

<p style="text-align: center;">CIVIC PROPERTIES COMMISSION MEETING AGENDA</p>
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DATE: March 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 – February 23, 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
 - NB-1 Concession Lease

10. Adjournment:

Next scheduled meeting:

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE February 23, 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)

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. Houley, SECONDED by Comm. Courtoreille

THAT the Agenda for February 23, 2021 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from January 26, 2021 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

Steve McLain, Director of Recreation, was happy to report that Chetwynd and District Rec Centre passed the TSBC Reduced Risk Assessment audit for the refrigeration plant.

9. NEW BUSINESS:

Civic Properties Commission spoke about climate change and what that may look like in the future 2040/2050.

Staff confirmed that plans are in place and continued improvements help reduce the facility carbon footprint. The 2021 facility audit will help identify needs and advance the existing strategic plan.

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:24pm

Next Meeting March 23, 2021

Dan Rose,
Chairperson

Elaine Webb
Secretary

CIVIC PROPERTIES COMMISSION

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

- There was a concern received last week regarding ice rentals. Specifically, an unnamed individual had indirectly expressed a concern that they have had to travel to Hudson's Hope to rent ice as the Chetwynd Rec Centre has been unable to accommodate their needs. While it is difficult to respond to this without any specifics, we have been consistently renting ice to individuals and families as long as the COVID requirements can be met. We have had several rentals this ice season and have not received as many requests as we normally would. We are only aware of not meeting ice rental requests in two instances:
 1. One request was for a specific after-school time slot that was already booked by the Chetwynd Little Giants Figure Skating Club. The person wishing to rent the ice was unable to reschedule to an alternatively offered time.
 2. The second request was for an adult drop-in hockey rental. The current Provincial Health Order does not permit this activity, and we had to respectfully decline this rental.
 3. Additionally, we did not allow one parent and his two children to play shinny hockey during a public skate due to safety concerns. This is a long time established policy that pre-dates COVID and is common throughout BC rinks.
- The facility operation continues as it has during the pandemic. There have been no significant changes to the existing Provincial Health Orders and our approved COVID safety plan, restrictions, and rules. We continue to adapt to meet the needs of our patrons as much as possible while remaining safe for our patrons and employees. As an example, the Figure Skaters will have a highly modified awards night in April where skaters will enter the rink individually, get their award and picture taken in front of a backdrop, and then leave through a separate exit. This ice season has been very challenging and we have met our patron's needs as effectively as we can under the restrictions and new operational guidelines.
- The Chetwynd and District Rec Centre may serve the community as a COVID vaccination site if the extra space is needed by Northern Health. A safe work plan for this is in development and does not pose any issues.
- The Management team successfully completed the second module of Emergency Response "Emergency Operations Centre Essentials" training through the JIBC.
- Meeting room rentals remain extremely limited under the current PHO and we have had to decline some rental offers.
- The Ammonia Exposure Control Plan annual revisions are complete.
- The Maintenance Staff have completed their annual Safe Work Procedure and Ammonia Exposure Control Plan review.
- The ice surfaces will be removed at the end of the month and the refrigeration contractor will be here in early April to perform the regular maintenance tasks and scheduled repairs.
- The 2021 Capital budget planning process has started and is proceeding on schedule. The equipment purchase for the water spray park has been advertised and the purchase has been approved by the DOC Council.
- Concern remains regarding further restrictions especially as they relate to delayed vaccines, COVID variants, and an anticipated significant third wave. The current PHO is in effect on a week-to-week basis, and Dr. Henry stated on March 18 that there will be "very little change in the next two months" in the current state of restrictions, and "by June, if we are able to keep a 3rd wave from taking off we can ease restrictions."

- The Chetwynd and District Rec Centre 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 January		
ROOM	2021	2020
Spruce	0	0
Pine	0	6
Aspen	2	12
Birch	0	0
Tamarack	0	8
Cottonwood	0	3
Kitchen	0	0
Curling Rink	0	0
Curling Lobby	0	0
Rec Lobby	0	0
TOTAL ROOM RENTALS	2	29

Room & Hall usage for February		
ROOM	2021	2020
Spruce	0	1
Pine	0	8
Aspen	2	16
Birch	0	0
Tamarack	0	2
Cottonwood	0	3
Kitchen	0	0
Arena	0	0
Curling Rink	0	0
Lobby	0	2
TOTAL ROOM RENTALS	2	32

CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission
 From: Kristina Phillips, Manager of Leisure Services
 Date: March 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
- Completed the EOC Essentials online course through the Justice Institute of British Columbia
- Ongoing staff training for Violence & Harassment, WHMIS, and Workplace Infection Training
- Upcoming Aquatic Staff Training for Spring/Summer
 - Bronze Star April 12-16th
 - Lifesaving Instructor April 18, 25, May 2 & 9
 - Bronze Medallion May 10-14th
 - Water Safety Instructor Recertification May 27th
 - Bronze Cross June 7-11th
 - National Lifeguard TBA

January 2021 & February 2021 STATS

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

FEBRUARY	Swim	Waterslide	Swim Lessons	Swim Club	Gym	After Hours Gym Access
February 2019	3092	1310	245	283	2736	486
February 2020	2577	1371	337	245	3106	618
February 2021	1348	0	77	0	2402	0

CIVIC PROPERTIES REPORT

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

February 2021

Program	2021	2020
Adult Programs	0	0
Adult Sport	0	0
Arena Rentals (User Groups)	120	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	13	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	16	10
Parent & Tot Skate	2	6
Piano Rental	8	6
Pickle Ball	0	0
Pre-Teen Dance	0	0
Public Climb	0	0
Public Skate	31	93
Skate Rentals	11	12
Skating Punch Card	5	0
Special Events	98	0
Student Sports	0	0
Toonie Climb	0	0
Toonie Skate	20	0
Walking Track	876	342
Wall Belay Test	0	0
Wall Rental	0	0
Youth Program	13	0
	1227	597

- Facility Fitness challenge - March 1 to April 30th, 2021

Chetwynd & District Rec Centre

FACILITY FITNESS
Challenge

MARCH 1 TO APRIL 30 2021

PRIZES

Walk, Run, Bike, Hike, Swim, & More

WORKOUT AT THE REC CENTRE, FROM HOME OR OUTSIDE!

REGISTER BY FEBRUARY 26 @ 4PM

50 KM
100 KM
150 KM
200 KM +

Help us keep track of your weekly milestones by phone, email, or dropping by the Rec Centre. For more information call 250.788.2214 or email elainewebb@gochetwynd.com

How far can you go in two months?

COVID-19 RESTRICTIONS IN EFFECT

- Total Body Fit - March 3 to March 31, 2021

COVID-19 RESTRICTIONS IN EFFECT


CHETWYND & DISTRICT REC CENTRE

TOTAL BODY FIT

LOW-INTENSITY | CARDIO | CORE | STRENGTH | FLEXIBILITY

5:15 - 6:15 PM
WEDNESDAYS IN THE TAMARACK HALL
JANUARY 27 TO FEBRUARY 24, 2021

5 Week Registration Fee
\$38.25
NO DROP-INS



- Spring Camp – March 15 to 26, 2021



- Continuing to operate with the COVID-19 restrictions and guidelines
- Keeping staff up to date with the PHO
- Training for Staff - Whims GHS, Violence & Harassment , Workplace Infection Training
- Emergency Management 1320 online Course
- In progress or organizing more programs for April

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Mar 19, 2021

Time : 2:49 pm

Year : 2021

Period : 2

Budget : Provisional Budget

Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
RECREATION CENTRE						
Recreation Centre						
REVENUES						
Recreation Centre						
470 Ice Time	-296.11	-5,996.07	-6,292.18	-102,266.00	-95,973.82	6.15
471 Other Operations	-1,129.81	-883.59	-2,013.40	-95,787.00	-93,773.60	2.10
472 Recreation Programmes	-809.28	-2,933.11	-3,742.39	-60,000.00	-56,257.61	6.24
599 Miscellaneous Revenue	-10.00	0.00	-10.00	-5,000.00	-4,990.00	0.20
811 Grants - Regional	0.00	0.00	0.00	-1,641,930.00	-1,641,930.00	0.00
RECREATION CENTRE	-2,245.20	-9,812.77	-12,057.97	-1,904,983.00	-1,892,925.03	0.63
REVENUES	-2,245.20	-9,812.77	-12,057.97	-1,904,983.00	-1,892,925.03	0.63
EXPENSES						
Recreation Centre						
750 Facilities Administration	17,530.81	23,145.01	40,675.82	429,074.00	388,398.18	9.48
751 Facilities Operations	39,489.76	57,960.90	97,450.66	1,080,595.00	983,144.34	9.02
753 Ice Plant Operations	78.26	2,326.11	2,404.37	27,000.00	24,595.63	8.91
754 Exterior Grounds	435.00	471.25	906.25	33,600.00	32,693.75	2.70
755 Concession & Lounge	1,084.85	403.81	1,488.66	19,500.00	18,011.34	7.63
756 Programmes - Administration	5,649.66	7,943.18	13,592.84	108,202.00	94,609.16	12.56
757 Programmes	3,861.30	7,486.70	11,348.00	125,012.00	113,664.00	9.08
823 Building Improvements	0.00	0.00	0.00	30,000.00	30,000.00	0.00
825 Machinery and Equipment	0.00	0.00	0.00	52,000.00	52,000.00	0.00
RECREATION CENTRE	68,129.64	99,736.96	167,866.60	1,904,983.00	1,737,116.40	8.81
EXPENSES	68,129.64	99,736.96	167,866.60	1,904,983.00	1,737,116.40	8.81
Recreation Centre	65,884.44	89,924.19	155,808.63	0.00	-155,808.63	

DISTRICT OF CHETWYND
GL Department Report

GL5330

Page : 2

Date : Mar 19, 2021

Time : 2:49 pm

Year : 2021
Period : 2

Budget : Provisional Budget

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
RECREATION CENTRE						
RECREATION CENTRE Total	65,884.44	89,924.19	155,808.63	0.00	-155,808.63	

R-4

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 1

Date : Mar 19, 2021

Time : 2:48 pm

Year : 2021
Period : 2

Budget : Provisional Budget
Group by: Default

Description	Open Bal	Current	Year to Date	Budget	Variance	% Used
LEISURE POOL						
Leisure Pool						
REVENUES						
Leisure Pool						
470 Swim Revenue	-4,013.65	-4,129.64	-8,143.29	-101,000.00	-92,856.71	8.06
471 Fitness Revenue	-96.43	-502.15	-598.58	-6,000.00	-5,401.42	9.98
472 Passes	0.00	-9.52	-9.52	0.00	9.52	0.00
473 Rental Revenue	0.00	0.00	0.00	-22,500.00	-22,500.00	0.00
474 Weight Room Revenue	-13,304.61	-8,855.46	-22,160.07	-170,000.00	-147,839.93	13.04
475 Other Revenue from own Sources	-225.65	-223.74	-449.39	-6,600.00	-6,150.61	6.81
478 Sale of Pool Accessories	-172.17	-342.06	-514.23	-5,000.00	-4,485.77	10.28
479 Miscellaneous Revenue	0.00	0.00	0.00	-10,000.00	-10,000.00	0.00
811 Pool Revenue	0.00	0.00	0.00	-1,284,355.00	-1,284,355.00	0.00
LEISURE POOL	-17,812.51	-14,062.57	-31,875.08	-1,605,455.00	-1,573,579.92	1.99
REVENUES	-17,812.51	-14,062.57	-31,875.08	-1,605,455.00	-1,573,579.92	1.99
EXPENSES						
Leisure Pool						
730 Pool Administration	4,375.56	5,619.04	9,994.60	133,292.00	123,297.40	7.50
731 Pool Office	12,300.07	20,016.05	32,316.12	234,565.00	202,248.88	13.78
732 Pool Operations	28,804.10	40,022.68	68,826.78	764,672.00	695,845.22	9.00
733 Pool Maintenance	14,482.46	23,122.77	37,605.23	382,901.00	345,295.77	9.82
734 Exterior Grounds	0.00	0.00	0.00	5,025.00	5,025.00	0.00
823 Building Improvements	0.00	0.00	0.00	60,000.00	60,000.00	0.00
825 Machinery & Equipment	0.00	0.00	0.00	25,000.00	25,000.00	0.00
LEISURE POOL	59,962.19	88,780.54	148,742.73	1,605,455.00	1,456,712.27	9.26

DISTRICT OF CHETWYND
GL Department Report



GL5330

Page : 2

Date : Mar 19, 2021

Time : 2:48 pm

Year : 2021
 Period : 2

Budget : Provisional Budget

Description	Open Bal	Current	Year To Date	Budget	Variance	% Used
LEISURE POOL						
EXPENSES	59,962.19	88,780.54	148,742.73	1,605,455.00	1,456,712.27	9.26
Leisure Pool	42,149.68	74,717.97	116,867.65	0.00	-116,867.65	
LEISURE POOL Total	42,149.68	74,717.97	116,867.65	0.00	-116,867.65	

CIVIC PROPERTIES COMMISSION

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

Report for Information

Explanation:

There is an interested potential Chetwynd and District Rec Centre Concession Operator. The proponent is a local resident, a regular facility patron, has a college education in restaurant management, significant relevant experience in restaurant management and operations, and is very keen. This potential relationship is in the early stages. The proponent and their partner have toured the facility and received the RFP package from the last posting in 2020. They have been looking for the "right" business to start in Chetwynd, are completing their business plan and proposed menu, and will be making a decision in the next couple of weeks. They have been informed that the concession is unable to open yet due to the Provincial Health Order, and that we anticipate mid-summer before this would change. As there was no interest in the last posting, the Commission could decide that due diligence has been met and there is no need to re-post. Conversely, the concession lease could be put back into a RFP to see if there is more interest. If the decision was made to re-post, the anticipated target date would be May. Should this prospective operator decide that they are not interested, it is recommended that the concession RFP be re-posted in May to attempt to secure a lease.

Recommended motion:

THAT the Civic Properties Commission accepts the prospective Concession Operators proposal for review and/or adoption at the April Civic Properties Commission meeting; without re-posting the 2020 Concession Lease RFP.

And: THAT the revised 2021 Concession Lease RFP be brought to the April Civic Properties Commission meeting for approval if the prospective proponent does not make a formal offer.

Submitted By:

Steve McLain

Director of Recreation.



Chetwynd and District Rec Centre

Request for Proposals 2020

There is an exciting opportunity to operate the food services concession in the thriving Chetwynd and District Rec Centre. This turnkey concession operation comes fully equipped with well-maintained equipment, storage space, walk-in cooler, and seating for up to fifty (50) customers. All municipal taxes and utilities such as electricity and natural gas are included in the lease. The successful proponent will be responsible for their business license, purchasing stock, maintaining insurance, cleaning of concession equipment and seating area, removing the concession garbage and all recyclable material from the concession and adjacent seating area daily, placing all refuse in supplied bins, disposing of all fats, oil and grease in accordance with legislation and established best practices, and all other associated operating costs. **Submit your proposal and move in as early as April 1, 2020.**

The Chetwynd and District Rec Centre

The Chetwynd and District Rec Centre, located in Chetwynd, British Columbia, is a dynamic full-service recreation centre. This facility is owned by the Peace River Regional District and operated by the District of Chetwynd. It is ideally located on busy Highway 97 at 4552 North Access Road and is adjacent to the Chetwynd Secondary School and the Chetwynd Public Library.

The Chetwynd and District Rec Centre is a community hub of activity all year long. The standard ice season operational hours for the concession are Monday - Sunday, 8:00 am to 9:00 pm. The standard summer season operational hours for the concession are Monday - Friday, 7:00 am to 3:00 pm, Saturday and Sunday 10:00 am to 6:00 pm. The Facility is home to a Lap pool, Wave pool, Whirlpool, Sauna, Walking Track, Climbing Wall, Indoor Ice Arena, Curling Rink, Squash/Racquetball Court, Community Gym, rental rooms, and meeting spaces. Numerous special events are run at, or near, the facility that attract a wide audience. The facility is also available for private rentals after public hours.

Opportunity for the Concession Operator

The Chetwynd and District Rec Centre has one concession that will be in operation throughout the year. Operating hours may vary dependant on facility use, special events, and seasons. There are also numerous annual catering opportunities for special events and facility rentals throughout the year.

Proposal Requirements

As part of each proposal, there is a requirement for the proponents to provide a detailed business plan outlining the following:

- Relevant Experience – include commercial kitchen and catering experience
- Three (3) professional references

- A sample menu plan with detailed pricing that includes healthy food and beverage options
- Proof of certification of Level I FOODSAFE training
- Ability to provide or obtain a District of Chetwynd business license
- Recommended hours of operation for the concession. The successful proponent must commit to providing services at the Chetwynd and District Rec Centre concession on a 7 day per week basis although operational hours may vary dependant on facility use and seasons. Operational hours may be negotiated.
- The successful proponent must be registered with WorkSafe BC (WCB) and ensure compliance with the *Workers' Compensation Act*. Upon request the successful proponent shall submit a WorkSafe BC (WCB Clearance Letter indicating that all WCB assessments have been paid.

All proponents must participate in a mandatory a site visit, by appointment, prior to submission of the proposal. Please make an appointment by phoning Steve McLain at 250-788-2214, or by email at smclain@gochetwynd.com.

Lease Agreement

The contract for the Chetwynd and District Rec Centre concession will be a four (4) year lease term with the option to request a renewal for up to two (2) additional years.

All successful proponents will be required to adhere to all provisions of the Health Act. Successful proponents will also be required secure, maintain, provide proof of, and pay for a general liability insurance policy, with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage, and must name the Peace River Regional District and the District of Chetwynd as additional named insured. The Tenant is required to carry contents insurance.

The successful proponent will pay the minimum sum of \$20,000.00 dollars (plus applicable taxes) in the first twelve months of the agreement. Of this amount \$15,200.00 dollars (plus applicable taxes) is the base amount for the concession operation. In addition to the base amount there shall be a \$400.00 per month fee relating to catering, as determined by and outlined in section 3. The base concession annual sum of (plus applicable taxes) shall be paid in monthly installments as follows:

Base: \$1,266.67

Catering: \$400.00

Total Before Taxes: \$1,666.67

The following criteria, but not restricted thereto, will be weighed and used to evaluate proposals: Evaluation of proposals will be by an evaluation committee formed by the Peace River Regional District and the District of Chetwynd. The Peace River Regional District and the District of Chetwynd will keep all proposals confidential prior to opening. The material contained in the proposal from the successful proponent will be incorporated in the licence and information which is considered sensitive and/or proprietary shall be identified as such by the proponent. Technical or commercial information included in the proposal shall not be released if the District of Chetwynd Deputy Director of Corporate Administration/Human Resources Manager deems such releases inappropriate, subject to the *Protection of Privacy and Freedom of Information Act*. The

Peace River Regional District and the District of Chetwynd reserves the right to seek proposal clarification with proponents to assist in making evaluations.

CRITERIA CONSIDERATIONS WEIGHT:

Business Plan:

- ☐ Demonstrate ability to deliver on Financial Terms
- ☐ Sufficient start-up financing
- ☐ Realistic expectations
- ☐ Operating hours

Weight: 30

Menu and Pricing:

- ☐ Variety
- ☐ Healthy choices provided
- ☐ Competitive prices

Weight: 25

Financial Terms:

- ☐ Proposed lease structure provides City with best value
- ☐ May include "value-added" concepts

Weight: 25

Business References:

- ☐ Three (3) references from locations where similar services were provided

Weight: 20

Submissions

Deadline for RFP submission is **2:00pm local time on March 1, 2020**. Electronic proposals will be accepted and must be confirmed received at smclain@gochetwynd.com prior to the deadline. Hard copies of the proposal shall be in a clearly marked envelope marked as "Chetwynd and District Rec Centre Concession Proposal", ATTN: Steve McLain, Manager of Leisure and Facility Services for the District of Chetwynd, 4552 North Access Road, Chetwynd, BC, V0C 1J0. **Submissions received after 2:00 PM local time on March 1, 2020 will be marked "Late" and returned, unopened, to sender.** Interested parties are required to check the District of Chetwynd website before the closing date and time for any updated information and addenda. Proposals received by the District of Chetwynd will be held in confidence and will become the property of the Peace River Regional District and the District of Chetwynd. The District of Chetwynd is however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that submissions will be treated as public documents and their contents may be disclosed if required to do so, pursuant to the Act.

The District of Chetwynd will review all received proposals and we thank all candidates for their interest.