

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE January 26, 2021
TIME: 4:00 pm
PLACE: Rec Centre – Aspen Room

PRESENT: Dan Rose, Area E Director PRRD, Chair
Comm. Allen Courtoreille
Comm. Larry Houley, Alternate Chair
Comm. Janet Wark (via polycom)
Comm. Walter MacFarlane (via polycom)
Comm. Clay Bassendowski (via polycom)
Carol Newsom, Chief Administrative Officer (via polycom)
Steve McLain, Director of Recreation
Elaine Webb, Recreation Programs Manager
Kristina Phillips, Manager of Leisure Services
Trish Morgan, General Manager of Leisure and Facility Services (via polycom)
Teri Vetter, CFO, PRRD (via polycom)

ABSENT: Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

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. Courtoreille, SECONDED by Comm. Houley

THAT the Agenda for January 26, 2021 be accepted.

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from December 1, 2020 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS:

OB-1

Policy manuals were handed out to Commissioners for review. Staff noted that Commissioners can schedule a tour of the facility at their convenience.

8. REPORTS

R-1 – R-3

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT reports R-1 through R-3 are received for approval.

CARRIED

Commissioner Courtoreille gave his condolences to a BC Hydro employee who lost his life to COVID-19. Commissioner Courtoreille reminded commission that we all need to stay vigilant with measures like wearing masks, physical distancing, and washing hands as COVID-19 is in our community.

2021 Chetwynd Leisure Centre (pool) Draft Budget & Scenarios

R - 4

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #1

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Wark

Recommendation #2

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$25,000, to be paid for through requisition, to retile the showers and include it in the Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

Recommendation #3

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$15,000, to be paid for through requisition, to install a multi-stack heat recovery system and include it in the 2021 Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #4

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$45,000, to be paid for through surplus, to upgrade the chlorine room venting and include it in the 2021 Chetwynd Leisure Centre Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #5

THAT the Civic Properties Commission recommend to the Regional Board to include Option 1 (as originally presented December 1, 2020 to the Commission) in the draft 2021 Chetwynd Leisure Centre budget in the 2021 Annual Financial Plan.

CARRIED

2021 Chetwynd Arena (Rec Centre) Draft Budget & Scenarios

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #1

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Wark

Recommendation #2

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$20,000, to be paid for through requisition, to replace the boiler for the arena change room and include it in the Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

Recommendation #3

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$15,000, to be paid for through requisition, to purchase an auto-scrubber and include it in the 2021 Chetwynd Arena.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #4

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$6,000, to be paid for through requisition, to purchase a carpet cleaner and include it in the 2021 Chetwynd Arena Budget

CARRIED

MOVED by Comm. Houley, SECONDED by Comm. Courtoreille

Recommendation #5

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$10,000, to be paid for through requisition, to convert to LED lighting in the meeting rooms and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #6

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$26,000, to be paid for through requisition, to purchase booking software and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #7

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$5,000, to be paid for through requisition, to install additional security cameras and include it in the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Wark, SECONDED by Comm. Courtoreille

Recommendation #8

THAT the Civic Properties Commission recommend to the Regional Board to approve the supplemental request for \$350,000, to be paid for through grants, to construct a spray park and carry it forward to the 2021 Chetwynd Arena Budget.

CARRIED

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

Recommendation #9

THAT the Civic Properties Commission recommend to the Regional Board to include Option 1 (as originally presented December 1, 2020 to the Commission) in the draft 2021 Chetwynd Arena Budget in the 2021 Annual Financial Plan.

CARRIED

9. NEW BUSINESS: NIL

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 5:02pm

Next Meeting February 23, 2021

Dan Rose,
Chairperson

Elaine Webb
Secretary