

**MINUTES OF CIVIC PROPERTIES COMMISSION MEETING**

DATE: December 20, 2016  
TIME: 4:00 pm  
PLACE: Recreation Centre



**PRESENT:** Dan Rose, Chair  
Randy Rusjan, Director of Parks & Recreation  
Melissa Millsap, Manager of Leisure Facility Services  
Amanda Stewart, Recreation Programs Manager  
Comm. Alec Brownlee  
Comm. Merlin Nichols (By Telecom)  
Comm. Ernest Pfanner  
Comm. Norma Tower  
Doug Fleming, Chief Administrative Officer  
Tarla Brewster, Recording Secretary

**ABSENT:** Comm. Sharon Sullivan  
Trish Morgan, Manager of Community Service, PRRD  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD

**1. CALL THE MEETING TO ORDER:**

Comm. Rose called the meeting to order at 4:15 pm

**INCAMERA MEETING:**

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

That Regular Commission be adjourned and move into In-camera Meeting @ 4:16pm

Carried

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the In-Camera Meeting be adjourned at 4:27pm and return to regular meeting.

CARRIED

**2. ADOPTION OF THE AGENDA & MINUTES:**

MOVED by Comm. Brownlee, SECONDED by Comm. Pfanner  
THAT the Agenda for December 20, 2016 be accepted.  
CARRIED

**MINUTES FROM THE PREVIOUS MEETING:**

MOVED by Comm. Tower, SECONDED by Comm. Brownlee  
THAT the minutes from November 22, 2016 be accepted  
CARRIED

**3. DELEGATION:**

Nil

**4. CORRESPONDENCE:**

Nil

**5. REPORTS:**

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols  
THAT Reports R1 through R4 are received for approval.  
CARRIED

**R3:** Amanda will check on Adult Programs Stats

**R4:** Melissa will talk to Kevin Franson on the presentation of R4 and make it understandable and bring to next meeting.

**R5A:**  
**Arena Project Update** -Received for Information

**R5B:**  
**PRRD Arena Disposal** – Received for Information

**R5C:**  
**Tender Results:** Received for Information with amended Base Amount of \$1,642,000 which should read \$1,658,900 Attached

**RSD:  
Building Committee for Arena Upgrade  
Request for Decision:**

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the Civic Properties Commission award the Chetwynd and District Rec Centre arena project including the addition of dehumidification, ventilation and curling rink brine headers to Delnor Construction; AND furthermore that the Civic Properties Commission forward the approved motion of award to the PRRD for endorsement.

CARRIED

6. NEW BUSINESS: Nil

7. NEXT MEETING:

January 24, 2017 - 4:00 pm Pine Room Chetwynd & District Rec. Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:00 pm



Dan Rose,  
Chairperson



Tarla Brewster  
Secretary