

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: April 26, 2016
TIME: 4:00 pm
PLACE: Recreation Centre

PRESENT: Larry Houley, Acting Chair
Randy Rusjan, Director of Parks & Recreation
Doug Fleming, Chief Administrative Officer
Melissa Millsap, Manager of Leisure Facility Services
Amanda Stewart, Recreation Programs Manager
Comm. Merlin Nichols
Comm. Norma Tower
Comm. Alec Brownlee
Comm. Sharon Sullivan
Tarla Brewster, Recording Secretary

ABSENT: Comm. Dan Rose, Chair
Comm. Ernest Pfanner
Trish Morgan, Manager of Community Service, PRRD
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD

1. CALL THE MEETING TO ORDER:

Comm. Houley called the meeting to order at 3:59 pm

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Nichols

THAT the Agenda for April 26, 2016 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Nichols, SECONDED by Comm. Brownlee

THAT the minutes from Mach 22, 2016 be accepted

CARRIED

3. DELEGATION:

Nil

4. CORRESPONDENCE:

C1:

Memorial Bench:

Received for Information:

Laura Caton requested that the Memorial Tim Caton Bench be placed at the Recreation Centre. It is located outside the front entrance.

C2:

Arena Upgrade:

Received for Information:

Randy gave a brief overview of the Arena Project Upgrades to date and will be commencing with the Planning and Design as approved for and budgeted for in 2016.

5. REPORTS:

MOVED by Comm. Brownlee, SECONDED by Comm. Tower

THAT Reports R1 through R4 are received for approval.

6. NEW BUSINESS:

NB1:

Simply Perfect Catering Contract

MOVED by Comm. Tower, SECONDED by Comm. Brownlee

THAT the Civic Properties Commission approve the renewal of the current agreement for a two year term rather than a 5 year term with the option to renew for an additional 2 years. There is a 5% increase this year on the base rate.

CARRIED

NB2:

BC Forest Service Request

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT the Civic Properties Commissions approves without prejudice for 2016, the Wildfire Management's Branch 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.

Commission can be notified of this annual request through regular reporting.

CARRIED

NB3:
Genie Lift:

MOVED by Comm. Nichols, SECONDED by Comm. Tower

THAT Commission takes \$2000 dollars in approved 2016 capital from the Cottonwood kitchen counter top and reallocate those funds for the outstanding balance of \$16,913 for the Genie.

CARRIED

7. NEXT MEETING:

May 31, 2016 - 4:00 pm Pine Room Chetwynd & District Rec. Centre

8. ADJOURNMENT: Comm. Brownlee adjourned the meeting at 4:43 pm



Larry Houley,
Chairperson



Tarla Brewster
Secretary