

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: March 31, 2015
TIME: 4:00 pm
PLACE: Recreation Centre

PRESENT:

Comm. Dan Rose, Chair
Randy Rusjan, Director of Parks & Recreation
Melissa Millsap, Manager of Leisure Facility Services
Tyria Plamondon, Recreation Manager
Comm. Sharon Sullivan
Comm. Alec Brownlee
Comm. Merlin Nichols
Tarla Brewster, Recording Secretary- arrived at 4:10

ABSENT:

Comm. Norma Tower
Comm. Ernest Pfanner
Trish Morgan, Manager of Community Service, PRRD

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:03pm

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols,
THAT the Agenda for March 24, 2015 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee
THAT the minutes from February 24, 2015 be accepted

CARRIED

3. DELEGATION/PRESENTATIONS:

Nil

4. CORRESPONDENCE:

C1: Received for Information

Letter written to Scott Maxwell, Regional Manager of Ministry of Transportation and Highways on Right In, Right Out.

5. REPORTS:

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee,

THAT Reports R1 through R4 be received.

CARRIED

R1: Recreation Manager Position – Tyria has accepted the Visitor Information Centre Manager Position and Commission wishes her the best.

Facility Supervisor Position: Cindy Langford will be retiring and her position has been posted in advance.

Phone system has been down since Saturday and we are working with Telus to repair as soon as possible.

Capital Budget – Arena Boards discussion. - Moved to New Business.

6. NEW BUSINESS:

NB1:

Vacation Bible School

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT the Civic Properties Commission approve a graduated step increase for the Vacation Bible School event over a two year period.

CARRIED

NB2:

Minor Hockey Letter

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee,

THAT the Civic Properties Commission approve the placement of two Chetwynd Flaming C Minor Hockey Jerseys show casing Chetwynd NHL Alumni in the arena, on the blank wall space between the last window of the lobby concession and the Ice Resurfacer room.

CARRIED

**NB3:
Benefit Dance Request**

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT the Managers of the Recreation Centre use their own discretion on free passes to be given out and include them in their report at Civic Properties.

CARRIED

**NB4:
Old Facility Sign**

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission approves the disposal of the old sign which was located on the Curling Rink roof.

CARRIED

**NB5:
Old Lane Ropes**

MOVED by Comm. Nichols, SECONDED by Comm. Sullivan,

THAT the Civic Properties Commission approve the sale of the surplus lane ropes to the District of Tumbler Ridge for \$100 dollars.

CARRIED

**NB6:
BC Forest Request**

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT the Civic Properties Commission approves without prejudice for 2015, the Wildfire Management Branch's Request to receive the 25% off of the six month gym pass, in advance of the June pass sale for the Initial Attack Crew members working a six month term in Chetwynd.

CARRIED

**NB7:
Request to hang Philippine Flag**

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission not approve the request to hang the Philippino flag in the Chetwynd & District Leisure Pool.

CARRIED

**NB8:
Elevator Contract**

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan\

THAT the Civic Properties Commission approve the renewal of the Full Maintenance Contract with Venture Elevator for a 5 year term.

CARRIED

**NB9:
Arena Boards – Capital Budget**

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT Staff request a thorough inspection on the arena boards this summer and request a scope of work and quote on the repair to be brought back to Commission and with the \$30,000 that is in the 2015 Capital Budget to be carried over until next year and request additional money to complete the job for 2016.

CARRIED

7. NEXT MEETING:

Call to the Chair

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:10pm



Dan Rose
Chairperson



Tarla Brewster
Secretary