

## DISTRICT OF CHETWYND

### *Minutes of the Special Regular Council Meeting*

**Date:** February 23, 2015  
**Time:** 4:30 p.m.  
**Location:** Council Chambers

**Present:** Mayor Nichols  
Coun. Bassendowski  
Coun. Brownlee  
Coun. Galbraith  
Coun. Deck  
Coun. Pfanner  
Coun. Weisgerber  
D. Fleming, Chief Administrative Officer  
C. Newsom, Director of Corporate Administration  
W. Caldwell, Director of Financial Administration  
P. Gordon, Director of Engineering & Public Works  
R. Rusjan, Director of Parks & Recreation  
D. Ennis, Deputy Director of Corporate Administration  
(recording secretary)

**Press:** Cole Papalazarou, Peace FM  
Callie Warren, CHET TV  
Anand Chandy, CHET TV  
Naomi Larsen, Chetwynd Echo

**Public:** Janell Lecuyer  
Carmen Westgate, Chetwynd Chamber of Commerce  
Sheree Smith, Chetwynd Chamber of Commerce  
Charles Lasser, Chetwynd Chamber of Commerce  
Julia Nelson, Royal Lepage Cascade  
Leo Sabulsky

1. **Call to Order** Mayor Nichols called the meeting to order at 4:30 p.m. and a blessing was invoked on the proceedings.

2. **Adoption of Agenda** MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner  
THAT the Special Regular Council Meeting Agenda for February 23, 2015 be adopted as circulated.

CARRIED

3. **Minutes**

Nil

**4. Delegations and/or Presentations**

Nil

**5. Bylaws**

Nil

**6. Council Committee and Liaison Reports**

Nil

**7. Correspondence – Discussion**

Nil

**8. Correspondence – Information**

Nil

**9. Correspondence – Information Items**

Nil

**10. Reports – Discussion**

RD-1                      MOVED by Coun. Weisgerber, SECONDED by Coun. Galbraith  
\*\*\*Visitor  
Centre Services        THAT the report dated February 18, 2015 re: Visitor Centre Services  
Operation                Operation, be received; and

THAT Council authorize the following:

- a) THAT the District of Chetwynd operate the Visitor Centre on a seasonal model, based on Option #4 of its proposal commencing April 1, 2015, as below:

Pro Forma Budget  
For the Period ending December 31

	<b>10 Months</b>		
	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Revenue</b>			
Merchandise sales	\$8,000	\$10,000	\$10,000
Cost of Sales	4,000	5,000	5,000
Gross Profit	4,000	5,000	5,000
Tourism Grant - Province of	12,500	12,500	12,500
	<b>16,500</b>	<b>17,500</b>	<b>17,500</b>
<b>Operating Expenses</b>			
Courier & Postage	\$1,000	\$1,000	\$1,000
Event	1,000	1,000	1,000
Heat, Light & Power	1,000	5,000	5,000
Internet	500	500	500
Miscellaneous	1,000	1,000	1,000
Office Supplies	700	700	700
Salaries & Benefits	81,563	87,197	88,965
Rent	9,000	-	-
Supplies	1,500	1,500	1,500
Telephone	3,100	3,100	3,100
Travel and Training	3,000	3,000	3,000
Uniforms	600	600	600
Vehicle	800	800	800
Total Expenses	<b>\$104,763</b>	<b>\$105,397</b>	<b>\$107,165</b>
Net Operating Costs	<b>\$88,263</b>	<b>\$87,897</b>	<b>\$89,665</b>

Option #4

Reflects an estimated amount of merchandise sales for both 2015 and 2016 and a corresponding 50% cost of sales.

Staff: 1 supervisor working full time for 6 months and an average of 2 days per week for the remaining 6 months.

3 summer students working full time for 16 weeks.

Rent: Includes heat and power; is estimated at \$1,500 per month for 6 months of operation.

- b) That the Chamber of Commerce be offered a one-time grant in aid in the amount of \$25,000.00 subject to operating the Northern Development Initiative Trust program, "Small Town Love;" and
- c) That the District continue to offer special grants for Chainsaw Carving Event, Civic Night and Miscellaneous Events and Services.

Opposed: Coun. Deck

CARRIED \*\*\*

**11. Reports – Information**

Nil

**12. New Business**

Nil

**13. Question/Answer Period**

Charles Lasser commented that in the request for proposals the Chamber of Commerce proposed to employ the Visitor Centre Manager three days a week in the off season and that the District of Chetwynd proposed two days a week, a difference of only 26 days; he asked if Mayor and Council had taken that into consideration.

**14. Adjournment** MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:40 p.m.



\_\_\_\_\_  
Carol Newsom  
Director of Corporate Administration



\_\_\_\_\_  
Merlin Nichols  
Mayor

Certified a true and correct copy of the Minutes of the Special Regular Council Meeting held on February 23, 2015 in the Council Chambers.



\_\_\_\_\_  
Carol Newsom  
Director of Corporate Administration