

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: August 15, 2016
Time: 4:30 p.m.
Location: Council Chambers

Present: Mayor Nichols
Coun. Bassendowski
Coun. Brownlee
Coun. Deck
Coun. Galbraith
Coun. Weisgerber
D. Fleming, Chief Administrative Officer
K. Franson, Director of Financial Administration
P. Gordon, Director of Engineering & Public Works
R. Rusjan, Director of Parks & Recreation
D. Ennis, Deputy Director of Corporate Administration (Recording Secretary)

Absent: Coun. Pfanner

Press: Marlon Gomez, CHET TV
Mike Crosby, Peace FM
Kelsey Roberts, Coffee Talk Express

Public: Tonia Richter, Chetwynd Chamber of Commerce (Items D-1, D-2 & D-3)
Naomi Larsen, Chetwynd Chamber of Commerce
Elaine Webb

- 1. Call to Order: Mayor Nichols called the meeting to order at 4:30 p.m. and an opening statement was read.
2. Adoption of Agenda: MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith. THAT the Regular Council Meeting Agenda for August 15, 2016 be adopted as circulated. CARRIED
3. Minutes: M-1 Minutes of the Regular Council Meeting. MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee. THAT the minutes of the Regular Council Meeting held on July 18, 2016 be adopted as circulated. CARRIED

DRAFT COPY ONLY

These draft minutes have NO Official Status. They have NOT been formally adopted by Council. The minutes are for information purposes only and may NOT be copied without prior permission.

4. Delegations and/or Presentations

D-1 Tonia Richter, Chamber of Commerce provided Council with a brief presentation outlined below:

Chetwynd
Chamber of
Commerce re:
Chetwynd
Chamber
Events /
Programs and
Updates
0230.50.12

Small Town Love

- The Small Town Love initiative currently has 34 businesses with live websites, 1 awaiting approval, 3 in progress, 1 incomplete.
- Received \$1200.00 grant that is to be used to promote Small Town Love.
- \$759 from the grant will fund 200 tote bags for the Chamber of Commerce's annual Trade Show, as give aways and promotions
- \$500 will be used for the Love Chetwynd Award
- Attended the Conference of Champions on April 27-28, 2016, rebranding and launch of Love Northern BC.
- Chamber of Commerce is hosting an information night on September 7th from 5pm-8pm at the Chetwynd Public Library.

Membership 2015-2016

- 130 Chamber of Commerce members in 2015-2016 in Chetwynd
- 9 new members signed up
- Lost 15 members in 2014-2015 membership year due to closing of businesses.
- Membership renewal is October 1, 2016

Business Directory

- Produced the 2016 business directory.

Trade Show

- Hosted Annual Trade Show on April 1-3, 2016 at the Chetwynd & District Rec. Centre
- Sold out all vendor booths two weeks prior to the Trade Show weekend.
- Kids' corner was a huge success
- 2017 Trade Show is scheduled for March 31-April 2

Carving Championship 2016

- 2016 Carving Championship event was another great success
- 12 amazing carvings were produced
- A society is being formed by local residents with Chamber of Commerce Members assisting
- The Society's involvement will relieve the current work load on the Chamber Staff
- Many hours are involved to plan this event, and takes away from Chamber of Commerce business
- There are many passionate volunteers and citizens who would like to be involved in such a great event

- Once the Society is approved, a formal announcement will be made and a date set for the 1st Annual General Meeting this fall; the planning will then start again for 2017.

Chamber Luncheons

- Chamber of Commerce hosted 7 luncheons since November 2015

Training & Development

- The Chamber of Commerce Executive Director has completed two of the four core courses required for Economic Development Training through IEDC. (International Economic Development Council)
- The Chamber of Commerce Board and Executive Director attended BCEDA Building Blocks Workshop in Taylor
- Chamber of Commerce is a part of the North East BC Municipalities Coalition (Monthly Meetings)

Currently working on

- Planning the Chamber Business Excellence Awards night October 22, 2016
- 2017 Chamber of Commerce Business Directory Sales

Fall 2016 Calendar of Events

August 3	Chamber Luncheon – Spectra Energy Jackfish Lake Expansion
August 15	Delegation to Mayor & Council
August 24	Chamber Luncheon – Moose Lake Wind Project
Aug 22 -Sept 10	Scarecrows & Jack-O-Lanterns- <i>Judging of Scarecrows & Jack-O-Lanterns September 10th @ Harvest Festival</i>
September 7	Love Chetwynd information night and sign up Chetwynd Public Library 5pm-8pm
September 10	Side Walk Sale coincide with Harvest Festival
September 14	Chamber Luncheon – Canadian Association of Canadian Producers (CAPP)
September 15	Chamber Board Meeting - 12:00 Pomeroy Inn Breakfast Room
Sept 15 & 16	Service Canada workshops- Call Chamber for details
September 19	Ladies Who Lunch Chetwynd Public Library
September 23	Business Walks
October 1	Membership Renewal
October 19	Chamber Luncheon- Will Advise when booked
October 17	Ladies Who Lunch Chetwynd Public Library
October 20	Chamber Board Meeting - 12:00 Pomeroy Inn Breakfast Room
October 16-22	Small Business Week

October 22 Chetwynd Chamber of Commerce Business Excellence Awards
October 27 Chamber AGM - 6:00pm Pomeroy Inn & Suites
October 30 Facebook Halloween Contest
November 16 Luncheon- Will advise if booked
November 17 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
November 21 Ladies Who Lunch Chetwynd Public Library
Nov 25-Dec 21 25 days of Christmas Savings
Nov 29-Dec 1 NEBC Municipalities Coalition Fall Forum
December 11-14 Judging of Business light up
December 12-16 Turkey Roundup. Chetwynd Chamber of Commerce 8:30am- 3pm (Christmas Bureau)
December 14 Luncheon- Will advise if booked
December 15 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
December 19 Ladies Who Lunch Chetwynd Public Library
December 19 25 Days of Christmas- Draw 3pm

2017

January 16 Ladies Who Lunch Chetwynd Public Library
January 18 Chamber Luncheon – Will advise if booked.
January 19 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
February 15 Chamber Luncheon – Will advise if booked
February 16 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
February 20 Ladies Who Lunch Chetwynd Public Library
March 15 Chamber Luncheon - Will advise if booked.
March 16 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
March 20 Ladies Who Lunch Chetwynd Public Library
March 31-Apr 2 Chetwynd Trade Show
April 10 Ladies Who Lunch Chetwynd Public Library
April 19 Chamber Luncheon - Will advise if booked
April 20 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
May 15 Ladies Who Lunch Chetwynd Public Library
May 17 Chamber Luncheon - Will advised if booked
May 18 Chamber Board Meeting - 12:00 Pomeroy Inn & Suites
June 19 Ladies Who Lunch Chetwynd Public Library

D-2
Tonia Richter,
Chetwynd
Chamber of
Commerce re:
Purchasing
Policy
0230.50.12

Tonia Richter, Chamber of Commerce provided Council with a brief presentation outlined below:

On behalf of local business owners and managers, the Chetwynd Chamber of Commerce would like to see the following changes made to the District's Purchasing Policy which was updated May 2, 2016:

- The bid proposal amount in 5.6 a) be changed from \$4999 to \$2000
- Bid requests be posted in local media, on the District of Chetwynd website and, when possible, on social media, with a minimum 2-week time frame for proposals to be submitted
- Of the 3 bids currently required for purchases over \$49,999, that the District of Chetwynd directly contact one or more local businesses IF there are businesses that can provide such a service
- That the District of Chetwynd have more transparency with the citizens of Chetwynd and keep them informed when/why a local company could not be used

D-3
Tonia Richter,
Chetwynd
Chamber of
Commerce re:
2016 Chamber
Excellence
Awards
0230.50.12

Tonia Richter, Chamber of Commerce provided Council with a brief presentation outlined below:

- Hosting the Chamber of Commerce Business Excellence Awards, to recognize the achievements and contributions of business leaders in the business community of Chetwynd and area
- The Business Excellence Awards recognize and celebrate businesses and individuals who have distinguished themselves by fostering growth, innovation, community service and excellence in their sectors
- 10 awards will be presented and the award winners will be announced on October 22, 2016
- Requested the District of Chetwynd for a donation of \$1600 which will be used towards:
 - Mayor's Award of Excellence (\$500); this award recognizes a business or organization that shows leadership in building community involvement and capacity through programs, charitable events and influences to improve the lives of our citizens; and
 - Platinum Sponsorship of \$1100 to help offset the general expenses of the event

Council thanked Ms. Richter for the presentations.

5. **Bylaws**

Nil

6. **Council Committee and Liaison Reports**

CR-1
Regional
District Report
0400.70.02

Mayor Nichols submitted the following written Peace River Regional District (PRRD) report dated August 11, 2016:

“The Peace River Regional Hospital District Board approved the purchase and installation in the Fort St. John Hospital of an MRI unit. The District portion of the total cost is \$1,040,000 to be paid out of reserves.

The Peace River Regional District Board approved a temporary use permit for Prince Rupert Gas Transmission to use 22.4 ha at Mt. Lemoray for employee parking, office use, mechanical buildings, fuel and equipment storage, and stockpiling of materials.”

MOVED by Mayor Nichols, SECONDED by Coun. Brownlee

THAT Mayor Nichols’ written Peace River Regional District Report dated August 11, 2016, be received.

CARRIED

CR-2
Community
Improvements
Committee
Report

Councillor Galbraith reported the following:

- **Carvers Row(old Visitor info site)**
Investigating costs to present for Council’s consideration for a Pergola to be installed beside the new carvings. Also investigating feasibility of incorporating an Art Tree project into the Pergola.
- **Post Office Community Sign board**
The community bulletin board sign was installed August 12, 2016.
- **Downtown Monument**
It has been discovered that the downtown monument is starting to come apart in some areas. This is a project that will have to be repaired in the near future if it is going to be saved.
- **Boulevard Lighting Update**
The work will begin on the portion of the unlit boulevard from the car wash at 53rd Avenue NE to Rodeo Way, starting within the next week, providing all of the material arrives on time for the project.

- **Outdoor Hockey Arena at Spirit Park**
A larger outdoor skating rink will be installed in Spirit Park this year, but will not have any boards in 2016. Rather than put up temporary boards for hockey for just the winter, a permanent board structure will be placed around the rink so it can be used all year around. This project is slated for 2017.
- **Outdoor Tennis Courts**
Have had several requests for an outdoor Tennis Court. The Don Titus Tennis courts are in dire repair. Staff is investigating costs to replace/repair the court surface. A letter is also going to be sent to the Civic Properties Commission to ask for consideration of an outdoor tennis court by the Rec Centre.
- **Beautiful Gardens Contest and Gala**
Leo Sabulsky was very pleased to report that this years' Beautiful Gardens contest and Gala were a huge success, and has already started to plan for 2017.
- Next Meeting: Wednesday September 21

MOVED by Coun. Galbraith, SECONDED by Coun. Weisgerber

THAT Coun. Galbraith's verbal Community Improvements Committee Report, be received.

CARRIED

CR-6
Water &
Sewer Task
Group Report

Councillor Brownlee reported the following:

- The Water & Sewer Task Group has had discussions about upgrading the sewer collection station and is waiting for costs to come in
- Toured the sewage treatment plant to see the upgrades that are being constructed

MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith

THAT Coun. Brownlee's verbal Water & Sewer Task Group Report, be received.

CARRIED

CR-7
Mayor's
Report

Mayor Nichols submitted the following written Mayor's Report dated August 15, 2016:

"The following items occupied some of the Mayor's time since last reported:

- July 18: Council met with Library Board.
- July 19: Unveiling of sculpture in Dawson Creek.
- July 21: Dinner with Dr. Hanoosh.
- August 3: Attended 50th Celebration for Chetwynd Public Library.
- August 9: Community Improvements Committee.
- August 9: Health Services Committee.
- August 11: Peace River Regional District in Dawson Creek."

MOVED by Mayor Nichols, SECONDED by Coun. Deck

THAT Mayor Nichols' written Mayor's Report dated August 15, 2016, be received.

CARRIED

7. Correspondence – Discussion

CD-1 MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith

***Northern

Mayors and THAT the email from Mayor Lyn Hall, Prince George dated August 8, 2016 re:
Chairs Invite: Northern Mayors & RD Chairs Roundtable, be received; and

Roundtable

0390.20.01

THAT Council authorize the Mayor or alternate to attend the Northern Mayors and Chairs Roundtable on September 9, 2016 in Prince George, BC.

CARRIED***

8. Correspondence – Information

CI-1 MOVED by Coun. Brownlee, SECONDED by Coun. Deck

District of

Mackenzie re: THAT the letter from District of Mackenzie dated July 13, 2016 re: Carving
Carving Donation from the District of Chetwynd, be received for information.

6750.20.13

CARRIED

- CI-2 MOVED by Coun. Bassendowski, SECONDED by Coun. Deck
UBCM re: Gas
Tax THAT the letter from Union of BC Municipalities dated July 28, 2016 re: Gas
Agreement Tax Agreement Community Works Fund Payment, be received for
Community information; and
Works Fund
Payment
2240.20.48
- CI-3 THAT the letter from Spectra Energy dated July 21, 2016 re: Jackfish Lake
Spectra Energy Expansion Project, be received for information.
re: Jackfish
Lake CARRIED
Expansion
Project
6850.50.09
- CI-4 MOVED by Coun. Brownlee, SECONDED by Coun. Deck
Minister
Fassbender, THAT the email from Minister Fassbender, Minister of Community, Sport and
MoCSCD re: Cultural Development dated July 22, 2016 re: Unconditional Grant Funding
Unconditional Letter – June 2016 Payment, be received for information; and
Grant Funding
Letter – June
2016 Payment
0400.20.08
- CI-5 THAT the letter from Metro Vancouver Board dated July 18, 2016 re: Mattress
Metro
Vancouver and Bulky Furniture Extended Producer Responsibility, be received for
Board re: information; and
Mattress and
Bulky
Furniture
0400.60.01
- CI-6 THAT the Compass dated July 13, 2016, be received for information; and
UBCM – The
Compass
0230.30.02
- CI-7 THAT the Compass dated July 20, 2016, be received for information; and
UBCM – The
Compass
0230.30.02

CI-8 THAT the Compass dated July 27, 2016, be received for information; and
UBCM – The
Compass
0230.30.02

CI-9 THAT the Compass dated August 3, 2016, be received for information.
UBCM – The
Compass CARRIED
0230.30.02

9. Correspondence – Information Items

Information MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith
Item
I-1 THAT Information Item I-1 be received for information.
0550.02

CARRIED

10. Reports – Discussion

RD-1 MOVED by Coun. Bassendowski, SECONDED by Coun. Brownlee

Ratification of THAT the report dated July 19, 2016 re: Ratification of Letter of Support –
Letter of Chetwynd Public Library prepared by Administration, be received; and
Support –
Chetwynd THAT Council ratify the resolution adopted at the July 18, 2016 In-Camera
Public Library Council meeting to authorize a letter in support of the Chetwynd Public
7960.02 Library’s request to the Peace River Regional District for a feasibility study to
provide options regarding a new or renovated library facility in Chetwynd.

CARRIED***

RD-2 MOVED by Coun. Bassendowski, SECONDED by Coun. Deck
***Northeast

Northern THAT the report dated August 10, 2016 re: Northeast Northern Rockies
Rockies Avalanche Pilot Project Request for Funding prepared by Administration, be
Avalanche received; and
Pilot Project
Request for THAT Council continue to support the Northeast Northern Rockies Avalanche
Funding Pilot Project by contributing \$2500 to the project for the winter of 2016/2017.
0230.40.01

Opposed: Coun. Weisgerber and Coun. Galbraith

CARRIED***

11. Reports – Information

Nil

12. New Business

Nil

13. Question/Answer Period

Nil

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:03 p.m.

Carol Newsom
Director of Corporate Administration

Merlin Nichols
Mayor

Certified a true and correct copy of the
Minutes of the Regular Council Meeting
held on August 15, 2016 in the Council
Chambers.

Carol Newsom
Director of Corporate Administration