



REPORT

To: Chair and Directors

Report Number: CS-BRD-416

From: Community Services

Date: July 17, 2025

Subject: Chetwynd and District Recreation Complex Operating Agreement

RECOMMENDATION: *[Corporate Weighted]*

That the Regional Board authorize the approval of the “Chetwynd & District Recreation Complex Operating Agreement” with the District of Chetwynd and endorsed by the Chetwynd Civic Properties Commission, which defines the roles of the parties for the management and operation of the Chetwynd & District Recreation Complex for a 5-year term from July 17, 2025 to July 17, 2030; further that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

The Chetwynd and District Recreation Centre (the Rec Centre) is owned by the Peace River Regional District (the Regional District) and operated by the District of Chetwynd (Chetwynd) with policy oversight provided by the Chetwynd and Area Civic Properties Commission (the Commission). The Commission was established by [Chetwynd Civic Properties Commission Bylaw No. 1049, 1996 \(Consolidated\)](#) and is delegated certain responsibilities through that Bylaw.

The Rec Centre is defined as including all buildings and other improvements on/to the property located at 4552 North Access Road in Chetwynd, BC including:

- Ice Arena
- Curling Rink
- Leisure Pools
- Hot Tubs
- Sauna
- Gym
- Splash Park
- Skate Park
- Common areas
- Grounds
- Other ancillary recreation amenities

A new Facility Operating Agreement titled “Chetwynd and District Recreation Complex Operating Agreement” (the Agreement) has been developed to provide clarity and role definition for the Regional District, the Commission and Chetwynd. The intention of the agreement is to formalize the working relationship that is in place, and mirror how the Rec Centre is operated.

On June 24, 2025, the Chetwynd Civic Properties Commission passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Chetwynd Civic Properties Commission approve the "Chetwynd and District Recreation Complex Operating Agreement" which defines the roles of the Regional District, District of Chetwynd and the Chetwynd Civic Properties Commission for the management and operation of the Chetwynd and District Recreation Complex; further, that the Agreement be forwarded to the District of Chetwynd and upon their endorsement of the agreement, the Commission recommend the Agreement to the Regional Board for approval.

On July 7, 2025, the District of Chetwynd Council passed the following resolution:

MOVED, SECONDED and CARRIED,

*That the report dated June 26, 2025 re: Chetwynd and District Recreation Complex Operating Agreement prepared by the Administration department be received; and
That the District of Chetwynd Council approve the DRAFT "Chetwynd and District Recreation Complex Operating Agreement" which defines the roles of the Regional District, District of Chetwynd and the Chetwynd Civic Properties Commission for the management and operation of the Chetwynd and District Recreation Complex."*

The Agreement has been reviewed by staff from both Chetwynd and the Regional District and outlines items such as:

Roles of the Regional District:

- Approve annual budget and capital project budgets.
- Pay Chetwynd an annual management fee.
- Consider the Commission's recommendations.
- Provide property and liability insurance.

Roles of the District of Chetwynd:

- Operate, maintain, and repair the Rec Centre.
- Preparation and revisions of the annual budget.
- Collect and receive revenue and account for the budget.
- Enter into agreements for the operation, maintenance, and repair of the Rec Centre.
- Provide recreational, maintenance, marketing, and clerical support services.
- Lead the procurement of Major Capital Purchases and Capital Projects.

Roles of the Commission:

- Establish policies and procedures.
- Entering certain lease, rental, use, and sponsorship agreements.
- Submission of an annual budget to the Regional District.
- Recommend to the Regional District any budget amendments to the Five-Year Financial Plan prior to expenditures in excess of budgeted amounts.
- Submission of an annual report to the Regional District.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

The Commission and Chetwynd will be informed and provided with the Agreement once finalized for signature.

OTHER CONSIDERATION(S):**Civic Properties Commission Bylaw**

The Commission was established in 1996 through Bylaw No. 1049, 1996, which was amended by Bylaw No. 1058, 1996. Through these bylaws, the Board delegated certain duties, powers and responsibilities to the Commission for the facility.

[Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025](#) was presented to the Regional Board for first two readings on June 19, 2025. This bylaw replaces the previous bylaws and re-establishes the Chetwynd Civic Properties Commission under new terms which clearly delegate certain responsibilities to the Commission. The bylaw will be presented to the Board for consideration of third reading and adoption on July 17, 2025 to align the powers granted by Bylaw to what has been proposed in the Agreement.

Attachments:

1. DRAFT Chetwynd and District Recreation Complex Operating Agreement
2. District of Chetwynd – Certified Resolution Chetwynd and District Recreation Complex Operating Agreement