

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: March 20, 2023
Time: 4:30 p.m.
Location: Council Chambers

Present: Mayor Courtoreille
Coun. Deck
Coun. MacDonald
Coun. Smith
Coun. Wark
S. McLain, Chief Administrative Officer
D. Ennis, Corporate Officer/HR Manager
K. Franson, Director of Financial Administration
L. Wilfur, Executive Assistant (Recording Secretary)

Absent: Coun. Bassendowski
Coun. Nelson

1. **Call to Order** Mayor Courtoreille called the meeting to order at 4:30 p.m. and an opening statement was read.
2. **Adoption of Agenda** MOVED by Coun. Deck, SECONDED by Coun. Wark

THAT the Regular Council Meeting Agenda for March 20, 2023 be adopted as circulated.

CARRIED
3. **Minutes**
M-1
Minutes of the
Regular
Council
Meeting
MOVED by Coun. Deck, SECONDED by Coun. Wark

THAT the minutes of the Regular Council Meeting held on March 6, 2023 be adopted as circulated.

CARRIED
4. **Delegations & Presentations**
D-1
Dale
Bumstead,
South Peace
Health
Services
Society re:
Bultery's
Community
House Update
Dale Bumstead, South Peace Health Service Society provided Council with an update on the Bultery's Community House as outlined below:
 - Grand Opening was on March 9, 2023
 - Bultery's House is a 6-bedroom, 5-bathroom, wheelchair accessible home with a shared kitchen and eating area, two lounge areas, and shared laundry.
 - Facility is located a block away from the Dawson Creek and District Hospital

- Provides short or long term affordable accommodation for individuals travelling to Dawson Creek for medical treatment and care.
- South Peace Health Services Society partnered with Lake View Credit Union on the Bultery's House Project
- Dawson Creek Society for Community Living in partnership with South Peace Health Services Society is the Operator of Bultery's House; an operating plan and agreement are in place.
- Support has been incoming and ongoing from throughout the Peace Region:
 - Peace River Regional District (PRRD) helped pay off the mortgage/loan.
 - Northern Development Initiative Trust (NDIT) provided a \$300,000 grant for renovations.

Council thanked Mr. Bumstead for the presentation.

D-2
Sue Kenny,
Community
Futures Peace
Liard re: 2022
Highlights and
2023 Plans,
Programs and
Services

Sue Kenny, Community Futures Peace Liard provided Council with a presentation as outlined below:

- About Community Futures:
 - A Community Driven Economic Renewal Initiative.
 - Serves the Northeast
- Board of Directors:
 - Naomi Larsen, Chair
 - Mike Whalley, Vice Chair
 - Lilia Hansen, Director
 - Lori Archibald, Director
 - Katie Hustak, Treasurer
 - Dustin Bodnaryk, Director
 - Jannah Kolhman, Director
- Business Loan Program:
 - Numbers & Stats
 - Performance of Assisted Businesses
 - Loans by Community
- Business Tools & Resources:
 - Business Plan Templates
 - Affordable Business Planning Workshop for Entrepreneurs
 - Self Employment Program
 - Export Navigator Program
- Community Economic Development Business Spotlight:
 - CCW Ventures
 - Stoddart Water Creek Services
 - Indigo Designs
 - Tumbler Ridge UNESCO Global Geopark Master Plan

- Community Economic Development Partnerships Projects:
 - Northeast Aboriginal Business Centre Regional Business Development
 - Dawson Creek Art Galley
 - Social Media Camp 2017
 - Virtual Entrepreneur
 - Junior Dragons Den
 - TRUGG Education Program
 - TRUGG Education & Marketing Implementation
 - Spark Women's Leadership Conference
 - South Peace B2B Expo
- Community Economic Development Partnerships Programs:
 - Dawson Creek Business Façade Improvement Program
 - Northeast Regional Community Foundation – Northern Development Initiative Trust Grant
- Financial Statements:
 - Independent Auditor's Report
 - Statement of Financial Position
 - Statement of Operations

Council thanked Ms. Kenny for the presentation.

5. Bylaws

Bylaw No. 1158, 2023 “District of Chetwynd Animal Responsibility Bylaw No. 1158, 2023” was considered as Item RA-2 under the “Reports for Action” portion of the meeting.

6. Council Committee and Liaison Reports

CR-1 Nil
Regional
District Report

CR-2 Councillor Wark provided the following Chetwynd Chamber of Commerce
Councillor Update:
Reports

- Tradeshow will be held March 31 – April 2, 2023.
- Harvest Festival will be held on September 10, 2023
- Current membership is 143.
- Have a “Transitions” link on the website to the Canfor Closure Economic Resiliency Resources list.

Councillor Wark advised that she attended the Local Government Leadership Academy (LGLA) 2023 Elected Officials Seminar – North Central Local Government Association (NCLGA) Session in Prince George, BC from March 15 – 17, 2023. Councillor Wark noted that the theme for the Seminar was “Traditions and Tides ...Leadership In An Uncharted Frontier” and some of the session were:

- Keynote Address: Ian McCormack “Who Is Driving the Grader”
- The Fine Art of Agreeing & Disagreeing – Codes of Conduct for Councils and Board
- Roles & Responsibilities – The Functioning Council-Board, CAO Model, Role Clarity and Decision Making
- Property Assessment and Real Estate Trends in BC
- Municipal Finance Authority of BC (MFABC) Presentation
- Local Government Financial Management 101
- Meeting Procedures 101
- Asset Management Vision
- Emergency Management
- “More than Halfway, More than Half of the Time”
- Local Government Planning
- Tourism and Transportation
- Communications: Master your Media Message: Media Must-haves for Elected Officials

Councillor MacDonald provided the following Chetwynd Chainsaw Carving Championship Society Update:

- Still working on lining up the last two carvers.
- Logs are lined up and carvers will be getting a heads up on approximate sizing, since the logs are smaller than usual – 20-36” rather than 36-50” logs.
- Confirmed two judges, Ryan Cook and Mark Colp.
- Will be at the trade show with some new merchandise and will be doing a hockey fundraiser.
- Three months to go, things are plugging along.

CR-3
Mayor's Report
0550.04

Mayor Courtoreille provided the following Mayor's report:

- The next Chetwynd Community Transition Meeting will be held at 10:00 am on April 4, 2023 at the Chetwynd Recreation Centre.
- The Chetwynd Community Transition Team was developed by Government and concerned stake holders to discuss the continued development of all issuers around the permanent closure of Chetwynd Canfor Division.

CR-4
Administrator's
Report

Nil

MOVED by Coun. Wark, SECONDED by Coun. Deck

THAT the:

- Councillor Reports and
- Mayor's Report

be received for information.

CARRIED

7. Discussion Items

DI-1
UBCM Housing
Summit

MOVED by Coun. Deck, SECONDED by Coun. MacDonald

THAT the email from the Union of BC Municipalities (UBCM) dated February 14, 2023 re: UBCM Housing Summit, be received; and

THAT Council ratify the resolution adopted by email poll on March 10, 2023 to authorize 2 (two) members of Council to attend the Union of BC Municipalities Housing Summit April 4-5, 2023 in Vancouver, BC.

CARRIED

8. Correspondence

C-1
NCLGA –
Notice of
Resolution
Regarding
Proposed
Bylaw Updates

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT the email from the North Central Local Government Association dated March 9, 2023 re: Notice of Resolution Regarding Proposed Bylaw Updates, be received for information; and

C-2 THAT the letter from the Union of BC Municipalities dated March 6, 2023 re:
UBCM – Provincial Response to 2022 Resolutions, be received for information.
Provincial
Response to CARRIED
2022
Resolutions

9. Information Items

II-1 MOVED by Coun. Wark, SECONDED by Coun. Deck
Information
Items THAT Information Items I-1 – I-15 be received for information.
I-1 – I-15
CARRIED

10. Reports for Action

RA-1 Opportunity for Public Input:
Van Carrier –
Development Mayor Courtoreille invited those who wished to express his/her views
Variance regarding the Development Variance Permit Application from Van Carrier to
Permit 01- allow locating a 30 x 40 shop in front of his modular home on the property
2023 located at 5648 Westgate Road, to address Council.

There being no submissions and no correspondence received, the opportunity for public input was closed.

MOVED by Coun. Wark, SECONDED by Coun. Deck

THAT the report dated March 2, 2023 re: Van Carrier – Development Variance Permit 01-2023 prepared by Administration, be received; and

THAT Pursuant to Section 498 of the *Local Government Act* RS2015, Council authorize issuance of Development Variance Permit No. 01-2023 to allow the location of a 30 x 40 shop in front of his modular home on the property located at Lot 1 District Lot 1817 Peace River District Plan 14286 (5648 Westgate Road) Chetwynd, BC.

CARRIED

RA-2
Animal
Responsibility
Bylaw No.
1158, 2023

MOVED by Coun. Deck, SECONDED by Coun. MacDonald

THAT the report dated March 2, 2023 re: Animal Responsibility Bylaw No. 1158, 2023 prepared by the Bylaw Enforcement / Animal Control Department, be received; and

THAT the Animal Responsibility Bylaw No. 1158, 2023 be introduced and given first, second and third readings with the correction on page 6 number 5.10 to reflect that the word “Police” be changed to “peace”.

CARRIED

RA-3
Leigh Shook –
Application for
Development
Variance
Permit 02-
2023

MOVED by Coun. Smith, SECONDED by Coun. MacDonald

THAT the report dated March 16, 2023 re: Leigh Shook – Application for Development Variance Permit 02-2023 prepared by Administration, 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 Leigh Shook requesting approval of a Development Variance Permit application to allow for variance of the size of a sign for his home based business at Parcel (G26253), Lot 15, District Lot 482, Peace River Regional District Plan 10202, (5227 43 Street), Chetwynd, B.C.; and

THAT Administration be directed to advertise a public input opportunity with respect to the above application to be scheduled on April 3, 2023.

CARRIED

11. Reports for Information

RI-1
December
Accounts
Payable
Cheque List

MOVED by Coun. MacDonald, SECONDED by Coun. Deck

THAT the report dated March 9, 2023 re: February Accounts Payable Cheque List prepared by the Finance Department, be received for information.

CARRIED

12. New Business

Nil

13. Public Question Period

Nil

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:49 p.m.

ORIGINAL SIGNED BY
Deanne Ennis – Corporate Officer

ORIGINAL SIGNED BY
Allen Courtoreille - Mayor

Certified a true and correct copy of the
Minutes of the Regular Council Meeting
held on March 20, 2023 in the Council
Chambers.

ORIGINAL SIGNED BY
Deanne Ennis – Corporate Officer