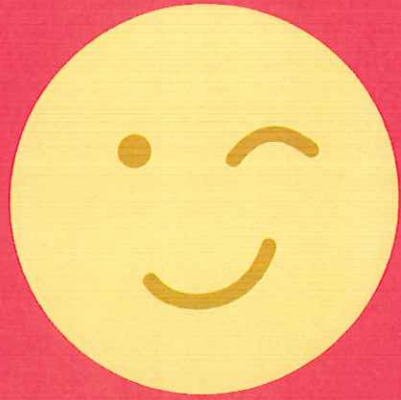
Feb. 14, 2020

\$2.00 Per Child/Payment @ Dance Doors
Ages 8-12
7:00pm – 9:00pm



District of Chetwynd Rec Centre

CHETWYND & DISTRICT REC CENTRE

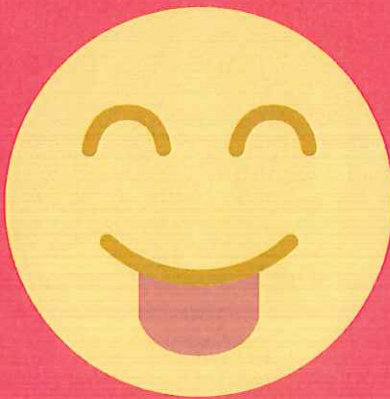


FEBRUARY 17, 2020
10 AM TO 4 PM

FAMILY DAY



- PUBLIC SWIM • SKATE • WALL CLIMB
- COURT • MINI ATHLETES • WALKING TRACK
- FOOD & REFRESHMENTS PROVIDED



WELLNESS TRAINING WITH CHARLA
TAMARACK ROOM • 10 TO 11 AM

DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 1
Date : Mar 19, 2020 Time : 2:22 pm

Year : 2020
Period : 2

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Committed	Budget	Variance	% Used
LEISURE POOL							
Leisure Pool							
REVENUES							
Leisure Pool							
470 Swim Revenue	-7,815.05	-5,290.54	-13,105.59	0.00	-101,000.00	-87,894.41	12.98
471 Fitness Revenue	-170.95	-305.94	-476.89	0.00	-6,000.00	-5,523.11	7.95
473 Rental Revenue	-133.32	-1,774.92	-1,908.24	0.00	-22,500.00	-20,591.76	8.48
474 Weight Room Revenue	-18,265.81	-9,628.66	-27,894.47	0.00	-170,000.00	-142,105.53	16.41
475 Other Revenue from own Sources	-385.59	-688.21	-1,073.80	0.00	-6,600.00	-5,526.20	16.27
478 Sale of Pool Accessories	-421.21	-394.77	-815.98	0.00	-5,000.00	-4,184.02	16.32
479 Miscellaneous Revenue	-112.91	-57.06	-169.97	0.00	-10,000.00	-9,830.03	1.70
811 Pool Revenue	0.00	0.00	0.00	0.00	-1,362,551.00	-1,362,551.00	0.00
LEISURE POOL	-27,304.84	-18,140.10	-45,444.94	0.00	-1,683,651.00	-1,638,206.06	2.70
REVENUES	-27,304.84	-18,140.10	-45,444.94	0.00	-1,683,651.00	-1,638,206.06	2.70
EXPENSES							
Leisure Pool							
730 Pool Administration	14,191.46	3,996.02	18,187.48	0.00	179,736.00	161,548.52	10.12
731 Pool Office	18,632.68	19,732.48	38,365.16	0.00	233,353.00	194,987.84	16.44
732 Pool Operations	21,256.67	51,723.74	72,980.41	0.00	824,553.00	751,572.59	8.85
733 Pool Maintenance	15,404.42	17,151.24	32,555.66	0.00	323,999.00	291,443.34	10.05
734 Exterior Grounds	0.00	0.00	0.00	0.00	5,010.00	5,010.00	0.00
823 Building Improvements	0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00
825 Machinery & Equipment	0.00	0.00	0.00	0.00	67,000.00	67,000.00	0.00
LEISURE POOL	69,485.23	92,603.48	162,088.71	0.00	1,683,651.00	1,521,562.29	9.63
EXPENSES	69,485.23	92,603.48	162,088.71	0.00	1,683,651.00	1,521,562.29	9.63

DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 2
Date : Mar 19, 2020 Time : 2:22 pm
Budget : Budget Values

Year : 2020
Period : 2

Description	Open Bal	Current	Year To Date	Committed	Budget	Variance	% Used
LEISURE POOL							
Leisure Pool	42,180.39	74,463.38	116,643.77	0.00	0.00	-116,643.77	
LEISURE POOL Total	42,180.39	74,463.38	116,643.77	0.00	0.00	-116,643.77	

DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 1
Date : Mar 19, 2020 Time : 2:20 pm

Year : 2020
Period : 2

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Committed	Budget	Variance	% Used
RECREATION CENTRE							
Recreation Centre							
REVENUES							
Recreation Centre							
470 Ice Time	-1,723.17	-18,718.73	-20,441.90	0.00	-102,266.00	-81,824.10	19.99
471 Other Operations	-4,300.28	-5,466.06	-9,766.34	0.00	-95,787.00	-86,020.66	10.20
472 Recreation Programmes	-2,956.20	-2,081.65	-5,037.85	0.00	-60,000.00	-54,962.15	8.40
599 Miscellaneous Revenue	-335.00	-559.85	-894.85	0.00	-5,000.00	-4,105.15	17.90
811 Grants - Regional	0.00	0.00	0.00	0.00	-1,591,311.00	-1,591,311.00	0.00
RECREATION CENTRE	-9,314.65	-26,826.29	-36,140.94	0.00	-1,854,364.00	-1,818,223.06	1.95
REVENUES	-9,314.65	-26,826.29	-36,140.94	0.00	-1,854,364.00	-1,818,223.06	1.95
EXPENSES							
Recreation Centre							
750 Facilities Administration	9,547.79	28,384.44	37,932.23	0.00	396,213.00	358,280.77	9.57
751 Facilities Operations	49,265.32	92,127.69	141,393.01	0.00	925,890.00	784,496.99	15.27
753 Ice Plant Operations	81.45	737.28	818.73	5,709.22	27,000.00	20,472.05	24.18
754 Exterior Grounds	0.00	1,595.00	1,595.00	0.00	33,600.00	32,005.00	4.75
755 Concession & Lounge	1,341.00	1,383.95	2,724.95	0.00	19,500.00	16,775.05	13.97
756 Programmes - Administration	7,095.45	7,751.21	14,846.66	0.00	97,127.00	82,280.34	15.29
757 Programmes	3,596.10	7,036.51	10,632.61	0.00	92,034.00	81,401.39	11.55
821 Land Improvements	0.00	0.00	0.00	0.00	95,000.00	95,000.00	0.00
823 Building Improvements	127,148.36	0.00	127,148.36	0.00	75,000.00	-52,148.36	169.53
825 Machinery and Equipment	0.00	0.00	0.00	0.00	93,000.00	93,000.00	0.00
RECREATION CENTRE	198,075.47	139,016.08	337,091.55	5,709.22	1,854,364.00	1,511,563.23	18.49
EXPENSES	198,075.47	139,016.08	337,091.55	5,709.22	1,854,364.00	1,511,563.23	17.87

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 2
Date : Mar 19, 2020 Time : 2:20 pm
Budget : Budget Values

Year : 2020
Period : 2

Description	Open Bal	Current	Year To Date	Committed	Budget	Variance	% Used
RECREATION CENTRE							
Recreation Centre	188,760.82	112,189.79	300,950.61	5,709.22	0.00	-306,659.83	
RECREATION CENTRE Total	188,760.82	112,189.79	300,950.61	5,709.22	0.00	-306,659.83	