

FRASER VALLEY REGIONAL DISTRICT RECREATION, CULTURE AND AIRPARK SERVICES COMMISSION OPEN MEETING AGENDA

Tuesday, January 22, 2019

6:30 pm

District of Hope Council Chambers
345 Wallace Street, Hope, BC

Pages

1. CALL TO ORDER
2. ELECTION OF RECREATION, CULTURE & AIRPARK SERVICES COMMISSION CHAIR
3. ELECTION OF RECREATION, CULTURE & AIRPARK SERVICES COMMISSION VICE CHAIR
4. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Recreation, Culture and Airpark Services Commission Open Meeting of January 22, 2019 be approved

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

5. MINUTES/MATTERS ARISING

- 5.1 Recreation, Culture and Airpark Services Commission Open Meeting - 11 22 2018

6

MOTION FOR CONSIDERATION

THAT the Minutes of the Recreation, Culture and Airpark Services Commission Open Meeting of November 22, 2018 be adopted.

- 5.2 Recreation, Culture and Airpark Services Commission Open Meeting - 01 11 2019

13

MOTION FOR CONSIDERATION

THAT the Minutes of the Recreation, Culture and Airpark Services Commission Open Meeting of Jan 11, 2019 be adopted

6.	NEW BUSINESS	15
6.1	<u>Recreation, Culture and Airpark Services Commission Roles and Responsibilities</u>	17
	<ul style="list-style-type: none"> • Fraser Valley Regional District Establishment Bylaw No. 1192, 2012 • Purchasing and Procurement Policy revised February 2016 • Electoral Area Services – Out of Mandate Request Policy and Procedure dated November 27, 2012 • Discussion 	
6.2	<u>Bylaw No. 1515 2019 Hope and District Recreation Fees and Other Charges Amendment</u>	55
	<ul style="list-style-type: none"> • Memo from Staff regarding Bylaw No. 1515 2019 Hope and District Recreation Fees and Other Charges Amendment • Draft Hope and District Recreation Fees and Other Charges Bylaw 1515 2019 Amendment 	
	<u>MOTION FOR CONSIDERATION</u>	
	<p>THAT the revised Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019 be forwarded to the Fraser Valley Regional District Board for three readings and adoption.</p>	
6.3	<u>Improving Energy Efficiency at the Hope and Area Recreation Centre</u>	69
	<ul style="list-style-type: none"> • Memo from Staff regarding Improving Energy Efficiency 	
6.4	<u>Dan Sharrers Aquatic Centre Lease Update</u>	72
	<ul style="list-style-type: none"> • Memo from Staff regarding Dan Sharrers Aquatic Centre Lease Agreement Update 	
6.5	<u>Green Ice Surface</u>	73
	<ul style="list-style-type: none"> • Memo from Staff regarding Green Ice Surface • Letter from M. Petryk dated January 10, 2019 	
	<u>MOTION FOR CONSIDERATION</u>	
	<p>THAT the arena ice surface be painted green for the period of March 13-18, 2019 in recognition of St Patrick's Day activities taking place at the recreation centre.</p>	
6.6	<u>Dan Sharrers Aquatic Centre Maintenance Shutdown Period</u>	76
	<ul style="list-style-type: none"> • Memo from Staff regarding the Dan Sharrers Aquatic Centre 	

MOTION FOR CONSIDERATION

THAT the annual Dan Sharrers Aquatic Centre maintenance shutdown period be scheduled from August 18 through September 8, 2019.

6.7 2019 Ice Installation Date

77

- Memo from Staff regarding 2019 Ice Installation Date

MOTION FOR CONSIDERATION

THAT the ice be prepared for use on August 12, 2019 to accommodate a youth hockey camp with Hockey Ministries International.

6.8 Ride to Conquer Cancer Facility Booking

79

- Memo from Staff regarding Ride to Conquer Facility Booking
- Letter from A. Gaffigan received November 28, 2018
- Tentative Site plan for Ride to Conquer Cancer

MOTION FOR CONSIDERATION

THAT the Dan Sharrers Aquatic Centre, Conference Centre and Arena be closed to the public on Sunday, August 25, 2019 for the purpose of hosting the Ride to Conquer Cancer Finish Line event.

6.9 Area B Volunteer Appreciation Dinner Facility Use Request

83

- Memo from Staff regarding Area B Volunteer Appreciation Dinner

MOTION FOR CONSIDERATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$179.50 to Area B, funded from the community facility use grant program, for the purposes of hosting a volunteer recognition dinner in the Conference Centre.

6.10 RiverMonsters Swim Meet Facility Use Request

85

- Memo from Staff regarding RiverMonsters Swim Meet Facility Use Request

MOTION FOR CONSIDERATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$2,756.00 to the RiverMonsters Swim Club, funded from the community facility use grant program, for the purposes of renting the Dan Sharrers Aquatic Centre pool and conference centre to host a two day swim

meet on June 8 and 9, 2019;

AND THAT the Recreation, Culture and Airpark Services Commission support the District of Hope special event application for the use of the 6th Avenue Park field to enable overnight camping for the swim meet.

6.11 Friends of Hope Library Facility Use Request

88

- Memo from Staff regarding Friends of Hope Library Facility Use Request
- Letter from I. Wilson received January 16, 2019

MOTION FOR CONSIDERATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$129.50 to the Friends of Hope Library, funded from the community facility use grant program, for the purposes of hosting a fundraiser in the Conference Centre.

6.12 Hope and District Skating Club Ice Show Facility Use Request

91

- Memo from Staff regarding Hope and District Figure Skating Club Facility Use Request
- Letter from L. Druet received January 10, 2019

MOTION FOR CONSIDERATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$444.00 to the Hope and District Skating Club, funded from the community facility use grant program, for the purposes of hosting the annual ice show scheduled for March 9, 2019.

7. STAFF AND STANDING REPORTS

7.1 Winter and Spring Program Guide

- *Distributed separately*

8. RESOLUTION TO CLOSE MEETING

MOTION FOR CONSIDERATION

THAT the meeting be closed to the public, except for Senior Staff, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* - *labour relations or other employee relations*;

9. RECONVENE OPEN MEETING
10. REPORTS BY COMMISSION MEMBERS
11. RISE AND REPORT OUT OF CLOSED MEETING
12. NEXT MEETING

REQUEST FOR DECISION regarding the March 5, 2019 meeting of the Recreation, Culture and Airpark Services Commission.

13. ADJOURNMENT

MOTION FOR CONSIDERATION

THAT the Recreation, Culture and Airpark Services Commission Open Meeting of January 22, 2019 be adjourned.

FRASER VALLEY REGIONAL DISTRICT RECREATION, CULTURE & AIRPARK SERVICES

Thursday, November 22, 2018 @ 6:30 p.m.

Conference Centre
1005 6th Avenue, Hope, BC

OPEN MEETING MINUTES

Present:

Dennis Adamson, Chair, Electoral Area B
Hilary Kennedy, Vice Chair, Member at Large, District of Hope
Peter Robb, District of Hope Appointee
Terry Raymond, Director, Electoral Area A
Bronwyn Punch, Member at Large, Electoral Area B
Shanon Fischer, Member at Large, District of Hope

Staff Present:

Paul Gipps, Chief Administrative Officer, Fraser Valley Regional District
Jaime Reilly, Manager of Corporate Administration, Fraser Valley Regional District
Jody Castle, Manager, Recreation, Culture & Airpark Services
Mike Freimark, Assistant Manager, Recreation, Culture & Airpark Services

Regrets:

Dianne Davies, Member at Large, Electoral Area B

1 CALL TO ORDER BY CHAIR

Chair Adamson called the meeting to order at 6:40 p.m. Vice Chair Kennedy facilitated the meeting.

2 APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

RAYMOND/FISCHER

- 2.1 THAT** the Agenda, Addenda and Late Items for the Recreation, Culture & Airpark Services Commission Open Meeting of November 22, 2018 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

CARRIED

3 DELEGATION

3.1 Presentation by Catherine Freimark, President of the RiverMonsters Swim Club

Catherine Freimark, President of the RiverMonsters Swim Club provided a presentation for information of the 2018 season. The presentation included yearly highlights of the swim club, as well requested the support of the RCAS Commission for the 2019 Swim Meet. An option was presented for the BCSSA 2019 Regional Swim Championships to be hosted at the facility.

Mrs. Freimark concluded the presentation by requesting support for the following:

- Use of the Dan Sharrers Aquatic Centre and Conference Centre for a two day swim meet June 9 and 10, 2019;
- RCAS Commission support to enter a bid to host the 2019 BCSSA Regional Swim Championship. Bid to be submitted no later than January 4, 2019.

The Commission thanked Mrs. Freimark for the presentation, and discussion ensued resulting in the following motion:

PUNCH/ROBB

THAT the Recreation, Culture & Airpark Services Commission support the RiverMonsters Swim Club's consideration of hosting the Fraser Valley Regional Competition at the Hope & Area Recreation Centre in August 2019;

AND THAT details be brought forward to a future meeting of the Recreation, Culture & Airpark Services Commission.

CARRIED

Catherine Freimark left the meeting at 6:55 p.m.

4 MINUTES/MATTERS ARISING

4.1 Recreation, Culture & Airpark Services Commission Meeting – 07 25 18

RAYMOND/FISCHER

THAT the Minutes of the Recreation, Culture & Airpark Services Commission Open Meeting of July 25, 2018 be adopted.

CARRIED

4.2 Recreation, Culture & Airpark Services Commission Meeting – 08 13 18

ROBB/FISCHER

THAT the Minutes of the Recreation, Culture & Airpark Services Commission Open Meeting of August 13, 2018 be adopted.

CARRIED

4.3 Recreation, Culture & Airpark Services Commission Meeting – 10 25 18

PUNCH/ROBB

THAT the Special Minute of the Recreation, Culture & Airpark Services Commission Open Meeting of October 25, 2018 be adopted.

CARRIED

5 FINANCE

5.1 Financial Statements

2018 YTD Financial Income Statements were provided for information.

6 NEW BUSINESS

6.1 School District 78 2018/19 Scholarships

Discussion took place regarding the process for the 2018/19 Scholarships Committee, resulting in the following motion:

PUNCH/ADAMSON

THAT the Recreation, Culture and Airpark Services Commission participate in the 2018-2019 School District 78 Scholarship Program;

AND THAT the scholarship funding available for Hope Secondary School and Boston Bar School be set at \$1000 per school;

AND FINALLY THAT a scholarship selection committee be formed consisting of all seven members of the Recreation, Culture and Airpark Services Commission to determine scholarship criteria, review applications and provide recommendations.

DEFEATED

Following the defeat of the previous motion, further discussion took place resulting in the following motion:

FISCHER/RAYMOND

THAT the Recreation, Culture and Airpark Services Commission participate in the 2018-2019 School District 78 Scholarship Program;

AND THAT the scholarship funding available for Hope Secondary School and Boston Bar School be set at \$1000 per school;

AND FINALLY THAT a scholarship selection committee be formed consisting of two RCAS Commission members and one staff member to determine scholarship criteria, review applications and provide recommendations to the Recreation, Culture and Airpark Services Commission.

CARRIED

It was noted that Chair Adamson and Director Robb would participate in the committee.

6.2 Bus for Education and Aboriginal Resources (BEAR)

Discussion ensued regarding the program, with staff to bring back information for a follow up.

RAYMOND/PUNCH

THAT the Bus for Education and Aboriginal Resources be located in the recreation centre parking lot once per week to offer free family programming.

CARRIED

6.3 Hope Search and Rescue Funding Request

Declaring a conflict as she is a member of the Hope Search and Rescue, Commissioner Fisher left the meeting for discussion and voting on Item 6.3.

PUNCH/ROBB

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$101.50 to Hope Search and Rescue, funded from the community facility use grant program, for the purposes of renting the Flight Centre for up to two days in March 2019 to host a meeting;

AND THAT member of Hope Search and Rescue be eligible for a 20% corporate pass rate.

CARRIED

Commissioner Fisher returned to the meeting 7:28 p.m.

6.4 Hope Garden Club Funding Request

ROBB/ADAMSON

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$571.50 to Hope Garden Club, funded from the community facility use grant program, for the rental of the conference centre including projector and screen on March 6, 2019 for the purposes of hosting a gardening event;

AND THAT advertising for the event be provided on the LED screen for two weeks prior to the event.

CARRIED

6.5 Hope Secondary School Funding Request – Leadership Conference

RAYMOND/ADAMSON

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$373.50 to Hope Secondary School, funded from the community facility use grant program, for the purposes of renting the conference centre and kitchen on May 9, 2019 to host a leadership conference.

CARRIED

6.6 Hope Secondary School Funding Request – Career Fair

PUNCH/RAYMOND

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$285.50 to Hope Secondary School, funded from the community facility use grant program, for the purposes of renting the arena and mezzanine on May 2, 2019 to host a career fair for local students.

CARRIED

At this time item 6.11 was considered.

6.11 South Coast Women's Hockey League Funding Request

RAYMOND/ROBB

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$484.00 to the South Coast Women's Hockey League, funded from the community facility use grant program, for the purposes of renting the mezzanine and conference centre on March 29-31, 2019.

CARRIED

6.7 2019 RCASC Meeting Schedule

PUNCH/ROBB

THAT the Recreation, Culture and Airpark Services Commission adopt the 2019 RCASC Meeting Schedule.

CARRIED

6.8 Arena Mezzanine Renovations

Staff provided a presentation on the proposed floor plan and design for upgrades to the arena mezzanine.

RAYMOND/FISCHER

THAT the Recreation, Culture and Airpark Services Commission approve the proposed floor plan and design for upgrades to the arena mezzanine;

AND THAT staff be directed to issue a Request for Proposal for the renovation of the mezzanine space.

CARRIED

6.9 Primary Care Network Community Event

ADAMSON/ROBB

THAT staff attend the primary care network community event “Shaping the Future of Healthcare” on December 6, 2018.

CARRIED

It was noted that Jody Castle would attend the event.

6.10 Fitness Class Update

Discussion ensued regarding the challenges faced this year. It was noted that staff are in the process of receiving their certification to facilitate several fitness classes beginning in 2019.

7 STAFF AND STANDING REPORTS

7.1 RCAS Programming Highlights

Highlights and challenges of the Fall Program Guide were presented and discussed.

7.2 RCAS Staffing Update

An update was provided by staff.

Discussion took place regarding the Commission and Staff Christmas Party. The date and time were provided for the 2018 Christmas Party. It was proposed that the RCAS Commission provide a prize for the “Ugly Sweater” contest.

7.3 RCAS Correspondence

Letter from Fraser Canyon Hospice Society, and A. Poulin was distributed for information.

8 RESOLUTION TO CLOSE MEETING

PUNCH/RAYMOND

THAT the meeting be closed to the public, except for Senior Staff, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1) (k) of the *Community Charter* – negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The meeting adjourned at 8:08 p.m.

9 REPORTS BY COMMISSION MEMBERS

Chair Adamson noted that that he was looking forward to working with the Commission over the next four years.

Director Robb noted the excellent programming and service provided by the Hope & Area Recreation Centre.

Vice Chair Kennedy welcomed Director Robb to the Recreation, Culture and Airpark Services Commission, and reported on the success of the Dan Sharrers Memorial Tea.

10 NEXT MEETING

There was no discussion on the next meeting date of the Recreation, Culture and Airpark Services Commission.

11 RISE AND REPORT OUT OF CLOSED MEETING

RAYMOND/FISCHER

THAT the Recreation, Culture and Airpark Services Commission consider a one year extension of the Dan Sharrers Aquatic Centre Lease Agreement with the District of Hope;

AND THAT staff be directed to draft a Modification of Lease Agreement for the consideration of the Fraser Valley Regional District Board.

CARRIED

12 ADJOURNMENT

RAYMOND/PUNCH

THAT the Open Meeting of Recreation, Culture & Airpark Services Commission of November 22, 2018 be adjourned.

CARRIED

The meeting was adjourned at 8:42 p.m.

MINUTES CERTIFIED CORRECT:

Director Dennis Adamson, Chair

**FRASER VALLEY REGIONAL DISTRICT
RECREATION, CULTURE & AIRPARK SERVICES COMMISSION
OPEN MEETING MINUTES**

Friday, January 11, 2019
10:15 am
Conference Centre
1005, 6th Avenue, Hope BC

Present:

Dennis Adamson, Chair, Electoral Area B
Hilary Kennedy, Vice Chair, Member at Large, District of Hope
Peter Robb, District of Hope Appointee
Dianne Davies, Member at Large, Electoral Area B
Terry Raymond, Director, Electoral Area A (*by conference call*)

Staff Present:

Jody Castle, Manager, Recreation, Culture & Airpark Services
Mike Freimark, Assistant Manager, Recreation, Culture & Airpark Services

1. CALL TO ORDER BY CHAIR

Chair Adamson called the meeting to order at 10:24 a.m.

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

KENNEDY/DAVIES

THAT the Agenda, Addenda and Late Items for the Recreation, Culture and Airpark Services Commission Open Meeting of January 11, 2019 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

CARRIED

3. MINUTES/MATTERS ARISING

3.1 Recreation, Culture and Airpark Services Commission Open Meeting - November 22, 2018

Item 3.1 was postponed to the next regularly scheduled meeting, January 22, 2019.

4. NEW BUSINESS

None.

5. RESOLUTION TO CLOSE MEETING

RAYMOND/KENNEDY

THAT the meeting be closed to the public, except for Senior Staff, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(a) of the *Community Charter* - *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Regional District or another position appointed by the Regional District.*

CARRIED

6. RECONVENE OPEN MEETING

The Open Meeting reconvened at 10:35 a.m.

7. REPORTS BY COMMISSION MEMBERS

None.

8. RISE AND REPORT OUT OF CLOSED MEETING

None.

9. ADJOURNMENT

KENNEDY/ROBB

THAT the Recreation, Culture and Airpark Services Commission Open Meeting of January 11, 2019 be adjourned.

CARRIED

The Open meeting was adjourned at 10:46 a.m.

MINUTES CERTIFIED CORRECT:

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Director Dennis Adamson, Chair

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: 2019 Ice Installation Date

RECOMMENDATION

THAT the ice be prepared for use on August 12, 2019 to accommodate a youth hockey camp with Hockey Ministries International.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

Each year, ice is removed from the surface of the arena floor during the spring and summer season. The final ice booking in 2019 is confirmed by the Lower Mainland Monarchs for April 12-14, 2019. After this, the ice will be removed and is tentatively scheduled to be installed before the Dan Sharrers Aquatic maintenance period from August 6-17, 2019. Staff anticipate hosting a Chilliwack Chiefs exhibition game in the final week of August, and Hope Minor Hockey to begin using the ice the first week of September. The ice must be installed prior to the shutdown period in order to prioritize staff time on both installation of the ice and maintenance in the pool. Ice revenues in the last two weeks of August are limited, however, having the ice installed two weeks before heavy use allows for a better playing surface throughout the fall and winter season.

Hockey Ministries International, a non-profit Christian organization, has requested to host a hockey school at the Hope Arena from August 12-16, 2019. On ice staff include former or current NHL players, and up to 60 youth from the age of 9-17 are expected to attend. The group has secured Camp Hope for the overnight camp.

DISCUSSION

The ice is installed in the middle of August to have the ice prepared for the first week of September. Requests for ice use are limited in August. The request from Hockey Ministries International would result in the ice being installed 7 days earlier than scheduled.

The hockey camp would be advertised throughout the local community and local players would be encouraged to attend. The total revenue for the camp is expected to be approximately \$2,960.

COST

Energy Cost: approximately \$300

Potential revenue: \$2,960

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

**FRASER VALLEY REGIONAL DISTRICT
BYLAW NO. 1192, 2012**

A bylaw to establish the Recreation, Culture and Regional Airpark Services Commission

WHEREAS Section 176 of the Local Government Act, RSBC 1996 Ch. 323 (the “Act”), provides that a local government may establish Commissions to operate the services of the local government;

AND WHEREAS the Hope and District Recreation Commission was established pursuant to “Fraser Valley Regional District Hope and District Recreation Commission Establishment Bylaw No. 501, 2002” adopted on April 23, 2002;

AND WHEREAS the Hope Regional Airport Commission was established pursuant to “Fraser Valley Regional District Hope Regional Airport Commission Establishment Bylaw No. 0138, 1999” adopted on September 21, 1999;

AND WHEREAS the Board of Directors of the Fraser Valley Regional District deems it necessary, desirable and expedient to repeal Fraser Valley Regional District Bylaws No. 0138, 1999 and No. 0501, 2002 and to merge the Hope and District Recreation Commission and the Hope Regional Airport Commission in order to facilitate the establishment of a newly constituted Recreation, Culture and Regional Airpark Services Commission under Bylaw 1192, 2012;

NOW THEREFORE, the Board of Directors of the Fraser Valley Regional District in open meeting assembled, enacts as follows:

1.0 CITATION

- 1.1 This bylaw may be cited for all purposes as “Fraser Valley Regional District Recreation, Culture and Airpark Services Commission Establishment Bylaw No. 1192, 2012”.

2.0 DEFINITIONS

In this bylaw:

“Board” means the Board of Directors of the Fraser Valley Regional District;

“Chief Administrative Officer” means that person appointed as Officer responsible for corporate administration by the Board;

“Director of Corporate Services” means that person appointed as Deputy Officer responsible for corporate administration and Officer responsible for financial administration by the Board;

\ “Manager of Recreation, Culture and Airpark Services” means that person appointed to such position by the Board;

“Participants” means the District of Hope and Electoral Areas A and B, as applicable;

“Regional District” means the Fraser Valley Regional District.

3.0 ENACTMENTS

3.1 There is hereby created the “Recreation, Culture and Airpark Services Commission” (hereinafter referred to as the “Commission”);

3.2 The terms of this bylaw set forth the delegated powers, duties and responsibilities of the Commission and establish the rules of procedure for the Commission.

4.0 TERMS OF THE BYLAW

4.1 Composition of the Commission

The Commission shall be composed of seven (7) members who shall serve without remuneration, and such members shall be appointed by the Board as follows:

- (a) One (1) Electoral Area Director from Electoral Area A;
- (b) One (1) Electoral Area Director from Electoral Area B;
- (c) One (1) Municipal Director from the District of Hope;
- (d) Two (2) Members at Large from Electoral Area B;
- (e) Two (2) Members at Large from the District of Hope.

4.2 Appointment of the Commission, Term of Appointment and Alternates

- 4.2.1 The term of office of the appointed Directors for Electoral Areas A and B shall be three (3) years, unless the appointment is rescinded in accordance with Section 4.3.
- 4.2.2 The term of office of the appointed Municipal Director from the District of Hope shall be three (3) years, unless the Council of the District of Hope chooses to appoint another Municipal Director during that term.
- 4.2.3 Appointments to the Commission in accordance with Section 4.2.1 shall be made by resolution of the Board every three years and shall be made during the month of December. Appointments will take effect on January 1st.
- 4.2.4 The term of office of the appointed Members at Large from Electoral Area B and the District of Hope shall be two (2) years. The term of office shall be staggered

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to ensure continuity of the Commission, thus one Commissioner at Large from Electoral Area B and the District of Hope shall be appointed to the Commission in each calendar year.

4.2.5 Member at Large appointments to the Commission shall be made as follows:

4.2.5.1 Appointments shall be solicited in September for each year by way of an Expression of Interest for Appointment to the Recreation, Culture and Regional Airpark Services Commission. This solicitation is to be advertised in the communities of Electoral Area B and the District of Hope and on the Fraser Valley Regional District Website;

4.2.5.2 The Manager of Recreation, Culture and Airpark Services shall be responsible for soliciting the Expression of Interest for Appointment to the Recreation, Culture and Regional Airpark Services Commission;

4.2.5.3 On the basis of the responses to the Expression of Interest for Appointment to the Recreation, Culture and Regional Airpark Services Commission, Electoral Area and Municipal Commissioners shall make a recommendation to the Board for the appointment of these Members at Large.

4.2.5.4 The Board shall ratify the appointments of Members at Large by resolution.

4.2.6 Commissioners representing Electoral Areas A and B and the District of Hope shall appoint Alternates to the Commission.

4.2.6.1 Commissioners at Large are not entitled to have Alternates appointed to the Commission.

4.2.6.2 Alternate Commissioners acting on behalf of a Commissioner shall be permitted to attend any regular or closed meeting of the Commission and may exercise the voting rights of the Commissioner on whose behalf the Alternate is acting.

4.2.6.3 Alternate Commissioners may attend regular and closed meeting of the Commission as an observer with the proviso that no voting rights or other privileges shall be invoked.

4.2.7 The eligibility requirements for Commissioners and Alternate Commissioners shall be those same qualifications set for under *the Local Government Act, RSBC 1996 Ch. 323*, with respect to who may hold elected office as a member of a local government.

4.3 Resignations or Removal from the Commission

4.3.1 The Board shall have the power, by an affirmative vote of not less than two-thirds of the votes cast by the Directors who are present and who represent a participating area, to remove from office at any time any member of the

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commission so appointed. In the case of a tie vote, the full Board, by an affirmative vote of not less than two-thirds of the votes cast, may remove a Commissioner from office.

4.3.2 Any Commissioner who is absent from meetings of the Commission for three (3) consecutive meetings without leave of absence from the Commission shall forthwith cease to be a member of the Commission and that person's seat thereon shall be declared vacant.

4.3.3 The Board, upon a vacancy arising from any cause, shall forthwith appoint a new Commissioner who shall serve for the unexpired portion of the term vacated. The Commission shall recommend an appointee to the Board for this purpose.

4.3.4 A Commissioner at Large may resign from the Commission in writing to the Chair and the vacancy shall be filled in accordance with this section.

4.4 Participation on the Commission

4.4.1 The following Commissioners shall have the power and authority to consider all matters pertaining to the Hope and District Arena and the Dan Sharrers Aquatic Centre other facilities contemplated or enabled under the service established in accordance with the "Fraser Valley Regional District Hope and Electoral Area "B" Arena and Swimming Pool Local Service Area Conversion Bylaw No. 0103, 1997":

Commissioner representing Electoral Area B;
Commissioner representing the District of Hope;
Commissioners at Large representing Electoral Area B; and
Commissioners at Large representing the District of Hope.

4.4.2 The following Commissioners shall have the power and authority to consider all matters pertaining to the Regional Airpark and Recreation Programs in Electoral Areas A and B and the District of Hope:

Commissioner representing Electoral Area A;
Commissioner representing Electoral Area B;
Commissioner representing the District of Hope;
Commissioners at Large representing Electoral Area B; and
Commissioners at Large representing the District of Hope.

4.4.3 The following Commissioners shall have the power and authority to consider all matters pertaining to Almer Carlson Pool in Electoral Area A:

Commissioner representing Electoral Area A.

4.4.4 Notwithstanding Sections 4.4.1 to 4.4.3, Commissioners at Large are not empowered to vote on budgetary matters.

4.5 Powers and Duties Delegated to the Commission

4.5.1 The Commission's powers are limited in accordance with Section 191 of the Act. The Commission's powers shall not:

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- 4.5.1.1 extend to or include any powers of the Board which are exercised by Bylaw only;
 - 4.5.1.2 include the power to appoint, suspend or terminate a local government officer or employee;
 - 4.5.1.3 include the power to hear an appeal or reconsider an action, decision or other matter of the Board;
 - 4.5.1.4 include the power to enter into a collective agreement;
 - 4.5.1.5 include the power to give an approval or consent, make a recommendation, accept an action or make a decision on behalf of the Board which is required under the Act or any other Act.
- 4.5.2 Subject to Section 4.4, the Board hereby authorizes and empowers the Commission to undertake the following:
- 4.5.2.1 Manage and make improvements, including new construction, to property or an interest in property held by the Regional District in relation to any and all facilities associated or affiliated with the Hope and District Recreation Centre and Airpark subject to the provisions of all applicable legislation, regulations, bylaws or other enactments or contractual obligations with respect to said property;
 - 4.5.2.2 Make recommendations to the Board concerning the establishment, implementation of rules regulations, policies and procedures with respect to the delivery, operation and management of airpark and recreation services, programs and facilities in Electoral Areas A and B and the District of Hope;
 - 4.5.2.3 Make recommendations to the Board concerning the establishment of rates, fees and charges with respect to the delivery of airpark and recreation services, programs and facilities in Electoral Areas A and B and the District of Hope;
 - 4.5.2.4 Make recommendations to the Board concerning the establishment and administration of capital and operating budgets with respect to the delivery of airpark and recreation services, programs and facilities in Electoral Areas A and B and the District of Hope;
 - 4.5.2.5 Make recommendations to the Board for the authorization to enter into contracts, according to FVRD purchasing policies, for the purpose of carrying out its duties as set forth in this bylaw, within the amount authorized in the respective capital and operating budgets;
 - 4.5.2.6 Enforce all Bylaws of the Board in relation to any matter affecting the management of property held by the Regional District and/or

\ the delivery of recreation, cultural and airpark services or programs in Electoral Areas A and B and the District of Hope.

4.5.2.7 Report out to the Board on any and every matter referred to it. Such report shall be in the form of minutes, unless special circumstances dictate that matters may or must be otherwise brought forward to the Board.

4.5.2.8 Establish programming and implement marketing and advertising initiatives for the recreation, cultural and airpark services.

4.5.2.9 Waive established fees when to the benefit of the community at large with respect to recreation, cultural and airpark services.

4.6 Financial Responsibilities of the Commission

4.6.1 Present to the Board, a 5 year Financial Plan, prepared in each calendar year in accordance with the Act.

4.6.2 Refer the annual Financial Plan to the Participants prior to ratification and adoption of same by the Board.

4.6.3 The Director of Corporate Services shall make quarterly financial statements available to the Commission on request.

4.7 Meetings of the Commission

4.7.1 The Commission shall decide from time to time, by resolution, when and where its regular meetings shall be held. Meetings must be held at least four (4) times per year.

4.7.2 All acts whatsoever authorized or required to be done by the Commission, except as otherwise provided for, and all questions of adjournment and others that may come before the Commission, shall be done and decided by a Quorum of the members of the Commission, including the Chair, who are present at any meeting of the Commission. Four (4) members of the Commission shall constitute a Quorum for the transaction of the Commission's business. If a quorum is not present within thirty (30) minutes after the time fixed for a meeting, the Manager of Recreation, Culture and Airpark Services, shall record the names of the members present and the meeting shall stand adjourned.

4.7.3 A special meeting of the Commission may be called at any time by the Chair and each member of the Commission shall be given at least twenty-four hours notice of same before the time of meeting by leaving a copy of the notice for each member of the Commission at the place to which he/she has directed such notices to be sent, unless the notice is waived by the unanimous vote for all the members of the Commission.

4.7.4 Two or more members of the Commission may, in writing, request the Chair to call a special meeting. In case the Chair, within twenty-four hours after receiving the request for a special meeting refuses or neglects to call the special meeting within seven (7) days after the day upon which the request is received by the

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Chair, or if the Chair is absent then two or more members of the Commission may call a special meeting.

- 4.7.5 Advance Public Notice of any regular or special meeting shall be given to members of the public in accordance with the Act.
- 4.7.6 All regular meetings of the Commission shall be open to the public.
- 4.7.7 Meetings of the Commission may be closed to the public in accordance with the Act.
- 4.7.8 Minutes of all meeting of the Commission shall be accurately recorded and must be kept by the person charged with this responsibility under the Act. Minutes of all meetings of the Commission must be circulated to the Commission Members prior to the next meeting, and after they have received the approval of a majority of the Members, shall be signed by the Chair or other person presiding at the meeting and forwarded to the Board for receipt.
- 4.7.9 Minutes of open meetings of the Commission shall be open for inspection at anytime.
- 4.7.10 Minutes of closed meetings of the Commission shall not be open for inspection by the public and shall only be released by the Head of Freedom of Information subject to the disclosure provisions of *the Freedom of Information and Protection of Privacy Act, RSBC 1996*. No Commissioner shall disclose to the public the proceedings of a closed meeting of the Commission.
- 4.7.11 A closed meeting resolution or minutes of a closed meeting may be made a matter of public record where the Commission resolves that it is in the public interest to make a closed meeting resolution or minute a matter of public record. It is the responsibility of the Chief Administrative Officer or duly appointed designate to ensure that the matter is brought into the public record at the next regular Commission Meeting.
- 4.7.12 In the absence special circumstances, Commission Agendas shall be circulated to each Commission Member, either in hard copy or electronically, at least four (4) calendar days in advance of a Meeting of the Commission.
 - 4.7.12.1 Addenda materials not contained within the regular agenda shall be circulated at the time of the regular Commission Meeting.
 - 4.7.12.2 Addenda materials must be approved in advance by the Chair.
- 4.7.13 A Delegation wishing to appear before the Commission shall submit a written request to appear as a delegation to the Manager of Recreation, Culture and Airpark Services, together with copies of any written submissions to the Commission, not later than ten (10) calendar days prior to the scheduled Commission Meeting. The request must specify the subject matter of the delegation.
 - 4.7.13.1 The Chair must approve all delegations before the delegation is set to the Commission Agenda.

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- 4.7.13.2 Where the Chair has refused a delegation, the Chair shall notify the Commission in writing on the Commission Agenda that the Delegation asked to appear before.
 - 4.7.13.3 The Manager of Recreation, Culture and Airpark Services shall promptly notify a representative of the delegation as to the date, time and place of the Commission Meeting at which the delegation will be heard.
 - 4.7.13.4 The Manager of Recreation, Culture and Airpark Services shall promptly notify a representative of a delegation that has been refused as to why the delegation has been refused.
 - 4.7.13.5 The Chair has the discretion to entertain a late delegation.
 - 4.7.13.6 Delegations are limited to a maximum of ten (10) minutes, unless otherwise extended by leave of the Chair or other person presiding.

4.8 Election of Chair and Vice Chair of the Commission

- 4.8.1 The Commission shall, at its first meeting of each calendar year, elect one (1) of its Members as its Chair for that year. The Manager of Recreation, Culture and Airpark Services, shall conduct the election for Chair and shall act as Chair until the election of the Chair has been completed. Where only one Member is nominated, after the person conducting the election has called three (3) times for nominations, the Member nominated shall be acclaimed Chair. If more than one Member is nominated, the Chair shall be elected by secret ballot with each Member having one (1) ballot. The Member with the most ballots will be elected Chair.
- 4.8.2 The Commission shall, at its first meeting of each calendar year, elect one (1) of its Members as its Vice Chair and the Chair shall conduct the election in accordance with this section.

4.9 Powers and Duties of the Chair and Vice Chair of the Commission

- 4.9.1 The Chair shall preside, when present, at all meetings of the Commission and shall fulfill all of the duties usually performed by a Chair.
- 4.9.2 The Chair shall be the official spokesperson for the Commission but shall not act autonomously from the Commission
- 4.9.3 The Chair shall be responsible for setting matters on the Commission Agenda in consultation with Staff and Commission Members as required.
- 4.9.4 The Chair has the same voting rights as the other members of the Commission and may exercise those rights to break a tie vote as necessary.
- 4.9.5 The Commission must elect a Vice-Chair who in the absence of the Chair shall preside at meetings of the Commission.

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- 4.9.6 In case the Chair and the Vice Chair is absent from a meeting of the Commission, the Commission Members present at the meeting shall elect one of their number to act as Chair of the meeting.
- 4.9.7 The Chair or other person presiding shall preserve order and decide points of order which may arise during the course of a Commission meeting.
- 4.9.8 The Chair or other person presiding may exclude from a meeting of the Commission, any person whom the Chair or other person presiding considers to be out of order.
- 4.9.9 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Chair or other person presiding are equal for or against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other person presiding to so declare.

4.10 Voting Rights of Commission Members

- 4.10.1 Subject to Sections 4.4 and 4.10.2, all Commission Members shall be entitled to one vote and may vote on all matters affecting a Commission Members respective Participating Area.
 - 4.10.1.1 Matters pertaining to the Hope and District Arena and the Dan Sharrers Aquatic Centre may only be voted on by those Commissioners identified in Section 4.4.1.
 - 4.10.1.2 Matters pertaining to Recreation Programs in Electoral Areas A and B and the District of Hope may only be voted on by those Commissioners identified in Section 4.4.2.
 - 4.10.1.3 Matters pertaining to Airpark Services in Electoral Areas A and B and the District of Hope may only be voted on by those Commissioners identified in Section 4.4.2.
 - 4.10.1.4 Matters pertaining to Almer Carlson Pool in Electoral Areas A may only be voted on by those Commissioners identified in Section 4.4.3.
- 4.10.2 Commissioners at Large may hear, consider, debate and discuss budgetary matters, but are not entitled to vote on budgetary matters.
- 4.10.3 In all cases where the votes of the Commissioners present and entitled to vote, including the vote of the Chair or other person presiding are equal for or against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other person presiding to so declare.
- 4.10.4 Any Commissioner present and entitled to vote who abstains from voting shall be deemed to have voted in the affirmative.
- 4.10.5 Any Commissioner present and entitled to vote may ask that his/her negative vote be recorded in the Minutes.

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4.10.6 A Special Vote by way of a telephone poll may be undertaken where a matter is considered urgent in that the matter requires immediate action as a result of unforeseen circumstances and where calling a regular or special meeting of the Commission would be impractical.

4.10.6.1 Where a Special Vote is to be undertaken, the Manager of Recreation, Culture and Airpark Services or duly appointed designate shall make all reasonable attempts under the circumstances to ensure that each Commissioner entitled to vote has the opportunity to do so.

4.10.6.2 Before a Commissioner vote, the Manager of Recreation, Culture and Airpark Services, or duly appointed designate shall ensure that the resolution or matter to be voted on is communicated to the Commissioner either orally, including by telephone or other means of telecommunication or by delivery in writing, including facsimile transmission, email or other means of electronic transmission.

4.10.6.3 A Commissioner shall vote by informing the Manager of Recreation, Culture and Airpark Services or duly appointed designate of the Commissioner's approval or disapproval of the resolution or matter to be voted on and the Commissioner's vote shall be recorded.

4.10.6.4 After ensuring that each Commissioner has had an opportunity to vote, the Manager of Recreation, Culture and Airpark Services or duly appointed designate shall inform the Chair of the results of the voting and the Chair shall declare the vote to have passed or failed in accordance with the results. At the time of the Chair's declaration, the results of the voting shall have the same effect as if the voting had been conducted at a regular or special meeting of the Commission. The vote shall be recorded as a Minute of the Commission.

4.11 Rules of Order

4.11.1 *Robert's Rules of Order, Newly Revised*, shall apply to the conduct of meetings.

4.11.2 No Commissioner shall speak until recognized by the Chair or other person presiding.

4.11.3 Every Commissioner desiring to speak shall address him/herself through the Chair.

4.11.4 No Commissioner shall speak longer than five (5) minutes on any question without leave of the Chair.

4.11.5 No Commissioner shall speak more than once to the same question without leave of the Chair except to explain a material part of his/her comments which may have been misconstrued, and in doing so is not permitted to introduce new subject matter.

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4.11.6 No Commissioner shall interrupt a person speaking except to raise a point of order through the Chair.

4.11.7 Debate on a matter shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule of procedure.

4.11.8 All questions shall be decided by vote on a motion. Motions may be moved and seconded by any Commissioner, irrespective of whether the Commissioner has voting rights with respect to the matter.

4.11.9 All questions shall be decided by majority vote of the Commissioners entitled to vote in accordance with Section 4.10 of this bylaw.

4.12 Conflict of Interest

4.12.1 A Commissioner must not participate in the discussion of or vote on a question in respect of a matter in which the Commissioner has a direct or indirect pecuniary interest or another interest in the matter that constitutes a conflict of interest.

4.12.2 Where a Commissioner considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter as a result of a conflict of interest, the Commissioner must declare this and state the general nature of why the Member considers this to be the case.

4.12.3 Where a conflict of interest is declared, the Commissioner must:

4.12.3.1 not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;

4.12.3.2 immediately leave the meeting or that part of the meeting during which the matter is under consideration;

4.12.3.3 not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.

4.12.3.4 Where a conflict of interest is declared, it shall be recorded in the Minutes of the Meeting.

4.13 Remuneration of Commission Members and Alternates

4.13.1 Commission Members and Alternates receive no remuneration, other than reimbursement for reasonable incidental expenses, including mileage, incurred in the course of their duties while acting as a Commissioner or Alternate Commissioner.

5.0 REPEAL

The following Bylaws and any and all amendments thereto are hereby repealed:

- a) "Fraser Valley Regional District Hope and District Recreation Commission Establishment Bylaw No. 501, 2002";
- b) "Fraser Valley Regional District Hope Regional Airport Commission Establishment Bylaw No. 0138, 1999".

6.0 READINGS

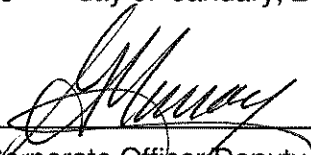
READING A FIRST TIME THIS 30th day of January, 2013

READING A SECOND TIME THIS 30th day of January, 2013

READING A THIRD TIME THIS 30th day of January, 2013

ADOPTED THIS 30th day of January, 2013

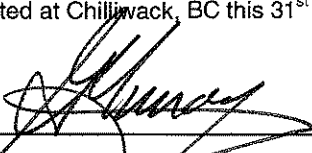

Chair/Vice-Chair


Corporate Officer/Deputy

7.0 CERTIFICATION

I hereby certify the foregoing to be a true and correct copy of the "Fraser Valley Regional District Recreation, Culture and Airpark Services Commission Establishment Bylaw No. 1192, 2012" as adopted by the Board of Directors on the 30th day of January, 2013

Dated at Chilliwack, BC this 31st day of January, 2013


Corporate Officer/Deputy



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: Purchasing and Procurement

BOARD AUTHORIZED: June 23, 2015

Revised: July 28, 2015 – Board Resolution +
housekeeping amendments

Revised: February 2016 – Staff initiated -
housekeeping amendments

Note: Repeals '*Purchasing Goods & Services
Policy*' dated June 28, 2011

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PART A INTRODUCTION

A.1 PURPOSE

- 1.1 The purpose of this Policy is to establish policies and procedures for the procurement of all goods and services for the Regional District.
- 1.2 All employees, volunteers and other authorized personnel responsible for purchasing goods and services, responsible for approving the purchase of goods and services, or responsible for executing contracts for the purchase of goods and services must adhere to this Policy.

A.2 OBJECTIVES

- 2.1 The primary objectives of this Policy are to ensure that the Regional District obtains the best value for its expenditure while ensuring that all purchases and procurement processes are undertaken in a fair, transparent and consistent manner.
- 2.2 The Policy is intended to promote transparent and non-discriminatory practices for competitive purchasing so that all qualified vendors are given the opportunity to compete for the Regional District's purchasing activities.
- 2.3 The Policy outlines when competitive and non-competitive procurement processes should be used, which personnel of the Regional District may approve purchases and execute contracts and minimum requirements for advertising procurement opportunities.

A.3 CONFLICT OF INTEREST

- 3.1 In accordance with the Regional District's *Code of Conduct Policy*, conflicts of interest are to be avoided. Employees and volunteers for the Regional District shall not use the authority of their office for personal gain or for the personal gain of others that are known or related to them.
- 3.2 Any personal interest of an employee or volunteer that may be interpreted, or may reasonably be deemed by others to affect the impartiality of the employee or volunteer in any matter relevant to the purchase of goods or services, should be declared to their supervisor, and in the case of a volunteer, to the CFO.

- 3.3 An employee or volunteer has a conflict of interest with a supplier if the employee has a next of kin, a business relationship, or other perceived conflict with the supplier, or where the employee stands to gain personally (financially or otherwise) from the engagement of that supplier. The employee or volunteer shall avoid doing business with that supplier.

PART B GENERAL

B.1 OVERVIEW

- 1.1 The process and procedure used to select vendors for the delivery of goods and services, construction, or provision of consulting/professional services can vary depending on a variety of factors such as: the type, quantity or value of the goods or services; the frequency or duration that such goods or services are required; the availability or competitiveness in the market place; and, the urgency with which such goods or services are required.
- 1.2 The competitive procurement thresholds outlined in this Policy reflect the Regional District's commitment to effective stewardship of funds as well as compliance with applicable legislation and regulations that ensure that purchasing practices do not operate to restrict or impair trade and accord with non-discriminatory purchasing practices.
- 1.3 The Regional District does not have a central purchasing department. As such, each Regional District department is responsible for carrying out its own purchasing in compliance with the Policy.
- 1.4 Where possible, the Regional District encourages purchases be made on a consolidated or a group purchasing basis, by combining all like purchases across departments, to achieve economic value.
- 1.5 Where possible, the Regional District encourages that the procurement of goods and services support and promote environmental sustainability and stewardship.
- 1.6 Contracts for the provision of goods and services should typically not extend beyond 5 years, inclusive of options to renew.

B.2 APPLICATION OF POLICY

- 2.1 This Policy applies to the procurement of all goods and services, construction and consulting/professional services made by or on behalf of the Regional District, unless a purchase is otherwise expressly authorized in writing on an exception basis by the CAO or the Board of Directors.
- 2.2 This policy does not apply to the disposal of goods, services or assets owned by the Regional District.
- 2.3 This policy does not apply to the purchase or disposition of land and improvements owned by the Regional District. Specific requirements and restrictions on disposal of land and improvements operate under the *Local Government Act* and/or the *Community Charter*. Employees and volunteers responsible for the disposition of land and improvements are, nevertheless, responsible for ensuring compliance with all such statutory requirements, including but not limited to, requirements for notice and approval of a proposed disposition.
- 2.4 This policy does not apply to the Regional District's procurement of the following:
- (i) recurring monthly utility charges such as postage, telephone, gas, hydro, telecommunications, etc.;
 - (ii) recurring annual charges such as subscriptions, association and membership dues, payment to other governmental authorities and investments;
 - (iii) refundable employee expenses such as travel expenses, meals, parking, hotel, airline charges and mileage allowances;
 - (iv) general expenses such as payroll remittances, tax remittances, grants, payments made to partners of co-sponsored programs; and
 - (v) professional legal, accounting, insurance, banking, financial or audit services.
- 2.5 Notwithstanding section 2.4 of this Part B, the Regional District may, at its discretion, apply this policy to procurement of professional legal, accounting, insurance, banking, financial and audit services on a case by case basis.

- 2.6 Authorized personnel must not procure goods or services from or through a person who has been found, through civil or criminal proceedings, to have acted fraudulently or dishonestly in their dealings with the Regional District. This provision applies to the procurement of goods or services from a corporation that is owned or controlled by such a person.

PART C PURCHASING APPROVAL

C.1 APPROVAL PROCESS

- 1.1 Under authority delegated by the Board of Directors under this Policy, authorized personnel may approve the procurement of goods and services, up to specified monetary values, and to commit the Regional District to service agreements, licenses, contracts, leases (other than a lease of land) and other legally enforceable agreements, in accordance with this Policy.
- 1.2 The CAO and CFO may assign specific purchasing authority to authorized personnel, provided that functional authority over such authorized personnel is retained with respect to the specific purchasing authority assigned under this Policy.
- 1.3 An approval to be given by authorized personnel may only be given if spending for the proposed good or service is within the current year's budget.
- 1.4 Approval of the Board of Directors is required wherever the purchase price is not within the current year's approved budget.
- 1.5 The attached **Table 1** sets out the approval requirements and acquisition authority for authorized personnel of the Regional District.
- 1.6 Approvals given by authorized personnel must relate only to purchases for the approving personnel's own area of responsibility within the Regional District's departmental structure or to carrying out a work assignment or project from another department.
- 1.7 The CAO and the CFO have general authority to approve purchases across departments.

PART D PROCUREMENT PROCESS AND PROCEDURE

D.1 PRE-PROCUREMENT PROCESSES

- 1.1 It may be appropriate in certain circumstances to undertake an information gathering process before the formal procurement process is commenced for such purposes as: to obtain technical information or insight from vendors; to glean the interest level of vendors to partake in a procurement process; or to pre-qualify vendors for a subsequent procurement process.
- 1.2 The key information gathering processes utilized by the Regional District are described and summarized in the attached **Table 2**.

D.2 PROCUREMENT PROCESSES

- 2.1 The optional processes for purchasing a good or service can range from a simple direct buy through to a fulsome public tender issued to the open market. Each of the procurement processes within this range embodies a different level of competitiveness amongst the vendors.
- 2.2 The key procurement processes utilized by the Regional District are described and summarized in the attached **Table 2**.
- 2.3 The procurement process to be selected for use in a particular case will depend upon the value and the circumstances in which the good or service is being procured.
- 2.4 For goods required to be purchased immediately to address an emergency situation it may not be feasible to undertake a procurement process that requires time to prepare documentation, advertise, collect and evaluate submissions and award and formalize a contract.
- 2.5 The Regional District permits the use of specific types of procurement processes for various value thresholds as set out in the attached **Table 2**.

D.3 PROCUREMENT DOCUMENTS

- 3.1 Documentation used to undertake a procurement process should be based on the Regional District's standard form templates, customized as needed to suit the particulars of each procurement. No substantive changes should be made to these templates, without the approval of the Chief Administrative Officer.

D.4 SOLE SOURCED PURCHASING

4.1 A purchase may be sole sourced where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. A sole source purchase may be considered in the following circumstances:

- (i) where there is an absence of competition for technical reasons and the goods and services can be supplied only by a particular services provider and no reasonable alternative or substitute exists;
- (ii) where only one service provider has the unique qualifications or skills needed for the work;
- (iii) where the time frame for delivery is urgent and cannot be exceeded to allow the time needed for competitive bids;
- (iv) where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of competitive procurement methods;
- (v) where the project is highly sensitive or confidential and broadcasting it via open competition is not appropriate;
- (vi) where the planned expenditure is small and the savings of competitive contracting would not justify the increased costs involved with more competitive procurement methods;
- (vii) where the work is a continuation or follow-up assignment most appropriately done by the original service provider;
- (viii) where there has not been a receipt of any submissions in response to a competitive procurement process made by the Regional District;
- (ix) to ensure compatibility with existing products or to maintain specialized products that must be maintained by the manufacturer (or representative) of the product; or
- (x) procurement of real property interests, whether by means of purchase, lease or otherwise.

D.5 ADVERTISING & LOCAL PREFERENCES

5.1 With the exception of those purchases otherwise permitted to be sole sourced under D.4, advertising of all procurement opportunities shall comply with requirements set out in **Table 3**, below.

- 5.2 To meet the objectives of the Trade, Labour and Investment Mobility Agreement (*TILMA*) and the New West Partnership Trade Agreement (*NWPTA*), all purchases of goods and services valued at over \$75,000 and construction valued at over \$200,000 shall be procured through competitive means and advertised on BC Bid, the Regional District's website and CivicInfo BC, with the exception of those purchases otherwise permitted to be sole sourced under D.4 of this policy.
- 5.3 Local preferences are allowed subject to the limitations set out under 5.2 above.

PART E CONTRACTS AND DOCUMENT MANAGEMENT

E.1 WRITTEN CONTRACTS

- 1.1 All purchases of goods and services valued at more than \$5,000 must be formalized by means of a written contract. A contract evidences the legal agreement between the Regional District (as the purchaser) and the supplier of the good or service (as the vendor) and can take different forms depending on what is being purchased, the value of the purchase and the requirements of this Policy. **Table 4** sets out the minimum requirements for formalizing a contract for the purchase of goods or services corresponding to different contract values.
- 1.2 The authority to commit the Regional District to a contract varies depending on the monetary threshold. **Table 4** sets out the commitment authority and contract signatories associated with various value thresholds.
- 1.3 The form of contract to be used for the provision of services will vary depending on the nature of the service to be provided. The Regional District approves the use of the following forms of agreement:
- (i) for construction services, the *Master Municipal Construction Documents (MMCD) Contract*, or applicable agreement approved by the CAO;
 - (ii) for consulting services, the *Consulting Services Agreement*, a standard form template developed for use by the Regional District, or the MMCD Client/Consulting Services Agreement;
 - (iii) for general services, other than consulting or construction services, the *Form General Services Agreement*, a standard form template developed for use by the Regional District; and

(iv) for general services required on an “As and When Basis”, the *Standing Offer Agreement*, a standard form template developed for use by the Regional District.

(v) Third Party Standard Form Agreements for the provision of services with the approval of the Chief Administrative Officer.

1.4 The personnel responsible for the purchase of a good or service shall be responsible for ensuring that all documentation required evidencing the procurement process, the contract and any subsequent dealings with the vendor have been collected and are managed in compliance with the *Fraser Valley Regional District Records and Information Management Program Policy*.

E2 SPECIFIC REQUIREMENTS

2.1 All contracts for the provision of services must include the service provider's written assurance that they are in compliance with WorkSafeBC and that they carry and can provide evidence of current insurance, at the Regional District's request, in accordance with the Municipal Insurance Association's risk based assessment, attached as Schedule A.

2.2 A written, fully executed contract (where required under this policy) must be in place prior to obtaining the goods or acquiring the services contemplated by the agreement.

2.3 For service contracts that require price adjustments due to changes in the scope of work or otherwise, all such adjustments must have prior written approvals in place in the form of a Change Order, in accordance with the requirements of the service contract, prior to any authorization being given to the service provider to carry out such changes.

PART F SECURITY AND HOLDBACKS

F.1 GENERAL

- 1.1 Where security for the performance of a service contract is required, the security may take the form of:
 - a) cash;
 - b) a bond (issued by a surety licensed to conduct the business of suretyship in the province of British Columbia);
 - c) a letter of credit (issued by a Canadian financial institution with offices in the "Lower Mainland" of British Columbia); or
 - d) a certified cheque or bank draft issued by the construction service provider directly to the Regional District.
- 1.2 The amount of security to be obtained, the manner in which the security may be reduced as the contract progresses and the terms on which any remaining security shall be returned to the service provider should all be considered and provided for in the service contract.

F.2 BID SECURITY

- 2.1 All procurement conducted by way of an ITT requires bidders to supply, with their bids, security in the form of a bid bond valued at 10% of the bid price issued by a surety company licensed to carry on the business of suretyship in the province of British Columbia, unless otherwise approved by the CFO. The bid bond provides security for the Regional District in the event that a selected bidder refuses to enter into the service contract. The bid bond should be returned to all unsuccessful bidders once a service contract has been formalized with the selected bidder.

F.3 BONDING

- 3.1 A common method for service providers to provide security for construction or other projects or the provision of services is through the issuance of bonds. A bond is a written agreement in which a surety company guarantees that a contractor will fulfill its obligations to a third party who has contracted with the contractor to perform certain works and in which, if the contractor defaults on its obligations, the surety agrees to complete the obligations or pay for the completion costs to the third party.

3.2 Bonds typically comprise:

- (i) a Performance Bond, which guarantees that the contractor that has entered into the contract will perform all of its obligations under the contract; and
- (ii) a Labour & Material Payment Bond which provides for payment of the contractor's subcontractors and material suppliers in the event that the contractor fails to make payments as required.

3.3 The Regional District requires Performance Bonds in the amount of 25% of the contract price for contracts valued between \$25,000 and \$100,000 and in the amount of 50% of the contract price for contracts valued over \$100,000.

3.4 The Regional District typically requires Labour and Material Bonds in the amount of 25% of the contract price for contracts valued between \$25,000 and \$100,000 and in the amount of 50% of the contract price for contracts valued over \$100,000.

F.4 DEFICIENCY HOLDBACKS

4.1 A construction contract or other contract for the provision of services may provide for retention of a holdback to secure the contractor's completion of all deficiencies for a project that is otherwise substantially finished and capable of being used for its intended purpose. The Regional District typically requires security for the completion of deficiency work in the amount of 200% of the value of the estimated deficiencies.

F.5 STATUTORY HOLDBACKS

5.1 The Regional District may, as an owner, be required under the *Builders' Lien Act* to retain a holdback from payments made to a contractor under a construction contract.

5.2 The *Builders' Lien Act* creates a mandatory obligation to retain a 10% holdback from a contractor.

PART G GIFTS AND GRATUITIES

G.1 RESTRICTIONS

- 1.1 Regional District employees are expressly prohibited from soliciting or accepting any rebate, money, entertainment, gifts or other gratuities from any person, company or organization to which any purchase, contract or other agreement is (or may be) awarded.
- 1.2 The Regional District may, at its discretion, take disciplinary action, including dismissal, against a Regional District employee who solicits or accepts any financial benefits prohibited under part A.3 of this policy.
- 1.3 The Regional District has a "no-tolerance" policy to circumstances that produce, or reasonably appear to produce, a conflict between the personal interests of a Regional District employee and the interests of the Regional District.

DEFINITIONS

G.2 DEFINITIONS

- 2.1 In this Policy:

"Authorized Personnel" means persons designated by a Manager or Staff Director, as the case may be, to undertake procurement;

"Board of Directors" means the board of directors for the Regional District;

"CAO" means the individual designated as the Chief Administrative Officer of the Regional District;

"CFO" means the individual designated as the Chief Financial Officer of the Regional District;

"Corporate Officer" means an individual designated as the Corporate Officer responsible for corporate administration of the Regional District or person designated as the Deputy Corporate Officer responsible for corporate administration;

"ITT" means an invitation to tender;

"Manager" means an individual designated as a Manager of the Regional District;

"Owner" refers to the Regional District, being either the party that undertakes procurement or the owner of lands and premises;

"Policy" means this *Fraser Valley Regional District Purchasing and Procurement Policy*;

"Procurement or Purchase" means the purchase or acquisition of goods or services under this Policy;

"Regional District" means the Fraser Valley Regional District;

"RFEI" means a request for expression of interest;

"RFI" means a request for information;

"RFP" means a request for proposals;

"RFQ" means a request for quotations or a request for qualifications, as the context requires;

"Staff Director" means an individual designated as the head of a department (i.e. "senior manager") within the Regional District's departmental structure; and

"Vendor" means the party from whom the Regional District procures the purchase of a good or service and includes a service provider, merchant, consultant, contractor and supplier.

Table 1 - Approval Requirements and Acquisition Authority

Value of Goods/Services	Authorized Personnel
Over \$100,000	Board of Directors
\$75,001 - \$100,000	Chief Administrative Officer Chief Financial Officer
\$25,001 - \$75,000	Chief Financial Officer Staff Director responsible
\$10,001 - \$25,000	Staff Director responsible
\$5,001 - \$10,000	Manager responsible
\$5,000 or under	Designated persons

Table 2 - Procurement Processes

Category	Process	Purpose
Pre-procurement: Information gathering	RFI Request for Information	To gather industry knowledge or insight into a particular issue in order to further define or develop the issue prior to procurement
Pre-procurement: Information gathering	RFEI Request for Expressions of Interest	To assess the level of interest or availability of vendors for a proposed procurement
Pre-procurement: Pre-qualification	RFQ Requests for Qualifications	To enable a pre-vetting of vendors based on a specified evaluation basis in order to limit the number of respondents to a proposed procurement
Procurement	Direct Buy	<u>Non-competitive process</u> : To enable the immediate purchase of lower-priced goods that are readily available in the marketplace at known prices and able to be purchased under the specified monetary threshold set out in this Policy
Procurement	Sole Source	<u>Non-competitive Process</u> : To enable the timely purchase of goods or services, without going through a competitive process as permitted under Part D.4 of this Policy
Procurement	RFQ Request for Quotation	<u>Limited competitive process</u> : To receive written quotes from a minimum of 3 targeted vendors, typically on a readily available or commoditized good or service of relatively low value. Price is typically the key deciding factor, though an Owner can reserve the right to consider other factors
Procurement	RFP Request for Proposals	<u>Competitive Process</u> : To receive proposals for a good or service that is not fully defined. Typically used where the Owner knows what the final product or output that it is seeking but may not know in detail how to attain it. Price is not always the deciding factor as other criteria, e.g. qualifications, experience, references, relevant experience, by also be considered when evaluating a proposal
Procurement	ITT Invitation to Tender	<u>Competitive Process</u> : To receive bids from the open market for a fully specified good or well-defined scope of work, either of relatively high value. Price is typically the key deciding factor, though an Owner can reserve the right to consider other factors

Table 3 - Advertising Requirements

Value of Goods/Services	Advertising Sources
Over \$100,000	BC Bid + Regional District Website + CivicInfo BC <i>Optional – Newspaper and targeting vendors</i>
\$75,001 - \$100,000	BC Bid + Regional District Website + CivicInfo BC <i>Optional – Newspaper and targeting vendors</i>
\$25,001 - \$75,000	RFQs - Target a minimum of 3 vendors Other processes - BC Bid + Regional District Website <i>Optional – Newspaper, CivicInfo BC and targeting vendors for processes other than RFQs</i>
\$5,001 – 25,000	RFQs - Target a minimum of 3 vendors Other processes - Regional District Website <i>Optional – Newspaper, BC Bid, CivicInfo BC and targeting vendors for processes other than RFQs</i>
\$5,000 or under	No advertising required

Note: Sole-sourcing goods and services are exempt from advertising requirements.

Table 4 - Contract Requirements and Signatories

Value of Goods/Services	Procurement Process Options	Minimum Contract Requirement [reference Part E]		Contract Signatories
		For Goods	For Services	
Over \$100,000	ITT RFP Sole Source NO RFQ	Letter of Award + Invoice + Record of Payment	Appropriate form of service contract	Chair or Vice Chair + Corporate Officer or Deputy Corporate Officer or CFO
\$75,001 – \$100,000	ITT RFP Sole Source NO RFQ	Letter of Award + Invoice + Record of Payment	Appropriate form of service contract	CAO + CFO
\$25,001 - \$75,000	ITT RFP Sole Source RFQ	Letter of Award + Invoice + Record of Payment	Appropriate form of service contract	CFO + Staff Director responsible
\$10,001 - \$25,000	ITT RFP Sole Source RFQ	Letter of Award + Invoice + Record of Payment	Appropriate form of service contract	Staff Director responsible
\$5,001 - \$10,000	RFP Sole Source RFQ	Letter of Award + Invoice + Record of Payment	Appropriate form of service contract	Manager Responsible
\$5,000 or under	Direct Buy	No contract required. Point of sale receipt retained as record of purchase.	No contract required. Point of sale receipt retained as record of purchase.	Not applicable

TABLE 5 – SECURITY AND HOLDBACKS

Type of Security	Procurement Process	Amount	Comments
Bid Security	ITT	Over \$10,000	Any Contract
Performance Bond	As applicable	25% of contract price between \$25,000 - \$100,00 50% of contract price over \$100,000	Construction Contracts Contracts for Services
Labour and Materials Bond	As applicable	25% of contract price between \$25,000 - \$100,00 50% of contract price over \$100,000	Construction Contracts
Deficiency Holdback	As applicable	200% of the estimated value of the deficiency	Construction Contracts <i>Optional – Other contracts</i>
Statutory Holdbacks	As applicable	10% of payments made as required under <i>Builder's Lien Act</i>	Construction Contracts

Schedule A

Insurance Requirements - MIABC Risk Assessment Guidelines

The following tables provide guidelines for minimum acceptable limits of various types of insurance that may be required for an activity or exposure, depending on the level of risk. The actual types of insurance and coverages will be provided in the contract, permit or other City document.

Low Risk

Low risk activities do not trigger a requirement for liability insurance. All or some of the conditions listed below must be met in order to be classified as a low risk project or activity.

- Service does not involve any modification or maintenance to be performed to City property.
- No engineering or architectural services required.
- No damage to, destruction or loss of property anticipated or likely.
- No loss of income or additional expenses anticipated or likely.
- No bodily injury to others anticipated or likely.

One example of a low-risk activity is a meeting of a community association or group such as Alcoholics Anonymous in a City facility.

Medium Risk

Medium risk activities or projects meet all or some of the following conditions:

- Service involves some minor modification or maintenance to be performed to City property, including engineering and/or architectural services.
- Some potential risk of damage to, destruction or loss of property anticipated or likely.
- Some potential loss of income or additional expenses anticipated or likely.
- Some potential of bodily injury to others anticipated or likely.
- Recreation program with moderate physical activity.
- Recreation program involving vulnerable people (children, seniors, disabled).
- Activity taking place at locations belonging to others.

Type of Insurance	Consultant	Independent or Trade Contractor	Permit/License/Lease/Program
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence	\$3 million per occurrence	\$2 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence	\$2 million per occurrence	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million	To bring CGL to \$3 million or auto liability to \$2 M	To bring CGL or auto liability to \$2 million
<i>Professional Liability</i>	\$1 million each claim	None	None

High Risk

High Risk activities meet all or a majority of the following conditions:

- A large number of members of the public are present or will utilize the end product.
- New construction over \$3 million in project costs.
- High risk of damage to, destruction or loss of property anticipated or likely.
- High risk of loss of income or additional expenses anticipated or likely.
- High risk of bodily injury to others anticipated or likely.

Type of Insurance	Consultant	Independent Contractor	General Contractor*
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence	\$5 million per occurrence	\$5 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence	\$2 million per occurrence	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million	To bring CGL to \$5M or auto liability to \$2M	To bring CGL to \$5M or auto liability to \$2M
<i>Professional Liability</i>	\$2 million each claim	None	None
<i>Builders Risk Property Insurance</i>	None	None	Full replacement value of project
<i>Contractors' Equipment Insurance</i>	None	Full replacement value of contractor's equipment	Full replacement value of contractor's equipment
<i>Boiler & Machinery Insurance</i>	None	None	Full replacement value of project

*For construction valued at \$10M or more; use of compacting equipment; blasting or demolition; minimum CGL required is \$10 million per occurrence

Note: If optional types of insurance are required, please contact Risk Management for details.

Optional Insurance	Consultant	Independent Contractor	General Contractor
<i>Hook Liability</i>		X	X
<i>Environmental Impairment (Pollution)</i>		X	X
<i>Crime Insurance</i>		X	
<i>Auto Garage Liability</i>		X	
<i>Professional Liability</i>	X		
<i>Advertising Liability</i>	X	X	
<i>Aircraft Liability</i>			X



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: Electoral Area Services – Out of Mandate Request Policy and Procedure

Date Issued: November 27, 2012

Date Amended:

PURPOSE

To provide staff with direction with respect to administering out of mandate requests made by Electoral Area Directors or other third parties or agencies.

DEFINITIONS

Core Services are defined as mandated services required under FVRD Letters Patent, provincial legislation, and through FVRD Board Bylaws and Resolutions. These core services account for *all* of the services that the FVRD delivers and are deemed to be within the core mandate of the FVRD.

Out of Mandate Requests are defined as a request of an Electoral Area Director or other third party or agency which falls outside the mandated core services of the Fraser Valley Regional District.

POLICY

1. Electoral Area Services Staff are primarily responsible for implementing the policy directives, strategic priorities and annual work plans established by the Electoral Area Services Committee and the Fraser Valley Regional District Board in accordance with the mandated core services of the Fraser Valley Regional District.
2. Electoral Area Directors do not have the discretion to make individual requests of staff to undertake work that has not been previously authorized by the Electoral Area Services Committee and the Fraser Valley Regional District Board, in particular out of mandate requests.
3. Individual Electoral Area Directors may request that the Electoral Area Services Committee and the Fraser Valley Regional District Board authorize staff to undertake out of mandate work.
4. Staff are not authorized to undertake out of mandate requests unless such requests have been authorized by the Electoral Area Services Committee and the Fraser Valley Regional District Board in accordance with this policy.

PROCEDURE

1. If an individual Electoral Area Director wishes staff to undertake an out of mandate request, that request shall be made to the Chief Administrative Officer, or designate, and will be set to an appropriate Electoral Area Services Committee Agenda for consideration by the Electoral Area Services Committee. Staff will prepare a report

ELECTORAL AREA SERVICES – OUT OF MANDATE REQUEST POLICY AND PROCEDURE

outlining the impact the out of mandate request will have on established annual work plans and EASC priorities. The Electoral Area Services Committee will make a determination as to whether the out of mandate request is to be authorized and will reprioritize staff's annual work plan and priorities accordingly, as required.

2. Staff will track and quantify the time and resources spent on out of mandate requests and will report out to the Electoral Area Services Committee at their annual prioritization session.
3. An on-line FVRD Resource Manual will be available to enable Electoral Area Directors, other third parties and external agencies to find contact information and other information which falls outside the core services and mandate of the Fraser Valley Regional District. Staff who are requested to provide out of mandate information shall refer the requestor to the FVRD Resource Manual.

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission

Date: 2019-01-14

From: Mike Freimark, Assistant Manager

File No: 281385_1

Subject: Bylaw No. 1515, 2019 Hope and District Recreation Centre Fees and Other Charges Amendment

RECOMMENDATION

THAT the revised Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019 be forwarded to the Fraser Valley Regional District Board for three readings and adoption.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

The following new rates and fees are being proposed for inclusion in the FVRD Hope and District Recreation Centre Rates and Fees Bylaw:

Item	Cost
Gymnastics	
• Parent & Tot	\$80/session
• Twisters – Level 1 & 2 (age 5-8)	\$80/session
• Twisters – Level 3 & 4 (ages 9-12)	\$80/session
Brazilian Jiu-Jitsu	
• Kids (age 6-11)	\$75/session (1 hour class)
• Teens (age 12-18)	\$75/session (1 hour class)
• Adult (ages 19+)	\$90/session (1.5 hour class)

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1515, 2019

A bylaw to amend the Hope and District Recreation Centre Fees and Other Charges

WHEREAS the Board of Directors of the Fraser Valley Regional District ("the Board") has deemed it advisable to amend *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Bylaw No. 0895, 2008* as amended.

THEREFORE the Board, in open meeting assembled, enacts as follows:

1) CITATION

This bylaw may be cited as the *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019*.

2) ENACTMENTS

That Fraser Valley Regional District Bylaw No. 0895, 2008 be amended by deleting Schedule A in its entirety and substituting with Schedule A attached hereto and forming an integral part of this bylaw.

3) SEVERABILITY

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

4) READINGS AND ADOPTION

READ A FIRST TIME THIS _____ day of _____

READ A SECOND TIME THIS _____ day of _____

READ A THIRD TIME THIS _____ day of _____

ADOPTED THIS _____ day of _____

Chair/Vice-Chair

Corporate Officer/Deputy

5) CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019* as adopted by the Board of Directors of the Fraser Valley Regional District on the

Dated at Chilliwack, BC this

Corporate Officer/Deputy

DRAFT

FRASER VALLEY REGIONAL DISTRICT BYLAW NO. 1515, 2019
Schedule A
Hope and District Recreation Centre Fees and Other Charges

Drop In Admissions -Pool/Gym/Arena (GST & PST Included)	
Adult	\$5.00
Child	\$2.25
Senior	\$4.50
Super Senior (80+)	Free
Student	\$4.00
Youth	\$3.75
Family	\$9.00
Other Groups	\$2.00
Extra Child	\$1.00
Shower	\$2.25
Family 50% off Sundays	\$4.50
Toonie Wednesdays	\$2.00
50% Off Fridays to 5:00pm	50% off single admissions
Senior Monday to 5:00pm	\$2.00
Last Hour Swim or Gym	\$3.25
School Group Student Rate (swim/skate) min. 40 students	\$2.10

Membership Rates (GST & PST Included)	
Adult Membership Rates	
10 Pass	\$42.50
20 Pass	\$79.50
1 Month	\$50.75
1 Month All Inclusive	\$69.25
3 Month	\$115.50
3 Month All Inclusive	\$157.00
6 Month	\$211.00
6 Month All Inclusive	\$278.00
1 Year	\$400.00
1 Year All Inclusive	\$511.00
Senior Membership Rates	
10 Pass	\$38.00
20 Pass	\$71.25
1 Month	\$45.25
1 Month All Inclusive	\$63.75
3 Month	\$100.75
3 Month All Inclusive	\$142.25

Membership Rates (GST & PST Included) con't	
Senior Membership Rates con't	
6 Month	\$162.50
6 Month All Inclusive	\$229.25
1 Year	\$302.25
1 Year All Inclusive	\$413.00
Family Membership Rates	
10 Pass	\$77.50
20 Pass	\$147.00
1 Month	\$102.50
3 Month	\$231.00
6 Month	\$412.00
1 Year	\$807.50
Child Membership Rates	
10 Pass	\$17.50
20 Pass	\$ 33.25
1 Month	\$ 15.75
3 Month	\$ 36.00
6 Month	\$ 63.75
1 Year	\$ 118.25
Youth Membership Rates	
10 Pass	\$ 31.50
20 Pass	\$ 58.75
1 Month	\$ 36.00
3 Month	\$ 80.50
6 Month	\$ 144.25
1 Year	\$ 265.25
Student Membership Rates	
10 Pass	\$ 33.25
20 Pass	\$ 62.75
1 Month	\$ 38.75
1 Month All Inclusive	\$ 57.25
3 Month	\$ 86.00
3 Month All Inclusive	\$ 127.50
6 Month	\$153.50
6 Month All Inclusive	\$ 220.00
1 Year	\$ 283.75
1 Year All Inclusive	\$394.50

Arena Rates (GST & PST Included)	
55+ Drop In Hockey	\$10.00
Adult Shinny Hockey	\$3.00
Parent and Tot Skate	Drop In Fee
Casual Hockey Day Rate	\$3.00
Student Casual Hockey	\$3.00
Youth Casual Hockey	\$3.00
Family (2 Adult 3 Children)	\$9.00
Helmet Rental	\$2.25
Skate rental	\$3.00
Skate rental (School Rates)	\$2.25
Skate sharpening	\$5.50
Adult Ice Rental - Non Prime Time/hr	\$153.00
Adult Ice Rental - Prime Time/hr	\$162.00
Early Bird/hr	\$55.50
Youth Ice/hr	\$74.00
Youth Ice 1/2 sheet/hr	\$74.00
Arena Dry Floor – Adult/hr	\$41.50
Arena Dry Floor – Youth/hr	\$23.00

Facility Rental Rates (GST & PST Included)	
Meeting Room – Non-Profit/hr	\$10.00
Meeting Room – Commercial/hr	\$24.50
Meeting room - Day Rate	\$55.50
Mezzanine – Non-Profit/hr	\$20.25
Mezzanine – Commercial/hr	\$26.00
Mezzanine – Day Rate (Max. 10 hours – between 6:00am and 12:00am)	\$101.50
Conference Room – Non-Profit/hr	\$64.75
Conference Room – Commercial/hr	\$83.25
Conference Room – Day Rate (Max. 10 hours – between 6:00am and 12:00am)	\$323.50
Dry Floor & Mezzanine – Day Rate (Max. 10 hours – between 6:00am and 12:00am)	\$800.00
Lane Rental/hr	\$14.00
Pool Rental/hr	\$143.25
Locker Rental/month	\$3.00

Equipment Rentals (GST & PST Included)	
Set Up and Takedown Fee /hr	\$28.30
LED Sign - Day Rate	\$20.00
LED Sign - Week Rate	\$110.00
LED Sign - Month Rate	\$400.00
Projector	\$50.00
Projector Screen	\$25.00
TV w VCR or DVD	\$10.00
Microphone	\$10.00
Sound System (amp)	\$25.00
Sound System (sound board)	\$25.00
Folding Table <i>(Applies to External Rental Contract Only)</i>	\$10.00
Folding Chair <i>(Applies to External Rental Contract Only)</i>	\$3.00
Coffee Service (10 Cups)	\$10.00
Kitchen Use – Non-Profit/hr Rate	\$12.00
Kitchen Use – Commercial/hr	\$20.00
Kitchen Use – Non-Profit Day Rate <i>(Max. 10 hours – between 6:00am and 12:00am)</i>	\$50.00
Kitchen Use – Commercial Day Rate <i>(Max. 10 hours – between 6:00am and 12:00am)</i>	\$80.00
Tablecloth Rental (per cloth)	\$10.00

Dan Sharrers Aquatic Centre Rates (GST & PST Included)	
One parent & tot swim lesson with 6 month vaccination	Free
Open Water Diving	\$350.00
Stroke & Endurance for Adults 1/2hr private	\$15.00
Stroke & Endurance for Adults 1/2 hr semi-private	\$12.00
Assistant Water Safety Instructor	\$325.00
Water Safety Instructor	\$345.00
Lifesaving Instructor	\$260.00
National Lifeguard Service	\$250.00
Canadian Swim Patrol	\$50.00
Introduction to Scuba Diving (Youth)	\$90.00
Introduction to Scuba Diving (Adult)	\$120.00
Junior Lifeguard Club	\$50.00
Bronze Star	\$50.00
Bronze Medallion or Cross	\$120.00
8 – Red Cross Preschool Swim Lessons – 1/2 hr	\$30.00
8 – Red Cross Level 1-6 Swim Lessons – 1/2 hr	\$45.00

Dan Sharrers Aquatic Centre Rates (con't)	
8 – Red Cross Level 7-10 Swim Lessons – 45 min	\$60.00
8 – Adult/Senior Swim Lessons – 1/2 hr	\$45.00
Private Swim Lesson – 1/2 hr	\$15.00
Semi-Private Swim Lesson – 1/2 hr	\$12.00

Personal Training (GST & PST Included)	
One Hour Personal Training	\$50.00
5 – 1 Hour Personal Training Sessions	\$200.00
10 – 1 Hour Personal Training Sessions	\$380.00
1 – 1 Hour Semi-Private Sessions (per person)	\$30.00
5 – 1 Hour Semi-Private Sessions (per person)	\$160.00
10 – 1 Hour Semi-Private Sessions (per person)	\$300.00
Health/Fitness Consultation	\$36.00
Strength Starter Private	\$55.00
Fitness Evaluation	\$74.00
Body Composition	\$20.00
Strength Trainer Private	\$217.00
Strength Trainer Semi-Private	\$123.00
Food & Nutrition Analysis	\$75.00

DSAC – Program Rates (GST & PST Included)	
Childcare Programs	
Day Camp (Pro-D, Summer, Winter, etc.)	\$29.50
Day Camp – Week Rate	\$118.00
Day Camp - 9 Week Rate	\$824.50
Day Camp - 10 Week Rate	\$940.00
Day Camp - 2nd Child Week Rate	\$110.00
Day Camp - 3rd Child Week Rate	\$103.25
Day Camp - 4th Child Week Rate	\$96.00
Childminding	\$4.00
Busing (Day Camp field trips)	\$15.00
Child Programs	
Parent & Strollers	\$5.00
Merry Music	\$75.00
Survivor Academy for Kids	\$30.00
Christmas Tree Decoration Making	\$5.00
Cookie Decorating	\$5.00
Crafty Kids	\$20.00
Teen Night	\$15.00
Girls Night Out	\$10.00

Child Programs (con't)	
Clay Sculpting	\$30.00
Rainbow Loom Meet Ups	\$2.00
Kids PJ Party	\$5.00
DIW Sewing	\$30.00
Yoga for Youth	\$20.00
Children's Active Playtime	\$2.00
Learn to Crochet	\$50.00
Tots Skating	\$40.00
Tots Soccer	\$20.00
Movie Night	\$3.25
Pee Wee Gym	\$2.00
Pool Party	\$3.25
Tykes T-Ball	\$25.00
Baby Sign Language	\$115.00
Teddy Bear Storytime and Skate	\$1.00
Infant Massage	\$60.00
Rhythmic Gymnastics – 45 min	\$130.00
Pumpkin Carving Night	\$2.00 + \$5.00/pumpkin
Princess Tea Party	\$5.00
Skate board camp	\$30.00
Music Together	1 st Child \$165.00 2 nd Child \$105.00
Parent & Tot Gymnastics	\$80.00
Outdoor Movie Nights	
Popcorn	\$2.00
Coffee	\$1.50
Hot Chocolate	\$1.50
Hot Dogs	\$3.00
Youth Programs	
Birthday Party - 12 kids (birthday cake not included)	\$143.25
Birthday Party - up to 16 kids	\$180.25
Birthday Party - up to 20 kids (includes mezzanine rental)	\$232.75
Dive In Movie Nights	\$3.25
Night Basketball	\$30.00
Tween Dances	\$5.00
Cooking (Jr. Chefs, Cakes Cookies & Cupcakes, etc)	\$40.00
Indoor Soccer	\$30.00
Beginner Guitar Lessons	\$130.00
Bike Skills Camp	\$50.00
Swim & Play	\$7.50
Home Alone Program	\$10.00

Rhythmic Gymnastics – 60 min	\$140.00
Youth Programs (con't)	
Mad Scientists	\$40.00
Wipe Out Nights	Drop In Fee
Make your own Henna Tattoo	\$12.00
Tri-Out Triathlons	\$20.00
Skate Board Camp	\$50.00
Painting Party (8+ years)	\$30.00
Springers & Twisters Gymnastics	\$80.00
Brazilian Jiu-Jitsu	\$75.00
Student/Adult Programs	
Youth/Teen Camp (register for 3 or more camps and save 10%)	
Try Out Slackling	\$15.00
Try Out Rock Climbing	\$50.00
Ultimate Frisbee League	\$30.00
Competitive Swim Camp	\$150.00
Try Out Stand Up Paddleboarding	\$40.00
Try Out Stand Up Paddleboard Yoga	\$40.00
Food Safe	\$85.00
Self Defense	\$15.00
Beginner Digital Photography	\$150.00
Osteofit	\$40.00
Bike Skills for Adults	\$250.00
Baby Signs Parent Workshop	\$25.00
Raw Foods	\$50.00
Adult Cooking	\$60.00
Winter Driving Skills	\$115.00
Drop In Sports	\$2.00
Chair Yoga	\$40.00
Cake/Cookie Decorating	\$60.00
Jewelry Designing – Ring Making	\$45.00
Jewelry Designing	\$55.00
Belly Dancing	\$50.00
Tai Chi	\$60.00
Kayaking	\$130.00
Pool Kayak Nights (per session)	\$12.50
Rec League Sports	\$40.00
Rec League- Basketball	\$20.00
Spanish Lessons	\$97.50
Puppy School	\$160.00
Canine Obedience Training	\$175.00
Bath and Body Product Making Workshop	\$12.00

Chocolate Making Workshop	\$40.00
Beginners Knitting	\$40.00
Beginners Crochet	\$40.00
Student/Adult Programs (con't)	
Adult Swim Nights (19+ Last hour price)	\$3.25
Painting Parties (19+ years and up)	\$45.00
Pre-Natal Yoga	\$50.00
Outdoor Distraction Dog Class	\$125.00
Creative Dance	\$6.00/Class (\$24 per month)
Brazilian Jiu-Jitsu (Teen, 12-18 yrs)	\$75.00
Brazilian Jiu-Jitsu (Adult 19+, 1.5 hours)	\$90.00
First Aid Programs	
First Aid Skills for Seniors (CPR-A)	\$35.00
Lifesaving Society Emergency First Aid	\$80.00
Lifesaving Society Standard First Aid	\$150.00
Lifesaving Society Standard First Aid <i>Recertification</i>	\$75.00
Lifesaving Society CPR-C & AED	\$75.00
Lifesaving Society CPR-C & AED <i>Recertification</i>	\$50.00
Lifesaving Society Emergency Childcare First Aid	\$75.00
Red Cross Babysitting Course	\$65.00
Red Cross People Saver 5-6 yrs	\$15.00
Red Cross People Saver 7-8 yrs	\$ 15.00
Red Cross People Saver 9-10 yrs	\$ 20.00
Red Cross People Saver 11-12 yrs	\$ 20.00
Miscellaneous (GST & PST Included)	
Photocopying	\$0.15
Brochure Ad 1/2 page	\$150.00
Brochure Ad 1/4 Page	\$100.00
Brochure Ad Full Page	\$300.00
8 ft. Dasher Board Ad	\$900.00
Dasher Board Ad (price per foot)	\$120.00
NSF Charge	\$25.00
Field Rentals (GST & PST Included)	
Single Use - per game	\$10.00
League - Adult - per team	\$50.00
League - Youth per team	\$25.00
T-Ball	\$0.00
Tournament - per team	\$25.00

Resale Products (GST & PST Included)	
Other Products - Arena	
Hockey Laces 84"x120"	\$7.50
Hockey Laces 72"	\$5.75
Hockey Tape - Clear	\$4.50
Hockey Tape - Black	\$5.00
Hockey Tape - White	\$4.50
Skate Guards	\$8.00
Whistles	\$10.00
Referee Whistle	\$15.00
Hockey Puck	\$2.50
Visor Anti Fog	\$8.00
Mouth Guards	\$8.00
Pro Wrap	\$4.50
Roller Skate Security Deposit	\$40.00
Roller Skate Rental - Day	\$3.00
Roller Skate Rental - Month	\$10.00
Swimmers 32lbs +	\$2.25
Swimmer 24-34 lbs	\$2.25
Swimmers 16-26 lbs	\$2.25
Gabbys Swim Diapers	\$8.00
Float Bands	\$3.00
AWSI Manual	\$98.00
Swim Cap	\$7.00
Macks Ear Plugs	\$3.50
Nose Clip	\$3.00
Shampoo	\$2.00
Conditioner	\$2.00
Arnica Oil	\$5.00
Healing Salve	\$7.00
Towel	\$10.00
Sweat Towel	\$3.00
Aqua Socks	\$12.25
Headphones	\$15.00
First Aid & CPR Manual	\$30.00
Babysitters Manual	\$18.00
ChildCare First Aid Manual	\$22.50
Technoflex JR	\$15.50
Speedo HydrospeX JR	\$15.50
Speedo Sengar JR	\$11.00
Technoflex JR Rocket	\$21.25

Other Products – Aquatics	
Speedo Vanquisher JR	\$13.75
Speedo HydrospeX	\$16.75
Technoflex 4.0	\$16.50
Speedo Vanquisher	\$16.75
Speedo Splasher	\$5.75
Speedo Sengar	\$13.50
Other Products - Birthday Party	
Hot Dogs	\$1.50
Extra Pizza	\$20.00
Extra Cake	\$35.00
Extra Juice	\$1.00

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22
From: Stacey Barker, Deputy Director of Regional Programs File No: 1855-35

Subject: Improving Energy Efficiency at the Hope and Area Recreation Centre

FOR INFORMATION ONLY

INTENT

This report is intended to advise the Recreation, Culture & Airpark Services Commission of efforts to position the Hope and Area Recreation Centre as a leader in environmental sustainability, financial viability and continued safe facility operation by increasing its energy efficiency through a geothermal heat pump system. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services
Support Healthy & Sustainable Community
Support Environmental Stewardship

PRIORITIES

Priority #2 Air & Water Quality

BACKGROUND

A large amount of energy is required to heat and cool the buildings, create and maintain the ice, and heat the swimming pool at the Hope and Area Recreation Centre. Current systems are energy inefficient, with 1,868,000 kWh of thermal energy dissipating to the outdoor air through a cooling tower or through the municipal sewer system, a practice that is both hard on municipal piping infrastructure and wastes significant quantities of potable water. The refrigeration plants alone produce 34% more energy than is needed to heat the buildings per year. These factors make the Hope and Area Recreation Centre the Fraser Valley Regional District's (FVRD) largest corporate greenhouse gas contributor and requires a significant portion of its budget be directed towards energy needs.

Recent incidents at other ice arenas have also highlighted that the use of ammonia as a refrigerant for producing ice is still a concern. Although the Centre has an outstanding safety record and follows recommended safe working protocol, the ammonia system currently used could be replaced with safer options now available.

Recreation centres across Canada are looking to solve the problems such as those mentioned above by capturing the excess heat production with a geothermal heat pump system. A geothermal heat pump is a central heating and cooling system that transfers and stores heat to and from the ground. Heat removed from the ice can be stored in a geothermal heat pump system and be recirculated to heat the buildings or pool, make hot water, melt snow, and dehumidify the rink.

A geothermal heat pump can be broken down into three primary components:

- A ground heat exchanger – this consists of long sections of liquid-filled plastic pipe buried in the ground horizontally that are used to store and transfer heat to the ground, and vice versa.
- A liquid pump – sends water through the system.
- Water source heat pump – this functions like a boiler; it receives heat from the loop and then distributes it within the given structure.

For added energy efficiency in arenas, a thermal storage buffer can be installed under the conventional concrete floor that supports the ice slab. The heat pump chills the buffer under the ice during off-peak hours allowing the ice to remain cold for an extended period of time during a power outage or extreme cold snaps where energy supply may be limited.

DISCUSSION

The feasibility study conducted by the FVRD in 2018 concluded that the Hope and Area Recreation Centre is an excellent candidate for a geothermal heat pump system. A geothermal heat pump system at the Centre would remove the use of gas and reduce the CO₂ emissions by approximately 290 tonnes (93%) annually. It would eliminate the use of ammonia and ensure the Centre continues to be a safe and environmentally sustainable space for the community.

The empty lots/playing fields adjacent to the Centre are ideal for placement of required piping. Timing is also optimal as the arena floor slab is due for replacement which would allow for the addition of a thermal storage buffer under the ice. The location of the Centre is also advantageous as it would be possible to extend the system in the future off the site to surrounding properties, creating a district heating system and further offsetting operations costs for the Centre.

BC Hydro, which operates an electrical sub-station in close proximity to the arena, is supportive of the potential project because the addition of a thermal storage buffer may assist them with lowering demand of the electrical substation during peak times. In support of the project, the FVRD has been successful in securing a \$43,000 grant from BC Hydro under their PowerSmart Program to undertake an Energy Efficiency Study at the Hope and Area Recreation Centre. The Study will include a comprehensive review of energy savings potential and will provide recommendations to improve the energy efficiency of the buildings and mechanical systems. This Study will complement and coordinate with future geothermal heat pump plans.

The FVRD is also working to secure grant funding for the cost of implementing a geothermal heat pump system. Currently, the ***Investing in Canada Infrastructure Program***, which both the Governments of Canada and British Columbia jointly fund, is accepting applications under two streams: the ***Community, Culture & Recreation Infrastructure*** stream and the ***Green Infrastructure*** stream. The applications for these opportunities are due in January and March, 2019 respectively. It is not expected that any funding awards would be announced for at least 6 months after the closure date.

COST

The FVRD's Environmental Services Department and the Engineering & Community Services Department are working together with Recreation, Culture and Airpark Services staff to finalize costing estimates and to pull together the best project scenario.

If the FVRD is able to secure grant funding, it will finalize costing responsibilities, present options and costs to the Commission, and seek permission to proceed with the project from the Board.

CONCLUSION

A geothermal heat pump system for the Hope and Area Recreation Centre would drastically decrease its carbon footprint, help it realize long-term financial savings, and ensure continued safe working conditions. Securing grant funding to assist in its implementation would make the project more economically feasible and therefore the FVRD is applying for several opportunities.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: Dan Sharrers Aquatic Centre Lease Update

FOR INFORMATION ONLY

STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

The Dan Sharrers Aquatic Centre Lease between the FVRD and the District of Hope has been extended for one year expiring December 31, 2019.

DISCUSSION

Grant applications for proposed capital upgrades are to be submitted in early 2019 with results expected in approximately 6 months. As the grant will affect the use of lands and facilities, it is suggested that the consideration of lease changes be brought before the Commission at that time to look at a process for negotiating lease changes.

The proposed five year financial plan for 2019-2023 will be presented for consideration at the next RCAS Commission meeting on March 5, 2019. A revised capital plan including recommended upgrades from the recent building assessment will be included with the financial plan.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services: Reviewed and supported.

Paul Gipps, Chief Administrative Officer: Reviewed and supported

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: Green Ice Surface

RECOMMENDATION

THAT the arena ice surface be painted green for the period of March 13-18, 2019 in recognition of St Patrick's Day activities taking place at the recreation centre.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

BACKGROUND

The Hope Adult Hockey League is scheduled to host a three day tournament from March 15-17th, 2019. Staff is recommending that the ice surface be painted green to enhance the festivities of St Patrick's Day and the Adult Hockey League tournament. The green ice would not affect other activities on the ice and could potentially attract additional participants to regularly scheduled arena programs. The ice was painted green in 2018 for the same activities, and positive feedback was received from user groups.

DISCUSSION

Ice painting would begin on March 11th in order to allow the ice to be ready for activities beginning the evening of Wednesday, March 13th. Two public skates would occur on the green ice surface, as well as several user group activities. The green paint is to be removed in one day on Monday, March 18th.

COST

Staff Costs: \$485 (10 hours installation, 6 hours removal)

Material Costs: \$80/gallon (1 gallon to be purchased for 2019 – remainder left over from 2018)

COMMENTS BY:**Mike Veenbaas, Director of Financial Services**

Reviewed and supported. Funding exists within base budgets.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

Hope Adult Hockey League
#3, 1175 7th Ave
Hope BC, V0X 1L4

Jan 10, 2019

Jody Castle
Manager
Recreation, Culture and Airpark Services
1005 6th Ave
Hope BC, V0X 1L4

Dear Jody Castle:

I Mark Petryk have organized the Hope Adult Hockey League year end tournament for the last 4-5 years. In the last 3 years we have colored the ice green for the St. Patricks Dy weekend.

I am formal requesting to have the ice colored green once again for the upcoming tournament scheduled for March 15-17, 2019 as in previous years on behalf of Hope Adult Hockey League.

Thank You once again and please do not hesitate to call me if there are any questions. My contact information is listed below.

Sincerely,

Hope Adult Hockey League

Mark Petryk

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture and Airpark Services

Subject: Dan Sharrers Aquatic Centre Maintenance Shutdown Period

RECOMMENDATION

THAT the annual Dan Sharrers Aquatic Centre maintenance shutdown period be scheduled from August 18 through September 8, 2019.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

DISCUSSION

Typically, the DSAC shutdown occurs for three to four weeks commencing mid-August, depending on the scope of work. Staff anticipate being open for the commencement of the Brigade Days weekend occurring the second weekend of September in order to support the event. The work plan for 2019 does not involve draining the main pool, therefore the work scheduled for this period is anticipated to be complete within three weeks.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported. The closure is accounted for in the service area budget.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: 2019 Ice Installation Date

RECOMMENDATION

THAT the ice be prepared for use on August 12, 2019 to accommodate a youth hockey camp with Hockey Ministries International.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

Each year, ice is removed from the surface of the arena floor during the spring and summer season. The final ice booking in 2019 is confirmed by the Lower Mainland Monarchs for April 12-14, 2019. After this, the ice will be removed and is tentatively scheduled to be installed before the Dan Sharrers Aquatic maintenance period from August 6-17, 2019. Staff anticipate hosting a Chilliwack Chiefs exhibition game in the final week of August, and Hope Minor Hockey to begin using the ice the first week of September. The ice must be installed prior to the shutdown period in order to prioritize staff time on both installation of the ice and maintenance in the pool. Ice revenues in the last two weeks of August are limited, however, having the ice installed two weeks before heavy use allows for a better playing surface throughout the fall and winter season.

Hockey Ministries International, a non-profit Christian organization, has requested to host a hockey school at the Hope Arena from August 12-16, 2019. On ice staff include former or current NHL players, and up to 60 youth from the age of 9-17 are expected to attend. The group has secured Camp Hope for the overnight camp.

DISCUSSION

The ice is installed in the middle of August to have the ice prepared for the first week of September. Requests for ice use are limited in August. The request from Hockey Ministries International would result in the ice being installed 7 days earlier than scheduled.

The hockey camp would be advertised throughout the local community and local players would be encouraged to attend. The total revenue for the camp is expected to be approximately \$2,960.

COST

Energy Cost: approximately \$300

Potential revenue: \$2,960

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: Ride to Conquer Cancer Facility Booking

RECOMMENDATION

THAT the Dan Sharrers Aquatic Centre, Conference Centre and Arena be closed to the public on Sunday, August 25, 2019 for the purpose of hosting the Ride to Conquer Cancer Finish Line event.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

The Ride to Conquer Cancer is a 2 day, 220 km bicycle ride to raise funds for the BC Cancer Foundation. Approximately 2000 participants commence their ride on Saturday, August 24th from Cloverdale along a fully supported route which includes the provision of food, and if necessary, shuttle rides and medical care. Riders camp overnight in Chilliwack, before riding an additional 110km to Hope on Sunday. The Finish Line is proposed to take place at Sixth Avenue Park from 8am to 4pm on Sunday, August 25th. The finish line is open to the public and is an area to welcome the riders after the two day ride.

In 2017, the Ride raised \$10.6 million for the BC Cancer Foundation. The ride was scheduled to conclude in Hope, however fires along the route prohibited participants from finishing in Hope. Last minute changes allowed the event to continue, however the event organizers rerouted participants and concluded the event in Chilliwack.

DISCUSSION

The Ride to Conquer Cancer has requested use of the Recreation Centre to host the finish line. They have provided a site map (reference attached) that indicates they would likely be accessing the majority

of the parking surrounding the facility, the Conference Centre (designated control central), showers (both arena and aquatic centre if possible) and potentially small sections of the arena lobby or floor.

Given the likely limited parking and the large number of people accessing the facility, it may be challenging for facility members and drop in customers to use the facility without disruption. The event date falls during the proposed pool maintenance shutdown period and Sundays, in particular, during this time, have shown to be lower in attendance. For example, in 2017, 25 membership scans and \$78 in drop in revenues were generated.

While the Ride to Conquer Cancer is a fundraising event, event representatives noted a willingness to contribute financially for access to the facilities.

COST

Potential Revenue

Conference Centre (5am-5pm)	\$647.00
Arena and Mezzanine	\$800.00
Total Revenue	\$1447.00

Potential Loss of Revenue

Last Sunday in August	2017	2018
Membership Scans	\$100	0
Drop Ins	\$75	0

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

Jody Castle

To: Ashley Gaffigan
Subject: RE: Ride to Conquer Cancer VA'19 | Hope District Venue Rental

Good Afternoon Jody,

Hope you are doing so well & your start to winter hasn't been to chilly! It was a pleasure to get the chance to see you up in Chilliwack, yet so unfortunate that we didn't get to make it to Hope like we were all waiting for!

We would like to begin the venue booking at Hope District once again, within the same terms and site provisions as designated for 2018.

Please note the new dates below for your reference.

- Friday August 23rd: Event Set Up
- Saturday August 24th: Event Set Up
- Sunday August 25th: Full Day Rental – Green Space, Parking Lots, Recreation Centre (Changerooms, Showers, Washrooms, Dispatch Meeting Room)

Should you have any questions, please do not hesitate to ask! I have also noted our Billing Address below.

Really looking forward to working with you again this year!

Best always,

Ashley Gaffigan
CAUSEFORCE | Venue & Event Manager

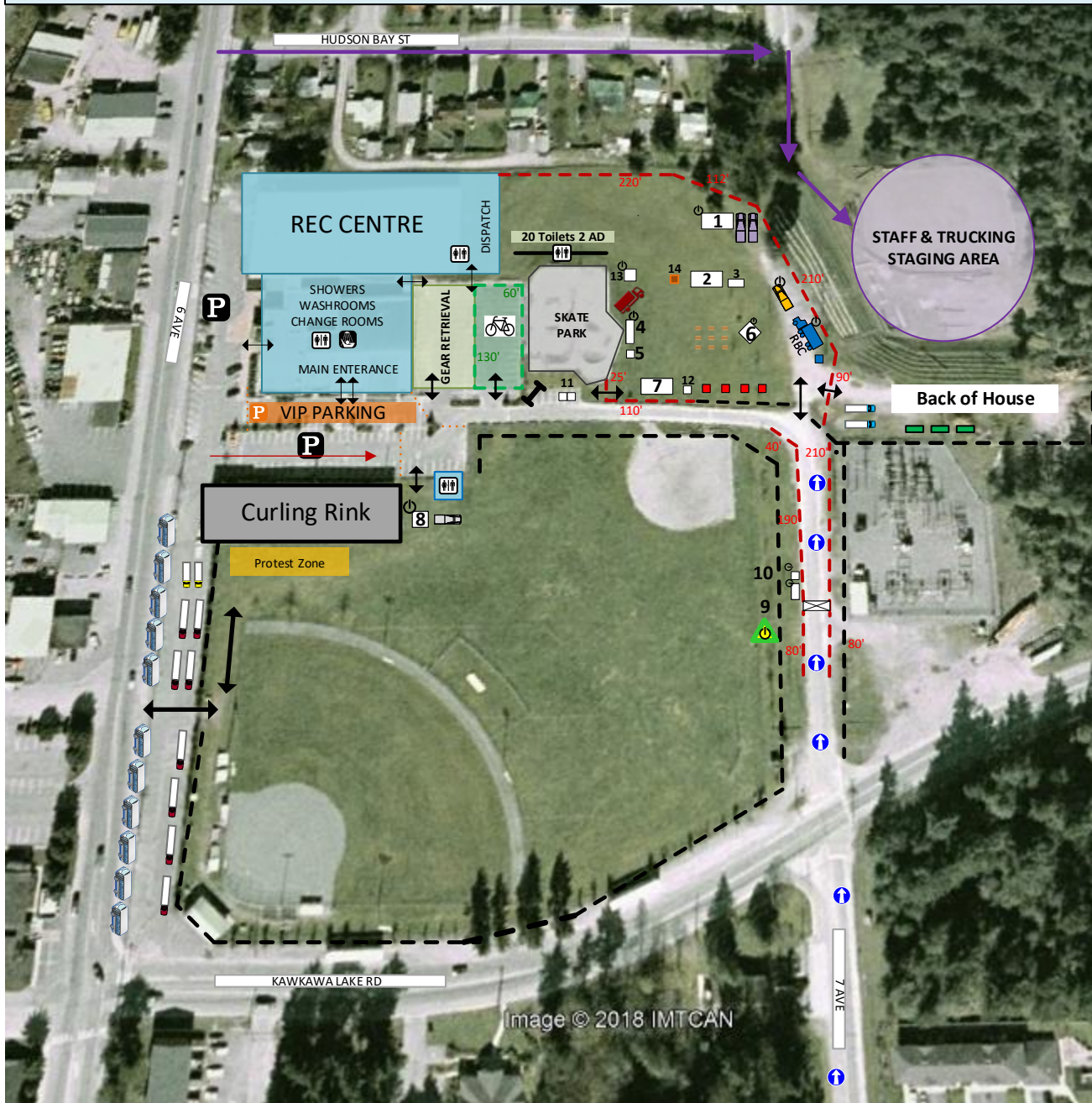
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FINISH SITE MAP | Hope District & Recreation Centre

Vancouver Ride to Conquer Cancer presented by Wheaton Precious Metals



SITE NOTES

4' Fencing: 1367'

1. 20'x40' w/ sub floor Catering Prep Tent
2. 20'x40' Food Service Tent
3. 10' x20' Beverage Tent
4. 10'x20' Beer & Wine Tent
5. 10'x10' Drink Tickets
6. 20'x20' Re-Registration
7. 20'x40' Seating Lounge Tent
8. 20'x20' Medical Tent
9. 10'x20' Production Tent
10. 10'x10' Media Tent
11. (2) 10'x10' p/u Medal Giveaway
12. 10'x10' p/u Canada Ski Patrol (SPACE)
13. 15'x15' p/u Volunteer Check In
14. Chainsaw Artifact

MAP LEGEND

- Vehicle Access for Staging Area
- Existing Fence
- 4' Fencing
- 6' Fencing
- Pylons
- Ambulance Access
- 30,40,20 Yard

- Red Truck Beer
- Ceremonies Trucks 26'
- Gear Trucks 26'
- Food Truck
- Catering Truck
- Bus Shuttles
- Bike Parking
- Washrooms
- Showers (Indoors)
- Parking
- VIP Parking
- Rider Entrance
- I Conquered Banner

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: Area B Volunteer Appreciation Dinner Facility Use Request

RECOMMENDATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$179.50 to Area B, funded from the community facility use grant program, for the purposes of hosting a volunteer recognition dinner in the Conference Centre.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

Support Healthy & Sustainable Community

BACKGROUND

Area B Director Dennis Adamson has historically hosted an appreciation event for volunteers in Area B every two years. The evening includes dinner and entertainment, and has been well attended by the community in the past. In 2017, the RCAS Commission supported the event by donating the Conference Centre space. Approximately 150 volunteers attended the event including search and rescue, volunteer fire fighters and community members. The dinner was catered by a local teacher and students from Hope Secondary School.

The RCAS Commission has proposed an allocation of \$8,000 in grant funding to the community facility use grant program for 2019. As of January, a total of \$1,816 grants have been dispersed to the community. The total value of requests submitted in January is \$3,509.

COST

Item	Rate	Total Cost
Conference Centre	\$64.75/hour for 2 hours	\$129.50
Conference Centre Kitchen	\$50.00/day	\$50.00
		Total Grant Requested : \$179.50

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: RiverMonsters Swim Meet Facility Use Request

RECOMMENDATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$2,756.00 to the RiverMonsters Swim Club, funded from the community facility use grant program, for the purposes of renting the Dan Sharrers Aquatic Centre pool and conference centre to host a two day swim meet on June 8 and 9, 2019;

AND THAT the Recreation, Culture and Airpark Services Commission support the District of Hope special event application for the use of the 6th Avenue Park field to enable overnight camping for the swim meet.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

Catherine Freimark, President of the RiverMonsters swim club, presented to the Recreation Commission on November 22, 2018. After receiving verbal support from the RCAS Commission, the RiverMonsters submitted an application to host the regional meet in August of 2019. They were not selected as the winning bid. There were several factors in this decision including cost, lack of or condition of equipment (clock and aging dive blocks), and a lack of available seating space. The swim club has secured grant funding and donations for a clock, and is looking for the support of the RCAS Commission to assist with lowering costs and potentially obtaining additional seating to improve the bid for 2020.

As the provincial meet will not be held in Hope, the RiverMonsters hope to host a swim meet in the summer, however, support is required to keep costs at a minimum. The third annual RiverMonsters swim meet is currently scheduled to take place June 8 and 9, 2019. This is a sanctioned meet by the BC Summer Swim Association that requires exclusive use of the pool facilities including the 25m length pool, the leisure pool and the hot tub.

DISCUSSION

In 2017, the club had eight swimmers participate in WinterFit. In 2019, the RiverMonsters currently have thirty swimmers participating, including eight swimmers in the mini monster program (age 4-6). Swimmers train in the winter and participate in swim meets throughout the summer. In 2017, 205 competitors came to the RiverMonsters swim meet, and in 2018 255 attended. Similar attendance is expected for the upcoming meet.

With the increased number of swimmers, the RiverMonsters have increased the number of lane rentals and the length of time in the pool. A request was received to move the training time back fifteen minutes to accommodate an additional coach. This request was received just before the winter break, and was not operationally possible due to the current scheduled programs. An agreement was reached that the RiverMonsters would be scheduled until 6 p.m., however the swimmers must vacate the lanes by 5:50 p.m. in order to prepare the pool for aquafit. The club has demonstrated a willingness to work together to discuss options for this season and next season regarding the expansion of practice times with minimal impact to public programs.

After a request in 2017, funding was approved by the RCAS Commission and improvements were made to the lane ropes in the pool. The RiverMonsters have recently secured grant funding and donations for a score clock, as well as a display case that will reside just outside the entrance to the viewing area. This will provide the club the opportunity to advertise, as well as display trophies and medals from both past and present. Staff is working with the swim club to determine a suitable location for the clock and display case. Remaining wish list items include new dive blocks that are estimated at \$35,000, as well as the opportunity to secure and display sponsor signage in the pool area to increase revenues for the club.

COST

Dan Sharrers Aquatic Centre would be closed to the public during swim meet times, but may reopen in the evening after the conclusion of the day's activities. The set up for the swim meet would remain in the pool on Saturday night, however it may be possible to open a portion of the pool to the public on Saturday evening after the conclusion of the meet. Access to the gym and arena facilities will not be impacted. Set-up for the event will begin the day before the swim meet, and includes the installation of additional seating, lane ropes, starting blocks and the drainage of the leisure pool. Lifeguarding costs are estimated at \$170 per eight hour shift, and two extra guards are required per day. The RiverMonsters have historically covered the costs of the additional lifeguards for the swim meet.

Item	Rate	Total Cost
Pool rental	\$143.50/hour for 7 hours per day	\$2009
Conference Centre	\$323.50 per day	\$647
Conference Centre Kitchen	\$50.00 per day	\$100
		Total Grant Requested: \$2756

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported. Sufficient funding exists in this grant program.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: Friends of Hope Library Facility Use Request

RECOMMENDATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$129.50 to the Friends of Hope Library, funded from the community facility use grant program, for the purposes of hosting a fundraiser in the Conference Centre.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

BACKGROUND

Friends of the Hope Library hosts two major fundraising events annually to raise funds for the local library. The two events include a book sale and a trivia night. In the past, the trivia night has been hosted in the library. Due to increased interest, the non-profit group is looking for a larger space to increase the number of teams that can compete.

DISCUSSION

The cost to attend this event is \$85 for a team of eight (\$12/person) if tickets are purchased by February 22nd, or \$105 (\$15/person) if purchased after that date. It is expected that 16-18 teams of eight will be able to compete in the conference centre, with the possibility of fundraising up to \$2500.

COST

Item	Rate	Total Cost
Conference Centre	\$64.75/hour for 2 hours	\$129.50
		Total Grant Requested : \$129.50

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

Jody Castle

From: Inge Wilson
Sent: Wednesday, January 16, 2019 10:10 PM
To: Jody Castle
Subject: RE: Request for Conference Centre

Hope & District Recreation Commission
Attention : Dennis Adamson, Chair

I am writing on behalf of the non-profit organization, Friends of the Hope Library, to request the use of the Hope Conference Centre facilities on the evening of Friday, March 8th, 2019 for the purpose of hosting our annual Quiz Night fundraising event.

The Friends of the Hope Library is comprised of volunteers that assist the Hope Library in promoting and improving its services to the community. We encourage gifts, endowments and donations to the Hope Library as well as raising the awareness of library services amongst local politicians and other community members. Our most recent donation to the Hope Library was \$2,600.00 for new tables.

The Friends of the Hope Library raises funds to support our activities via two annual major fund raising events – our annual Book Sale in November and our annual Quiz Night held in either February or March.

Interest in our annual Quiz Night has been growing. Last year we sold out 2 weeks before our event and fit in the maximum number of teams that could be accommodated within the confines of the Hope Library. So in 2019 we would like to grow our event by accepting more teams and therefore need to move into a larger space. Thus our request to use the Conference Centre.

Since we do not know how many additional teams we can attract to our event, we would very much appreciate it if the rental fee for the Conference Centre could be waived for this year. Then, if we are successful in growing our event, we would be interested in booking the Conference Centre in subsequent years and may also be in a position to pay a fee for the facility.

Thank you for considering this request. Please also consider entering a team of Commission members and/or a team of Recreation staff members in this event. It is a fun, social event that allows everyone to compete for the Hope Highbrow Award trophy and bragging rights for a year!

Sincerely,

Inge Wilson,
President
Friends of the Hope Library

Sent from [Mail](#) for Windows 10

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-01-22

From: Jody Castle, Manager of Recreation, Culture & Airpark Services

Subject: Hope and District Skating Club Ice Show Facility Use Request

RECOMMENDATION

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$444.00 to the Hope and District Skating Club, funded from the community facility use grant program, for the purposes of hosting the annual ice show scheduled for March 9, 2019.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

The President of the Hope and District Figure Skating Club has requested a reduction in fees for their upcoming ice show on March 10th, 2018. The Recreation Commission has historically supported this event through a discounted ice rental rate and use of the mezzanine for lighting equipment. Revenues received through ticket sales for the ice show are used to offset skating club ice costs and user fees.

The regular ice rate for the skating show would be approximately \$888.00. Public sessions during this time period are rescheduled and typically no significant loss of ice rental time results. Regular season league play is also over for the majority of the user groups and the number of ice rentals declines from the regular season (October 1st through March 1st).

DISCUSSION

The annual Hope and District Figure Skating Club Ice Show is a long standing community event. It is also an opportunity for club participants to showcase the skills they have developed over the year and enables a fundraising opportunity for the user group (ticket sales, 50/50 sales, etc.). The volunteers for the Club are responsible for set-up and take-down.

COST

Item	Rate	Total Cost
Ice Rental	\$74/hour for 12 hours	\$888.00
		Total Grant Requested : \$444.00

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

Jody Castle

From: bdruet
Sent: Thursday, January 10, 2019 2:16 PM
To: Jody Castle
Subject: Hope and District Figure Skating Club

Good Afternoon Jody,

Our wonderful Ice Show is fast approaching. The ice show gives the children an opportunity to showcase the skills that they have worked so hard on throughout the year. It is lovely community event that is attended by children, parents, grandparents, and even the residents of the lodge.

Our Club through fundraising, grants, and donations works hard to keep our fees as low as possible. It is important to our club that we are accessible to families of all economic levels.

The Club is asking for a reduction of our ice fees on Saturday March 9 , so that we can continue to be accessible to all members of our community.

Thank you for your support and consideration.

Sincerely,

Lindsay Druet
President
Hope and District Figure Skating Club

Sent from my Samsung Galaxy smartphone.