

## DISTRICT OF CHETWYND

### *Minutes of the Regular Council Meeting*

**Date:** April 17, 2023  
**Time:** 4:30 p.m.  
**Location:** Council Chambers

**Present:** Mayor Courtoreille  
Coun. Bassendowski  
Coun. Deck  
Coun. MacDonald  
Coun. Nelson  
Coun. Smith  
Coun. Wark  
S. McLain, Chief Administrative Officer  
D. Ennis, Corporate Officer/HR Manager  
K. Franson, Director of Financial Administration  
D. LeBlanc, Director of Engineering & Public Works  
E. McAvany, Economic Development Officer  
L. Wilfur, Executive Assistant (Recording Secretary)

**Absent:** Nil

1. **Call to Order** Mayor Courtoreille called the meeting to order at 4:35 p.m. and an opening statement was read.

2. **Adoption of Agenda** MOVED by Coun. Nelson, SECONDED by Coun. Deck  
  
THAT the Regular Council Meeting Agenda for April 17, 2023 be amended to include the addition of Items DI-2 Email from Pacific Business & Law Institute dated February 22, 2023 re: The Impact of UNDRIP on Resource Development Projects Session, B-3 District of Chetwynd Financial Plan 2023 – 2027 Bylaw No. 1160, 2023 and B-4 District of Chetwynd 2023 Tax Rates Bylaw No. 1161, 2023, and that the agenda be adopted as amended.

CARRIED

3. **Minutes**  
M-1  
Minutes of the  
Regular  
Council  
Meeting  
MOVED by Coun. Nelson, SECONDED by Coun. Smith  
  
THAT the minutes of the Regular Council Meeting held on April 3, 2023 be adopted as circulated.

CARRIED

4. **Delegations & Presentations**

Nil

## 5. Bylaws

B-1  
Bylaw No.  
1150, 2023

MOVED by Coun. Wark, SECONDED by Coun. Bassendowski

THAT Bylaw No. 1150, 2023 cited as the “District of Chetwynd Zoning Bylaw No. 1150, 2023” be given third reading and adoption.

CARRIED

B-2  
Bylaw No.  
1159, 2023

MOVED by Coun. Nelson, SECONDED by Coun. Deck

THAT Bylaw No. 1159, 2023 cited as the “District of Chetwynd Community Growth Reserve Fund Establishment Bylaw No. 1159, 2023” be adopted.

CARRIED

B-3  
Bylaw No.  
1160, 2023

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT Bylaw No. 1160, 2023 cited as the “District of Chetwynd Financial Plan 2023 – 2027 Bylaw No. 1160, 2023” be given first, second and third readings.

CARRIED

B-4  
Bylaw No.  
1161, 2023

MOVED by Coun. Deck, SECONDED by Coun. Bassendowski

THAT Bylaw No. 1161, 2023 cited as the “District of Chetwynd 2023 Tax Rates Bylaw No. 1161, 2023” be given first, second and third readings.

CARRIED

## 6. Council Committee and Liaison Reports

CR-1  
Regional  
District Report

Nil

CR-2  
Councillor  
Reports

Councillor Deck provided the following update:

Chetwynd Communication Society:

- AGM was held on March 31, 2023
- Bingo is the biggest financial contributor to the station. Continued diversification is needed so they don’t have to rely solely on Bingo proceeds.
- Originally, they were a training station but now they retain staff for a long time.
- Two employees have passed: Don Pinkston and Chris Raczkowski
- Have two new board members: Rochelle Galbraith and Mary Lynch

Chetwynd Volunteer Fire Department:

- As per meeting with the Chetwynd Volunteer Fire Department Association President:
  - The association has decided to disband.
  - Several long-term volunteers have retired.
  - Recruitment is ongoing.
  - The department needs volunteers.

UBCM Housing Summit:

- Although the majority of the conference brought up extremely good ideas, it seems that the majority of the issues would be in the hands of Senior governments.
- Examples – streamlining immigration for the credentialed trades people, plumbers, electricians etc. – more funding for low-income housing – interest rates – inflation – fast tracking permitting process.
- The points we could take away for Chetwynd and other rural or small towns would be:
  - We are very nimble and flexible with our permit processing.
  - Make sure our regulations make sense.
  - Robust communications on all projects.
  - Prioritize critical projects. Councillor Bassendowski pretty much summed this up in our last budget meeting. Pointing out that we need to prioritize our infrastructure needs.
  - The Provincial Government has permitted the building of multi-family units, 3 & 4 plexes on single lots.
  - We may wish to look at our minimum size home bylaw.
  - We should not hinder the ability for permits.
  - Staff should be innovative in their dealing so that we can get to yes.
  - Staff should be readily available.
  - Legislation is apparently on its way for short-term rentals.
  - The housing situation is very dynamic “there is no easy solution and there does not appear to be any political payback for solutions”.

Councillor MacDonald provided the following Chetwynd International Chainsaw Carving Championship (CICCC) Society update:

- Carvers are confirmed and their information packages have been sent.
- Bios have been requested from the carvers.
- The Society is very nervous over the construction site of the new library. They mentioned meeting with staff from the District and the project lead with Celtic and there is some conflicting information. Celtic said that during that weekend, they plan to be digging for power and gas and prepping for paving where the vendors park meaning less space for the CICCC. This too will make parking a concern and access challenging.
- The Society is happy that the District will be moving fences allowing for an extra 20-30 feet of space, closer to the houses as well as additional lighting. The Society is gracious for the recent deposit from the District of the requested \$40,000.
- Wood will be delivered mid-May.
- 4 food vendors have confirmed.
- Security will be the Shriners/Masons.
- Advertisements for the event will start in May.
- The Society is still actively fundraising for the event, they have recently raised \$750 from the trade show, and did score keeping for a hockey tournament. There will be a 50/50 at the event and raffles. They were also recently successful in their Festivals Grant for \$11,500.
- There is the possibility of a soundstage for the event.
- All major pieces are in place for the event.
- Two meetings will be held in May.

Councillor Nelson provided the following update:

BC Hydro GO Fund:

- Approved 9 regional projects, one for the Chetwynd Arts Council for \$9,000 to purchase pottery making supplies, which they will use to offer free pottery classes to the community in coming months.

NDIT NE RAC:

- Various large grants approved in the region, some that positively impact Chetwynd, waiting for official announcement for those.

LGLA Conference in March:

- Attended with Mayor Courtoreille and Councillor Wark, a wonderful training and informational sessions for all local government representatives. Excellent opportunity for networking, and highly recommend to my colleagues that they attend next year if possible.

NCLGA Organizing Committee:

- Travelled to Dawson Creek with Ellen McAvany and Councillor Wark to work with our co-hosting community to plan what is sure to be an informational and exciting conference in May.

Library Board:

- Construction is well underway and the board is looking at purchasing furniture. Anticipating completion in Fall 2023.

Will be travelling with Mayor Courtoreille to the First Nations Major Projects Coalition Conference in Vancouver on Sunday and am looking forward to reporting on this.

Councillor Wark noted that the BC Hydro GO Fund provided a grant to the Meals on Wheels program.

CR-3  
Mayor's Report  
0550.04

Mayor Courtoreille provided the following Mayor's report:

"Mayor Courtoreille attended Council of Forest Industries on April 12, 13 & 14, 2023. The Minister of Forests, Bruce Ralston was in attendance.

I/ Mayor Courtoreille had an opportunity to speak with him, I made it clear to the Minister how devastating the closure of any Sawmill is in our community and the effects of such a closure on economy and the mental toll on the community. I talked with the Minister about our existing West Fraser mill and the possible fibre shortage occurring at this site. Minister Ralston is now looking into the shortage and his first thought was that the Canfor closure would help the West Fraser Sawmill to survive in Chetwynd. I asked him if the shortage was because of Permitting and one of the Assistance Deputies Ministers said they are getting close to some type of agreement. I don't know with who as he did not elaborate.

Also had a chance to speak with the CEO of West Fraser Timber Ray Ferris. Ray had concerns about the future of fibre in the Chetwynd area and other areas in BC.

I also met with Stephen Mackie, Canfor Executive Vice President of North America Operations. I conveyed my concern that Canfor Operation was not doing enough to help in securing fibre for our existing West Fraser Sawmill and he reassured me that Canfor and West Fraser were talking, and that Canfor was in a position to help. Without participating in these conferences, we do not get to have an audience with high profile Executives and with the appropriate Ministers i.e. Minister of Forests.

As for the conference it was very informative, and every session had components of Land use and Entitlement with our First Nations; from CN to all resource sectors like Mining, Oil & Gas, Forestry, Farming, Shipping Terminals, and Tourism, as all are being asked to collaborate and consult with First Nations. The time is here, and we must all look forward to the opportunity this brings to communities like ours. We are in a suitable location on a major Highway (97) and this brings opportunities that may arise from being on a major corridor. We should be preparing for the next level of opportunities.”

CR-4  
Administrator's  
Report

Nil

MOVED by Coun. Nelson, SECONDED by Coun. Bassendowski

THAT the:

- Councillor Reports and
- Mayor's Report

be received for information.

CARRIED

## 7. Discussion Items

DI-1  
Hon. Mike  
Bernier, MLA –  
Peace River  
South re: Letter  
of Support

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the letter from the Honourable Mike Bernier, MLA – Peace River South re: Letter of Support, be received; and

THAT Council provide a letter of support to the Honourable Mike Bernier, MLA – Peace River South in the request to create a Division of Practice in the South Peace.

CARRIED

DI-2  
PBLI re: The  
Impact of  
UNDRIP on  
Resource  
Development  
Projects Session

MOVED by Coun. Nelson, SECONDED by Coun. Smith

THAT the email from Pacific Business & Law Institute dated February 22, 2023 re: The Impact of UNDRIP on Resource Development Projects Session, be received; and

THAT Council authorize Mayor Courtoreille to attend The Impact of UNDRIP on Resource Development Projects Session on April 27, 2023 in Vancouver, BC.

CARRIED

## **8. Correspondence**

Nil

## **9. Information Items**

II-1  
Information  
Items  
I-1 – I-10

MOVED by Coun. Deck, SECONDED by Coun. Wark

THAT Information Items I-1 – I-10 be received for information.

CARRIED

## **10. Reports for Action**

RA-1  
Nicholson  
Road Sidewalk  
– Contract  
Award

MOVED by Coun. MacDonald, SECONDED by Coun. Nelson

THAT the report dated April 11, 2023 re: Nicholson Road Sidewalk – Contract Award prepared by the Engineering and Public Works Department, be received; and

THAT Council award the Nicholson Road Sidewalk Contract to Parallel Inc. at the bid price of \$188,968.00 plus GST.

CARRIED

RA-2  
Revitalization  
Tax  
Exemption

MOVED by Coun. MacDonald, SECONDED by Coun. Nelson

THAT the report dated April 6, 2023 re: Revitalization Tax Exemption prepared by the Finance Department, be received; and

THAT Council approve the application from D J Paull Land Holdings (Chetwynd) Ltd., for Revitalization Tax Exemption and authorize the Mayor and Corporate Officer to enter into an agreement as per the District of Chetwynd Bylaw No. 977, 2012.

CARRIED

RA-3  
Northern  
Housing  
Initiative  
Program Grant  
Application &  
Development  
Permit

MOVED by Coun. Nelson, SECONDED by Coun. Deck

THAT the report dated April 4, 2023 re: Northern Housing Initiative Program Grant Application & Development Permit prepared by Administration, be received; and

THAT Council authorize the Northern Housing Initiative Program Grant Application for Northern Properties Apartments Ltd address 5115 46<sup>th</sup> Avenue NW, Chetwynd, BC included as Attachment “A” to the report dated April 4, 2023; and

Authorize the Mayor and Corporate Officer to execute a partnering agreement with Northern Properties Apartments Ltd address 5115 46<sup>th</sup> Avenue NW, Chetwynd, BC; and

Approve the issuance of Development Permit No. 01-2023 to Northern Properties Apartments Ltd for construction of a six story, 127 unit apartment building, with single underground parkade at 5115 46<sup>th</sup> Avenue NW (Lot A, DL 398, PRD 23543 Except Plan 26099) included as Attachment “C” to the report dated April 4, 2023.

CARRIED

**11. Reports for Information**

Nil

**12. New Business**

Nil

**13. Public Question Period**

Nil

**14. Adjournment**    MOVED by Coun. Deck, SECONDED by Coun. Smith

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:15 p.m.



ORIGINAL SIGNED BY  
Deanne Ennis – Corporate Officer

Certified a true and correct copy of the  
Minutes of the Regular Council Meeting  
held on April 17, 2023 in the Council  
Chambers.

ORIGINAL SIGNED BY  
Deanne Ennis – Corporate Officer

ORIGINAL SIGNED BY  
Allen Courtoreille - Mayor