

<p style="text-align: center;"><b>CIVIC PROPERTIES COMMISSION MEETING AGENDA</b></p>
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DATE: May 26, 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 – April 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 Indoor Playground RFD  
NB-2 Chairs and Tables RFD

11. Adjournment:

Next scheduled meeting:

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

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

**PRESENT:**

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

**ABSENT:** Trish Morgan, General Manager of Leisure and Facility Services

**1. CALL THE MEETING TO ORDER:**

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

**2. DIRECTOR'S NOTICE OF BUSINESS: Nil**

**3. ADOPTION OF THE AGENDA:**

MOVED by Comm. Houley, SECONDED by Comm. Galbraith

THAT the Agenda for April 28, 2020 be accepted, with the amendment of adding Comm. Janet Wark to the present list.

CARRIED

**4. MINUTES FROM THE PREVIOUS MEETING:**

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from March 24, 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. Houley  
THAT reports R-1 through R-4 are received for approval  
CARRIED  
Staff to explore options for operating the concession in-house.

**9. NEW BUSINESS:**

**NB-1**      CPC Indoor Playground  
THAT the CPC Indoor Playground funding request be received for information.

**10. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:55pm  
Next Meeting May 26, 2020

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Dan Rose,  
Chairperson

Elaine Webb  
Secretary

## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
 From: Steve McLain, Director of Recreation  
 Date: May 26, 2019

- COVID-19 Response

1. The facility will begin the first phase of reopening on May 27, with the gym opening under approved restrictions and rules. Operation hours, number of attendees, social distancing, attendants, and enhanced cleaning protocols will be in place to ensure patron and employee safety. Plans have been built in cooperation with WorkSafe BC, Northern Health, and BC CDC.
  2. May 25 and 26 will be training days for the returning staff in order to communicate changes and engage in risk assessment and control measures exercises.
  3. Pool shut down is fundamentally complete and the pools have been refilled on schedule. Facility-wide deep cleaning, repairs, and maintenance tasks were addressed. Contractor will be on-site on May 27 to complete the new Chlorine controls installation.
  4. Capital Projects/Grant Funding – proceeding. RFQ for tables, chairs, and Indoor Playground closed and bids received. Bid recommendations and reports included in agenda.
  5. Forecast remains the same – Major disruption to mid-summer, minor disruption 18 months to two years. Some long term changes to service provision are anticipated.
  6. Planning is underway for more service provision in the facility – staff are maintaining close contact with, and close monitoring of, relevant Government departments and recreation professional organizations. Staff anticipate a possible partial, soft opening with reduced hours in mid-June for the swimming pool. Plans are still very fluid and may change as this remains a rapidly evolving crisis. Protocols and procedures for reopening safely are being developed in cooperation with all regulatory bodies.
- Staff are still exploring the various options for the concession operation.
  - WorkSafe BC did a full inspection of the facility with an emphasis on the Ammonia Exposure Plan, Chlorine Exposure Plan, Emergency Response Plan, WHMIS, and Emergency Spill Response. Staff provided 150+ pages of documentation for review. The Inspection report contained no orders or corrective actions and has been posted.

Room & Hall usage for March		
ROOM	2020	2019
Spruce	1	2
Pine	8	9
Aspen	16	17
Birch	0	28
Tamarack	10	16
Cottonwood	3	1
Kitchen	0	2
Curling Rink	0	0
Curling Lobby	0	0
Rec Lobby	2	1
<b>TOTAL ROOM RENTALS</b>	<b>40</b>	<b>76</b>

Room & Hall usage for April		
ROOM	2020	2019
Spruce	0	3
Pine	0	7
Aspen	1	12
Birch	0	0
Tamarack	0	26
Cottonwood	0	2
Kitchen	1	4
Arena	0	0
Curling Rink	0	4
Lobby	0	0
<b>TOTAL ROOM RENTALS</b>	<b>1</b>	<b>48</b>



## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
 From: Kristina Phillips, Manager of Leisure Services  
 Date: May 26, 2020

- Updated all WHMIS MSDS binders in the building
- Attended multiple conference calls with Lifesaving Society, Red Cross, BCRPA, RFABC, & WorkSafeBC regarding guidelines and protocols for reopening
- Ongoing planning for reopening the pool, measures include:
  1. Patrons and staff experiencing symptoms related to COVID-19 will be asked not to enter the Leisure Pool / Rec Centre
  2. All staff will be provided with their own equipment and supplies, and any shared equipment will be disinfected before re-use
  3. Staff will be provided with appropriate PPE
  4. Signs will be posted at the facility entrance to inform patrons that:
    - Patrons may not enter the facility if they suspect they have symptoms of COVID-19
    - Maintain social distancing of 2 m from other patrons and staff
    - All patrons must maintain proper hygiene when in the facility
  5. Sneeze guard has been put in place at the front counter for the rec clerks
  6. Limiting the number of patrons allowed in the pool area – max 25 people; this will also allow us to increase our staff to patron ratio
  7. Set up blocks of times for swimming – this will allow us to limit and keep track of the amount of people in the change rooms and pool area at a given time
    - Registered time slots where patrons call ahead and book a swim time; Or,
    - First come, first serve with drop in only
  8. Disinfection times between swims – for example, 1.5 hrs swim followed by 30 min disinfecting of the following, before the next group of 25 swimmers enters the leisure pool:
    - Pool equipment
    - Change rooms
    - Door handles
    - Handrails and pool ladders
    - Restroom doors, faucets, sinks, soap and paper towel dispensers, toilet flush levers, and baby change stations
  9. Educate patrons that treated pool water is an effective disinfectant and that risk while in contact with treated water is considered minimal
  10. An attendant will regularly patrol the areas in use and educate patrons on the rules of physical distancing, hygiene, and respiratory etiquette, while also regularly disinfecting the areas and equipment
  11. Patrons MUST shower before entering the pool – this will be mandatory for all swimmers and if not followed, they will be asked to leave. Lifeguards and attendants will be tasked to enforce this

12. Limiting the amount of people in the viewing area – chairs will be given out by lifeguards and attendants upon request & disinfected after each use, patrons will also be directed on where to sit to adhere to the social distancing guidelines
13. Waterslides will be closed due to high contact points, except for the baby waterslide
14. Sauna will also be closed – dark, warm environment; space is not adequate enough for social distancing measures to be enforced
15. Hot tub will remain open – it is large enough to accommodate the social distancing measures with designated areas to sit
16. Pool equipment will be handed out upon request – this limits the amount of equipment in the pool and easier for the lifeguards and attendants to keep track of what has been used and needs to be disinfected after use
17. PPE for lifeguards – gloves, mask, face shield, goggles, coveralls
18. Extended training for adapted facility safety plan, in-water rescue protocols, first aid & resuscitation protocols, PPE equipment and conduct a Ready Rescue Assessment for reactivating returning staff (object recovery, anaerobic fitness, management of distressed or drowning victim in deep water in a pandemic context, management of submerged non-breathing victim and perform CPR, and etc.)
19. Daily checklist for managers/supervisors to complete ensuring the new measures and protocols are being followed

MARCH	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
March 2018	3761	1984	343	256	3277	425
March 2019	2773	1859	144	112	3297	477
March 2020	1675	674	219	128	2247	305

APRIL	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
April 2018	3183	1432	939	0	2825	413
April 2019	2649	1216	1159	284	2981	533
April 2020	0	0	0	0	0	0



# Week#1 of the Walk/Run Program!

## Way to go Everyone









Included inside:

Paper basket materials & instructions

Paper flower materials & instructions

Mother's Day Coupons

& etc.



# FREE Mother's Day Kit

Need some Mother's Day ideas?

Register by calling the Rec Centre at 250.788.2214 for your own kit filled with ideas and crafts for mom.

We'll provide the materials, all you need is a glue stick, scissors, pencil, ruler, and tape!

Register by May 6th and pick up at the Rec Centre on May 7th!



Over the years as a Fitness coach, I have learned that if you want to make a change in life, doing it one step at a time is the best approach. A quote by Creighton Abrams states, "When eating an elephant, take one bite at a time." This quote always reminds me to break things down into manageable steps, which can help keep me from feeling overwhelmed. Whether it's the desire to quit smoking, learning to eat better, or starting to exercise to improve your health, you are much more likely to succeed if set your mind to it; you set realistic goals, and hold yourself accountable.

How to get started?!?

1. Commit yourself! This commitment should be in writing and should be read every morning.
2. Set a realistic goal with benchmarks. Start slow and work into it, logging your weekly progress.
3. Make yourself accountable! Buddy system! Doing with a friend makes it fun/easier

I believe that if you follow this philosophy, you WILL achieve your goals!

Thank you,  
Chetwynd & District Rec Centre



## Mental Fortitude

These past few months have certainly been challenging for a lot of people! We are all facing mental challenges as well as day to day changes! I'm sitting here pouting about yet again another ultra-marathon being cancelled for the summer (3 in total). To some this is a 'no biggy' but to myself and thousands of other people this is what keeps us SANE! We all have that one THING that we gravitate to and running is mine. Running is my therapy my place where I can forget all my problems!

We are never guaranteed tomorrow! So I will pick up my big girl pants and get back into my head space and continue my training and come back full force for next year!

The moral of my rant is to NOT stop doing what you love to do! We are being tested in many aspects of life right now and I for one won't let this test get me down. So whatever helps us get through the day DO IT, if we are told we can't find an alternative! THINK OUTSIDE THE BOX and get it done!

"Mental will is a muscle that needs exercise, just like muscles of the body." - Lynn Jennings

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Thank you,  
Chetwynd & District Rec Centre

R-4

DISTRICT OF CHETWYND  
GL Department Report



GL5330

Page : 1

Date : May 22, 2020

Time : 2:02 pm

Year : 2020

Period : 4

Budget : Budget Values

Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
<b>LEISURE POOL</b>						
Leisure Pool						
<b>REVENUES</b>						
Leisure Pool						
470 Swim Revenue	-19,564.66	-90.00	-19,654.66	-101,000.00	-81,345.34	19.46
471 Fitness Revenue	-587.60	0.00	-587.60	-6,000.00	-5,412.40	9.79
473 Rental Revenue	-5,683.95	0.00	-5,683.95	-22,500.00	-16,816.05	25.26
474 Weight Room Revenue	-46,614.05	0.00	-46,614.05	-170,000.00	-123,385.95	27.42
475 Other Revenue from own Sources	-1,515.32	0.00	-1,515.32	-6,600.00	-5,084.68	22.96
478 Sale of Pool Accessories	337.30	0.00	337.30	-5,000.00	-5,337.30	6.75
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
<b>LEISURE POOL</b>	<b>-303,671.33</b>	<b>-90.00</b>	<b>-303,761.33</b>	<b>-1,683,651.00</b>	<b>-1,379,889.67</b>	<b>18.04</b>
<b>REVENUES</b>	<b>-303,671.33</b>	<b>-90.00</b>	<b>-303,761.33</b>	<b>-1,683,651.00</b>	<b>-1,379,889.67</b>	<b>18.04</b>
<b>EXPENSES</b>						
Leisure Pool						
730 Pool Administration	36,692.93	2,774.29	39,467.22	179,736.00	140,268.78	21.96
731 Pool Office	68,495.69	16,401.63	84,897.32	233,353.00	148,455.68	36.38
732 Pool Operations	140,235.46	26,063.94	166,299.40	824,553.00	658,253.60	20.17
733 Pool Maintenance	58,247.25	9,857.27	68,104.52	323,999.00	255,894.48	21.02
734 Exterior Grounds	0.00	0.00	0.00	5,010.00	5,010.00	0.00
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
<b>LEISURE POOL</b>	<b>303,671.33</b>	<b>55,097.13</b>	<b>358,768.46</b>	<b>1,683,651.00</b>	<b>1,324,882.54</b>	<b>21.31</b>
<b>EXPENSES</b>	<b>303,671.33</b>	<b>55,097.13</b>	<b>358,768.46</b>	<b>1,683,651.00</b>	<b>1,324,882.54</b>	<b>21.31</b>



R-4

DISTRICT OF CHETWYND  
GL Department Report



GL5330      Page : 2  
Date : May 22, 2020      Time : 2:02 pm  
Budget : Budget Values

Year : 2020  
Period : 4

Description		Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL							
Leisure Pool		0.00	55,007.13	55,007.13	0.00	-55,007.13	
LEISURE POOL Total		0.00	55,007.13	55,007.13	0.00	-55,007.13	

R-4

DISTRICT OF CHETWYND  
GL Department Report



GL5330

Page : 1

Date : May 22, 2020

Time : 2:03 pm

Year : 2020  
Period : 4

Budget : Budget Values  
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
<b>RECREATION CENTRE</b>						
Recreation Centre						
<b>REVENUES</b>						
Recreation Centre						
470 Ice Time	-58,464.30	0.00	-58,464.30	-102,266.00	-43,801.70	57.17
471 Other Operations	-16,010.90	700.00	-15,310.90	-95,787.00	-80,476.10	15.98
472 Recreation Programmes	-7,721.52	0.00	-7,721.52	-60,000.00	-52,278.48	12.87
599 Miscellaneous Revenue	-1,372.35	0.00	-1,372.35	-5,000.00	-3,627.65	27.45
811 Grants - Regional	-442,449.16	0.00	-442,449.16	-1,591,311.00	-1,148,861.84	27.80
<b>RECREATION CENTRE</b>	<b>-526,018.23</b>	<b>700.00</b>	<b>-525,318.23</b>	<b>-1,854,364.00</b>	<b>-1,329,045.77</b>	<b>28.33</b>
<b>REVENUES</b>	<b>-526,018.23</b>	<b>700.00</b>	<b>-525,318.23</b>	<b>-1,854,364.00</b>	<b>-1,329,045.77</b>	<b>28.33</b>
<b>EXPENSES</b>						
Recreation Centre						
750 Facilities Administration	82,121.98	16,254.61	98,376.59	396,213.00	297,836.41	24.83
751 Facilities Operations	250,281.39	57,571.69	307,853.08	925,890.00	618,036.92	33.25
753 Ice Plant Operations	8,381.94	320.00	8,701.94	27,000.00	18,298.06	32.23
754 Exterior Grounds	2,030.00	580.00	2,610.00	33,600.00	30,990.00	7.77
755 Concession & Lounge	2,724.95	340.21	3,065.16	19,500.00	16,434.84	15.72
756 Programmes - Administration	37,181.84	7,159.39	44,341.23	97,127.00	52,785.77	45.65
757 Programmes	17,096.22	1,417.36	18,513.58	92,034.00	73,520.42	20.12
821 Land Improvements	0.00	0.00	0.00	95,000.00	95,000.00	0.00
822 Buildings	0.00	635.50	635.50	0.00	-635.50	0.00
823 Building Improvements	126,199.91	0.00	126,199.91	75,000.00	-51,199.91	168.27
825 Machinery and Equipment	0.00	0.00	0.00	93,000.00	93,000.00	0.00
<b>RECREATION CENTRE</b>	<b>526,018.23</b>	<b>84,278.76</b>	<b>610,296.99</b>	<b>1,854,364.00</b>	<b>1,244,067.01</b>	<b>32.91</b>



R-4

DISTRICT OF CHETWYND  
GL Department Report



GL5330      Page : 2  
Date : May 22, 2020      Time : 2:03 pm  
Budget : Budget Values

Year : 2020  
Period : 4

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
EXPENSES	526,018.23	84,278.76	610,296.99	1,854,364.00	1,244,067.01	32.91
Recreation Centre	0.00	84,978.76	84,978.76	0.00	-84,978.76	
RECREATION CENTRE Total	0.00	84,978.76	84,978.76	0.00	-84,978.76	

Company	Peak Play	Canadian Recreation Solutions	Northwest Playgrounds Ltd.	Miscellaneous
Lowest Option Cost	183,574.08	197,814.40	265,038.90	
Option #2 Cost	232,522.56	197,960.00	N/A	CRS Option #2 Wood Structure
Company Rep. Site Visit	Yes (2x)	No	No	
References/Past Projects	FSJ McDonalds, Pomeroy Sports Centre, NP Family Super Park, Wonowan Free Evangelical Church	Airdrie McDonalds, Calgary Cineplex East Hills, Richmond McDonalds	10 Venues for Monkey Mania	
Meets All RFQ Specifications	Yes	No	Yes	
Climbing Wall Recover	Yes	No	No	\$44,000 extra for Peak Play wall improvements
Bouldering Wall	Yes	No	No	
Area Wall Paint	Yes	No	No	\$8,000.00 extra for Peak Play wall paint and caregiver seating
Caregiver Seating	Yes	No	No	
Local Supplier	All material and equipment BC and Alberta built. Orca Equipment manufactured in BC.	Not Specified	Not Specified	
Uses Local Labour	Local Contractor and Wall Supply	Wall Supply Only	Wall Supply Only	
Lowest Cost Size	16 x 17' 6" x 15' 2"	16' x 14' x 16' 3"	16' x 16' x 19'	
Option #2 Size	16 x 17' 6" x 21' 2"	16' 4" x 13' 11" x 15' 3"	N/A	
Relevant Industrial Experience	Yes	Yes	Yes	
Project Completion	12 weeks after award	30-Aug	12 weeks after award	
Structure Features	19	14	16	
Warranty	1 year parts and labour	1 year parts and labour	1 year parts and labour	
Wall	Aluminum, tempered glass, electric strike, Chetwynd All West Glass	Aluminum, tempered glass, electric strike, Chetwynd All West Glass	Aluminum, tempered glass, keyed lock set, Walnut Grove Glass	
Sound Mitigation	Meets all specs. and standards ratings	Fire rating and Greenguard not specified	Fire rating and Greenguard not specified	Greenguard - Children and Schools Certified for low VOC
Construction Material - clamps, Pipe O.D., steel netting	Meets all RFQ Specifications	Meets all RFQ Specifications	Meets all RFQ Specifications	
Cleaning and Maintenance Schedules	Complete program included	Maintenance program available	Cleaning access panels	

#### Peak Play Advantages:

- Utilizes the most local resources and the equipment is BC and Alberta manufactured.
- Uses local contractors to assist with construction.
- Bidder with most successfully completed local projects, references, and local area knowledge.
- Lowest cost for baseline equipment.
- Only submission that meets all of the RFQ specified requirements.
- Only submission that incorporates the climbing wall into the design – adds bouldering wall capability for younger patrons and full resurfacing of the existing wall.
- Only submission that includes area wall paint.
- Only submission that includes caregiver seating and counter.
- Only bidder to attend the site twice at own cost – ensuring site familiarity and no “surprises”
- Largest playground submitted with most features and activities.
- Still under budget with all included options, improvements, and highest cost structure (recommended).



<b>CIVIC PROPERTIES COMMISSION</b>
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To: Civic Properties Commission  
From: Steve McLain, Director of Recreation  
Date: May 26, 2020

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**Request for Decision**

**Explanation:**

The Indoor Playground project Request for Quotes closed with three (3) bidders. The approved budget for this project is \$291,682.00 and all bids fell below this number. The recommended bid belongs to Peak Play Consulting Corp. at \$284,522.56 which includes all applicable fees, freight, and taxes. This quote includes the playground structure, rubber flooring, glass wall and door, sound mitigation, climbing wall improvements, caregiver seating, and area wall painting. Grant and sponsorship funding in the amount of \$291,682.00 has been approved and/or received. The NDIIT grant is \$204,177.00 with the DOC committing the remainder of the funds. Surplus funding will be directed to the Outdoor Spray Park project.

**Recommended motion:**

THAT the Civic Properties Commission approves the bid from Peak Play Consulting Corp. at a total project cost of \$284,522.56 for the supply and installation of the Indoor Playground at the Chetwynd and District Rec Centre..

Submitted By: Steve McLain

Director of Recreation.