

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: November 17, 2025
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
K. Franson, Director of Financial Administration
S. Weightman, Director of Engineering & Public Works
C. Hillton, Finance/HR Coordinator
L. Wilfur, Executive Assistant (Recording Secretary)

Absent: Coun. Huhn

- 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. MacDonald

THAT the Regular Council Meeting Agenda for November 17, 2025 be amended to include NB-1 New Bollard Lighting and NB-2 Budget Meetings, and that the agenda be adopted as amended.

CARRIED
- 3. Minutes**

M-1 Minutes of the Regular Council Meeting

MOVED by Coun. Smith, SECONDED by Coun. MacDonald

THAT the minutes of the Regular Council Meeting held on November 3, 2025 be adopted as circulated.

CARRIED
- 4. Delegations & Presentations**

Nil
- 5. Bylaws**

Nil

6. Council Committee and Liaison Reports

CR-1 Nil
Regional
District Report

CR-2 Councillor Nelson provided the following update:
Councillor
Report

- Attended Remembrance Day Ceremonies on November 11, 2025

CR-3 Mayor Courtoreille congratulated the Chetwynd Secondary School (CSS) Chargers boys' volleyball team on qualifying for the Provincial Championships in Abbotsford, BC.
Mayor's Report

CR-4 Nil
Administrator's
Report

MOVED by Coun. Wark, SECONDED by Coun. Deck

THAT the:

- Councillor Report; and
- Mayor's Report

be received for information.

CARRIED

7. Discussion Items

Nil

8. Correspondence

C-1 MOVED by Coun. Nelson, SECONDED by Coun. Smith
BC Chamber of
Commerce re: THAT the letter from the BC Chamber of Commerce dated October 30, 2025
Support for the re: Support for the Chetwynd Chamber of Commerce, be received for
Chetwynd information.
Chamber of
Commerce CARRIED

9. Information Items

II-1 MOVED by Coun. Deck, SECONDED by Coun. Smith
Information
Items THAT Information Items I-1 to I-7 be received for information.
I-1 – I-7
CARRIED

10. Reports for Action

RA-1 MOVED by Coun. Wark, SECONDED by Coun. Smith

Community
Grant Policy –
Policy Review
and Update

THAT the report dated November 5, 2025 re: Community Grant Policy – Policy Review and Update prepared by the Administration Department, be received; and

THAT the ‘Community Grant Policy’ included with the report dated November 5, 2025 as Attachment “A” be adopted as amended.

AMENDMENT:

MOVED by Coun. Wark, SECONDED by Coun. Smith

THAT the “Community Grant Policy” included with the report dated November 5, 2025 as Attachment “A” be adopted as amended and include under section 4:

“Advertisements will be placed in the local media and on the District’s website in July of each year giving notice that the District of Chetwynd is accepting applications for grants.”

CARRIED

MAIN MOTION AS AMENDED

CARRIED

RA-2 MOVED by Coun. Smith, SECONDED by Coun. MacDonald

Appointment of
Auditor for the
District of
Chetwynd

THAT the report dated November 4, 2025 re: Appointment of Auditor for the District of Chetwynd prepared by the Administration Department, be received; and

THAT the Chartered Accounting firm of Eclipse LLP be appointed as auditor for the District of Chetwynd for 2026.

CARRIED

RA-3 MOVED by Coun. Smith, SECONDED by Coun. Wark

2026 Council
Committee
Appointments

THAT the report dated November 4, 2025 re: 2026 Council Committee Appointments prepared by the Administration Department, be received; and

THAT Council members be formally appointed to Committees, Boards, and Commissions for 2026 as follows:

Council Committees:

Committee of the Whole	Mayor Courtoreille and all of Council
Treaty Land Entitlement	Mayor Courtoreille and all of Council

Boards, Commissions & Other:

Chamber of Commerce	Coun. Wark
Library	Coun. Nelson
Municipal Insurance Association	Coun. Smith
	Coun. Wark (Alternate)
Northeast Regional Advisory Committee	Coun. Nelson
	Coun. MacDonald (Alternate)

Liaison Appointments:

Chainsaw Carving Championship Society	Coun. MacDonald
Chetwynd Communications Society	Coun. Huhn
Chetwynd General Hospital Working Group	Coun. Smith
Fire Department	Coun. Wark
Heritage/Museum Society	Coun. Deck
Peace Williston Advisory Committee	Coun. Huhn
RCMP	Mayor Courtoreille
Senior Citizens Housing Society	Coun. MacDonald
South Peace Health Services Society	Coun. Deck
Violence Against Women in Relationships Committee	Coun. Smith
	Coun. MacDonald

CARRIED

RA-4
Peace River
Regional
District Board
Appointments

MOVED by Coun. Nelson, SECONDED by Coun. MacDonald

THAT the report dated November 4, 2025 re: Peace River Regional District Board Appointments prepared by the Administration Department, 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 2026.

CARRIED

RA-5 MOVED by Coun. Deck, SECONDED by Coun. Smith

Council

Appointments – THAT the report dated November 4, 2025 re: Council Appointments – Civic
Civic Properties Properties Commission prepared by the Administration Department, be
Commission received; and

THAT Council authorize the following Council representatives be appointed to the Civic Properties Commission for 2026: Mayor Courtoreille and Councillors Nelson and Smith.

AMENDMENT:

MOVED by Coun. Nelson, SECONDED by Coun. Smith

THAT Council authorize the following Council representatives be appointed to the Civic Properties Commission for 2026: Mayor Courtoreille and Councillors Smith and Wark.

CARRIED

MAIN MOTION AS AMENDED

CARRIED

RA-6 MOVED by Coun. MacDonald, SECONDED by Coun. Smith

2026 Deputy

Mayor

Appointments

THAT the report dated November 4, 2025 re: 2026 Deputy Mayor Appointments prepared by the Administration Department, be received; and

THAT the following Council members be appointed Deputy Mayor for the designated periods of 2026:

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. Bonnie Huhn	March/July

CARRIED

RA-7
2026 Council
Meeting
Schedule

MOVED by Coun. Wark, SECONDED by Coun. Smith

THAT the report dated October 29, 2025 re: 2026 Council Meeting Schedule prepared by the Administration Department, be received; and

THAT the 2026 Regular Council meetings be held in the Council Chambers, at 4:30 pm, on the following dates:

January 5	July 6
February 2	July 20
February 17	August 4
March 2	August 17
March 16	September 8
April 7	October 5
May 4	November 2 - Inaugural
May 19	November 16
June 1	December 7
June 15	

THAT the 2026 Council Meeting Schedule be made available to the public by posting a copy at the municipal office.

CARRIED

11. Reports for Information

RI-1
October
Accounts
Payable Cheque
List

MOVED by Coun. Smith, SECONDED by Coun. MacDonald

THAT the report dated November 7, 2025 re: October Accounts Payable Cheque List prepared by the Finance Department, be received for information.

CARRIED

12. New Business

NB-1
New Bollard

Councillor Deck asked about the damage to the new bollard lighting along the highway.

Chief Administrative Officer (CAO) Steve McLain advised that the new bollard lighting is stronger than the previous bollards and that collars are being made to go around the base to make them even stronger. The Electrician has been asked to get the ones that are not damaged running and the damaged bollards will be fixed and reinforced soon.

NB-2 Councillor Deck inquired as to when budget meetings will be starting.
Budget
Meetings Director of Financial Administration Kevin Franson advised that they are looking at having a meeting within the next three (3) weeks.

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 5:02 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 November 17, 2025 in the Council Chambers.

ORIGINAL SIGNED BY
Deanne Ennis – Corporate Officer