

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: November 15, 2021
Time: 4:30 p.m.
Location: Council Chambers & Zoom

Present: Mayor Courtoreille
Coun. Bassendowski
Coun. Deck
Coun. Galbraith
Coun. Weisgerber
C. Newsom, Chief Administrative Officer
K. Franson, Director of Financial Administration
D. Way, Deputy Director of Corporate Administration
E. McAvany, Economic Development Officer
L. Wilfur, Executive Assistant (Recording Secretary)

Absent: Coun. Disher
Coun. Wark

- 1. Call to Order** Mayor Courtoreille called the meeting to order at 4:31 p.m. and an opening statement was read.
- 2. Adoption of Agenda** MOVED by Coun. Deck, SECONDED by Coun. Bassendowski

THAT the Regular Council Meeting Agenda for November 15, 2021 be adopted as circulated.

CARRIED
- 3. Minutes**

M-1 Minutes of the Regular Council Meeting MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith

THAT the minutes of the Regular Council Meeting held on November 1, 2021 be adopted as circulated.

CARRIED
- 4. Delegations & Presentations**

Nil

5. Bylaws

Nil

6. Council Committee and Liaison Reports

CR-2
Councillor
Reports

Coun. Deck provided the following Solid Waste Committee Meeting Update:

- Chetwynd's curbside recycling program has the lowest contamination in the region.
- Possibly in the budget for next year could be a share shed for the Chetwynd Landfill.
- The committee has recommended an increase to the tipping fees for the Industrial, Commercial, and Institutional (ICI) waste stream as follows:
 - 5% increase to the sorted waste stream
 - 76% increase to the unsorted waste stream

Coun. Bassendowski provided the following Chetwynd Communications Society Update:

- Having difficulty getting enough membership to make a quorum.
- Trying to reduce the board of directors so that fewer directors are needed.
- Licensing and procedures for Bingo are going well.

CR-3
Mayor's
Report

Mayor Courtoreille provided the following Mayor's Report:

- Attended South Peace Collaborative Committee meetings:
 - Committee looked into how seniors are affected in our area by getting seniors to identify health issues they have.
 - Presentation from First Nations Health Authority on how First Nations are affected through the health care system.
 - Committee will be looking into a Primary Care Network Service Plan for the South Peace.
 - Chetwynd to establish a round table to identify needs of the local area.

7. Discussion Items

DI-1 MOVED by Coun. Bassendowski, SECONDED by Coun. Deck
2022 High on
Ice Winter THAT the email from City of Fort St. John dated November 2, 2021 re: 2022
Festival – High on Ice Winter Festival – Mayor’s Ice Carving Challenge – Save the Date,
Mayor’s Ice be received; and
Carving
Challenge THAT Council authorize the Mayor or Alternate to compete in the High on Ice
Festival Mayor’s Ice Carving Challenge on February 19, 2022 in Fort St. John,
BC.

CARRIED

DI-2 MOVED by Coun. Deck, SECONDED by Coun. Bassendowski
2022 COFI
Convention THAT the email from Council of Forest Industries (COFI) dated October 26,
2021 re: 2022 COFI Convention – Vancouver, BC – Save the Date, be received;
and

THAT Council authorize the Mayor or Alternate to attend the 2022 Council of
Forest Industries (COFI) Convention in Vancouver, BC April 27-29, 2022.

CARRIED

DI-3 MOVED by Coun. Deck, SECONDED by Coun. Bassendowski
2022 BC
Natural THAT the email from BC Natural Resources Forum dated November 9, 2021
Resource re: Fall Forum Update / 2022 BC Natural Resources Forum, be received; and
Forum THAT all members of Council be authorized to attend the 2022 BC Natural
Resources Forum in Prince George, BC January 18-20, 2022.

CARRIED

8. Correspondence

C-1 MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith
Regional
Leaders THAT the Regional Leaders Statement dated October 27, 2021, be received for
Statement information; and

C-2 THAT the letter from the Honourable Josie Osborne, Minister of Municipal
2021 UBCM Affairs dated October 26, 2021 re: 2021 Union of BC Municipalities (UBCM)
Convention Convention Meeting, be received for information; and
Meeting

C-3 THAT the North Central Local Government Association (NCLGA) Board
NCLGA Board Highlights Report dated October 22-23, 2021, be received for information; and
Highlights
Reports

C-4 THAT the email from BC Hydro dated October 31, 2021 re: Peace Region
PRES Project Electricity Supply (PRES) Project, be received for information.

CARRIED

9. Information Items

II-1 MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith
Information
Items THAT Information Items I-1 – I-9 be received for information.
I-1 - I-9

CARRIED

10. Reports for Action

RA-1 MOVED by Coun. Galbraith, SECONDED by Coun. Deck
2022 Council
Meeting THAT the report dated October 27, 2021 re: 2022 Council Meeting Schedule
Schedule prepared by Administration, be received; and

THAT the 2022 Regular Council meetings be held in Council Chambers, at
4:30 pm, on the following dates:

January 10	July 4
February 7	July 18
February 22	August 2
March 7	August 15
March 21	September 6
April 4	October 3
April 19	October 17
May 2	November 7 - Inaugural
May 16	November 21
June 6	December 12
June 20	

THAT the 2022 Council Meeting Schedule be made available to the public by
posting a copy at the municipal office.

CARRIED

RA-2 Deputy Mayor Appointments
MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith
THAT the report dated November 4, 2021 re: Deputy Mayor Appointments prepared by Administration, be received; and
THAT the following Council members be appointed Deputy Mayor for the designated periods of 2022:

Coun. Janet Wark	February/September
Coun. Rochelle Galbraith	January/April
Coun. Clay Bassendowski	March/July
Coun. Mel Deck	August/October
Coun. Jocelyn Disher	May/November
Coun. Laura Weisgerber	June/December

CARRIED

RA-3 Council Appointments – Civic Properties Commission
MOVED by Coun. Deck, SECONDED by Coun. Galbraith
THAT the report dated November 4, 2021 re: Council Appointments – Civic Properties Commission prepared by Administration, be received; and
THAT Council authorize the following Council representatives be appointed to the Civic Properties Commission for 2022: Mayor Courtoreille and Councillors Bassendowski and Wark.

CARRIED

RA-4 Peace River Regional District Board Appointments
MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith
THAT the report dated November 4, 2021 re: Peace River Regional District Board Appointments prepared by Administration, be received; and
THAT Mayor Courtoreille be appointed as Director and Councillor Deck be appointed as alternate Director to the Peace River Regional Board for 2022.

CARRIED

RA-5 2022 Council Committee Appointments
MOVED by Coun. Deck, SECONDED by Coun. Bassendowski
THAT the report dated November 4, 2021 re: 2022 Council Committee Appointments prepared by Administration, be received; and
THAT Council members be formally appointed to the following Committees, Boards, and Commissions for 2022, as follows:

Council Committees:

Committee of the Whole	Mayor Courtoreille and all of Council
Treaty Land Entitlement	Mayor Courtoreille and all of Council

Boards, Commissions & Other:

Chamber of Commerce	Coun. Weisgerber
Library	Coun. Wark
Municipal Insurance Association	Coun. Weisgerber Coun. Disher (Alternate)
Northeast Regional Advisory Committee	Coun. Galbraith Coun. Disher (Alternate)

Liaison Appointments:

BC Hydro Peace Region Non-Profit Community Fund	Coun. Galbraith
Chainsaw Carving Championship Society	Coun. Disher
Chetwynd Communications Society	Coun. Bassendowski
Chetwynd Community (Harm Reduction Group)	Coun. Bassendowski
Chetwynd General Hospital Working Group	Coun. Galbraith Coun. Wark
Chetwynd Shelter Committee	Coun. Bassendowski
Fire Department Liaison	Coun. Deck
Heritage/Museum	Coun. Disher
PRRD Solid Waste Sub-committee	Coun. Deck
RCMP	Coun. Weisgerber
Senior Citizens Housing Society	Coun. Weisgerber

Site C Regional Community
Liaison Committee

Mayor Courtoreille
Coun. Galbraith (Alternate)

Violence Against Women in
Relationships

Coun. Disher

AMENDMENT:

MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski

THAT the 2022 Council Committee Appointments Report be amended to add the Pine Valley Seniors Association; and

THAT Council appoint Coun. Weisgerber to the Pine Valley Seniors Association Committee for 2022.

CARRIED

RA-6
Appointment
of Auditor for
District of
Chetwynd

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the report dated November 4, 2021 re: Appointment of Auditor for District of Chetwynd prepared by Administration, be received; and

THAT the Chartered Accounting firm of Sander Rose Bone Grindle LLP be appointed as auditor for the District of Chetwynd for 2022.

CARRIED

RA-7
Chetwynd
Pharmacy
Holdings Ltd.
Sign
Encroachment
Agreement

MOVED by Coun. Galbraith, SECONDED by Coun. Bassendowski

THAT the report dated November 4, 2021 re: Chetwynd Pharmacy Holdings Ltd. Sign Encroachment Agreement prepared by Administration, be received; and

THAT Chetwynd Pharmacy Holdings be granted an extension on their Sign Encroachment Agreement for a period of five (5) years, commencing January 1, 2022, with the same conditions as set forth in the original agreement.

CARRIED

RA-8
Development
Variance
Permit
Application –
Legion

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the report dated November 3, 2021 re: Development Variance Permit Application – Legion prepared by the Bylaw Enforcement Department, be received; and

THAT Pursuant to Section 498 of the *Local Government Act* RS2015, Council of the District of Chetwynd give notice that it will be receiving an application from the Royal Canadian Legion Branch 258 requesting approval of a Development Variance Permit application to allow placement of a 6' x 8' steel construction magnetic sign on a permanent foundation at the property located at 4421 Veterans Way, Chetwynd, BC; and

THAT Administration be directed to advertise a public input opportunity with respect to the above application to be scheduled on December 13, 2021; and

THAT the \$350 Development Variance Permit fee be waived in acknowledgement of the not-for-profit status of the applicant.

CARRIED

RA-9
Development
Variance
Permit
Application –
5000 and 5040
North Access
Road

MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski

THAT the report dated November 4, 2021 re: Development Variance Permit Application – 5000 and 5040 North Access Road prepared by Administration, be received; and

THAT Pursuant to Section 498 of the *Local Government Act* RS2015, Council of the District give notice that it will be receiving an application from Sweetpal Chauhan on behalf of Dap Group Ltd. requesting approval of a Development Variance Permit application to allow two petroleum tanks to be placed outside of the required setback; and

THAT Administration be directed to advertise a public input opportunity with respect to the above application to be scheduled on December 13, 2021.

CARRIED

RA-10 MOVED by Coun. Bassendowski, SECONDED by Coun. Weisgerber
Maternity
Leave THAT the report dated November 9, 2021 re: Maternity Leave Supplemental
Supplemental Top Up prepared by the Finance/Administration Departments, be received; and
Top Up

 THAT Council endorse the Maternity Leave Supplemental Top Up Policy
 included with the report dated November 9, 2021 as Attachment "A".

 OPPOSED: Councillor Galbraith

 CARRIED

11. Reports for Information

RI-1 MOVED by Coun. Bassendowski, SECONDED by Coun. Deck
October
Accounts THAT the report dated November 4, 2021 re: October Accounts Payable
Payable Cheque List prepared by the Finance Department, be received for information.
Cheque List

 CARRIED

12. New Business

Nil

13. Public Question Period

Nil

14. Adjournment MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

 THAT the meeting be adjourned.

 CARRIED

 The meeting was adjourned at 5:09 p.m.

ORIGINAL SIGNED BY
Carol Newsom – Corporate Officer

ORIGINAL SIGNED BY
Allen Courtoreille - Mayor

Certified a true and correct copy of the
Minutes of the Regular Council Meeting
held on November 15, 2021 via Electronic
Zoom Conference and in Council
Chambers.

ORIGINAL SIGNED BY
Carol Newsom – Corporate Officer