

CIVIC PROPERTIES COMMISSION MEETING AGENDA

DATE: July 28, 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 – June 23, 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 Sound System RFQ

11. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE June 23, 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. 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)
Comm. Larry Houley, Alternate Chair

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. Courtoreille, SECONDED by Comm. Galbraith

THAT the Agenda for June 23, 2020 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Wark

THAT the minutes from May 26, 2020 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS: NIL

8. REPORTS

R-1 – R-3 MOVED by Comm. Galbraith, SECONDED by Comm. Wark
 THAT reports R-1 through R-3 are received for approval
 CARRIED

R-4 MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith
 THAT report R-4 are received for approval
 CARRIED

9. NEW BUSINESS: NIL

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:23pm

Next Meeting July 28, 2020

Dan Rose,
Chairperson

Elaine Webb
Secretary

CIVIC PROPERTIES COMMISSION

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

- The swimming pool opened on July 27 under the approved safety plan, restrictions, and rules. Operational hours, staggered start and stop times, number of attendees, social distancing, attendants, and enhanced cleaning protocols are in place to ensure patron and employee safety. As of July 22 there were approximately six indoor pools open in BC.
- Contractor is on-site installing the new indoor playground. Project will be complete in the next one-two weeks.
- Sound system RFQ was advertised and closed on July 24.
- 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. 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.
- Annual ice users' meeting was held on July 14. User groups are working on their COVID safety plans with assistance from staff as needed.

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
Curling Rink	0	4
Curling Lobby	0	6
Rec Lobby	0	7
TOTAL ROOM RENTALS	3	87

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
Arena	0	5
Curling Rink	5	7
Lobby	0	2
TOTAL ROOM RENTALS	13	124

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: July 28, 2020

- COVID-19 Pool Safety Plan completed – approved by Northern Health on July 22, 2020
- Pool Reopening on July 27, 2020!
- Aquatic Staff Training
 - Red Cross Basic Life Support course
 - COVID-19 adapted facility safety plans and protocols
 - COVID-19 adapted PPE, in-water rescue, first aid, and resuscitation protocol
 - Ready Rescue Assessment for returning to work
- Facility Staff Training
 - Violence & Harassment in the Workplace
 - WHMIS

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

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

CIVIC PROPERTIES REPORT

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

Assisting Kristina with the PPE dry containers for aquatic staff to have on hand when pool re-opens along with tasks that needed to be completed.

Programs staff was called back to work July 20, 2020. Kristina and I re-oriented the new COVID-19 policy & procedures and the pool safety plan with them. Programs staff will help attend the gym and pool change rooms when we re-open.

Researching and planning for what programs in the fall will look like. BCRPA is launching summer camp online training, this training is key to ensure camps are safe and successful.

Clerks and Program staff completed WHMIS and Violence and Harassment in the Workplace.

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DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Jul 09, 2020

Time : 2:31 pm

Year : 2020
Period : 6

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	-15,879.34	-9,424.89	-25,304.23	0.00	-95,787.00	-70,482.77	26.42
472 Recreation Programmes	-7,256.37	0.00	-7,256.37	0.00	-60,000.00	-52,743.63	12.09
599 Miscellaneous Revenue	-1,372.35	-185.00	-1,557.35	0.00	-5,000.00	-3,442.65	31.15
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	-525,421.52	-9,609.89	-535,031.41	0.00	-1,854,364.00	-1,319,332.59	28.85
REVENUES	-525,421.52	-9,609.89	-535,031.41	0.00	-1,854,364.00	-1,319,332.59	28.85
EXPENSES							
Recreation Centre							
750 Facilities Administration	111,790.82	22,553.48	134,344.30	0.00	396,213.00	261,868.70	33.91
751 Facilities Operations	340,802.94	45,982.77	386,785.71	0.00	925,890.00	539,104.29	41.77
753 Ice Plant Operations	8,780.20	78.05	8,858.25	5,709.22	27,000.00	12,432.53	53.95
754 Exterior Grounds	4,043.06	2,981.30	7,024.36	0.00	33,600.00	26,575.64	20.91
755 Concession & Lounge	3,065.16	-340.21	2,724.95	0.00	19,500.00	16,775.05	13.97
756 Programmes - Administration	52,354.62	7,988.09	60,342.71	0.00	97,127.00	36,784.29	62.13
757 Programmes	17,970.72	385.62	18,356.34	0.00	92,034.00	73,677.66	19.95
821 Land Improvements	0.00	0.00	0.00	0.00	95,000.00	95,000.00	0.00
822 Buildings	902.50	0.00	902.50	0.00	0.00	-902.50	0.00
823 Building Improvements	126,199.91	126,194.00	252,393.91	0.00	75,000.00	-177,393.91	336.53
825 Machinery and Equipment	15,520.81	0.00	15,520.81	0.00	93,000.00	77,479.19	16.69
RECREATION CENTRE	681,430.74	205,823.10	887,253.84	5,709.22	1,854,364.00	961,400.94	48.15

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DISTRICT OF CHETWYND
GL Department Report



GL5330 Page : 2
Date : Jul 09, 2020 Time : 2:31 pm
Budget : Budget Values

Year : 2020
Period : 6

Description	Open Bal	Current	Year To Date	Committed	Budget	Variance	% Used
RECREATION CENTRE							
EXPENSES	681,430.74	205,823.10	887,253.84	5,709.22	1,854,364.00	961,400.94	47.54
Recreation Centre	156,009.22	196,213.21	352,222.43	5,709.22	0.00	-357,931.65	
RECREATION CENTRE Total	156,009.22	196,213.21	352,222.43	5,709.22	0.00	-357,931.65	

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DISTRICT OF CHETWYND
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GL5330

Page : 1

Date : Jul 09, 2020

Time : 2:30 pm

Year : 2020

Period : 6

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	-456.18	-6,140.13	0.00	-22,500.00	-16,359.87	27.29
474 Weight Room Revenue	-47,733.66	-13,269.54	-61,003.20	0.00	-170,000.00	-108,996.80	35.88
475 Other Revenue from own Sources	-1,410.82	0.00	-1,410.82	0.00	-6,600.00	-5,189.18	21.38
478 Sale of Pool Accessories	337.30	-8.93	328.37	0.00	-5,000.00	-5,328.37	6.57
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	-304,776.44	-13,734.65	-318,511.09	0.00	-1,683,651.00	-1,365,139.91	18.92
REVENUES	-304,776.44	-13,734.65	-318,511.09	0.00	-1,683,651.00	-1,365,139.91	18.92
EXPENSES							
Leisure Pool							
730 Pool Administration	43,101.91	1,532.26	44,634.17	0.00	179,736.00	135,101.83	24.83
731 Pool Office	91,479.44	10,988.19	102,467.63	0.00	233,353.00	130,885.37	43.91
732 Pool Operations	171,507.67	22,910.51	194,418.18	0.00	824,553.00	630,134.82	23.58
733 Pool Maintenance	80,744.96	18,912.27	99,657.23	0.00	323,999.00	224,341.77	30.76
734 Exterior Grounds	186.40	945.93	1,132.33	0.00	5,010.00	3,877.67	22.60
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	387,020.38	55,289.16	442,309.54	0.00	1,683,651.00	1,241,341.46	26.27
EXPENSES	387,020.38	55,289.16	442,309.54	0.00	1,683,651.00	1,241,341.46	26.27

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Description		Open Bal	Current	Year To Date	Committed	Budget	Variance	% Used
LEISURE POOL								
Leisure Pool		82,243.94	41,554.51	123,798.45	0.00	0.00	-123,798.45	
LEISURE POOL Total		82,243.94	41,554.51	123,798.45	0.00	0.00	-123,798.45	