

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE: October 25, 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. Ernest Pfanner
 Comm. Sharon Sullivan
 Comm. Alec Brownlee
 Comm. Merlin Nichols
 Comm. Norma Tower
 Doug Fleming, Chief Administrative Officer
 Tarla Brewster, Recording Secretary

ABSENT: 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

2. ADOPTION OF THE AGENDA & MINUTES:

MOVED by Comm. Brownlee, SECONDED by Comm. Sullivan

THAT the Agenda for October 25th, 2016 be accepted.

CARRIED

MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Pfanner, SECONDED by Comm. Brownlee

THAT the minutes from August 23rd, 2016 be accepted

CARRIED

3. DELEGATION:

Nil

4. CORRESPONDENCE:

Nil

5. REPORTS:

MOVED by Comm. Nichols, SECONDED by Comm. Pfanner.

THAT Reports R1 through R4 are received for approval.

R1:

Randy reported on the recent fire in the kitchen. Total costs were \$16,037.76 dollars. Randy has discussed a payment plan with Val for \$6219.48 over the coming year starting November 1, 2016. Comm. Pfanner requested that a Cleaning Maintenance Program be done on a monthly basis and to be given to the Director of Parks & Recreation. Comm. Pfanner will discuss with Leo on information for Fire Standards and bring back to next meeting.

R5:

Building Committee for Arena Upgrade

Randy gave a report on the upgrade to the Arena Project. Attached

There was a discussion on doing an upgrade on the Ventilation as there has never been a system in the arena.

Commission directed staff to follow up on an NDI Grant for the Arena Ventilation Upgrade and to bring it to the next meeting.

6. NEW BUSINESS:

NB1:

Letter of Support

MOTIONED BY Comm. Brownlee, SECONDED by Comm. Nichols

THAT the Civic Properties Commission supports the Chetwynd Public Libraries grant application in the way of a letter of support.

CARRIED

NB2:

Indoor Playground

MOTIONED by Comm. Nichols, SECONDED By Comm. Brownlee

THAT the Civic Properties Commission receive for information letter from April Whyte, Success By6/Children First.

CARRIED

**NB3:
Chetwynd Health Blitz**

MOVED by Comm. Brownlee, SECONDED by Comm. Pfanner

THAT the Civic Properties Commission approves the Chetwynd Health Blitz's request for support and to charge them same applicable rate as 2016 for the May 24, 2017 event.

CARRIED

**NB4:
Chamber of Commerce Request**

MOVED by Comm. Pfanner, SECONDED by Comm. Nichols

THAT the Civic Properties Commission charges the Chamber of Commerce for the Business Excellence Awards the non-profit rate for this event.

CARRIED

7. NEXT MEETING:

November 22, 2016 - 4:00 pm Pine Room Chetwynd & District Rec. Centre

8. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:55 pm



Dan Rose,
Chairperson



Tarla Brewster
Secretary