



PEACE RIVER REGIONAL DISTRICT

CHETWYND PUBLIC LIBRARY ADVISORY COMMITTEE MEETING MINUTES

Wednesday, October 27, 2021

LOCATION Via ZOOM

ATTENDANCE

Committee Members

Kelly Wilson, Chetwynd Library Board – Meeting Chair
Councillor Janet Wark, District of Chetwynd
Melissa Millsap, Library Dir., Chetwynd Public Library
Tanya Harmacek, Chetwynd Library Board

Staff

Trish Morgan, GM of Community Services
Bryna Casey, Parks & Rural Recreation Coordinator
Jeff McDonald, Communications Manager
Kyla Traichevich, Recorder
Carol Newsom, CAO – District of Chetwynd

Absent

Director Rose, Electoral Area 'E'

Others

Amy Lievers, Field Lievers Architect

1. CALL TO ORDER The Chair called the meeting to order at 5:01 p.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Committee Member Millsap, SECONDED Councillor Wark,
That the Chetwynd Public Library Advisory Committee adopt the October 27, 2021
Meeting Agenda:

1. **Call to Order**
2. **Directors' Notice of New Business**
3. **Adoption of Agenda**
4. **Adoption of Minutes**
 - 4.1. Chetwynd Public Library Advisory Committee Draft Meeting Minutes of October 13, 2021
5. **Business Arising from the Minutes**
6. **Project Updates**
 - 6.1. Field Lievers Architecture Update
7. **Correspondence**
8. **Reports**
9. **New Business**
10. **Item(s) for Information**
 - 10.1. Chetwynd Library Advisory Committee Terms of Reference
11. **Adjournment**

CARRIED



4. ADOPTION OF MINUTES

- 4.1
Oct 13/21 CLIB Minutes
- MOVED Councillor Wark, SECONDED Committee Member Millsap,
That the Chetwynd Public Library Advisory Committee adopt the October 13, 2021 Meeting Minutes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. Project Update

- 6.1
Field Lievers Architecture
Update
- MOVED by Committee Member Wilson, SECONDED by Committee Member Millsap,
That the Chetwynd Public Library Advisory Committee receive the cost estimate from Field Lievers Architecture on October 21, 2021, for discussion.

CARRIED

Discussion:

Field Lievers Architecture worked closely with Celtic Construction on the specific construction item lines on the cost estimate, and ensured to have contingency added (one in construction area and one with the overall project budget). It was also mentioned, that based on the geotech report that Field Lievers Architecture received, the 5% should be enough for any underground work anticipated. The budget also includes electrical (IT and security).

7. CORRESPONDENCE

8. REPORTS

9. NEW BUSINESS

10. ITEMS FOR INFORMATION

- 10.1
Chetwynd Public Library
Advisory Committee
Terms of Reference

11. ADJOURNMENT

- 11.1
- The Chair adjourned the Meeting at 5:09 p.m.

CARRIED