



REPORT

To: Chair and Directors

Report Number: CS-BRD-417

From: Community Services

Date: July 17, 2025

Subject: Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Regional Board give Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025 to establish a Chetwynd Civic Properties Commission and delegate the management of the Chetwynd Recreation Centre, Chetwynd Leisure Centre and ancillary amenities of these facilities to the Commission, third reading.

RECOMMENDATION #2: *[Corporate Unweighted – 2/3 Majority]*

That the Regional Board adopt Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025.

BACKGROUND/RATIONALE:

The Chetwynd and District Recreation Centre (the Rec Centre) is owned by the Peace River Regional District (the Regional District) and operated by the District of Chetwynd (Chetwynd) with policy oversight provided by the Chetwynd and Area Civic Properties Commission (the Commission). The Rec Centre is defined as including all buildings and other improvements on/to the property located at 4552 North Access Road in Chetwynd, BC including:

- Ice Arena
- Curling Rink
- Leisure Pools
- Hot Tubs
- Sauna
- Gym
- Splash Park
- Skate Park
- Common areas
- Grounds and
- Other ancillary recreation amenities.

The Commission was established in 1996 through Bylaw No. 1049, 1996, which was amended by Bylaw No. 1058, 1996. Through these bylaws, the Board delegated certain duties, powers and responsibilities to the Commission for the facility.

A new Facility Operating Agreement has been developed to provide clarity and define the roles of the Regional District, the Commission and Chetwynd. Now that the Operating Agreement was approved by

the Commission (June 24, 2025), the District of Chetwynd (July 7, 2025) and considered by the Regional Board on July 17, 2025, the existing establishment bylaw needs to be given third reading. Upon adoption of Bylaw 2579, 2025 the previous bylaws will be repealed.

On June 19, 2025 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

“That the Regional Board give Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025, to establish a Chetwynd Civic Properties Commission and delegate the management of the Chetwynd Recreation Centre, Chetwynd Leisure Centre and ancillary amenities of these facilities to the Commission, first and second readings.”

The proposed new bylaw establishes the Commission (membership, nominations, requirements for Commission meetings, establishes signing authority) and further delegates the following powers related to the management of the Facilities:

- Management of the facilities in accordance with the Facility Operating Agreement,
- Corporate powers to the Commission including:
 - Power to establish policies and procedures,
 - Power to set performance and management goals and objectives,
 - Power to enter into agreements regarding the Facilities, and
 - Power to approve Chetwynd’s applications for grant funding to offset capital projects (provided these have been budgeted for in the Regional District’s financial plan)

The Bylaw further states that if there is no valid Agreement, that the Commission’s powers to manage the Facilities will be suspended, and the power to manage the facilities will revert to the Regional District until such a time as the Agreement is ratified by Chetwynd and the Regional Board.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

If approved, The Regional District website will be updated to add the new bylaw and remove the repealed bylaws. The Commission and Chetwynd will be informed and provided with the new Bylaw along with a fully executed Facility Agreement, once finalized. Following adoption of the bylaw, the Chetwynd Civic Properties Commission will need to be re-formed according to the membership and appointment mechanism terms of the new bylaw.

Attachment:

1. Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025