

## MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE February 23, 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)

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. Houley, SECONDED by Comm. Courtoreille

THAT the Agenda for February 23, 2021 be accepted.

CARRIED

### 4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Courtoreille, SECONDED by Comm. Houley

THAT the minutes from January 26, 2021 be accepted.

CARRIED

**5. DELEGATIONS/PRESENTATIONS: NIL**

**6. CORRESPONDANCE: NIL**

**7. OLD BUSINESS: NIL**

**8. REPORTS**

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

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

CARRIED

Steve McLain, Director of Recreation, was happy to report that Chetwynd and District Rec Centre passed the TSBC Reduced Risk Assessment audit for the refrigeration plant.

**9. NEW BUSINESS:**

Civic Properties Commission spoke about climate change and what that may look like in the future 2040/2050.

Staff confirmed that plans are in place and continued improvements help reduce the facility carbon footprint. The 2021 facility audit will help identify needs and advance the existing strategic plan.

**10. ADJOURNMENT:** Comm. Rose adjourned the meeting at 4:24pm

Next Meeting March 23, 2021

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Dan Rose,  
Chairperson

Elaine Webb  
Secretary

## CIVIC PROPERTIES COMMISSION

To: Civic Properties Commission  
From: Steve McLain, Director of Recreation  
Date: March 23, 2021

- There was a concern received last week regarding ice rentals. Specifically, an unnamed individual had indirectly expressed a concern that they have had to travel to Hudson's Hope to rent ice as the Chetwynd Rec Centre has been unable to accommodate their needs. While it is difficult to respond to this without any specifics, we have been consistently renting ice to individuals and families as long as the COVID requirements can be met. We have had several rentals this ice season and have not received as many requests as we normally would. We are only aware of not meeting ice rental requests in two instances:
  1. One request was for a specific after-school time slot that was already booked by the Chetwynd Little Giants Figure Skating Club. The person wishing to rent the ice was unable to reschedule to an alternatively offered time.
  2. The second request was for an adult drop-in hockey rental. The current Provincial Health Order does not permit this activity, and we had to respectfully decline this rental.
  3. Additionally, we did not allow one parent and his two children to play shinny hockey during a public skate due to safety concerns. This is a long time established policy that pre-dates COVID and is common throughout BC rinks.
- The facility operation continues as it has during the pandemic. There have been no significant changes to the existing Provincial Health Orders and our approved COVID safety plan, restrictions, and rules. We continue to adapt to meet the needs of our patrons as much as possible while remaining safe for our patrons and employees. As an example, the Figure Skaters will have a highly modified awards night in April where skaters will enter the rink individually, get their award and picture taken in front of a backdrop, and then leave through a separate exit. This ice season has been very challenging and we have met our patron's needs as effectively as we can under the restrictions and new operational guidelines.
- The Chetwynd and District Rec Centre may serve the community as a COVID vaccination site if the extra space is needed by Northern Health. A safe work plan for this is in development and does not pose any issues.
- The Management team successfully completed the second module of Emergency Response "Emergency Operations Centre Essentials" training through the JIBC.
- Meeting room rentals remain extremely limited under the current PHO and we have had to decline some rental offers.
- The Ammonia Exposure Control Plan annual revisions are complete.
- The Maintenance Staff have completed their annual Safe Work Procedure and Ammonia Exposure Control Plan review.
- The ice surfaces will be removed at the end of the month and the refrigeration contractor will be here in early April to perform the regular maintenance tasks and scheduled repairs.
- The 2021 Capital budget planning process has started and is proceeding on schedule. The equipment purchase for the water spray park has been advertised and the purchase has been approved by the DOC Council.
- Concern remains regarding further restrictions especially as they relate to delayed vaccines, COVID variants, and an anticipated significant third wave. The current PHO is in effect on a week-to-week basis, and Dr. Henry stated on March 18 that there will be "very little change in the next two months" in the current state of restrictions, and "by June, if we are able to keep a 3<sup>rd</sup> wave from taking off we can ease restrictions."