

**MINUTES OF CIVIC PROPERTIES COMMISSION MEETING**

DATE: November 3, 2020  
TIME: 4:00 pm  
PLACE: Rec Centre – Aspen Room

PRESENT: Dan Rose, Area E Director PRRD, Chair  
Comm. Allen Courtoreille  
Comm. Janet Wark (via polycom)  
Comm. Walter MacFarlane (via polycom)  
Comm. Rochelle Galbraith (via polycom)  
Carol Newsom, Chief Administrative Officer  
Steve McLain, Director of Recreation  
Elaine Webb, Recreation Programs Manager  
Kristina Phillips, Manager of Leisure Services

ABSENT: Comm. Larry Houley, Alternate Chair  
Trish Morgan, General Manager of Leisure and Facility Services  
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD

GUEST: Ellen McAvany, Economic Development Office/Parks Manager

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

Comm. Rose called the meeting to order at 4:00pm.

**2. DIRECTOR'S NOTICE OF BUSINESS: NIL**

**3. ADOPTION OF THE AGENDA:**

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Agenda for November 3, 2020 be accepted.

CARRIED

**4. MINUTES FROM THE PREVIOUS MEETING:**

MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the minutes from September 22, 2020 be accepted.

CARRIED

**5. DELEGATIONS/PRESENTATIONS: NIL**

**6. CORRESPONDANCE: NIL**

**7. OLD BUSINESS:**

**OB-1**                    MOVED by Comm. Galbraith, SECONDED by Comm. Wark

THAT the Civic Properties Commission adopts the proposal amendment to the existing Refund Policy as presented and offers either a membership suspension, pro-rated refund, or a pro-rated credit, at the discretion of the Director of Recreation, and in the event of COVID related facility closure lasting for more than seven (7) days.

CARRIED

**8. REPORTS**

**R-1 – R-4**                    MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

THAT reports R-1 through R-4 are received for approval

CARRIED

**9. NEW BUSINESS:**

**NB-1**                    MOVED by Comm. Courtoreille, SECONDED by Comm. Galbraith

THAT the Civic Properties Commission recommends to the Peace River Regional District Board that the 2021 Chetwynd and District Rec Centre operating and capital provisional budgets be approved as presented for Peace River Regional Board final approval.

CARRIED

Staff to meet with Dan Golob, Fire Chief/Municipal Emergency Coordinator for input on Emergency Centre planning.

Staff was approved to spend up to \$30,000 to hire an electrical engineer to see what is needed for a generator for back-up for the Rec Centre.

**NB-2**                    MOVED by Comm. Galbraith, SECONDED by Comm. Courtoreille

THAT the Civic Properties Commission receive the report for information.

CARRIED

Staff to bring back plan with more detail.

**10. ADJOURNMENT:** Comm. Rose adjourned the meeting at 6:00pm

Next Meeting November 24, 2020

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Dan Rose,  
Chairperson

Elaine Webb  
Secretary