

## DISTRICT OF CHETWYND

### *Minutes of the Regular Council Meeting*

**Date:** December 11, 2023  
**Time:** 4:30 p.m.  
**Location:** Council Chambers

**Present:** Mayor Courtoreille  
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  
D. Golob, Fire Chief  
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.

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT the agenda be varied to have a Mayor's Report item before D-1.

CARRIED

2. **Adoption of Agenda** MOVED by Coun. Deck, SECONDED by Coun. Smith  
  
THAT the Regular Council Meeting Agenda for December 11, 2023 be amended to have a Mayor's Report item before D-1, and that the agenda be adopted as amended.

CARRIED

3. **Minutes**  
M-1  
Minutes of the  
Regular  
Council  
Meeting

MOVED by Coun. Deck, SECONDED by Coun. Nelson

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

CARRIED

CR-3  
Remembrance  
Day & Charlie  
Lasser

A moment of silence was held in honour of former Mayor, Charlie Lasser who passed away on December 9, 2023, and on the lives lost in the recent wars. Charlie Lasser was Mayor of Chetwynd for 22 years and was very instrumental in getting our Hospital built.

#### 4. Delegations & Presentations

D-1  
Sgt. Wahnese  
Antonioni,  
Chetwynd  
RCMP

Sgt. Wahnese Antonioni, Chetwynd RCMP Detachment Commander provided Council with a Quarterly Report (April 1, 2023 – September 30, 2023) as outlined below:

Initiatives:

- Enhanced Road Safety
  - Impaired Enforcement - 16
  - Distracted Driving - 2
  - Motor Vehicle Act (MVA) Violations - 148
- Reduce Substance Abuse
  - Alcohols and Drug Seizures – 4
  - Park Patrols – 90
  - School Patrols - 44
- Communicate Effectively
  - Attended Community Meetings and Events - 62
  - Victim Services Referrals - 68

**Human Resources:**

Currently the detachment sits with 2 hard vacancies. Once General Duty Constable will be starting on December 17, 2023 and one Cadet arriving late February 2024 – Our Indigenous Policing Section (IPS) member is due out in January and discussions are in the process with filling that position from the IPS Program.

Detachment is fully staffed with:

- 1 Detachment Commander
- 2 NCO's – Supervisor Investigators
- 4 General Duty Investigators (5 after December 17)
- 1 Indigenous Policing (IPS)

Sgt. Antonioni advised Council on what the RCMP are doing to keep Chetwynd safe in the face of the crime going on in Dawson Creek and Fort St. John:

- Spoke with their Criminal Operations Branch and Criminal Intelligence Analyst and their research and position is the Chetwynd appears to not have any files associated with the recent violence from surrounding areas.
- There is a heavy police presence in our surrounding areas.

- North District (ND) is taking a three (3) prong approach using:
  - 1) Prevention
  - 2) Intervention
  - 3) Suppressionby having Uniformed Gang Enforcement Team from Combined Forces Special Enforcement Unit and Emergency Response Team conducting checks on known offenders, their properties, and associates.
- North District General Investigative Section has done file reviews of the recent violent crimes; they are running down task to help organize and prepare several files for charge approval.
- E-Division Headquarters Intelligence Sections are engaged to develop, understand and create opportunities for intelligence led police investigations, enforcement and suppression.

Council thanked Sgt. Antonioni for the presentation.

## 5. Bylaws

B-1  
Bylaw No.  
1167, 2023

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT Bylaw No. 1167, 2023 cited as the “District of Chetwynd Revenue Anticipation Bylaw No. 1167, 2023” be given first, second and third readings.

CARRIED

Bylaw No.  
1166, 2023

“District of Chetwynd Zoning Amendment Bylaw No. 1166, 2023” was considered as Item RA-7 under the “Report for Action” portion of this meeting.

## 6. Council Committee and Liaison Reports

CR-1  
Regional  
District Report

Nil

CR-2  
Councillor  
Reports

Councillor MacDonald provided the following RCMP update:

In my role as RCMP Liaison for the District, I have been a part of bringing the Citizens on Patrol (COP) program to Chetwynd. The COP program is a partnership between the District of Chetwynd (DOC), RCMP and the South Peace Crime Prevention Society (SPCPS). In October, I went to the Alberta Citizen’s on Patrol Association Workshop and met COP groups and RCMP Liaison Officers from all over Alberta. I was met with passionate individuals who gladly shared their extensive knowledge, as well as any adversities they may have faced. I was even fortunate enough to be in a breakout group with the RCMP Liaison Officers, who again, shared things they found beneficial for their relationships with COP groups in their communities.

After the workshop, I shared my takeaways, and District staff were able to find a potential grant to cover start up and first year operational costs. The DOC Economic Development Officer will provide an update when she hears about the grant application results.

On December 7<sup>th</sup>, the DOC/RCMP/SPCPS hosted an information session at the Rec Centre. There were 9 people who attended with more interest from outlying areas such as East Pine. There have been 3 applicants so far with more to come. Sgt. Antonioni-Stevens is still welcoming any individuals interested in joining to reach out to her with questions or to get an application form. Informational brochures for the program can be found at the DOC Office and RCMP Detachment.

Councillor Wark provided the following Chetwynd Chamber of Commerce Update:

- Annual General Meeting was held on November 7, 2023 and the new board is as follows:
  - President, Angela Balkwill of Outlines for Life Society
  - Vice President, Carl Rose of Lonestar Sports
- Directors:
  - Tonia Richter, Saulteau First Nations
  - Cory Broadhead, 7-11
  - Crystal Stewart, Scotiabank
  - Matthew Lavis, TD Bank
  - Pat O’Flynn, West Fraser
- 24 Days of Christmas Shop Local Program had more participation than previous years. 24 businesses participated; draw to be held on December 20, 2023
- Turkey Roundup raised \$5,395.00, this will be enough for 135 turkeys
- Naomi Larsen, Executive Director would like to thank those who popped in during ‘Noonlight Madness’ before the parade for complimentary hot chocolate.
- Mayor Courtoreille will be speaking at the December 14 Chamber luncheon and hoping Peak Renewables will be speaking at the January luncheon with an update on the Canfor Pellet Plant.

CR-3  
Mayor's Report

Mayor Courtoreille provided the following Mayor's report:

- November 14 – Met with Darren Van Horn, BC Wildfire Officer in Dawson Creek. Darren informed the CAO Steve McLain and myself of the possibility that the Initial Unit that is posted here in Chetwynd being moved to Dawson Creek. One of the reasons is that the BC Wildfire does not want to be involved in the housing of their staff/fire crew. ie. the maintenance cost on the buildings where crews are posted. We are asking for more information so we can advocate for the Initial Attack Crew to stay closer to the area where it is needed. Saulteau First Nations and West Moberly First Nations have been notified.
- November 21- Met with School District 59
- November 22 – Attended a breakfast hosted by Vitreo Minerals Ltd of Golden, BC who presented Chetwynd and surrounding area (West) with an opportunity of having a Sand Mine open up West of Chetwynd.
- November 23- Attended the Little Prairie Community Forest Ltd. Annual General Meeting.
- December 1- Attended the Christmas tree Lightup.
- Other events attended in November and December are:
  - Saulteau Round Dance
  - Seniors Community Dinner hosted by the Chetwynd Public Library
  - Tansi Christmas Dinner
  - Saulteau Elders Traditional Dinner hosted by Saulteau Day Care Staff

CR-4  
Administrator's  
Report

Nil

## 7. Discussion Items

- DI-1  
Community  
Futures Peace  
Liard re: Letter  
of Support
- MOVED by Coun. MacDonald, SECONDED by Coun. Deck
- THAT the letter from Community Futures Peace Liard dated November 10, 2023 re: Letter of Support, be received; and
- THAT Council provide a letter of support to Community Futures Peace Liard for their funding application to the Province of British Columbia Community Workforce Response Grant Program to administer the Northeast Primary Care Paramedic Training Program provided by the Columbia Paramedic Academy.
- CARRIED
- DI-2  
South Peace  
Health Services  
Society re:  
Letter of  
Support
- MOVED by Coun. Wark, SECONDED by Coun. Smith
- THAT the letter from South Peace Health Services Society re: Letter of Support, be received; and
- THAT Council send the Deputy Minister of Health, Stephen Brown, a letter of support including the following resolution:
- “THAT the Mayor and Council of Chetwynd recognizes the importance of affordable patient accommodation to access healthcare, and
- THAT the Ministry of Health continue to fully support the funding of the Bulterys House Operations.”
- CARRIED
- Council directed Administration to appoint a member of Council or the public to be a representative for the District of Chetwynd on the South Peace Health Services Society Board.
- DI-3  
2024 COFI  
Convention
- MOVED by Coun. Nelson, SECONDED by Coun. Wark
- THAT the email from BC Council of Forest Industries (COFI) dated December 6, 2023, be received; and
- THAT Council authorize the Mayor or Alternate to attend the 2024 Council of Forest Industries Convention in Vancouver, BC April 10 – 12, 2024.
- CARRIED

**8. Correspondence**

C-1                      MOVED by Coun. Wark, SECONDED by Coun. Deck  
New  
Legislation to        THAT the letter from the Office of the Minister of Housing dated November 9,  
Support Local        2023 re: New Legislation to Support Local Government Housing Initiatives, be  
Government        received for information.  
Housing  
  
CARRIED

**9. Information Items**

II-1                    MOVED by Coun. Deck, SECONDED by Coun. Smith  
Information  
Items                  THAT Information Items I-1 – I-20 be received for information.  
I-1 – I-20  
  
CARRIED

**10. Reports for Action**

RA-1                   MOVED by Coun. Wark, SECONDED by Coun. Deck  
  
THAT the report dated November 24, 2023 re: 2024 Council Meeting Schedule  
prepared by Administration, be received; and  
  
THAT the 2024 Regular Council meetings be held in the Council Chambers, at  
4:30 pm, on the following dates:

January 8	July 2
February 5	July 15
February 20	August 6
March 4	August 19
March 18	September 3
April 2	October 7
April 15	October 21
May 6	November 4
May 21	November 18
June 3	December 9
June 17	

THAT the 2024 Council Meeting Schedule be made available to the public by  
posting a copy at the municipal office.

CARRIED

RA-2  
2024 Council  
Committee  
Appointments

MOVED by Coun. Deck, SECONDED by Coun. Wark

THAT the report dated November 24, 2023 re: 2024 Council Committee Appointments prepared by Administration, be received; and

THAT Council members be formally appointed to Committees, Boards, and Commissions for 2024 as follows:

**Council Committees:**

Committee of the Whole  
Treaty Land Entitlement

Mayor Courtoreille and all of Council  
Mayor Courtoreille and all of Council

**Boards, Commissions & Other:**

Chamber of Commerce

Coun. Wark

Library

Coun. Nelson

Municipal Insurance Authority

Coun. Smith  
Coun. Wark (Alternate)

Northeast Regional Advisory  
Committee

Coun. Nelson  
Coun. MacDonald (Alternate)

**Liaison Appointments:**

BC Hydro Peace Region Non-  
Profit Community Fund

Coun. Nelson

Chainsaw Carving Championship  
Society

Coun. MacDonald

Chetwynd Communications Society

Coun. Deck

Chetwynd Community  
(Harm Reduction Group)

Coun. MacDonald

Chetwynd General Hospital  
Working Group

Coun. Smith  
Coun. Wark

Chetwynd Shelter Committee

Coun. Deck

Fire Department Liaison

Coun. Deck

Heritage/Museum

Coun. Smith

RCMP

Coun. MacDonald



Senior Citizens Housing Society	Coun. Deck
Site C Regional Community Liaison Committee	Mayor Courtoreille Coun. Nelson (Alternate)
Violence Against Women in Relationships	Coun. MacDonald

CARRIED

RA-3 Deputy Mayor Appointments

MOVED by Coun. MacDonald, SECONDED by Coun. Smith

THAT the report dated November 14, 2023 re: Deputy Mayor Appointments prepared by Administration, be received; and

THAT the following Council members be appointed Deputy Mayor for the designated periods of 2024:

Coun. Janet Wark	February/September
Coun. Julia Nelson	January/April
Coun. Mel Deck	August/October
Coun. Andrea Smith	May/November
Coun. Kayla MacDonald	June/December
Coun. <b>VACANT</b>	March/July

CARRIED

RA-4 Peace River Regional District Board Appointments

MOVED by Coun. Nelson, SECONDED by Coun. MacDonald

THAT the report dated November 24, 2023 re: Peace River Regional District Board Appointments prepared by Administration, be received; and

THAT Mayor Courtoreille be appointed as Director and Councillor Deck be appointed as Alternate Director to the Peace River Regional Board for 2024.

CARRIED

RA-5  
Council  
Appointments  
– Civic  
Properties  
Commission

MOVED by Coun. Deck, SECONDED by Coun. Nelson

THAT the report dated November 24, 2023 re: Council Appointments – Civic Properties Commission prepared by Administration, be received; and

THAT Council authorize the following Council representatives be appointed to the Civic Properties Commission for 2024: Mayor Courtoreille and Councillors Smith and Wark.

CARRIED

RA-6  
Appointment  
of Auditor for  
District of  
Chetwynd

MOVED by Coun. Nelson, SECONDED by Coun. Smith

THAT the report dated November 24, 2023 re: Appointment of Auditor for District of Chetwynd prepared by Administration, be received; and

THAT the Chartered Accounting firm of Sander Rose Bone Grindle LLP be appointed as auditor for the District of Chetwynd for 2024.

CARRIED

RA-7  
Zoning  
Amendment  
Bylaw - 52<sup>nd</sup> –  
Avenue SW

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT the report dated November 29, 2023 re: Zoning Amendment Bylaw – 52<sup>nd</sup> Avenue SW prepared by Administration, be received; and

THAT “District of Chetwynd Zoning Amendment Bylaw No. 1166, 2023” be introduced and given first and second readings; and

THAT a Public Hearing be scheduled to obtain public input on the above bylaw on January 8, 2024 at 4:00 p.m.

CARRIED

RA-8  
Little Prairie  
Community  
Forest Inc. use  
of Logo

MOVED by Coun. MacDonald, SECONDED by Coun. Nelson

THAT the report dated November 27, 2023 re: Little Prairie Community Forest Inc. use of Logo prepared by Administration, be received; and

THAT Council authorize the Little Prairie Community Forest Inc. to use the District of Chetwynd Logo on its signs at the main entrance, Interpretive Centre, and walking trails at the Community Forest.

CARRIED

RA-9  
2023  
Contribution  
Summary - D-  
nation Box at  
the Sani Dump  
Station

MOVED by Coun. Smith, SECONDED by Coun. Wark

THAT the report dated November 24, 2023 re: 2023 Contribution Summary – Donation Box at the Sani Dump Station prepared by Administration, be received; and

THAT Council authorize Administration to distribute \$1,000.00, which is the total contributions collected from the Donation Box at the Sani Dump Station in 2023, as follows:

- \$333.35 – Shriners’ Club; and
- \$666.65 – Little Prairie Heritage Museum

CARRIED

RA-10  
CVFD Tender  
Equipment

MOVED by Coun. Wark, SECONDED by Coun. MacDonald

THAT the report dated November 27, 2023 re: Chetwynd Volunteer Fire Department (CVFD) Tender Equipment prepared by Administration, be received; and

THAT Council approves \$55,481.00 to be included in the 2024 Capital Budget to purchase the additional equipment needed for the replacement of the existing CVFD water truck.

CARRIED

Council directed Administration to invite Peace River Regional District Area E Director Dan Rose to a future Council Meeting as a delegation.

RA-11  
2024 Northern  
Housing  
Incentive  
Program

MOVED by Coun. Smith, SECONDED by Coun. Nelson

THAT the report dated November 30, 2023 re: 2024 Northern Housing Incentive Program prepared by the Economic Development Department, be received; and

THAT Council approve the application to Northern Development Initiative Trust for the Northern Housing Incentive Program for 2024.

CARRIED

RA-12  
Carver's Row  
Walkway &  
Lighting –  
Funding  
Application  
/Trail to  
Bridge  
Accessibility  
Project  
Connection –  
Funding  
Application

MOVED by Coun. Nelson, SECONDED by Coun. Smith

THAT the report dated November 29, 2023 re: Carver's Row Walkway & Lighting – Funding Application and Trail to Bridge Accessibility Project Connection – Funding Application prepared by the Economic Development & Parks Department, be received; and

THAT Council approve the application to Northern Development Initiative Trust for the Community places grant for the Carver's Row Walkway & Lighting project; and

THAT Council approve the application to the Social Planning and Research Council of BC for an Accessibility grant for the Trail to Bridge Accessibility connection project.

CARRIED

RA-13  
Chetwynd  
Downtown  
Revitalization  
Enhancement  
– Funding  
Application

MOVED by Coun. Deck, SECONDED by Coun. Wark

THAT the report dated November 29, 2023 re: Chetwynd Downtown Revitalization Enhancement – Funding Application prepared by the Economic Development & Engineering and Public Works Departments, be received; and

THAT Council approve the application to Northern Development Initiative Trust for the Mainstreet Revitalization – Capital grant for the Chetwynd Downtown Revitalization Enhancement project.

CARRIED

RA-14  
Community to  
Community  
Program -  
UBCM

MOVED by Coun. Nelson, SECONDED by Coun. MacDonald

THAT the report dated November 28, 2023 re: Community to Community (C2C) Program – Union of BC Municipalities (UBCM) prepared by the Economic Development Department, be received; and

THAT Council approve a letter of support to Saulteau First Nations for the application to UBCM for the C2C session to be held at the Reclamation Conference October 7-10, 2024; and

THAT Mayor and Council be authorized to attend the upcoming Reclamation Conference at Saulteau First Nations October 7-10, 2024.

CARRIED

- RA-15  
Walking Track  
– Rotary Park  
– Northern  
Development  
Initiative Trust  
Recreation  
Infrastructure  
Grant / 400m  
Outdoor Track  
– Rotary Park  
– BC Alliance  
for Healthy  
Living –  
Active  
Communities  
Grant
- Councillor Nelson declared a perceived conflict of interest with regard to being President of the Chetwynd Rotary Club and left the Council Chambers at 5:38 p.m.
- Councillor Deck declared a perceived conflict of interest with regard to being a Director on the Chetwynd Rotary Club Board and left the Council Chambers at 5:38 p.m.
- MOVED by Coun. Wark, SECONDED by Coun. Smith
- THAT the report dated November 30, 2023 re: Walking Track – Rotary Park – Northern Development Initiative Trust Recreation Infrastructure Grant and 400m Outdoor Track – Rotary Park – BC Alliance for Healthy Living – Active Communities Grant prepared the Economic Development Department, be received; and
- THAT Council approve the funding application for the Rotary 400m Track for Rotary Park from Northern Development Initiative Trust for the Recreation Infrastructure program; and
- THAT Council approve the funding application for the Rotary 400m Track for Rotary Park from BC Alliance for Healthy Living Society for the Active Communities Grant program.
- CARRIED
- Councillor Nelson and Councillor Deck returned to Council Chambers at 5:40 p.m.
- RA-16  
FCM  
Community  
Buildings  
Retrofit Grant  
Funding  
Opportunity
- MOVED by Coun. MacDonald, SECONDED by Coun. Wark
- THAT the report dated December 5, 2023 re: Federation of Canadian Municipalities (FCM) Community Buildings Retrofit Grant Funding Opportunity prepared by the Engineering and Public Works Department, be received; and
- THAT Council authorize staff to apply for an FCM Community Buildings Retrofit Grant for the completion of a Greenhouse Gas Reduction Pathway Feasibility Study; and
- THAT Council support the project and commit to its financial share of the project.
- CARRIED

RA-17  
Extreme Heat  
Risk Mapping  
and  
Assessment

MOVED by Coun. Nelson, SECONDED by Coun. Smith

THAT the report dated November 28, 2023 re: Extreme Heat Risk Mapping and Assessment prepared by the Economic Development Department, be received; and

THAT Council approve the Extreme Heat Risk Mapping and Assessment report; and

THAT Council approve the Education material for the Extreme Heat Risk Mapping and Assessment Project partnership.

CARRIED

#### **11. Reports for Information**

RI-1  
Building  
Permit Values

MOVED by Coun. Deck, SECONDED by Coun. Smith

THAT the report dated December 1, 2023 re: Building Permit Values prepared by the Engineering and Public Works Department, be received for information.

CARRIED

#### **12. New Business**

Nil

#### **13. Public Question Period**

Nil

#### **14. Adjournment**

MOVED by Coun. Deck, SECONDED by Coun. Wark

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:50 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 December 11, 2023 in the Council  
Chambers.

ORIGINAL SIGNED BY  
Deanne Ennis – Corporate Officer