

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: May 1, 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
C. Hillton, Finance/HR Coordinator
L. Wilfur, Executive Assistant (Recording Secretary)

Absent: Nil

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. Nelson, SECONDED by Coun. Bassendowski

THAT the Regular Council Meeting Agenda for May 1, 2023 be amended to include the addition of item RA-6 Façade Improvement Application and NB-1 Mental Health Week, and that the agenda be adopted as amended.

CARRIED
3. **Minutes**
 - M-1 Minutes of the Finance Strategy Committee Meeting MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the minutes of the Finance Strategy Committee Meeting held on April 13, 2023 be adopted as circulated.

CARRIED
 - M-2 Minutes of the Public Hearing MOVED by Coun. Nelson, SECONDED by Coun. Bassendowski

THAT the minutes of the Public Hearing held on April 17, 2023 be adopted as circulated.

CARRIED

M-3
Minutes of the
Regular
Council
Meeting

MOVED by Coun. Deck, SECONDED by Coun. Bassendowski

THAT the minutes of the Regular Council Meeting held on April 17, 2023 be adopted as circulated.

CARRIED

4. Delegations & Presentations

D-1
Teria Penner,
BC
Assessment re:
Overview of
Property
Assessment &
2023
Assessment
Roll

Teria Penner, BC Assessment provided Council with a presentation as outlined below:

- History of BC Assessment
- Our Commitment to British Columbia
 - Property Owners
 - Local Government & Indigenous Nations
 - Provincial Government
- Our Product
 - The Assessment Roll
- Factors Affecting Market Value
 - Location
 - Land Use Controls
 - Land Characteristics
 - Building Characteristics
 - Income Potential
- How Land Use Affects Market Value
 - Local Government
 - Rezoning
 - Redevelopment
 - Market Demand
 - Assessment
- How We Classify Properties
 - Residential
 - Utilities
 - Supportive Housing
 - Major Industry
 - Light Industry
 - Business / Other
 - Managed Forest Land
 - Recreational / Non-Profit
 - Farm Land
- How We Apply Exemptions
 - Permissive
 - Statutory

- Assessment Cycle & Key Dates
 - January 1 – 31 – Inquiry Period
 - February 1 – March 31 – PARP Appeal Hearing / Revised Roll Production
 - April 1 – September 30 – Assessment Projects Completed / New Construction Inspected
 - October 1 – December 31 – Roll Production
- 2023 Completed Roll Highlights – Provincial
- 2023 Completed Roll Highlights - Chetwynd
- 2023 Completed Roll – Chetwynd
- Appeal Process
 - January 1 to 31 – Inquiry Period
 - January 31 – Appeal Deadline for 1st Level of Appeal
 - February 2 – March 15 – Hearings for 1st Level of Appeal
 - April 30 – Deadline for 2nd Level of Appeal
- Collaborating to Achieve Our Mandates
- Taxing Authority Information Sharing
- Additional Resources

Council thanked Ms. Penner for the presentation.

D-2
Sgt. Wahnese
Antonioni,
Chetwynd
RCMP re:
Quarterly
Report

Sgt. Wahnese Antonioni, Chetwynd RCMP Detachment Commander provided Council with a Quarterly Report (April 1, 2022 – March 31, 2023) as outlined below:

Initiatives:

- Enhanced Road Safety
 - Impaired Enforcement - 32
 - Distracted Driving - 5
 - Motor Vehicle Act (MVA) Violations - 467
- Reduce Substance Abuse
 - Alcohols and Drug Seizures - 14
- Communicate Effectively
 - Attended Community Meetings and Events - 80
 - Victim Services Referrals - 100

Human Resources:

Currently the detachment human resources:

- 1 Detachment Commander
- 2 NCO's – Supervisor Investigators
- 6 General Duty Investigators (Staffing action to be down to 5 which is 2 below fully staffed)
- 1 Indigenous Policing Constable

Council thanked Sgt. Antonioni for the presentation.

5. Bylaws

B-1
Bylaw No.
931, 2010

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT Bylaw No. 931, 2010 cited as the “District of Chetwynd Off-Street Parking Bylaw No. 931, 2010” and amendments thereto be repealed.

CARRIED

B-2
Bylaw No.
1160, 2023

MOVED by Coun. MacDonald, SECONDED by Coun. Bassendowski

THAT Bylaw No. 1160, 2023 cited as the “District of Chetwynd Financial Plan 2023 – 2027 Bylaw No. 1160, 2023” be adopted.

CARRIED

B-3
Bylaw No.
1161, 2023

MOVED by Coun. Wark, SECONDED by Coun. Bassendowski

THAT Bylaw No. 1161, 2023 cited as the “District of Chetwynd 2023 Tax Rates Bylaw No. 1161, 2023” be adopted.

CARRIED

6. Council Committee and Liaison Reports

CR-1
Regional
District Report

Nil

CR-2
Councillor
Reports

Councillor Nelson provided the following update:

- April 24- 25 Mayor Courtoreille and I travelled to Vancouver for the First Nations Major Projects Coalition – The Values Driven Economy Conference.
- Paraphrased from the conference Pamphlet: The First Nations Major Project Coalition demonstrated how the inclusion of Indigenous nations throughout a company’s value chain is a competitive advantage in getting major projects approved, funded, built, and operating profitably.
- Indigenous partnerships and values are increasingly driving business deals – particularly those related to net zero targets.

- Most of the proposed solutions for achieving net zero carbon emissions by 2050 rely on using Indigenous lands and resources to build clean energy infrastructure and extraction projects. These projects include new non-emitting electrical generation powerplants, expanded transmission lines, hydrogen fuel production, and new mines to provide the raw materials needed for electric vehicle production.
- It was an excellent educational conference and I recommend that any of my colleagues who have the opportunity to attend in subsequent years should do it!

CR-3
Mayor's Report
0550.04

Mayor Courtoreille provided the following Mayor's report:

Attended:

- First Nations Major Projects Coalition – The Values Driven Economy Conference in Vancouver, BC April 24 – 25, 2023
- The Impact of UNDRIP on Resource Development Projects Conference, Vancouver, BC April 27, 2023

CR-4
Administrator's
Report

CAO Steve McLain introduced Crystal Hillton, in her new position as the Finance/Human Resource Coordinator.

CAO Steve McLain advised Mayor & Council that a fire ban was enacted on May 1, 2023.

MOVED by Coun. Wark, SECONDED by Coun. Deck

THAT the:

- Councillor Reports
- Mayor's Report and
- Administrator's Report

be received for information.

CARRIED

7. Discussion Items

DI-1
Chetwynd
Chamber of
Commerce re:
Letter of
Support

MOVED by Coun. Deck, SECONDED by Coun. Bassendowski

THAT the email from Chetwynd Chamber of Commerce dated April 21, 2023 re: Letter of Support, be received; and

THAT Council provide a letter of support to the Chetwynd Chamber of Commerce for its grant application to the Northern Development Initiative Trust Love Northern BC Program for the development of a New Shop Local Initiative.

CARRIED

DI-2
Community
Futures Peace
Liard re: Letter
of Support

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the email from Community Futures Peace Liard dated April 20, 2023 re: Letter of Support, be received; and

THAT Council provide a letter of support to Community Futures Peace Liard for its grant application to the Northern Development Initiative Trust Rural Business and Community Recovery Regional Business Liaison Program for funding a full time and two half time Regional Business Liaison positions in the Northeast Region.

CARRIED

DI-3
Chetwynd
Public Library
re: Letter of
Support

MOVED by Coun. Nelson, SECONDED by Coun. Smith

THAT the email from Chetwynd Public Library dated April 26, 2023 re: letter of Support, be received; and

THAT Council provide a letter of support to the Chetwynd Public Library for its application for a Community Adult Literacy Project Grant for the Literacy for Life Program and Good Food Community Kitchen.

CARRIED

8. Correspondence

Nil

9. Information Items

II-1
Information
Items
I-1 – I-8

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT Information Items I-1 – I-8 be received for information.

CARRIED

10. Reports for Action

RA-1
Statement of
Financial
Information
(SOFI)

MOVED by Coun. Deck, SECONDED by Coun. Bassendowski

THAT the report dated April 14, 2023 re: Statement of Financial Information (SOFI) prepared by the Finance Department, be received; and

THAT the Council of the District of Chetwynd approve all statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act.

CARRIED

RA-2
Sewer Lift
Station
Upgrades:
2023 Capital
Budget
Amendment

MOVED by Coun. Nelson, SECONDED by Coun. MacDonald

THAT the report dated April 24, 2023 re: Sewer Lift Station Upgrades: 2023 Capital Budget Amendment prepared by the Engineering and Public Works Department, be received; and

THAT the Infrastructure Renewal Plan (Capital Budget) be amended to reflect the Sewer Lift Station upgrades project that will now occur in 2023 and 2024 in the amounts of \$1,000,000 and \$762,500 respectfully and the project is 100% grant funded.

CARRIED

RA-3
Façade
Improvement
Application &
Development
Permit

MOVED by Coun. Bassendowski, SECONDED by Coun. Smith

THAT the report dated April 24, 2023 re: Façade Improvement Application & Development Permit prepared by Administration, be received; and

THAT Council authorize the Façade Improvement Program Application for Northern Lights College Daycare facility address 4916 52nd Avenue SW, Chetwynd, BC, included with the report dated April 24, 2023 as Attachment "A"; and

Authorize the Mayor and Corporate Officer to execute a partnering agreement with Northern Lights College address 4916 52nd Avenue SW, Chetwynd, BC; and

Approve issuance of Development Permit No. 02-2023 to Northern Lights College for an expansion to the Daycare, located at 4916 52nd Avenue SW, (Lot 95, Plan 24719, DL 3103 Peace River District), included with the report dated April 24, 2023 as Attachment "B".

CARRIED

- RA-4
Façade
Improvement
Application &
Development
Permit
- MOVED by Coun. Nelson, SECONDED by Coun. Deck
- THAT the report dated April 26, 2023 re: Façade Improvement Application & Development Permit prepared by Administration, be received; and
- THAT Council authorize the Façade Improvement Program Application for Tansi Friendship Center Society for the Tatawaw Emergency Shelter, address 5301 South Access Road, Chetwynd, BC, included with the report dated April 26, 2023 as Attachment “A”; and
- Authorize the Mayor and Corporate Officer to execute a partnering agreement with Tansi Friendship Center Society, address 5301 South Access Road, Chetwynd, BC; and
- Approve the issuance of Development Permit No. 03-2023 to Tansi Friendship Center Society Tatawaw Emergency Shelter address 5301 South Access Road, (Lot 4, Block 3, Plan PGP9154, District Lot 398 Peace River Land District), included with the report dated April 26, 2023 as Attachment “B”.
- CARRIED
- RA-5
Zoning
Amendment
Bylaw No.
1162, 2023
- MOVED by Coun. Bassendowski, SECONDED by Coun. Deck
- THAT the report dated April 26, 2023 re: Zoning Amendment Bylaw No. 1162, 2023 prepared by Administration, be received; and
- THAT “District of Chetwynd Zoning Amendment Bylaw No. 1162, 2023” be introduced and given first and second readings; and further,
- THAT a Public Hearing be scheduled for May 23, 2023 to obtain public input on “District of Chetwynd Zoning Amendment Bylaw No. 1162, 2023”.
- CARRIED
- RA-6
Façade
Improvement
Application &
Development
Permit
- Councillor Deck declared a perceived conflict of interest with regard to his employment and left Council Chambers at 5:27 p.m.
- MOVED by Coun. Wark, SECONDED by Coun. MacDonald
- THAT the report dated April 28, 2023 re: Façade Improvement Application & Development Permit prepared by Administration, be received; and
- THAT Council authorize the Façade Improvement Program Application for ATS Chan Holdings Ltd, Chetwynd Dental Clinic address 5032 49th Avenue NW, Chetwynd, BC, included with the report dated April 28, 2023 as Attachment “A”; and

Authorize the Mayor and Corporate Office to execute a partnering agreement with ATS Chan Holdings Ltd, address 5032 49th Avenue NW, Chetwynd, BC.

CARRIED

Councillor Deck returned to Council Chambers at 5:29 p.m.

11. Reports for Information

RI-1 MOVED by Coun. MacDonald, SECONDED by Coun. Deck
March
Accounts THAT the report dated April 14, 2023 re: March Accounts Payable Cheque List
Payable prepared by the Finance Department, be received for information.
Cheque List

CARRIED

12. New Business

NB-1 Council requested that the District of Chetwynd recognize Mental Health Week
Mental Health May 1 – 7, 2023 and advertise supports/resources for help.
Week

13. Public Question Period

Nil

Amendment MOVED by Coun. Wark, SECONDED by Coun. Deck
to Agenda

THAT the Regular Council Meeting Agenda for May 1, 2023 be amended to
exclude agenda items 14. Recess to Closed Meeting and 15. Reconvene Open
Portion of the Meeting to Adjourn and that the agenda be adopted as amended.

CARRIED

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:34 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 May 1, 2023 in the Council
Chambers.

ORIGINAL SIGNED BY
Deanne Ennis – Corporate Officer

ORIGINAL SIGNED BY
Allen Courtoreille - Mayor