

<p style="text-align: center;">CIVIC PROPERTIES COMMISSION MEETING AGENDA</p>
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DATE: June 23, 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 – May 26, 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 - NIL

11. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE May 26, 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

ABSENT:

Trish Morgan, General Manager of Leisure and Facility Services (via polycom)
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

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. Courtoreille

THAT the Agenda for April 28, 2020 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from April 28, 2020 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS: NIL

8. REPORTS

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

NB-2 MOVED by Comm. Houley, SECONDED by Comm. Galbraith
Request for Decision
THAT the Civic Properties Commission approves the bid from Global Industrial at a cost of \$16,310.23 plus applicable taxes for the supply of tables and chairs for the Chetwynd and District Rec Centre.
CARRIED

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:55pm

Next Meeting May 26, 2020

Dan Rose,
Chairperson

Elaine Webb
Secretary

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Steve McLain, Director of Recreation
 Date: June 23, 2019

- The facility gym opened as scheduled under the approved safety plan, restrictions, and rules. Operational hours, number of attendees, social distancing, attendants, and enhanced cleaning protocols remain in place to ensure patron and employee safety. The gym is now open for two hours, and then closed for two hours, to allow for cleaning and air exchange; this change was approved by Northern Health. This increases the number of daily time slots from three to five and should help relieve congestion. Patron comments so far have generally been positive although there is some frustration from some attendees. As of June 18, there are three publically owned gyms open in BC, with Chetwynd being the first to open in the Province.
- Contractor was on-site on May 27 to complete the new Chlorine controls installation.
- Capital Projects/Grant Funding – proceeding. Tables and chairs have been delivered, and the Indoor Playground has been awarded to Peak Play as approved by the Commission. This project is on schedule for completion in August. Sound system RFQ will be advertised in the next two weeks.
- COVID 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.
- 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-July to early August 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 working on reopening plans for the entire facility. Submissions from ViaSport, Hockey Canada, Curl BC, Swim BC, WorkSafe BC, Royal Lifesaving Society, BCRPA, and RFABC have been received and are being reviewed. Staff are also working with local user groups where possible.

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
Curling Rink	0	0
Curling Lobby	0	4
Rec Lobby	0	0
TOTAL ROOM RENTALS	2	58

Room & Hall usage for May		
ROOM	2020	2019
Spruce	0	4
Pine	1	14
Aspen	1	10
Birch	0	0
Tamarack	0	35
Cottonwood	1	3
Kitchen	0	4
Arena	0	4
Curling Rink	0	6
Lobby	0	7
TOTAL ROOM RENTALS	3	87

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: June 23, 2020

- Ongoing planning for reopening the pool and working on the COVID-19 Pool Safety Plan
- All necessary PPE has been ordered, waiting for shipments to arrive
- Most of the Aquatic Staff have returned to work as attendants, with the exception of those who stayed with Parks and Public Works
- Gym reopening has gone smoothly – 141 people from May 27th to 31st

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

MAY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
May 2018	2222	711	234	0	2433	390
May 2019	2682	892	557	109	3190	584
May 2020	0	0	0	0	141	0

CHETWYND PUBLIC LIBRARY

CHETWYND'S FIRST VIRTUAL RUN



TO REGISTER:
June 1 - 30
Text/Email Elaine Webb:
250-401-8246

elainewebb@gochetwynd.com

**Do your 60 MINUTE RUN
between August 4-9, 2020**

Northern Health will be starting off
the virtual run with a warm-up video
Tuesday, August 4. Participants have
until August 9 to complete.

Race packages will be
available through
the **LIBRARY**
TAKE-OUT

**HOW FAR
CAN
YOU RUN
IN
ONE HOUR?**



**CHETWYND & DISTRICT
REC CENTRE**

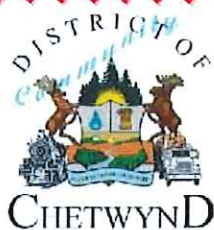
Chetwynd Public Library



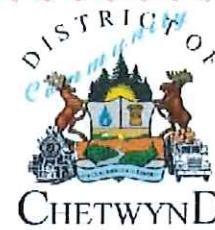
www.chetwyndpubliclibrary.ca

Week#4 & #5 of the Walk/Run Program! Way to go Everyone!





Canada Day Celebrations



Wednesday, July 1, 2020

CARVERS ROW CUPCAKE DRIVE-THROUGH

(Located at the Welcome to Chetwynd Carvings along the boulevard on North Access Road)

In an effort to avoid public gatherings because of the pandemic, the District of Chetwynd will be hosting a Canada Day Cupcake Drive-Through from 11:00am – 1:00pm on July 1, Canada Day. Please join us to pick up your Canada Day cupcake; we will be playing the Canadian Anthem during the drive-through event. *Please note due to the fire ban there will be no fire works*

OLD BALDY

On June 24th a Canadian flag will be placed atop Old Baldy! Alongside the flag, a rope will be provided to tie your prayer flag to. A prayer flag is a long piece of cloth on which you can write a message to a loved one, memorial words or just your name. This is a fun, safe way to help celebrate our beautiful country in a loving, peaceful way!



Canada's National Anthem

O Canada!
Our home and native land!
True patriot love, in all of us command,
With glowing hearts, we see thee rise,
The True North strong and free!
From far and wide, O Canada,
We stand on guard for thee,
God keep our land glorious and free!
O Canada, we stand on guard for thee,
O Canada, we stand on guard for thee.

You can pick up the prayer flags at the Chetwynd & District Rec Centre (250-788-2214) or the Chetwynd Visitor Centre (250-788-1943). Please observe physical distancing on the trail and while writing your message and tying your prayer flag to the rope.

SHARING CANADA DAY FAMILY STORIES

Please share pictures or short video clips from your Canada Day activities. You can share through Facebook at; Chetwynd Visitor Centre (facebook.com/ChetwyndVisitorCentre); Chetwynd & District Rec Centre (facebook.com/Chetwynd-District-Rec-Centre); or District of Chetwynd (facebook.com/DistrictofChetwynd)

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DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Jun 18, 2020

Time : 1:31 pm

Year : 2020
Period : 5

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	-58,464.30	0.00	-58,464.30	0.00	-102,266.00	-43,801.70	57.17
471 Other Operations	-15,915.40	40.56	-15,874.84	0.00	-95,787.00	-79,912.16	16.57
472 Recreation Programmes	-7,714.97	458.60	-7,256.37	0.00	-60,000.00	-52,743.63	12.09
599 Miscellaneous Revenue	-1,372.35	0.00	-1,372.35	0.00	-5,000.00	-3,627.65	27.45
811 Grants - Regional	-442,449.16	0.00	-442,449.16	0.00	-1,591,311.00	-1,148,861.84	27.80
RECREATION CENTRE	-525,916.18	499.16	-525,417.02	0.00	-1,854,364.00	-1,328,946.98	28.33
REVENUES	-525,916.18	499.16	-525,417.02	0.00	-1,854,364.00	-1,328,946.98	28.33
EXPENSES							
Recreation Centre							
750 Facilities Administration	98,998.06	12,745.94	111,744.00	0.00	396,213.00	284,469.00	28.20
751 Facilities Operations	307,853.08	32,949.86	340,802.94	0.00	925,890.00	585,087.06	36.81
753 Ice Plant Operations	8,701.94	78.26	8,780.20	5,709.22	27,000.00	12,510.58	53.66
754 Exterior Grounds	2,610.00	1,433.06	4,043.06	0.00	33,600.00	29,556.94	12.03
755 Concession & Lounge	3,065.16	0.00	3,065.16	0.00	19,500.00	16,434.84	15.72
756 Programmes - Administration	44,341.23	8,013.39	52,354.62	0.00	97,127.00	44,772.38	53.90
757 Programmes	17,813.58	157.14	17,970.72	0.00	92,034.00	74,063.28	19.53
821 Land Improvements	0.00	0.00	0.00	0.00	95,000.00	95,000.00	0.00
822 Buildings	635.50	267.00	902.50	0.00	0.00	-902.50	0.00
823 Building Improvements	126,199.91	0.00	126,199.91	0.00	75,000.00	-51,199.91	168.27
825 Machinery and Equipment	0.00	15,520.81	15,520.81	0.00	93,000.00	77,479.19	16.69
RECREATION CENTRE	610,218.46	71,165.46	681,383.92	5,709.22	1,854,364.00	1,167,270.86	37.05

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DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Jun 18, 2020

Time : 1:31 pm

Year : 2020
Period : 5

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Committed	Budget	Variance	% Used
RECREATION CENTRE							
EXPENSES	610,218.46	71,165.46	681,383.92	5,709.22	1,854,364.00	1,167,270.86	36.44
Recreation Centre	84,302.28	71,664.62	155,966.90	5,709.22	0.00	-161,676.12	
RECREATION CENTRE Total	84,302.28	71,664.62	155,966.90	5,709.22	0.00	-161,676.12	

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DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Jun 18, 2020

Time : 1:30 pm

Year : 2020

Period : 5

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	-19,654.66	0.00	-19,654.66	0.00	-101,000.00	-81,345.34	19.46
471 Fitness Revenue	-587.60	0.00	-587.60	0.00	-6,000.00	-5,412.40	9.79
473 Rental Revenue	-5,683.95	0.00	-5,683.95	0.00	-22,500.00	-16,816.05	25.26
474 Weight Room Revenue	-46,614.05	-1,119.61	-47,733.66	0.00	-170,000.00	-122,266.34	28.08
475 Other Revenue from own Sources	-1,515.32	104.50	-1,410.82	0.00	-6,600.00	-5,189.18	21.38
478 Sale of Pool Accessories	337.30	0.00	337.30	0.00	-5,000.00	-5,337.30	6.75
479 Miscellaneous Revenue	-248.07	0.00	-248.07	0.00	-10,000.00	-9,751.93	2.48
811 Pool Revenue	-229,794.98	0.00	-229,794.98	0.00	-1,362,551.00	-1,132,756.02	16.87
LEISURE POOL	-303,761.33	-1,015.11	-304,776.44	0.00	-1,683,651.00	-1,378,874.56	18.10
REVENUES	-303,761.33	-1,015.11	-304,776.44	0.00	-1,683,651.00	-1,378,874.56	18.10
EXPENSES							
Leisure Pool							
730 Pool Administration	39,388.68	2,875.84	42,264.52	0.00	179,736.00	137,471.48	23.51
731 Pool Office	84,987.83	6,461.44	91,449.27	0.00	233,353.00	141,903.73	39.19
732 Pool Operations	166,299.40	5,208.27	171,507.67	0.00	824,553.00	653,045.33	20.80
733 Pool Maintenance	68,104.52	12,640.44	80,744.96	0.00	323,999.00	243,254.04	24.92
734 Exterior Grounds	0.00	186.40	186.40	0.00	5,010.00	4,823.60	3.72
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	358,780.43	27,372.39	386,152.82	0.00	1,683,651.00	1,297,498.18	22.94
EXPENSES	358,780.43	27,372.39	386,152.82	0.00	1,683,651.00	1,297,498.18	22.94

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DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 2
Date : Jun 18, 2020 Time : 1:30 pm
Budget : Budget Values

Year : 2020
Period : 5

Description		Open Bal	Current	Year To Date	Committed	Budget	Variance	% Used
LEISURE POOL								
	Leisure Pool	55,019.10	26,357.28	81,376.38	0.00	0.00	-81,376.38	
LEISURE POOL Total		55,019.10	26,357.28	81,376.38	0.00	0.00	-81,376.38	