

<p style="text-align: center;"><b>CIVIC PROPERTIES COMMISSION MEETING AGENDA</b></p>
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DATE: February 23, 2021  
LOCATION: Aspen 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 – January 26, 2021
5. Delegations/Presentations – NIL
6. Correspondence - NIL
7. Old Business - NIL

8. Reports

R-1  
R-2  
R-3  
R-4

9. New Business - NIL

10. Adjournment:

Next scheduled meeting:

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE January 26, 2021  
TIME: 4:00 pm  
PLACE: Rec Centre – Aspen Room

PRESENT: Dan Rose, Area E Director PRRD, Chair  
Comm. Allen Courtoreille  
Comm. Larry Houley, Alternate Chair  
Comm. Janet Wark (via polycom)  
Comm. Walter MacFarlane (via polycom)  
Comm. Clay Bassendowski (via polycom)  
Carol Newsom, Chief Administrative Officer (via polycom)  
Steve McLain, Director of Recreation  
Elaine Webb, Recreation Programs Manager  
Kristina Phillips, Manager of Leisure Services  
Trish Morgan, General Manager of Leisure and Facility Services (via polycom)  
Teri Vetter, CFO, PRRD (via polycom)

ABSENT: 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. Courtoreille, SECONDED by Comm. Houley

THAT the Agenda for January 26, 2021 be accepted.

CARRIED

### 4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from December 1, 2020 be accepted.

CARRIED

**5. DELEGATIONS/PRESENTATIONS: NIL**

**6. CORRESPONDANCE: NIL**

**7. OLD BUSINESS:**

**OB-1**

Policy manuals were handed out to Commissioners for review. Staff noted that Commissioners can schedule a tour of the facility at their convenience.

**8. REPORTS**

**R-1 – R-3**

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT reports R-1 through R-3 are received for approval.

CARRIED

Commissioner Courtoreille gave his condolences to a BC Hydro employee who lost his life to COVID-19. Commissioner Courtoreille reminded commission that we all need to stay vigilant with measures like wearing masks, physical distancing, and washing hands as COVID-19 is in our community.

**2021 Chetwynd Leisure Centre (pool) Draft Budget & Scenarios**

**R - 4**

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

**Recommendation #1**

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Wark

**Recommendation #2**

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$25,000, to be paid for through requisition, to retile the showers and include it in the Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

Recommendation #3

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$15,000, to be paid for through requisition, to install a multi-stack heat recovery system and include it in the 2021 Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #4

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$45,000, to be paid for through surplus, to upgrade the chlorine room venting and include it in the 2021 Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #5

THAT the Civic Properties Commission recommend to the Regional Board to include Option 1 (as originally presented December 1, 2020 to the Commission) in the draft 2021 Chetwynd Leisure Centre budget in the 2021 Annual Financial Plan.

CARRIED

**2021 Chetwynd Arena (Rec Centre) Draft Budget & Scenarios**

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #1

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Wark

Recommendation #2

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$20,000, to be paid for through requisition, to replace the boiler for the arena change room and include it in the Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

Recommendation #3

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$15,000, to be paid for through requisition, to purchase an auto-scrubber and include it in the 2021 Chetwynd Arena.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #4

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$6,000, to be paid for through requisition, to purchase a carpet cleaner and include it in the 2021 Chetwynd Arena Budget

CARRIED

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

Recommendation #5

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$10,000, to be paid for through requisition, to convert to LED lighting in the meeting rooms and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #6

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$26,000, to be paid for through requisition, to purchase booking software and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #7

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$5,000, to be paid for through requisition, to install additional security cameras and include it in the 2021 Chetwynd Arena Budget.

CARRIED



MOVED by Comm. Wark, SECONDED by Comm. Courtoreille

Recommendation #8

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$350,000, to be paid for through grants, to construct a spray park and carry it forward to the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #9

THAT the Civic Properties Commission recommend to the Regional Board to include Option 1 (as originally presented December 1, 2020 to the Commission) in the draft 2021 Chetwynd Arena Budget in the 2021 Annual Financial Plan.

CARRIED

**9. NEW BUSINESS: NIL**

**10. ADJOURNMENT:** Comm. Rose adjourned the meeting at 5:02pm

Next Meeting February 23, 2021

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Dan Rose,  
Chairperson

Elaine Webb  
Secretary

## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
 From: Steve McLain, Director of Recreation  
 Date: February 23, 2021

- The facility operation continues under the approved and amended COVID safety plan, restrictions, and rules. Reduced operational hours, staggered start and stop times, foot traffic flow, number of attendees, social distancing, attendants, and enhanced cleaning protocols remain in place to ensure patron and employee safety.
- Meeting room rentals are extremely limited under the current PHO.
- Staff are taking Incident Command System Emergency Response and supervisory skills training.
- Technical Safety BC is currently performing a reduced risk assessment renewal audit. This is a regular renewal process that establishes that the refrigeration plant and operational procedures comply fully with all legislated requirements.
- The safety plan continues to be modified as new Orders are received. Staff have received training on the new Orders and all the changes have been posted and displayed for our patrons.
- There continue to be a few incidents reported regarding the new restrictions and protocols; primarily relating to patrons not wearing masks or neglecting to maintain the required physical distancing requirements. Staff are responding quickly to these issues as soon as they are identified. The majority of our patrons have generally been receptive to reminders of the new rules; compliance is very good and continuing to improve. Most patrons continue to be supportive and understanding although there have been a few conflict incidents reported.
- Concern remains regarding further restrictions especially as they relate to delayed vaccines, COVID variants, and an anticipated significant third wave. The current PHO remains in effect until at least the end of February. Staff will continue to maintain close contact with, and close monitoring of, relevant Government departments and recreation professional organizations. Protocols and procedures for operating safely continue to be developed and amended in cooperation with all relevant regulatory bodies.

Room & Hall usage for November/December		
ROOM	2020	2019
Spruce	0	5
Pine	0	12
Aspen	7	36
Birch	0	0
Tamarack	35	30
Cottonwood	2	12
Kitchen	0	1
Curling Rink	0	1
Curling Lobby	0	0
Rec Lobby	0	1
<b>TOTAL ROOM RENTALS</b>	<b>44</b>	<b>98</b>

Room & Hall usage for November/December		
ROOM	2021	2020
Spruce	0	0
Pine	0	6
Aspen	2	12
Birch	0	0
Tamarack	0	8
Cottonwood	0	3
Kitchen	0	0
Arena	0	0
Curling Rink	0	0
Lobby	0	0
<b>TOTAL ROOM RENTALS</b>	<b>2</b>	<b>29</b>

## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
 From: Kristina Phillips, Manager of Leisure Services  
 Date: February 23, 2021

- Operating with the COVID-19 restrictions/guidelines set out in the PHOs, effective until further notice
- Continuously updating the COVID-19 Safety Plan and keeping staff up to date with the new public health orders
- February swim lessons set running with the COVID-19 restrictions set out by the Red Cross
- Family Day 2021
  - Two free Despicable Me movie swims with COVID-19 restrictions in effect
- Annual Facility Training for all staff:
  - Violence and Harassment in the Workplace
  - WHMIS with GHS
  - Workplace Infection Training
- Professional Development:
  - Advanced Supervisors Essentials online course through the Local Government Management Association
  - Incident Command System Level 100 online course through the Justice Institute of British Columbia
- Tentative Upcoming Aquatic Staff Training
  - Lifesaving Instructor Course in Spring 2021
  - Water Safety Instructor Recertification Course Spring 2021

DECEMBER 2020 & January 2021 STATS

DECEMBER	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
December 2018	1786	1208	0	143	2187	381
December 2019	2358	767	32	197	2458	417
December 2020	929	0	79	0	1913	0

JANUARY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
January 2019	2485	1042	394	217	3279	505
January 2020	2757	1159	362	228	3246	552
January 2021	1328	0	102	0	2154	0



## CIVIC PROPERTIES REPORT

**To:** Civic Properties Commission  
**From:** Elaine Webb, Recreation Programs Manager  
**Re:** Civic Properties Report for **January 2021**

### January 2021

Program	2021	2020
Adult Programs	0	0
Adult Sport	0	0
Arena Rentals (User Groups)	109	99
Children's Programs	0	0
Court Punches	0	0
Court Rentals	0	0
Drop-In-Hockey	0	0
Fitness Drop-In	0	0
Fitness Punches	0	0
Fitness registration	9	8
Fitness Session(s) with Elaine	7	3
Free Fitness Class	0	0
Free Skate	0	0
Helmet Rentals	13	9
Leadership Course (National Lifeguard)	0	9
Mini Athletes	13	10
Parent & Tot Skate	50	6
Piano Rental	10	6
Pickle Ball	0	0
Pre-Teen Dance	0	0
Public Climb	0	0
Public Skate	70	93
Skate Rentals	44	12
Skating Punch Card	6	0
Special Events	0	0
Student Sports	0	0
Toonie Climb	0	0
Toonie Skate	0	0
Walking Track	783	342
Wall Belay Test	0	0
Wall Rental	0	0
Youth Program	6	0
	<b>1120</b>	<b>597</b>

- Family Day February 15<sup>th</sup>, 2021

Chetwynd District Rec Centre

**FAMILY FUN DAY**

February 15, 2021  
FACILITY OPEN 10AM TO 4PM  
RESERVATIONS OPEN THURSDAY FEBRUARY 11, 2021

**FREE SWIM, SKATE & TRX**

**BC Family Day**

15 MINUTE SLOTS & PEOPLE FOR RESERVATION

TRX WITH TERRY	GYM	SWIM	SKATE
BEGINNER TRX 11:00-12:00 PM	GYM 10:00-12:30 PM	DISCABLE ME MOVIE SWIM 11:00-1:00 PM 11:00-12:30 PM 11:30-12:45 PM 11:30-1:00 PM	10:00-10:45 AM
MAX 6 PARTICIPANTS PER CLASS CALL TO RESERVE YOUR SPOT! PLEASE COME 15 MIN EARLY TO THE CLASSES TO FILL OUT OUR FITNESS CLASS WAIVER	COURT 12:30-1:30 PM	CLOSED FOR DEEP CLEAN 1:00-2:00 PM	11:15-12:00 PM
INTERMEDIATE TRX 2:00-3:00 PM	GYM 1:30-4:00 PM	DISCABLE ME MOVIE SWIM 2:00-4:00 PM 2:00-3:30 PM 2:30-4:45 PM 2:30-4:00 PM	12:30-1:15 PM
			1:45-2:30 PM
			3:00-3:45 PM

For more information or to book your reservation call the Rec Centre at 250.782.2214

- Training for Staff - Whims GHS, Violence & Harassment , Workforce Infection Training
- Advanced Supervisor Essentials online course
- Emergency 1200 – ICS Level 100 online Course
- Spring Break - Planning Spring Break (March 15 – 26, 2021)

R-4

**DISTRICT OF CHETWYND**  
**GL Department Report**



GL5330

Page : 1

Date : Feb 18, 2021

Time : 12:04 pm

Year : 2021

Period : 1

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	0.00	-296.11	-296.11	0.00	296.11	0.00
471 Other Operations	0.00	-1,114.81	-1,114.81	0.00	1,114.81	0.00
472 Recreation Programmes	0.00	-809.28	-809.28	0.00	809.28	0.00
599 Miscellaneous Revenue	0.00	-10.00	-10.00	0.00	10.00	0.00
<b>RECREATION CENTRE</b>	<b>0.00</b>	<b>-2,230.20</b>	<b>-2,230.20</b>	<b>0.00</b>	<b>2,230.20</b>	
<b>REVENUES</b>	<b>0.00</b>	<b>-2,230.20</b>	<b>-2,230.20</b>	<b>0.00</b>	<b>2,230.20</b>	
<b>EXPENSES</b>						
Recreation Centre						
750 Facilities Administration	0.00	24,722.29	24,722.29	0.00	-24,722.29	0.00
751 Facilities Operations	0.00	60,344.55	60,344.55	0.00	-60,344.55	0.00
753 Ice Plant Operations	0.00	78.26	78.26	0.00	-78.26	0.00
754 Exterior Grounds	0.00	435.00	435.00	0.00	-435.00	0.00
755 Concession & Lounge	0.00	1,084.85	1,084.85	0.00	-1,084.85	0.00
756 Programmes - Administration	0.00	13,548.85	13,548.85	0.00	-13,548.85	0.00
757 Programmes	0.00	3,861.30	3,861.30	0.00	-3,861.30	0.00
<b>RECREATION CENTRE</b>	<b>0.00</b>	<b>104,075.10</b>	<b>104,075.10</b>	<b>0.00</b>	<b>-104,075.10</b>	
<b>EXPENSES</b>	<b>0.00</b>	<b>104,075.10</b>	<b>104,075.10</b>	<b>0.00</b>	<b>-104,075.10</b>	
<b>Recreation Centre</b>	<b>0.00</b>	<b>101,844.90</b>	<b>101,844.90</b>	<b>0.00</b>	<b>-101,844.90</b>	
<b>RECREATION CENTRE Total</b>	<b>0.00</b>	<b>101,844.90</b>	<b>101,844.90</b>	<b>0.00</b>	<b>-101,844.90</b>	

R-4

DISTRICT OF CHETWYND  
GL Department Report



GL5330

Page : 1

Date : Feb 18, 2021

Time : 12:03 pm

Year : 2021  
Period : 1

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	0.00	-4,013.65	-4,013.65	0.00	4,013.65	0.00
471 Fitness Revenue	0.00	-96.43	-96.43	0.00	96.43	0.00
474 Weight Room Revenue	0.00	-13,304.61	-13,304.61	0.00	13,304.61	0.00
475 Other Revenue from own Sources	0.00	-225.65	-225.65	0.00	225.65	0.00
478 Sale of Pool Accessories	0.00	-172.17	-172.17	0.00	172.17	0.00
<b>LEISURE POOL</b>	<b>0.00</b>	<b>-17,812.51</b>	<b>-17,812.51</b>	<b>0.00</b>	<b>17,812.51</b>	
<b>REVENUES</b>	<b>0.00</b>	<b>-17,812.51</b>	<b>-17,812.51</b>	<b>0.00</b>	<b>17,812.51</b>	
<b>EXPENSES</b>						
Leisure Pool						
730 Pool Administration	0.00	4,445.83	4,445.83	0.00	-4,445.83	0.00
731 Pool Office	0.00	23,343.78	23,343.78	0.00	-23,343.78	0.00
732 Pool Operations	0.00	43,460.17	43,460.17	0.00	-43,460.17	0.00
733 Pool Maintenance	0.00	14,482.46	14,482.46	0.00	-14,482.46	0.00
<b>LEISURE POOL</b>	<b>0.00</b>	<b>85,732.24</b>	<b>85,732.24</b>	<b>0.00</b>	<b>-85,732.24</b>	
<b>EXPENSES</b>	<b>0.00</b>	<b>85,732.24</b>	<b>85,732.24</b>	<b>0.00</b>	<b>-85,732.24</b>	
<b>Leisure Pool</b>	<b>0.00</b>	<b>67,919.73</b>	<b>67,919.73</b>	<b>0.00</b>	<b>-67,919.73</b>	
<b>LEISURE POOL Total</b>	<b>0.00</b>	<b>67,919.73</b>	<b>67,919.73</b>	<b>0.00</b>	<b>-67,919.73</b>	