

## DISTRICT OF CHETWYND

### *Minutes of the Regular Council Meeting*

**Date:** October 16, 2023  
**Time:** 4:30 p.m.  
**Location:** Council Chambers

**Present:** Mayor Courtoreille  
Coun. Bassendowski  
Coun. Deck  
Coun. Smith  
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  
D. Golob, Fire Chief  
L. Wilfur, Executive Assistant (Recording Secretary)

**Absent:** Coun. MacDonald  
Coun. Nelson  
Coun. Wark

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

A moment of silence was held to reflect on all the lives that have been lost in the Middle East.
- 2. Adoption of Agenda** MOVED by Coun. Deck, SECONDED by Coun. Smith

THAT the Regular Council Meeting Agenda for October 16, 2023 be adopted as circulated.

CARRIED
- 3. Minutes**

M-1 Minutes of the Regular Council Meeting

MOVED by Coun. Deck, SECONDED by Coun. Smith

THAT the minutes of the Regular Council Meeting held on October 3, 2023 be adopted as circulated.

CARRIED
- 4. Delegations & Presentations**

Nil

## 5. Bylaws

B-1  
Bylaw No.  
1164, 2023

MOVED by Coun. Deck, SECONDED by Coun. Smith

THAT Bylaw No. 1164, 2023 cited as “District of Chetwynd Tax Exemption Bylaw No. 1164, 2023” be adopted.

CARRIED

## 6. Council Committee and Liaison Reports

CR-1  
Regional  
District Report

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

- The PRRD have finalized a Cultural Safety Mission statement to help establish the principles of cultural safety at all levels within the Regional District and to guide future decision making.
- The board adoption of Cultural Safety is a way forward to universal relationships, a way of being and setting the table for indigenous and non-indigenous peoples to work in good relationships for a prosperous future.

CR-2  
Councillor  
Reports

Nil

CR-3  
Mayor's Report  
0550.04

Mayor Courtoreille provided the following Mayor's report:

- The Civic Properties Commission and Recreation Centre are gearing up for the Halloween/Ghoulish Affair.
- The completion date for the new library is the end of November.
- Presented two certificates recognizing new businesses in the District of Chetwynd to:
  - White Knuckles Boxing Academy; and
  - Don's Diner

CR-4  
Administrator's  
Report

Nil

MOVED by Coun. Smith, SECONDED by Coun. Deck

THAT the:

- Regional District Report and
- Mayor's Report

be received for information.

CARRIED

## **7. Discussion Items**

Nil

## **8. Correspondence**

C-1                      MOVED by Coun. Deck, SECONDED by Coun. Smith

Allnorth

Consultants

Ltd. – Fish

Habitat

Assessment

THAT the Fish Habitat Assessment from Allnorth Consultants Ltd. dated September 12, 2023 re: Centurion Creek, Widmark Creek, and Windrem Creek Final Report, be received for information.

CARRIED

C-2

BC Wildfire

Services Fuel

Management

Prescription

Guidance 2022

MOVED by Coun. Smith, SECONDED by Coun. Deck

THAT the Community Wildfire Prescription Plan re: BC Wildfire Services Fuel Management Prescription Guidance 2022, be received for information.

CARRIED

## **9. Information Items**

II-1

Information

Items

I-1 – I-12

MOVED by Coun. Deck, SECONDED by Coun. Smith

THAT Information Items I-1 – I-12 be received for information.

CARRIED

## 10. Reports for Action

RA-1                      Opportunity for Public Input:  
X-Ceed  
Construction            Mayor Courtoreille invited those who wished to express his/her views  
Corp. –                   regarding the Development Variance Permit Application from X-Ceed  
Development            Construction Corp. to construct a 5 ft fence in the front yard of the existing  
Variance                   building on the property located at 4717 – 47<sup>th</sup> Street, to address Council.  
Permit 04-  
2023                      There being no submissions and no correspondence received, the opportunity  
for public input was closed.

MOVED by Coun. Smith, SECONDED by Coun. Deck

THAT the report dated October 11, 2023 re: X-Ceed Construction Corp. –  
Development Variance Permit 04-2023 prepared by Administration, be  
received; and

THAT Pursuant to Section 498 of the *Local Government Act* RS2015, authorize  
issuance of Development Variance Permit No. 04-2023 to X-Ceed Construction  
Corp. to construct a 5 ft fence in the front yard of the existing building on the  
property located at Lot 6 District Lot 1814 PRD Plan 10186 (4717 – 47<sup>th</sup>  
Street) Chetwynd, BC.

CARRIED

RA-2                      MOVED by Coun. Smith, SECONDED by Coun. Deck  
2024 Business  
Façade                    THAT the report dated September 30, 2023 re: 2024 Business Façade  
Improvement            Improvement Program Grant prepared by the Economic Development  
Program Grant            Department, be received; and

THAT Council approve the application to Northern Development Initiative  
Trust for the Façade Improvement Program for 2024.

CARRIED

RA-3                      MOVED by Coun. Smith, SECONDED by Coun. Deck  
UBCM  
Volunteer and            THAT the memo dated October 12, 2023 re: Union of BC Municipalities  
Composite                   (UBCM) Volunteer and Composite Fire Department Equipment and Training  
Fire                        Grant prepared by the Chetwynd Fire Department, be received; and  
Department  
Equipment                THAT Council support the Chetwynd Volunteer Fire Department making  
Training Grant            application for UBCM funding stream for Volunteer and Composite Fire  
Departments Equipment and Training for new fire suppression equipment for  
the Tender apparatus supported by the Peace River Regional District (PRRD).

CARRIED

RA-4  
Chetwynd  
Taxi  
Application

MOVED by Coun. Smith, SECONDED by Coun. Deck

THAT the report dated October 16, 2023 re: Chetwynd Taxi Application prepared by Administration, be received; and

THAT Council authorize the Chief Administrative Officer to write a letter of support for the establishment of a new taxi company in Chetwynd and area.

CARRIED

The Chief Administrative Officer noted that this is Councillor Bassendowski's last Council Meeting.

Mayor, Council and Staff thanked Councillor Bassendowski for his nine (9) years of service to the District of Chetwynd.

**11. Reports for Information**

Nil

**12. New Business**

Nil

**13. Public Question Period**

Nil

**14. Adjournment**

MOVED by Coun. Smith, SECONDED by Coun. Deck

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:48 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 October 16, 2023 in the Council Chambers.

ORIGINAL SIGNED BY  
Deanne Ennis – Corporate Officer