

# DISTRICT OF CHETWYND

## *Minutes of the Regular Council Meeting*

**Date:** October 17, 2016  
**Time:** 4:30 p.m.  
**Location:** Council Chambers

**Present:** Mayor Nichols  
Coun. Bassendowski  
Coun. Brownlee  
Coun. Deck  
Coun. Pfanner  
D. Fleming, Chief Administrative Officer  
C. Newsom, Director of Corporate Administration  
K. Franson, Director of Financial Administration  
P. Gordon, Director of Engineering & Public Works  
L. Wilfur, Administrative Assistant (Recording Secretary)

**Absent:** Coun. Galbraith  
Coun. Weisgerber

**Press:** Marlon Gomez, CHET TV  
Mike Crosby, Peace FM  
Kelsey Roberts, Coffee Talk Express

**Public:** Tyria Plamondon, Chetwynd Visitor Centre (Item D-1)  
Ellen McAvany, Economic Development Officer  
Elaine Webb  
Terry Halliday

1. **Call to Order** Mayor Nichols called the meeting to order at 4:30 p.m. and an opening statement was read.
  
2. **Adoption of Agenda** MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee  
  
THAT the Regular Council Meeting Agenda for October 17, 2016 be amended to include the addition of Item CD-1 Letter from TLC Thrift Shop and Training Center dated October 14, 2016 re: Letter of Support, and that the agenda be adopted as amended.  
  
CARRIED
  
3. **Minutes**  
M-1 Minutes of the Regular Council Meeting  
MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner  
  
THAT the minutes of the Regular Council Meeting held on October 3, 2016 be adopted as circulated.  
  
CARRIED

#### 4. Delegations and/or Presentations

D-1  
Tyria  
Plamondon,  
Chetwynd  
Visitor Centre  
re: Chetwynd  
Visitor  
Services  
Report 2016  
6900.20.04

Tyria Plamondon, Chetwynd Visitor Centre Manager provided Council with a brief presentation regarding 2016 Visitor Services as outlined below:

- 1,481.5 hours of operation from April – September 2016
- 4,804 visitors attended
- 1,817 visitors roaming

##### 2016 Chetwynd Visitors Services:

- Info-On-The-Go - increased visitor/local touch point by 88% through regular walk and bike tours through the community to make connections with people.
- WorldHost Workshops – 9 workshops hosted with 45 people attending.
- Imagine Chetwynd – was supported by a Northern Health Imagine Grant and provided the community with supplies to explore and enjoy our community outdoor recreation (ie. snowshoes, fishing rods, soccer balls, tandem bike etc.).
- Chetwynd Arts Council – will occupy the Visitor Centre facility as of the end of October 2016 for the duration of the Visitor Centre shoulder season (November – March).
- Consignment and Sales – to date are \$16,265.96. Currently hold products for 20 consignment suppliers with a standard 20% commission fee.
- Events – Be a Tourist in your Own Town, Canada Day and Annual Peace Region Community to Community Poker Rider were well attended.

##### 2017 Programs and Initiatives:

- All annual events.
- New project located at Carver's Row: display for information at the existing bulletin board and will guide visitors the approximate 200ft to the Visitor Centre location.

Council thanked Ms. Plamondon for the presentation.

#### 5. Bylaws

Nil

**6. Council Committee and Liaison Reports**

CR-1  
Regional  
District Report  
0400.70.02

Mayor Nichols submitted the following written Peace River Regional District (PRRD) report dated October 13, 2016:

“C1: A Fire Training Facility will be constructed in Dawson Creek. Watch for meeting time and place to discuss details of participation.

STARS received a grant of \$170,000.

R19: The Peace River Regional District (PRRD) Board waived the purchasing policy and authorized DWB Consulting to provide project coordination, engineering, and environmental monitoring works associated with the 2016 flood-mitigation works.

The PRRD Board also waived the purchasing policy to hire contractors to conduct stream mitigation works associated with the 2016 floods.”

MOVED by Mayor Nichols, SECONDED by Coun. Bassendowski

THAT Mayor Nichols’ written Peace River Regional District Report dated October 13, 2016, be received.

CARRIED

CR-4  
Health  
Services  
Committee  
Report

Councillor Pfanner reported the following:

- Met with Northern Health at the Chetwynd Clinic; discussed issues and options going forward. Northern Health to prepare report.

MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee

THAT Coun. Pfanner’s verbal Health Services Committee Report, be received.

CARRIED

CR-5  
Public Works  
Committee  
Report

Councillor Deck reported the following:

- Sewer lagoon upgrades are almost complete.
- Pressure Reducing Valve (PRV) improvements have started on South Access Road.

MOVED by Coun. Deck, SECONDED by Coun. Brownlee

THAT Coun. Deck's verbal Public Works Committee Report, be received.

CARRIED

CR-6  
Mayor's  
Report

Mayor Nichols submitted the following written Mayor's Report dated October 17, 2016:

"The following items occupied some of the Mayor's time since last reported:

- September 21: Met with Northern Health in Prince George (E. Pfanner, A. Brownlee, D. Ennis).
- September 22: Peace River Regional District (PRRD) in Dawson Creek.
- September 23: To Union of BC Municipalities (UBCM).
- October 3: From UBCM.
- October 4: Infrastructure Planning.
- October 6: Met with Insp. Sid Lecky, RCMP.
- October 11: Infrastructure Planning.
- October 12: South Peace Business2Business Expo in Dawson Creek.
- October 13: PRRD in Dawson Creek."

MOVED by Mayor Nichols, SECONDED by Coun. Bassendowski

THAT Mayor Nichols' written Mayor's Report dated October 17, 2016, be received.

CARRIED

## 7. Correspondence – Discussion

CD-1  
\*\*\*TLC Thrift  
Shop and  
Training  
Center re:  
Letter of  
Support  
0230.50.28

MOVED by Coun. Brownlee, SECONDED by Coun. Deck

THAT the letter from TLC Thrift Shop and Training Center dated October 14, 2016 re: Letter of Support, be received; and

THAT Council authorize that a letter be sent to TLC Thrift Shop and Training Center in support of their Northern Development Initiative Trust grant application for renovations.

CARRIED\*\*\*

## 8. Correspondence – Information

- CI-1  
Remembrance  
Day  
Ceremonies  
2016  
0230.50.09
- MOVED by Coun. Brownlee, SECONDED by Coun. Deck
- THAT the letter from The Royal Canadian Legion dated October 1, 2016 re: Remembrance Day Ceremonies 2016, be received for information; and
- CI-2  
2017 World  
Under-17  
Hockey  
Challenge  
0400.60.01
- THAT the press release from City of Fort St. John and City of Dawson Creek dated October 6, 2016 re: Fort St. John and Dawson Creek in Negotiations with Hockey Canada to Host 2017 World Under-17 Hockey Challenge, be received for information; and
- CI-3  
Ride Sourcing  
in B.C.  
Stakeholder  
Engagement  
Summary  
0400.20.08
- THAT the letter from Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink dated September 23, 2016 re: Ride Sourcing in B.C. Stakeholder Engagement Summary, be received for information.
- CARRIED
- CI-4  
\*\*\*Canada  
Post Review  
0230.20.01
- MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee
- THAT the letter from Canadian Union of Postal Workers dated September 7, 2016 re: Another Opportunity to Have Your Say in Canada Post Review, be received for information; and
- THAT Council direct Administration to prepare a report on the Canada Post Review.
- CARRIED\*\*\*
- CI-5  
UBCM – The  
Compass  
0230.30.02
- MOVED by Coun. Brownlee, SECONDED by Coun. Deck
- THAT the Compass dated September 21, 2016, be received for information; and
- CI-6  
UBCM – The  
Compass  
0230.30.02
- THAT the Compass dated October 5, 2016, be received for information; and

CI-7                    THAT the email from Resource Works dated September 28, 2016 re: Let's Act  
Resource                In Unison Today, be received for information.  
Works – Let's  
Act In Unison        CARRIED  
Today  
0230.30.01

**9. Correspondence – Information Items**

Information            MOVED by Coun. Brownlee, SECONDED by Coun. Bassendowski  
Item  
I-1 – I-9                THAT Information Item I-1 – I-9 be received for information.  
0550.02  
  
CARRIED

**10. Reports – Discussion**

RD-1                    MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee  
\*\*\*Canadian  
Mosaic Project        THAT the report dated October 3, 2016 re: Canadian Mosaic Project 2017-  
2017-2018                2018 Canada 150 Travelling Pavilion prepared by the Economic Development  
Canada 150                Department, be received; and  
Travelling  
Pavilion                 THAT Council approve Chetwynd as a community for the Pavilion project to  
0330.20.01                be hosted; and  
  
THAT Council request the Civic Properties Commission review a location that  
would fit for the timeline set for June 9<sup>th</sup> at the Recreation Centre.  
  
CARRIED\*\*\*

RD-2                    MOVED by Coun. Bassendowski, SECONDED by Coun. Brownlee  
\*\*\*  
2016                     THAT the report dated October 6, 2016 re: 2016 Contribution Summary –  
Contribution             Donation Box at the Sani Dump prepared by Administration, be received; and  
Summary –  
Donation Box            THAT Council authorize Administration to distribute \$837.05, which is the  
at the Sani                total of contributions collected from the Donation Box at the Sani Dump  
Dump Station             Station in 2016, as follows:  
5340.01  

- \$279.02 – Shriners' Club; and
- \$558.03 – Little Prairie Heritage Museum.

  
CARRIED\*\*\*

RD-3                    MOVED by Coun. Brownlee, SECONDED by Coun. Bassendowski  
\*\*\*Alternative  
Advertising            THAT the report dated October 7, 2016 re: Alternative Advertising Methods  
Methods                prepared by Administration, be received; and  
1475.20.01  
  
                              THAT Council authorize Administration to utilize the provision offered in the  
*Community Charter*, Section 94 (4), for alternative means of providing public  
notice.

CARRIED \*\*\*

RD-4                    MOVED by Coun. Bassendowski, SECONDED by Coun. Pfanner  
\*\*\*Interim  
Building                THAT the report dated October 12, 2016 re: Interim Building Inspection  
Inspection              Services prepared by Administration, be received; and  
Services  
  
                              THAT District Council authorize administration entering into a contract with  
Peace River Regional District for Building and Plumbing Code Inspection  
Services.

CARRIED\*\*\*

**11. Reports – Information**

RI-1                    MOVED by Coun. Brownlee, SECONDED by Coun. Deck  
Building  
Permit Values        THAT the report dated October 2016 re: Building Permit Values prepared by  
0640.20.03            the Engineering & Public Works Department, be received for information.

CARRIED

**12. New Business**

Nil

**13. Question/Answer Period**

Nil

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:52 p.m.



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



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

Certified a true and correct copy of the  
Minutes of the Regular Council Meeting  
held on October 17, 2016 in the Council  
Chambers.



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