

**CIVIC PROPERTIES COMMISSION
MEETING AGENDA**

DATE: April 28, 2026
LOCATION: Pine Room
TIME: 4:00 pm

1. Call the meeting to order
 2. Director's notice of new business
 3. Adoption of Agenda
 4. Minutes from the previous meeting – March 31, 2026
 5. Delegations/Presentations – NIL
 6. Correspondence – Ellen McAvany – Economic Development Officer/Parks
Manager
 7. Old Business - NIL
 8. Reports
 - R-1 – Director of Recreation Report
 - R-2 – Recreation Programs Manager Report
 - R-3 – Manager of Leisure Service Report
 - R-4 – Finance Report
 9. New Business – NIL
 10. Adjournment:
- Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: March 31, 2026
TIME: 4:00 pm
PLACE: Rec Centre – Pine Room

PRESENT: Chair Dan Rose – Area E Director PRRD
Comm. Larry Houley
Comm. Andrea Smith
Comm. Allen Courtoreille
Comm. Janet Wark
Bryna Casey – General Manger
Steve McLain CAO – District of Chetwynd
Robin Langille, Director of Recreation
Kristina Phillips, Manager of Leisure Services
Nathacia Gayse – Recreation Programs Manager

ABSENT: Comm. MacFarlane

1. CALL THE MEETING TO ORDER:

Chairman Rose called the meeting to order at 4:05 pm.

2. DIRECTOR'S NOTICE OF BUSINESS: NIL

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Courtoreille, SECONDED by Comm. Smith

THAT the Agenda for March 25, 2025 be accepted with the addition of extended ice time to New Business.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Wark, SECONDED by Comm. Houley

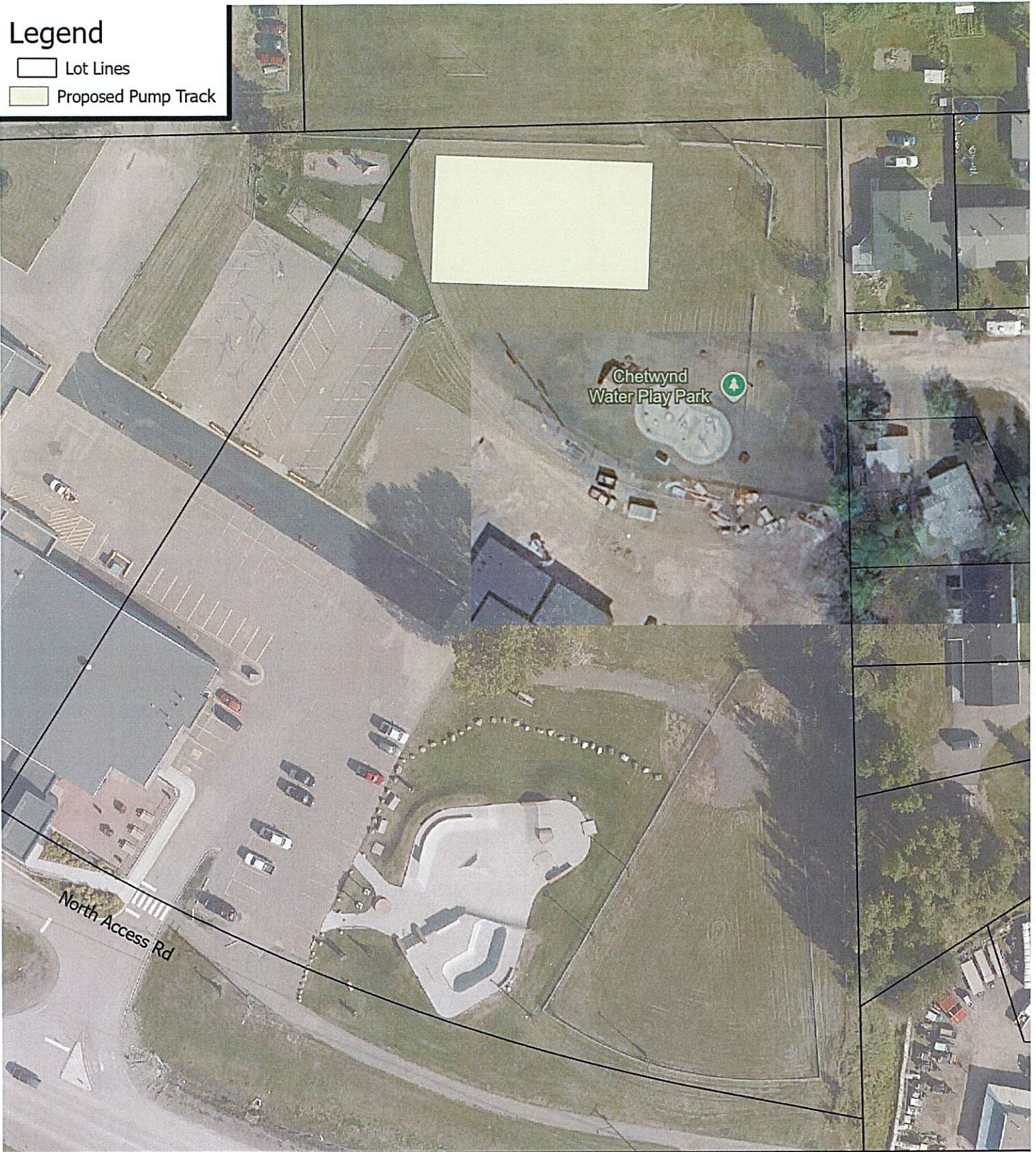
THAT the minutes from the meeting on February 24, 2026 be accepted.

CARRIED

Legend

 Lot Lines

 Proposed Pump Track



DISTRICT OF CHETWYND Proposed Pump Track



Created for: E. McAvany
Created by: K. Johnson
Date: February 4, 2025

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information to locate

Pump Park 2026

Cost: \$400,000.00

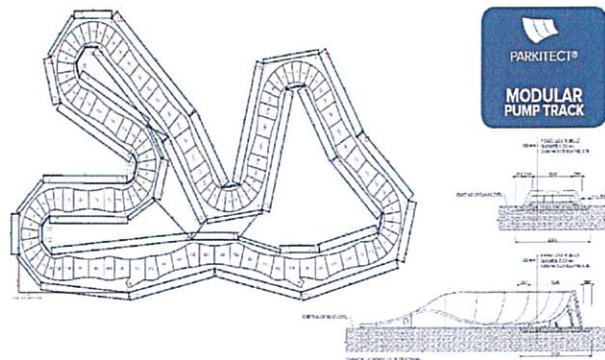
Funding: Grant

Scope:

Pump park to be built at the Water Park / Playground connecting with the other amenities and greenspace and Skateboard Park adds an additional area for youth to play.

Rational:

Modular Pump tracks provide ideal access to cycling for toddlers all the way to professional cyclists. This track encourages community spirit, learning and an active outdoor lifestyle for all. Pump tracks opens up to all participants of all ages and all wheeled sports.



CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Robin Langille, Director of Recreation
 Date: April 28, 2026

- Maintenance Staff are checking the hose clamps on both header trenches as per best industry practices.
- Chamber of Commerce Trade show was successful from our point of view.
- The Director of Recreation will be attending the RFABC conference in April. The sessions will be very informative. The opportunity to network with other people in the industry is valuable.
- The Refrigeration “end of season” maintenance has been completed by Yeti refrigeration.
- The Capital projects are at varies stages of the process.
- Joseph Javier from the maintenance staff received his Qualification of Certification for the Refrigeration Safety Awareness after successfully passing the provincial exam from Technical Safety British Columbia(TSBC)
- Easter Extavaganza was a very successful program
- I was wondering if we could form a sub committee of the CPC in conjunction with staff to develop a list of Key Performance Indicators(KPIs) for approval by the Civic Properties Commission.

Room & Hall usage for February		
ROOM	2025	2026
Spruce	7	8
Pine	9	8
Aspen	12	16
Birch	1	2
Tamarack	1	1
Cottonwood	2	2
Arena	0	0
Curling Rink	0	0
Curling Lobby	16	12
Rec Lobby	1	1
TOTAL ROOM RENTALS	49	50

Room & Hall usage for March			
	ROOM	2025	2026
	Spruce	2	10
	Pine	10	4
	Aspen	20	12
	Birch	15	11
	Tamarack	3	5
	Cottonwood	8	5
	Arena	0	4
	Curling Rink	0	4
	Curling Lobby	0	4
	Rec Lobby	1	1
	TOTAL ROOM RENTALS	59	60

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: April 28, 2026

- Easter Extravaganza – 74 people attended the Free Swim from 1:00-4:30 pm on April 4, 2026
- April school board swim lessons – Don Titus, Moberly Lake, and PCS scheduled to come in throughout the month
- Advanced Aquatic Courses:
 - National Lifeguard Precert/Recert – July 3, 2026
 - National Lifeguard – July 8-10 & 13-15
- Pool Desk opened back up on Monday April 13, 2026, it is open:
 - Monday to Friday 3:00-9:30 pm
 - Saturday 10:00 am-4:00 pm
 - Sunday 10:00 am-5:30 pm
- Staffing – fully staffed

February & March 2026 STATS

FEBRUARY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
February 2024	2372	22710	426	0	2660	621
February 2025	2360	2319	330	108	2563	698
February 2026	2827	2573	230	135	2551	529

MARCH	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
March 2024	2673	2013	563	0	2451	571
March 2025	3048	2511	282	27	2898	678
March 2026	3019	2485	512	73	2701	583

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
From: Nathacia Gayse, Recreation Programs Manager
Date: April 28th, 2026

Civic Properties Monthly Report

March was a busy and successful month at the Chetwynd & District Rec Centre, highlighted by strong program participation and meaningful community engagement.

Spring Break programming was well received, with Day Camps reaching full capacity throughout the two-week period. The camps offered a variety of engaging activities for children, including sports, crafts, swimming, and climbing, providing a fun, safe, and active environment. The Gymnastics Camp also saw steady participation, averaging 10 registered participants, along with additional drop in attendance each week.

Our Easter Extravaganza on April 4th was another great success and well attended by the community. Thanks to the generous donations we received, we were able to go above and beyond to create a memorable experience for local children and families. The event featured a variety of free, family-friendly activities designed to encourage participation and bring residents together. With an estimated attendance of over 340 individuals throughout the day, the celebration provided a fun and welcoming atmosphere for people of all ages.

Peace FM returned to the facility to capture another promotional video and photographs. This helps showcase the Recreation Centre's programs, services, and amenities while strengthening community awareness and engagement. It is always rewarding to see these special moments captured, as the busyness of the day often makes it difficult to fully take them in.

In addition to program and event successes, I have enrolled in the Supervisor Essentials Course finishing on April 15, 2026. This training has provided me with valuable tools and strategies to enhance supervisory skills, strengthen communication, and support effective and confident team leadership.

The recent updates to the fitness room have been very well received. Patrons have responded positively to the improvements.

Updates to the Birch Room are currently underway, and it is anticipated that they will be completed by the end of April.

February 2026 STATS

PROGRAMS	2026	2025
Adult Programs	19	0
Adult Sports	23	29
Arena Rental	115	143
Chocolate Run	0	0
Court Rentals	52	32
Drop-in Hockey	39	76
Fitness Drop-In	0	0
Fitness Programs	97	6
Fitness Orientations	7	0
Free Fitness Classes	0	0
Free Skate	14	0
Helmet Rentals	6	15
Indoor Playground	770	854
Leadership Lessons	31	28
Kids Camp/Youth Programs	116	61
Kidz Zone	8	14
NID Day	0	0
Parent & Tot Skate/Roller Blade	43	85
Piano Rental	0	0
Pickle Ball	0	0
Pre-Teen Dance	0	0
Public Climb	50	0
Public Skate / Rollerblading	13	135
Roller Hockey (Age 8-12)	0	0
Roller Hockey (Age 13-16)	0	0
Senior Skate	0	0
Shinny Hockey (Age 9-13)	0	0
Skate Rentals	37	667
Special Events	340	0
Stick & Puck 8-12	0	26
Stick & Puck 13-16	0	41
Student Sports	14	40
Toonie Climb	0	0
Toonie Skate	87	38
Walking Track	1095	653
Wall Rental	15	0

DISTRICT OF CHETWYND
GL Department Report



Year : 2026
Period : 3

Budget : Budget Values
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
470 Swim Revenue	-25,656.23	-15,388.61	-41,044.84	-115,770.00	-74,725.16	35.45
471 Fitness Revenue	-570.96	-262.07	-833.03	-4,000.00	-3,166.97	20.83
473 Rental Revenue	-2,878.39	-2,761.28	-5,639.67	-16,000.00	-10,360.33	35.25
474 Weight Room Revenue	-21,547.35	-44,087.92	-65,635.27	-230,000.00	-164,364.73	28.54
475 Other Revenue from own Sources	-1,437.78	-552.57	-1,990.35	-8,200.00	-6,209.65	24.27
478 Sale of Pool Accessories	-974.16	-721.10	-1,695.26	-3,400.00	-1,704.74	49.86
479 Miscellaneous Revenue	-45.49	-15.50	-60.99	0.00	60.99	0.00
811 Pool Revenue	0.00	0.00	0.00	-1,506,764.00	-1,506,764.00	0.00
LEISURE POOL	-53,110.36	-63,789.05	-116,899.41	-1,884,134.00	-1,767,234.59	6.20
REVENUES						
EXPENSES						
Leisure Pool						
730 Pool Administration	33,184.18	12,524.55	45,708.73	155,676.00	109,967.27	29.36
731 Pool Office	32,221.58	18,105.25	50,326.83	275,754.00	225,427.17	18.25
732 Pool Operations	110,631.15	63,790.44	174,421.59	867,356.00	692,934.41	20.11
733 Pool Maintenance	52,870.82	29,983.32	82,854.14	445,323.00	362,468.86	18.61
734 Exterior Grounds	3,691.00	0.00	3,691.00	15,025.00	11,334.00	24.57
823 Building Improvements	0.00	0.00	0.00	75,000.00	75,000.00	0.00
825 Machinery & Equipment	0.00	0.00	0.00	50,000.00	50,000.00	0.00
LEISURE POOL	232,598.73	124,403.56	357,002.29	1,884,134.00	1,527,131.71	18.95

DISTRICT OF CHETWYND
 GL Department Report



Year : 2026
 Period : 3

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
EXPENSES	232,598.73	124,403.56	357,002.29	1,884,134.00	1,527,131.71	18.95
Leisure Pool	179,488.37	60,614.51	240,102.88	0.00	-240,102.88	
LEISURE POOL Total	179,488.37	60,614.51	240,102.88	0.00	-240,102.88	

DISTRICT OF CHETWYND
GL Department Report



Year : 2026
 Period : 3

Budget : Budget Values
 Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-35,140.98	-20,680.07	-55,821.05	-115,918.00	-60,096.95	48.16
471 Other Operations	2,789.67	-5,298.33	-2,508.66	-99,183.00	-96,674.34	2.53
472 Recreation Programmes	-5,679.63	-7,910.30	-13,589.93	-41,360.00	-27,770.07	32.86
599 Miscellaneous Revenue	-1,875.00	-670.00	-2,545.00	-8,000.00	-5,455.00	31.81
811 Grants - Regional	0.00	0.00	0.00	-1,938,129.00	-1,938,129.00	0.00
RECREATION CENTRE	-39,905.94	-34,558.70	-74,464.64	-2,202,590.00	-2,128,125.36	3.38
REVENUES						
EXPENSES						
Recreation Centre						
750 Facilities Administration	75,246.89	27,982.81	103,229.70	490,556.00	387,326.30	21.04
751 Facilities Operations	158,721.35	96,116.76	254,838.11	1,204,644.00	949,805.89	21.15
753 Ice Plant Operations	433.98	86.25	520.23	27,000.00	26,479.77	1.93
754 Exterior Grounds	3,691.00	1,890.50	5,581.50	43,600.00	38,018.50	12.80
755 Concession & Lounge	1,451.21	2,166.84	3,618.05	19,500.00	15,881.95	18.55
756 Programmes - Administration	20,622.03	11,104.74	31,726.77	123,480.00	91,753.23	25.69
757 Programmes	18,245.40	14,638.38	32,883.78	166,810.00	133,926.22	19.71
821 Land Improvements	0.00	0.00	0.00	25,000.00	25,000.00	0.00
822 Buildings	0.00	0.00	0.00	40,000.00	40,000.00	0.00
825 Machinery and Equipment	0.00	0.00	0.00	62,000.00	62,000.00	0.00
RECREATION CENTRE	278,411.86	153,986.28	432,398.14	2,202,590.00	1,770,191.86	19.63

DISTRICT OF CHETWYND
GL Department Report



Year : 2026
 Period : 3

Budget : Budget Values

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
EXPENSES	278,411.86	153,986.28	432,398.14	2,202,590.00	1,770,191.86	19.63
Recreation Centre	238,505.92	119,427.58	357,933.50	0.00	-357,933.50	
RECREATION CENTRE Total	238,505.92	119,427.58	357,933.50	0.00	-357,933.50	