

## DISTRICT OF CHETWYND

### *Minutes of the Regular Council Meeting*

**Date:** January 10, 2022  
**Time:** 4:30 p.m.  
**Location:** Council Chambers & Zoom

**Present:** Mayor Courtoreille  
Coun. Bassendowski  
Coun. Deck  
Coun. Galbraith  
Coun. Wark  
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. Labarrere, Engineering Intern  
L. Wilfur, Executive Assistant (Recording Secretary)

**Absent:** Coun. Disher

- 1. Call to Order** Mayor Courtoreille called the meeting to order at 4:30 p.m. and an opening statement was read.

**Yvonne Elden & Bob Nicholson** A moment of silence was held in honour of Yvonne Elden who passed away on December 9, 2021 and former Councillor Bob Nicholson who passed away on December 16, 2021. Both Ms. Elden and Mr. Nicholson were awarded Freedom of the Municipality in years past.
- 2. Adoption of Agenda** MOVED by Coun. Wark, SECONDED by Coun. Weisgerber

THAT the Regular Council Meeting Agenda for January 10, 2022 be amended to include the addition of NB-1 Letter dated December 21, 2021 re: Snowmobile Restrictions to Aid Caribou Recovery in South Peace, and that the agenda be adopted as amended.

CARRIED
- 3. Minutes**

M-1 Minutes of the Regular Council Meeting

MOVED by Coun. Bassendowski, SECONDED by Coun. Wark

THAT the minutes of the Regular Council Meeting held on December 13, 2021 be adopted as circulated.

CARRIED

#### 4. Delegations & Presentations

D-1  
Ernie Polsom,  
FireWise  
Consulting Ltd.  
re: Fire Hall  
Study

Ernie Polsom, FireWise Consulting Ltd. provided Council with an overview of the Fire Hall Study for the District of Chetwynd as outlined below:

- Recommendations
  - #1. The District of Chetwynd should focus on developing a single facility to house its fire department.
  - #2. The District of Chetwynd should engage an architectural firm to begin the fire station design process to replace the existing building with one that meets the operations needs of the fire department and is compliant with applicable codes and regulations.
- Condition Assessment
  - Site visits
  - Reviewed facility related to operations
  - Legislative Assessment:
    - BC Building code
    - BC Fire Code
    - WorkSafe BC
  - Standards
    - NFPA and others
- Why Now?
  - All buildings have a life span
  - Compromises and workarounds not adequate
  - Changed legislation and regulations
  - Better understanding of OHS concerns
    - Occupational Cancers
  - Renovations would trigger BC Building code compliance requirements
  - Good Governance
- What is Wrong?
  - Clean versus Dirty areas of building
    - Crossover to offices and Tourist Centre
  - Fire and Building Code Non-compliance
    - Inadequate fire separations
    - Non-compliant construction
  - Health and Safety
    - Lack of decontamination spaces
    - Contamination from diesel exhaust and fire ground
  - Building and site too small
    - Shared parking, pedestrians crossing fire lanes, etc.
    - Apparatus bays too narrow

- Options Considered
  - New Building
  - Satellite Station
  - Renovation
- Where to build?
  - Open question
  - Lots of alternatives
  - Should be part of the station design program
- Next Steps
  - Engage Professionals
  - Establish Working Group
  - Community Engagement
  - Evaluate Siting Options
  - Explore Partnerships

Council thanked Mr. Polsom for the presentation.

D-2  
Leah Labarrere,  
Engineering  
Intern re:  
District of  
Chetwynd 2021  
Active  
Transportation  
Plan

Leah Labarrere, Engineering Intern provided Council with an overview of the 2021 Active Transportation Plan for the District of Chetwynd as outlined below:

- Introduction
  - Purpose
    - Support the District's commitment to reduce greenhouse gas emissions by reducing reliance on the automobile.
    - Create more effective, usable, and safe active transportation connections within Chetwynd.
    - Improve physical health of residents by increasing opportunities to be physically active year-round.
    - Reduce conflicts between cyclists, pedestrians, and motorists through enhanced design, and signage.
    - Improve year-round tourism appeal of the community and more effectively leverage funding opportunities for active transportation infrastructure and amenities.
  - What is Active Transportation?
    - Any active trip you make to get yourself, or others, from one place to another and includes any form of human powered transportation. Walking and cycling are the more popular.
  - Why an Active Transportation Plan?
    - Health & Well-Being
    - Equity & Inclusion
    - Safety

- Quality of Life
  - Reduce Environmental Impacts
- Area Review
  - Walkability
  - Bikeability
  - Trail Networks
- Community Engagement
  - In-person Engagement (Farmers Market & Harvest Fest)
  - Online Surveys
- Vision
  - Transportation Networks - Key Considerations
    - Connecting active transportation routes to existing facilities between residential neighbourhoods.
    - Connecting the community with direct and safe active transportation routes.
    - Connecting schools and other community amenities to the active transportation network.
    - Implementing pedestrian improvements within Chetwynd.
    - Providing opportunities for routes that fulfill both commuting and recreational purposes.
    - Addressing known safety issues for active transportation users.
    - Attracting new users and increasing use of active transportation networks to reduce reliance on vehicle use in Chetwynd.
- Action & Implementation
  - Action Items
    - Expand and enhance the sidewalk network
    - Create a bicycle network
    - Expand and enhance the trail and pathway networks
    - Improve intersections and crossing
    - Encourage public and environmental health and active living by supporting walking and cycling for people of all ages
    - Improve wayfinding, signage, and trip planning to support tourism
  - Implementation Timeline

Council thanked Ms. Labarrere for the presentation.

D-3  
Leah Labarrere,  
Engineering  
Intern re:  
District of  
Chetwynd  
Downtown  
Revitalization  
Plan

Leah Labarrere, Engineering Intern provided Council with an overview of the Downtown Revitalization Plan for the District of Chetwynd as outlined below:

- Introduction
  - 3 Main Goals
    - Create an attractive, convenient, and pedestrian-friendly downtown.
    - Enhance the existing ‘sense of place’ through design for the Chetwynd Downtown, that reinforces its presence as a community center.
    - Identify appropriate pedestrian and active transportation connections in the downtown.
  - Study Area
    - Key street in the downtown
  - Timeline
    - Spring – Data Collection & Draft Plan
    - Summer – Community Engagement
    - Fall – Review Input & Refine Draft Plan
    - Winter – Adopt the Final Plan & Implement
- Area Review
- Community Engagement
  - In-person Engagement (Farmers Market & Harvest Fest)
  - Online Surveys
- Design Directs & Downtown Vision
  - Downtown Design Directions
    - Improve and increase the number of key streetscape and sidewalk elements.
    - Transition to low-maintenance landscaping.
    - Use corner bulb-outs to serve multiple functions.
    - Enhance gateway elements into the downtown.
    - Provide improved measures for accessibility and ease of movement.
    - Enhance community pride and engagement through seasonal decorations and events.
    - Create a comfortable cycle network.
    - Provide adequate lighting.
  - Downtown Vision
- Implementation
  - Primary Recommendations
    - Phased and Incremental Streetscape Improvements
    - Downtown Gateways
    - Lighting and Wayfinding

- Secondary Recommendations
  - Pocket Parks
  - Seasonal Vibrancy and Lighting
  - Public Washroom
  - Cycling Network
  - Facilitate Redevelopment and Façade Improvements
  - Expand the Windrem Creek Trail

Council thanked Ms. Labarrere for the presentation

MOVED by Coun. Wark, SECONDED by Coun. Deck

THAT the:

- FireWise Fire Hall Study;
- 2021 Active Transportation Plan with the addition of a trail from North Access Road to the Museum; and
- Downtown Revitalization Plan

be received as presented.

CARRIED

## 5. Bylaws

B-1  
Bylaw No.  
1143, 2021

MOVED by Coun. Weisgerber, SECONDED by Coun. Deck

THAT Bylaw No. 1143, 2021 cited as the “District of Chetwynd Revenue Anticipation Bylaw No. 1143, 2021” be adopted.

CARRIED

## 6. Council Committee and Liaison Reports

CR-1  
Regional  
District Report

Mayor Courtoreille provided the following Peace River Regional District (PRRD) Update:

- Electoral Area “E” Director Dan Rose is pleased that Chetwynd and PRRD are getting involved in the New Chetwynd Public Library.
- PRRD did a housing study, and the study shows that we have a shortage of residential housing and construction of residential housing in the area.

CR-2  
Councillor  
Reports

Coun. Weisgerber advised that she attended the Pine Valley Seniors Association Christmas supper.

Coun. Bassendowski provided the following Tansi Transition Housing Update:

- Might be up and running this week.
- Things have been going well.
- Plumbing and Electricity are completed.
- Mats (beds) have arrived.

CR-3  
Mayor's  
Report

Mayor Courtoreille provided the following verbal Mayor's report:

- On January 6, 2022 Mayor & Council met with Minister of Health Adrian Dix via zoom. Topics of discussion were the Chetwynd Hospital, Nurses, diversions, and vaccinations. Chetwynd Hospital to receive three new nurses in early 2022.
- Met with West Fraser on November 30, 2021 and Canfor on January 10, 2022. Topic of discussion with both Canfor and West Fraser was potential for fibre shortages and not receiving cutting permits from the Provincial government due to deferrals.
- Infrastructure upgrade for 2021 included 43<sup>rd</sup> Street in the Rodeo at a cost of 1.8 million dollars.

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the:

- Regional District Report
- Councillor Reports and
- Mayor's Report

be received for information.

CARRIED

## 7. Discussion Items

DI-1                      MOVED by Coun. Galbraith, SECONDED by Coun. Bassendowski  
PRRD re:  
Economic              THAT the letter from Peace River Regional District dated January 4, 2022 re:  
Development           Economic Development Model, be received for information.  
Model

MOTION TO TABLE

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT Council table the motion and direct Administration to request Trish Morgan, General Manager of Community Services to attend a meeting to explain the proposed Economic Development Options provided by the Peace River Regional District for Council's input.

CARRIED

DI-2                      MOVED by Coun. Bassendowski, SECONDED by Coun. Weisgerber  
Community  
Futures Peace           THAT the letter from Community Futures Peace Liard dated December 21,  
Liard re: Letter        2021 re: Letter of Support, be received; and  
of Support

THAT a letter of support be sent to Community Futures Peace Liard for their application to the Province of British Columbia Community Workforce Response Grant program to deliver a Primary Care Paramedic Training program in the Northeast.

CARRIED

## 8. Correspondence

C-1                      MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski  
District of  
Chetwynd              THAT the letter from Sander Rose Bone Grindle LLP dated December 22, 2021  
Audit Planning       re: District of Chetwynd Audit Planning Report, be received for information.  
Report

CARRIED

C-2                      MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski  
MoMA re:  
Cold Weather           THAT the letter from Ministry of Municipal Affairs dated December 22, 2021  
& COVID-19        re: Cold Weather and COVID-19 Information, be received for information; and  
Information

C-3                      THAT the email from District of Lillooet dated December 20, 2021 re: BC  
District of  
Lillooet re: BC  
Wildfires              Wildfires Petition, be received for information.

CARRIED

Petition



C-4                      MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski  
Canfor re: Old  
Growth                THAT the email from Canfor dated December 15, 2021 re: Open Letter from  
Don Kayne re: Old Growth, be received for information.

CARRIED

## **9. Information Items**

II-1                      MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski  
Information  
Items                      THAT Information Items I-1 – I-29 be received for information.

I-1 - I-29

CARRIED

## **10. Reports for Action**

Nil

## **11. Reports for Information**

RI-1                      MOVED by Coun. Deck, SECONDED by Coun. Bassendowski  
November  
Accounts                THAT the report dated December 10, 2021 re: November Accounts Payable  
Payable                      Cheque List prepared by the Finance Department, be received for information.  
Cheque List

CARRIED

RI-2                      MOVED by Coun. Bassendowski, SECONDED by Coun. Deck  
Building  
Permit Values            THAT the report dated January 4, 2022 re: Building Permit Values prepared by  
the Engineering & Public Works Department, be received for information.

CARRIED

## **12. New Business**

NB-1                      Mayor Courtoreille advised that Northeast Stakeholders requested a Socio-  
Snowmobile              Economic Impact Study to provide information with regard to the percentage of  
Restrictions to            backcountry in our area to be closed to snowmobiles. Mayor Courtoreille  
Aid Caribou                advised he does not want anyone to think that Chetwynd agreed with the  
Recovery in                closures; these were decisions made by the Provincial Government in an effort  
South Peace                to protect Caribou habitat.

**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 6:02 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 January 10, 2022 via Electronic Zoom Conference and in Council Chambers.

ORIGINAL SIGNED BY

Carol Newsom – Corporate Officer