



# REPORT

To: Chair and Directors

Report Number: CS-BRD-057

From: Chetwynd Civic Properties Commission

Date: February 17, 2021

**Subject: Function 255 Chetwynd Arena (Rec Centre) Draft 2021 Budget**

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The following recommendations from the January 26, 2021, Chetwynd Civic Properties Commission meeting are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: *[Corporate Weighted]***

That the Regional Board 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.

**RECOMMENDATION #2: *[Corporate Weighted]***

That the Regional Board 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.

**RECOMMENDATION #3: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$15,000, to be paid for through requisition, to purchase an autoscrubber and include it in the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #4: *[Corporate Weighted]***

That the Regional Board 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

**RECOMMENDATION #5: *[Corporate Weighted]***

That the Regional Board 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.

**RECOMMENDATION #6: *[Corporate Weighted]***

That the Regional Board 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.

**RECOMMENDATION #7: *[Corporate Weighted]***

That the Regional Board 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.

**RECOMMENDATION #8: [Corporate Weighted]**

That the Regional Board 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.

**RECOMMENDATION #9: [Corporate Weighted]**

\*That the Regional Board include the draft 2021 Budget for Function 255 Chetwynd Arena (Rec Centre) in the 2021 Financial Plan.

*\*This is not the verbatim recommendation made by the Civic Properties Commission.*

*On December 1, 2020, the Commission resolved:*

*“That the Civic Properties Commission approves the Provisional Operational Budget” (for 2021)*

*On January 26, 2021, the Commission again reviewed the draft budget and budget options, and resolved that the original provisional budget, approved on December 1, was the preferred option, and made the following resolution:*

*“That the Chetwynd 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 Financial Plan.” The staff report presenting Option 2 to the Civic Properties Commission was a late addition to the January 26, 2021 Commission Meeting agenda and can be [viewed online](#). This recommendation has been included to capture the Civic Properties recommendation to include the budget in the PRRD Financial Plan, as reviewed and approved by the Commission on December 1, 2020 and reaffirmed on January 26, 2021.*

**BACKGROUND/RATIONALE:**

At the December 1, 2020 meeting of the Chetwynd Civic Properties Commission the following resolution was passed:

*That the Civic Properties Commission recommends to the Peace River Regional District that the Chetwynd and District Rec Centre 2021 capital provisional budgets supplemental forms are approved as presented for Peace River Regional District final approval.*

For certainty and to provide more detail to the Regional Board, PRRD staff requested that the Commission approve each supplemental request on an individual basis (as seen above).

The Peace River Regional District received final (estimated) 2020 budget numbers on January 20, 2021 from the District of Chetwynd. This information was required in order to calculate the surplus/deficit from 2020. Below are the highlights of the PRRD budget for the Chetwynd Arena function.

**Supplemental Request – Operational Projects:**

Facility Condition Assessment - \$37,500 paid for through requisition

As a requirement of the asset management planning process (one of the Board’s Strategic Initiatives), facility condition assessments must be completed for all PRRD owned facilities. This assessment will:

- document any major deficiencies of the facility and provide a correction plan and cost
- develop an understanding of the remaining useful life of the facility components(e.g., building envelope, mechanical system, electrical system, etc.)
- estimate the capital expenditures required to maximize the lifecycle expectations of a building
- provide a current estimated value of the facility and estimate a replacement value

- provide a preventative maintenance schedule and program for use by both the PRRD and the facility operator.

The condition assessment will be completed by a qualified professional following a public procurement process and PRRD and Chetwynd staff will work together to develop the scope of work, review proposals and select the successful proponent.

#### **Supplemental Requests - Capital Projects:**

*(see attached supplemental request forms for details)*

- 1) Boiler for arena change room
  - \$20,000 to be paid for through requisition
- 2) Autoscrubber
  - \$15,000 to be paid for through requisition
- 3) Carpet cleaner
  - \$6,000 to be paid for through requisition
- 4) Meeting room LED conversion
  - \$10,000 to be paid for through requisition
- 5) Booking software
  - \$26,000 to be paid for through requisition
- 6) Security Cameras
  - \$5,000 to be paid for through requisition
- 7) Spray Park
  - \$350,000 to be paid for through grants

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

#### **FINANCIAL CONSIDERATION(S):**

##### **Budget Highlights**

Item	Highlights
Requisition	\$1,619,300
Deficit	-\$6,576
Chetwynd Operations Costs	\$1,548,789
PRRD Admin Costs	\$152,493 (incl \$58,212 for Chetwynd Admin Fee)
Transfers to Reserves (capital)	\$37,495
Transfers to Reserves (operations)	\$50,000
Capital (excl \$350,000 for spray park)	\$82,000
Total Ops & Capital <i>(does NOT equal sum of above – see attached budgets)</i>	\$2,235,777 (incl \$350,000 for spray park funded through grants)
Estimated Tax Rate	\$0.4834

- For comparison, the 2020 budget can be viewed on each budget sheet that shows the proposed 2021 budgets

<b>Capital Reserve</b>	<b>Option 1</b>
Opening Balance	\$2,483,985.76
2021 Transfer to Reserves	\$37,495.00
<b>TOTAL</b>	<b>\$2,521,480.76</b>

<b>Operational Reserve</b>	<b>2021</b>
Opening Balance	\$0
2021 Transfer to Reserves	\$50,000
<b>TOTAL</b>	<b>\$50,000</b>

#### Historic Tax Rates

<b>Year</b>	<b>Rate</b>
2021 proposed	\$0.4834
2020	\$0.4787
2019	\$0.4878
2018	\$0.5563
2017	\$0.5780
2016	\$0.6444
2015	\$0.6480

#### COMMUNICATIONS CONSIDERATION(S):

None.

#### OTHER CONSIDERATION(S):

##### Combined Tax Rates

	<b>2020</b>	<b>2021 Estimated</b>
Pool	\$0.4206	\$0.4251
Arena	\$0.4787	\$0.4834
<b>TOTAL</b>	<b>\$.8993</b>	<b>\$0.9085</b>

#### Attachments:

- 1) Function 255 Chetwynd Arena Budget and Tax Rate
- 2) Chetwynd Arena Operating Budget
- 3) F255 – Supplemental - Facility Condition Assessment
- 4) F255 – Supplemental - Arena Change Room Boiler
- 5) F255 – Supplemental - Autoscrubber
- 6) F255 – Supplemental - Carpet Cleaner
- 7) F255 – Supplemental - Meeting Room LED Conversion
- 8) F255 – Supplemental - Booking Software
- 9) F255 – Supplemental - Security Cameras
- 10) F255 – Supplemental - Spray Park