

**MINUTES OF CIVIC PROPERTIES COMMISSION MEETING**

**DATE:** March 28<sup>th</sup>, 2017  
**TIME:** 3:58 pm  
**PLACE:** Rec Centre – Pine Room



**PRESENT:** Dan Rose, Area E Director PRRD, Chair  
Randy Rusjan, Director of Parks & Recreation  
Amanda Stewart, Recreation Programs Manager  
Comm. Merlin Nichols  
Comm. Ernest Pfanner  
Comm. Norma Tower  
Comm. Sharon Sullivan  
Doug Fleming, Chief Administrative Officer  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via telecom)

**ABSENT:** Trish Morgan, Manager of Community Service, PRRD  
Kim Frech, Chief Financial Officer, PRRD  
Comm. Alec Brownlee  
Melissa Millsap, Manager of Leisure Facility Services

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

Comm. Rose called the meeting to order at 3:58pm.

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

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner

THAT the Agenda for March 28, 2017 be accepted.

CARRIED

**MINUTES FROM THE PREVIOUS MEETING:**

MOVED by Comm. Nichols, SECONDED by Comm. Sullivan

THAT the minutes from February 24<sup>th</sup>, 2017 be accepted.

CARRIED

**3. DELEGATION:**

NII

**4. CORRESPONDENCE:**

**C1:** Letter NDIT– Received for information.

MOVED by Comm. Nichols SECONDED by Comm. Sullivan

THAT a letter or thanks be written to NDIT for their grant funds.

CARRIED

**C2:** Letter –PRRD re:sale of arena boards - Received for information.

**C3:** Email –Chetwynd Communications Society

- *The request would include free use of an appropriate space to video classes taught by current Contract Service Providers. Fitness instructors would provide a free demonstration of a class with willing candidates whom have signed a proper release form for CHET TV. In return this grant would offset financial costs to fitness instructors. They would receive compensation for additional training, i.e. insurance, Standard First Aid training, travel and course costs.*

MOVED by Comm. Nichols (to support the request) SECONDED by Comm. Sullivan

CARRIED

**C4:** Five Year Capital Plan - Received for information

**5. REPORTS:**

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT Reports R1 through R5 are received for approval.

CARRIED

**6. NEW BUSINESS:**

**NB1:** BC Forest Service Initial Attack

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the Civic Properties Commission approves, without prejudice for 2017, the Wildfire Management Branch's request to receive 25% off of a 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

**NB2: Random Act of Kindness**

MOVED by Comm. Tower, SECONDED by Comm. Sullivan

THAT the Civic Properties Commission approve one monthly draw for one free pass to be used for swimming, skating or climbing by the winner.

CARRIED

**7. NEXT MEETING:**

April 25<sup>th</sup>, 2017 - 4:00 pm Chetwynd & District Rec Centre

**8. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:34pm



Dan Rose,  
Chairperson



Amanda Stewart  
Secretary