



District of Chetwynd Council Agenda

Date: May 15, 2017

Time: 4:30 p.m.

Place: Council Chambers

Regular Council Meeting

1. Call to Order and Opening Statement

2. Adoption of the Agenda

3. Minutes

M-1 Minutes of the Regular Council Meeting dated April 18, 2017

M-2 Minutes of the Committee of the Whole Meeting dated April 18, 2017

M-3 Minutes of the Special Regular Council Meeting dated April 27, 2017

4. Delegations & Presentations

D-1 Alan Bone, Sander Rose Bone Grindle LLP re: 2016 Financial Statements

5. Bylaws

B-1 "District of Chetwynd East Trunk Main Improvements Temporary Borrowing Bylaw No. 1054, 2017" requires RECONSIDERATION and ADOPTION

B-2 "District of Chetwynd Official Community Plan Amendment Bylaw No. 1055, 2017 (Nicholson Road)" requires THIRD reading

B-3 "District of Chetwynd Zoning Amendment Bylaw No. 1056, 2017 (Nicholson Road)" requires THIRD reading

B-4 "District of Chetwynd Council Procedure Amendment Bylaw No. 1059, 2017" requires FIRST, SECOND and THIRD readings

6. Committee Reports and Liaison Reports

CR-1 Regional District Report - Mayor Nichols

CR-2 Councillor Reports

CR-3 Mayor's Report

7. Correspondence – Discussion

CD-1 Invitation from Northern Lights College re: Convocation Ceremonies

CD-2 Email from City of Dawson Creek dated April 25, 2017 re: Local Business Database Meeting

CD-3 Email from BC Community Forest Association dated May 1, 2017 re: Register Now - BCCFA 2017 Conference and AGM

8. Correspondence – Information

CI-1 Letter from National Energy Board dated May 5, 2017 re: Request by District of Chetwynd - Location of Hearing for Wyndwood Pipeline Expansion Project

CI-2 Letter from Tansi Friendship Centre re: Tansi Friendship Society Grant Applications

CI-3 Letter from Northern Development Initiative Trust dated April 13, 2017 re: 2017 Economic Development Capacity Building

CI-4 Letter from City of Dawson Creek dated April 25, 2017 re: 2017 Northeast British Columbia Community Coal & Energy Forum September 7 & 8 in Tumbler Ridge, BC

CI-5 Letter from City of Dawson Creek dated April 25, 2017 re: Canada 150 Challenge

CI-6 The Compass dated April 12, 2017

CI-7 The Compass dated April 26, 2017

- CI-8 The Compass dated May 3, 2017
- CI-9 Email from Federation of Canadian Municipalities dated April 18, 2017 re: Meet our Local Climate Change Heroes: Interview Series
- CI-10 Email from Federation of Canadian Municipalities dated April 20, 2017 re: FCM's New Infrastructure and Climate Change Programs: Workshop
- CI-11 BC Hydro re: Standing Offer Program Applications

9. Correspondence – Information Items

- CII I-1 - I-5

10. Reports – Discussion

- RD-1 Ratification of Committee of the Whole Resolution - 2019 Minerals North Conference [*Administration*]
- RD-2 Little Prairie Elementary School PAC Request [*Finance*]
- RD-3 Appointment of Directors for South Peace Health Society [*Administration*]
- RD-4 Presentation and Adoption of 2017 Annual Report and 2016 Financial Report [*Administration*] [**Requires Opportunity for Public Input**]
- RD-5 Climate Change and Adaption Study [*Administration*]
- RD-6 Travel Authorization [*Administration*]
- RD-7 Strategic Priorities Grant [*Administration*]
- RD-8 5317 45A Street - Bylaw Enforcement [*Administration*]
- RD-9 Rezoning - 5317 45A Street (Hallaert) [*Administration*]

11. Reports – Information

- RI-1 Building Permit Values [*Engineering & Public Works*]

12. New Business

Nil

13. Public Question Period

14. Notice of In-Camera Council Meeting

That Council authorize the meeting be closed to the public in order to consider matters in accordance with the Community Charter, Section 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service, following the Committee of the Whole meeting.

15. Adjournment

Printable Version

Next Regular Meeting

Date: June 5, 2017

DISTRICT OF CHETWYND

M-1

Minutes of the Regular Council Meeting

Date: April 18, 2017
Time: 4:30 p.m.
Location: Council Chambers

Present: Mayor Nichols
Coun. Bassendowski
Coun. Brownlee
Coun. Deck
Coun. Pfanner
Coun. Weisgerber
D. Fleming, Chief Administrative Officer
C. Newsom, Director of Corporate Administration
K. Franson, Director of Financial Administration
D. Ennis, Deputy Director of Corporate Administration
(Recording Secretary)

Absent: Coun. Galbraith

Press: Mike Crosby, Peace FM
Chris Raczkowski, CHET TV
Kelsey Roberts, Coffee Talk Express

Public: Winston Ho, Chetwynd Outdoors Society (Item D-1)
Corrina Kennedy, Chetwynd Outdoors Society (Item D-1)
Murina Rowsell (Item D-2)
Justin Rowsell (Item D-2)
Colleen Simpson (Item D-2)
Tommy Lightburn (Item D-2)
Sara Berlinger
Jason Berlinger
Rebecca Borton
Bianca Toutant
Jody May-Nelson
Terry Halliday
Ashley Donaldson
Patrick McKibbin
Trapper Gilowski
Rebekah Hallaert
Steve Hallaert
Ryan Hallaert
Braden Hallaert
Sharon Martin
Shannon Swanton
Cherry Camangon

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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. Weisgerber, SECONDED by Coun. Brownlee

THAT the Regular Council Meeting Agenda for April 18, 2017 be adopted as circulated.

CARRIED

3. **Minutes**

M-1 Minutes of the Regular Council Meeting MOVED by Coun. Pfanner, SECONDED by Coun. Deck

THAT the minutes of the Regular Council Meeting held on April 3, 2017 be adopted as circulated.

CARRIED

M-2 Minutes of the Committee of the Whole Meeting MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski

THAT the minutes of the Committee of the Whole Meeting held on April 3, 2017 be adopted as circulated.

CARRIED

4. **Delegations and/or Presentations**

D-1 Winston Ho & Corrina Kennedy, Chetwynd Outdoors Society re: Proposal for Ski & Mountain Bike Trails in LPCF 0230.50.01 Winston Ho and Corrina Kennedy, Chetwynd Outdoors Society provided Council with a proposal for ski and mountain bike trails in Little Prairie Community Forest (LPCF) as outlined below:
 - Propose to develop cross country skate and classic ski trails on the old logging roads in the LPCF which will also include a learning/terrain park area on slope and rest areas every 2-3 kms with picnic tables
 - The benefits of the trails would be affordable family recreation, promoting active living, utilizing existing structure, learn to ski kids programs, accessible, multi-use – mountain bike trails in summer; the trails will not interfere with existing snowshoe trails
 - Requested a Letter of Support from the District of Chetwynd for grant applications
 - Also requested a place to store the grooming equipment (snowmobile and trailer)

Council thanked Mr. Ho and Ms. Kennedy for the presentation.

D-2
Murina
Rowsell et al
re: 5317 45A
Street

Colleen Simpson, 5309 45A Street addressed Council with concerns regarding the land use at 5713 45A Street, including:

- No security measures at the property; children could wander around heavy equipment and be hurt
- The noise is like living next door to an industrial site
- Bylaws are in place for a reason and every resident must abide by them

Murina Rowsell, 5313 45A Street addressed Council with concerns regarding the land use at 5713 45A Street, including:

- For the past 12 years the trucking company has been using the residential lot for industrial purposes
- The business has grown considerably in the last 5 years
- There is now a fleet of trucks and heavy equipment, employees coming and going, storage of building materials and discarded tires
- There are noise pollution and environmental concerns
- Asking that the zoning bylaws be upheld

Jason Berlinger and Sara Berlinger, 5206 40th Street spoke in support of bylaws being enforced.

Steve Hallaert, 5317 45A Street requested that Council bear in mind not everything that they heard tonight are actual facts.

5. Bylaws

- B-1 District of Chetwynd East Trunk Main Improvements Temporary Borrowing Bylaw No. 1054, 2017 was considered as Item RD-2 under the “Reports – Discussion” portion of this meeting.
- B-2 District of Chetwynd Official Community Plan Amendment Bylaw No. 1055, 2017 was considered as Item RD-3 under the “Reports – Discussion” portion of this meeting.
- B-3 District of Chetwynd Zoning Amendment Bylaw No. 1056, 2017 was considered as Item RD-3 under the “Reports – Discussion” portion of the meeting.
- B-4 District of Chetwynd Financial Plan 2017 – 2021 Bylaw No. 1057, 2017 was considered as Item RD-7a under the “Reports – Discussion” portion of the meeting.
- B-5 District of Chetwynd 2017 Tax Rates Bylaw No. 1058, 2017 was considered as Item RD-7b under the “Reports – Discussion” portion of the meeting.

6. Council Committee and Liaison Reports

CR-3 Mayor's Report 0550.04 Mayor Nichols submitted the following written Mayor's Report dated April 18, 2017:

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

- April 3: Took welcome basket to Dr. Al Kafagi. Regular Council meeting.
- April 5: Attended MLA Bernier's funding announcement. Traveled to Council of Forest Industries.
- April 6: Council of Forest Industries.
- April 7: Council of Forest Industries and return.
- April 11: Peace River Regional District Strategic Planning in Dawson Creek.
- April 12: Peace River Regional District Strategic Planning in Dawson Creek.
- April 13: Peace River Regional District Board in Dawson Creek.”

MOVED by Mayor Nichols, SECONDED by Coun. Pfanner

THAT Mayor Nichols' written Mayor's Report dated April 18, 2017, be received.

CARRIED

7. Correspondence – Discussion

CD-1 ***Flood Mitigation Funding 2280.20.48 MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee

THAT the letter from Ministry of Transportation and Infrastructure Emergency Management BC dated March 21, 2017 re: Flood Mitigation Funding, be received; and

THAT Council authorize a letter of thanks to be sent to the Ministry of Transportation and Infrastructure Emergency Management BC.

CARRIED***

CD-2
***2017
Northeast BC
Community
Coal & Energy
Forum
0390.20.08

MOVED by Coun. Brownlee, SECONDED by Coun. Weisgerber

THAT the letter dated March 27, 2017 re: 2017 Northeast British Columbia Community Coal & Energy Forum, be received; and

THAT Council authorize the Mayor and all members of Council to attend the 2017 Northeast BC Community Coal & Energy Forum September 7 – 8, 2017 in Tumbler Ridge, BC.

CARRIED***

CD-3
***South Peace
B2B Expo
0230.40.17

MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee

THAT the email from Community Futures Development Corporation Peace Liard dated April 3, 2017 re: South Peace B2B Expo, be received; and

THAT Council authorize the Mayor or Alternate to attend and participate in the South Peace B2B Expo on September 20, 2017 in Dawson Creek, BC.

CARRIED***

8. Correspondence – Information

CI-1
BC Hydro –
Peace Region
Electricity
Supply Project
0510.20.01

MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee

THAT the letter from BC Hydro dated March 27, 2017 re: Peace Region Electricity Supply Project, be received for information; and

CI-2
UBCM – The
Compass
0230.30.02

THAT the Compass dated March 29, 2017, be received for information; and

CI-3
UBCM – The
Compass
0230.30.02

THAT the Compass dated April 5, 2017, be received for information; and

CI-4
FCM re:
Climate
Change Grants
0230.20.02

THAT the email from Federation of Canadian Municipalities dated March 30, 2017 re: PCP News: New Climate Change Grants/PCP Workshop/PCP Climate Change Heroes, be received for information; and

CI-5
FCM's
Climate and
Asset
Management
Network
0230.20.02

THAT the email from Federation of Canadian Municipalities dated April 6, 2017 re: Apply for FCM's Climate and Asset Management Network, be received for information.

CARRIED

9. Correspondence – Information Items

Information
Item
I-1
0550.02

MOVED by Coun. Pfanner, SECONDED by Coun. Deck

THAT Information Items I-1 be received for information.

CARRIED

10. Reports – Discussion

RD-1
***Acquiring
Funds Through
Long-Term
Borrowing
From the
Municipal
Finance
Authority and
Temporary
Borrowing
Authorization
Bylaw

MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee

THAT the report dated March 16, 2017 re: Acquiring Funds Through Long-Term Borrowing From the Municipal Finance Authority and Temporary Borrowing Authorization Bylaw prepared by Administration, be received for information; and

THAT Council approve Resolution No. DOC-MFA-2017-1 to borrow \$1,500,000 from the Municipal Finance Authority, as authorized through the District of Chetwynd East Trunk Main Improvements Loan Authorization Bylaw No. 1045, 2016, and that the Peace River Regional District be requested to consent to the borrowing over a 20 year term and include the borrowing in its Security Issuing Bylaw.

Opposed: Councillors Deck and Pfanner

CARRIED***

RD-2
***Temporary
Borrowing
Bylaw No.
1054, 2017 –
East

MOVED by Coun. Bassendowski, SECONDED by Coun. Brownlee

THAT the report dated April 3, 2017 re: Temporary Borrowing Bylaw No. 1054, 2017 – East Trunk Main Improvements prepared by Administration, be received; and

THAT Council authorize “District of Chetwynd East Trunk Main Improvements Temporary Borrowing Bylaw No. 1054, 2017” be introduced and given first, second and third readings.

Opposed: Councillors Deck and Pfanner

CARRIED***

RD-3
***Official
Community
Plan and
Zoning
Amendment
Bylaws – 5367
Nicholson
Road

MOVED by Coun. Pfanner, SECONDED by Coun. Deck

THAT the report dated April 6, 2017 re: Official Community Plan and Zoning Amendment Bylaws – 5367 Nicholson Road prepared by Administration, be received; and

THAT “District of Chetwynd Official Community Plan Amendment Bylaw No. 1055, 2017 (Nicholson Road)” be introduced and given first and second readings.

CARRIED

MOVED by Coun. Brownlee, SECONDED by Coun. Weisgerber

THAT “District of Chetwynd Zoning Amendment Bylaw No. 1056, 2017 (Nicholson Road)” be introduced and given first and second readings; and

THAT a Public Hearing be scheduled to obtain public input on the above bylaws on May 15, 2017 at 4:00 p.m.

CARRIED***

RD-4

Ratification of
Committee of
the Whole
Resolution –
Carving
Request for
Placement
from Business
6750.20.13

MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee

THAT the report dated April 11, 2017 re: Ratification of Committee of the Whole Resolution – Carving Request for Placement from Businesses prepared by Administration, be received; and

THAT Council ratify the resolution adopted at the April 3, 2017 Committee of the Whole Council meeting that Council authorize revision of the Guidelines for Placement of District Carvings to include donation of carvings to institutional locations in the community as determined by the Committee; and further, that carvings be placed beside Murray’s Pub, the Lakeview Credit Union and the Peace Christian School.

CARRIED***

RD-5

Presentation of
2017 Annual
Report

MOVED by Coun. Brownlee, SECONDED by Coun. Bassendowski

THAT the report dated April 11, 2017 re: Presentation of 2017 Annual Report prepared by Administration, be received; and

THAT Council receive the Annual Report and reschedule it for consideration and adoption at the May 15, 2017 Regular Council Meeting, following the public consultation period.

CARRIED***

RD-6

Presentation of District Carving to Ministry of Community Services 6750.20.13

MOVED by Coun. Weisgerber, SECONDED by Coun. Pfanner

THAT the report dated April 11, 2017 re: Presentation of District Carving to Ministry of Community Services prepared by Administration, be received; and

THAT the District of Chetwynd donate the Carving “First Breath” (carver Mark Colp) to the Ministry of Community Services and that travel expenses be approved for Mayor Nichols and Councillor Weisgerber to make the presentation.

CARRIED***

RD-7a
*** 2017 –
2021 Financial Plan

MOVED by Coun. Brownlee, SECONDED by Coun. Bassendowski

THAT the report dated April 10, 2017 re: 2017 – 2021 Financial Plan prepared by the Finance Department, be received; and

THAT “District of Chetwynd Financial Plan Bylaw No. 1057, 2017” be introduced and given first, second and third readings.

CARRIED***

RD-7b
***District of Chetwynd 2017 Tax Rates Bylaw No. 1058, 2017

MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee

THAT “District of Chetwynd 2017 Tax Rates Bylaw No. 1058, 2017” be introduced and given first, second and third readings.

Opposed: Councillor Deck

CARRIED***

11. Reports – Information

RI-1
Grants Status

MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner

THAT the report dated April 12, 2017 re: Grants Status prepared by Administration, be received; and

THAT the report on grants received for District Infrastructure projects be received and filed for information purposes.

CARRIED

12. New Business

Nil

13. Question/Answer Period

Nil

14. Notice of In-Camera Council Meeting

MOVED by Coun. Weisgerber, SECONDED by Coun. Pfanner

That Council authorize the meeting be closed to the public in order to consider matters in accordance with the Community Charter, Section 90 (l) (k) negotiations and related discussions respecting the proposed provision of a municipal service, following the Committee of the Whole meeting.

CARRIED

15. Adjournment MOVED by Coun. Weisgerber, SECONDED by Coun. Pfanner

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:18 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 April 18, 2017 in the Council Chambers.

Carol Newsom
Director of Corporate Administration

DISTRICT OF CHETWYND

Minutes of the Committee of the Whole Meeting

Date: April 18, 2017
Time: 5:00 p.m.
Location: Committee Room

Present: Mayor Nichols
Coun. Bassendowski
Coun. Brownlee
Coun. Deck
Coun. Pfanner
Coun. Weisgerber

D. Fleming, Chief Administrative Officer
C. Newsom, Director of Corporate
Administration
K. Franson, Director of Financial
Administration
D. Ennis, Deputy Director of Corporate
Administration (Recording Secretary)

Absent: Coun. Galbraith

Press: Chris Raczkowski, CHET TV
Mike Crosby, Peace FM
Kelsey Roberts, Coffee Talk Express

Public: Winston Ho, Chetwynd Outdoors Society
(Item D-1)
Corrina Kennedy, Chetwynd Outdoors Society
(Item D-1)
Murina Rowsell (Item D-2)
Justin Rowsell (Item D-2)
Colleen Simpson (Item D-2)
Tommy Lightburn (Item D-2)
Sara Berlinger
Jason Berlinger
Rebecca Borton
Bianca Toutant
Jody May-Nelson
Terry Halliday
Ashley Donaldson
Patrick McKibbin
Trapper Gilowski
Rebekah Hallaert
Steve Hallaert
Ryan Hallaert

DRAFT

Braden Hallaert
Sharon Martin
Shannon Swanton
Cherry Camangon

1. **Call to Order** Mayor Nichols called the meeting to order at 5:20 p.m.

2. **Adoption of Agenda** MOVED by Coun. Pfanner, SECONDED by Coun. Weisgerber

THAT the April 18, 2017 Committee of the Whole Meeting agenda be adopted as circulated.

CARRIED

3. **Business**
(a) Minerals
North Conference
Host Application MOVED by Coun. Pfanner, SECONDED by Coun. Weisgerber

THAT Council approve the application for hosting the 2019 Minerals North Conference in Chetwynd; and

THAT the District of Chetwynd provide the \$10,000 that is required from conference revenue to the Mineral North Committee as laid out in the guidelines; and

THAT this motion be ratified in a Regular Council Meeting.

CARRIED

4. **Adjourn** The meeting was adjourned at 5:24 p.m.

Certified a true and correct copy of the Minutes of the Committee of the Whole Meeting held on April 18, 2017 in Council Chambers.

Carol Newsom
Director of Corporate Administration

DISTRICT OF CHETWYND

Minutes of the Special Regular Council Meeting

Date: April 27, 2017
Time: 4:30 p.m.
Location: Council Chambers

Present: Mayor Nichols
Coun. Bassendowski
Coun. Brownlee
Coun. Deck
Coun. Galbraith
Coun. Pfanner
Coun. Weisgerber
D. Fleming, Chief Administrative Officer
C. Newsom, Director of Corporate Administration
K. Franson, Director of Financial Administration
L. Wilfur, Administrative Assistant (Recording Secretary)

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Absent: Nil

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

Public: Sheree Smith
Murina Rowsell
Colleen Simpson

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. Galbraith, SECONDED by Coun. Brownlee
THAT the Special Regular Council Meeting Agenda for April 27, 2017 be amended to include the addition of Item CD-3 Email from Chetwynd Arts Council re: Request for Letter of Support, and that the agenda be adopted as amended.

CARRIED

3. Minutes Nil

4. Delegations and/or Presentations Nil

5. Bylaws

B-1
***Bylaw No.
1057, 2017

MOVED by Coun. Galbraith, SECONDED by Coun. Weisgerber
THAT Bylaw No. 1057, 2017 cited as the “District of Chetwynd Financial Plan 2017 – 2021 Bylaw No. 1057, 2017” be reconsidered and adopted.

Opposed: Councillors Deck and Pfanner

CARRIED***

B-2
***Bylaw No.
1057, 2017

MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith
THAT Bylaw No. 1058, 2017 cited as the “District of Chetwynd 2017 Tax Rates Bylaw No. 1058, 2017” be reconsidered and adopted.

CARRIED***

6. Council Committee and Liaison Reports

Nil

7. Correspondence – Discussion

CD-1
***Salish Sea
Trust re:
Request for
Support
0230.20.01

MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee
THAT the email from Salish Sea Trust dated April 12, 2017 re: Request to Support the Salish Sea UNESCO World Heritage Site Application, be received; and

THAT Council authorize a letter of support for the application to designate the Salish Sea a UNESCO World Heritage Site be sent to MLA Mike Bernier and MP Bob Zimmer.

CARRIED***

CD-2
District of
Chetwynd
Action
Request Form
re: Coal
Trucks
0220.20

Council received the District of Chetwynd Action Request Form dated April 21, 2017 re: Coal Trucks for information.

CD-3 MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee
***Chetwynd
Arts Council THAT the email from Chetwynd Community Arts Council dated April 26,
re: Letter of 2017 re: Letter of Support, be received; and
Support
0230.50.25 THAT Council direct a letter of support be sent to the Chetwynd Community
Arts Council for its BC Hydro Go Fund grant application.

CARRIED***

8. Correspondence – Information

Nil

9. Correspondence – Information Items

Nil

10. Reports – Discussion

Nil

11. Reports – Information

Nil

12. New Business

Nil

13. Question/Answer Period

Nil

14. Notice of In-Camera Council Meeting

Nil

15. Adjournment MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:53 p.m.

Carol Newsom
Director of Corporate Administration

Merlin Nichols
Mayor

Certified a true and correct copy of the
Minutes of the Special Regular Council
Meeting held on April 27, 2017 in the
Council Chambers.

Carol Newsom
Director of Corporate Administration

TEMPORARY BORROWING BYLAW

DISTRICT OF CHETWYND

BYLAW NO. 1054, 2017

A Bylaw to Authorize the Temporary Borrowing of the Estimated
Cost to Construct Improvements to the East Trunk Main
Pending the Sale of Debentures

WHEREAS it is provided by 181 of the Community Charter that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw No. 1045, 2016, cited as “District of Chetwynd East Trunk Main Improvements Loan Authorization Bylaw No. 1045, 2016”, authorizing improvements to the East Trunk Main, in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000);

NOW THEREFORE, the Council of the District of Chetwynd in open meeting assembled enacts as follows;

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of One Million Five Hundred Thousand Dollars (\$1,500,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administrative Officer.
3. The money so borrowed shall be used solely for the purposes set out in said Bylaw No. 1045, 2016.
4. The proceed from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as “District of Chetwynd East Trunk Main Improvements Temporary Borrowing Bylaw No. 1054, 2017”.

Read a first time this	18 th day of April,	2017.
Read a second time this	18 th day of April,	2017.
Read a third time this	18 th day of April,	2017.

CERTIFIED a true and correct copy of "District of Chetwynd East Trunk Main Improvements Temporary Borrowing Bylaw No. 1054, 2017" as read a third time this 18th day of April, 2017.



Director of Corporate Administration

Adopted this day of , 2017.

Director of Corporate Administration

Mayor

CERTIFIED a true and correct copy of "District of Chetwynd East Trunk Main Improvements Temporary Borrowing Bylaw No. 1054, 2017" as adopted this day of , 2017.

Director of Corporate Administration

DISTRICT OF CHETWYND BYLAW NO. 1055, 2017 (Nicholson Road)

Being a Bylaw of the District of Chetwynd in the Province of British Columbia to amend the "District of Chetwynd Official Community Plan Bylaw No. 1030, 2016".

The Council of the District of Chetwynd, in open meeting assembled, enacts as follows:

- 1. District of Chetwynd Official Community Plan Bylaw No. 1030, 2016 is hereby amended as follows:


Land Use Map Schedule C is amended by changing the land use designation of the property known as Plan EPC651, District Lot 4224 (5367 Nicholson Road) **from** Parks, Trails and Greenspaces and Industrial **to** Industrial as per Schedule A attached; and

- 2. This Bylaw may be cited for all purposes as "District of Chetwynd Official Community Plan Amendment Bylaw No. 1055, 2017 (Nicholson Road)."

Read a first time this 18th day of April, 2017.

Read a second time this 18th day of April, 2017.

CERTIFIED a true and certified copy of "District of Chetwynd Official Community Plan Amendment Bylaw No. 1055, 2017 (Nicholson Road)" as read a second time this 18th day of April, 2017.



Director of Corporate Administration

PUBLIC HEARING held this day of , 2017.

Read a third time this day of , 2017.

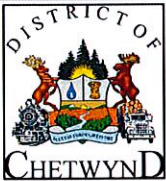
Adopted this day of , 2017.

Director of Corporate Administration

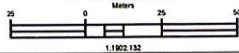
Mayor

CERTIFIED a true and correct copy of "District of Chetwynd Official Community Plan Amendment Bylaw No. 1055, 2017 (Nicholson Road) as adopted this day of , 2017.

Director of Corporate Administration



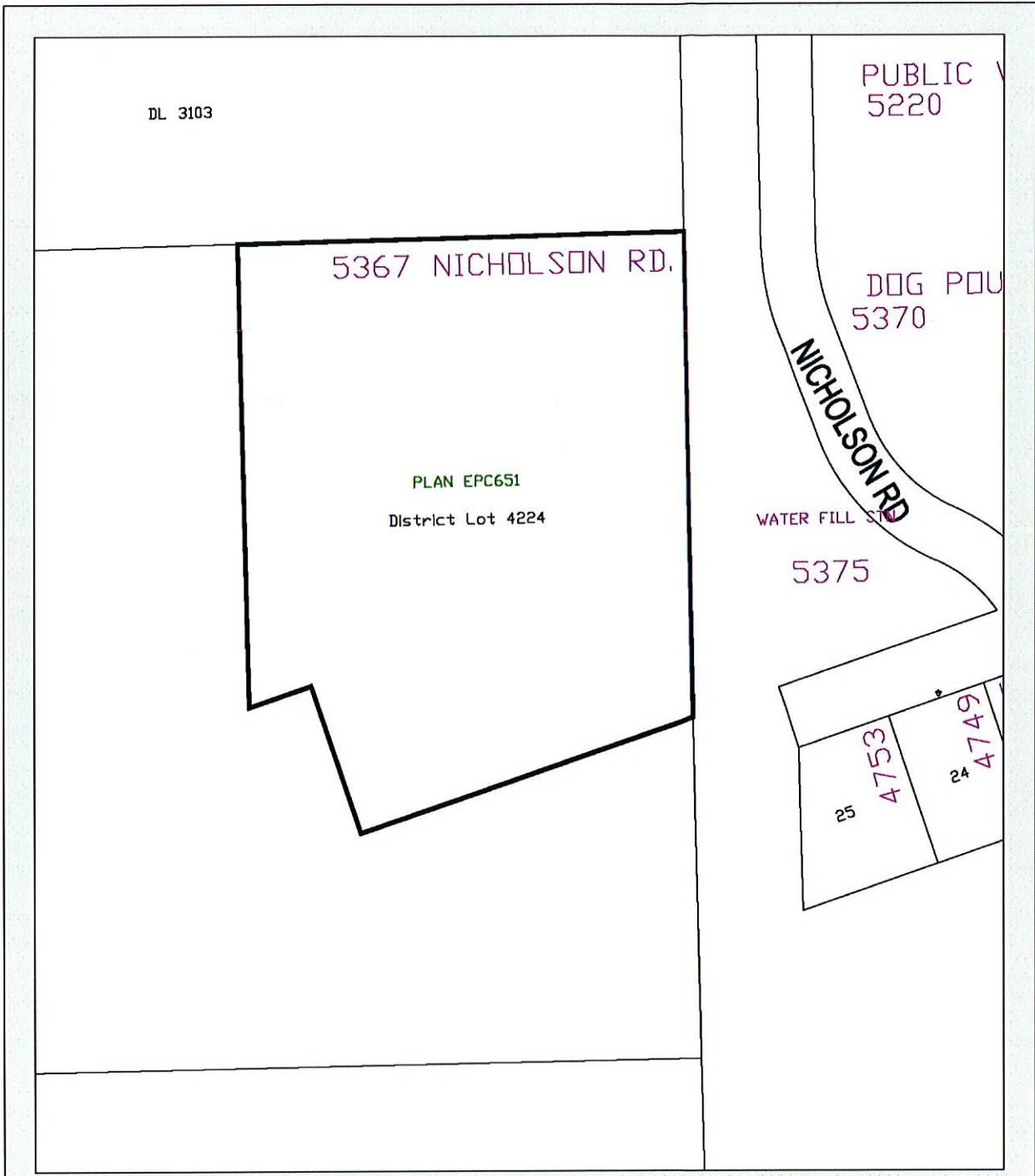
Schedule "A"
 BYLAW NO. 1055, 2017
 5367 NICHOLSON RD.
 06/04/2017



REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: District of Chebwynd Engineering
 Phone: 250-401-4100
 Email: d-chet@gochetwynd.com



Schedule "A"
 BYLAW NO. 1055, 2017
 5367 NICHOLSON RD.
 06/04/2017

1:1000 (1:12)

REVISIONS			
NO.	BY	DATE	DESCRIPTION

Contact:	District of Chetwynd Engineering	2 of 2
Phone:	250-401-4100	
Email:	d-chet@gochetwynd.com	

DISTRICT OF CHETWYND BYLAW NO. 1056, 2017 (Nicholson Road)

Being a Bylaw of the District of Chetwynd in the Province of British Columbia
to amend the "District of Chetwynd Zoning Bylaw No. 1035, 2016"

The Council of the District of Chetwynd, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "District of Chetwynd Zoning Amendment Bylaw No. 1056, 2017 (Nicholson Road)."
2. District of Chetwynd Zoning Bylaw No. 1035, 2016 is hereby amended as follows:

The property known as Plan EPC651, District Lot 4224 (5367 Nicholson Road) is rezoned **from** Urban Reserve (UR) and Airport (A1) **to** Light Industrial (M1);
3. A legal survey plan showing the property for rezoning is hereby attached as "Schedule A" and shall form a part of this Bylaw.
4. The plans attached to Zoning Bylaw No. 1035, 2016 shall be and are now amended to include the changes enacted in Section 2 of this Bylaw.

Read a first time this 18th day of April, 2017.
 Read a second time this 18th day of April, 2017.

CERTIFIED a true and certified copy of "District of Chetwynd Zoning Amendment Bylaw No. 1056, 2017 (Nicholson Road)" as read a second time this 18th day of April, 2017.



 Director of Corporate Administration

Ministry of Transportation and Infrastructure Approval received the day of , 2017.

PUBLIC HEARING held this day of , 2017.
 Read a third time this day of , 2017.
 Adopted this day of , 2017.

 Director of Corporate Administration

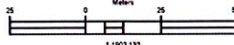
 Mayor

CERTIFIED a true and correct copy of "District of Chetwynd Zoning Amendment Bylaw No. 1056, 2017 (Nicholson Road) as adopted this day of , 2017.

 Director of Corporate Administration



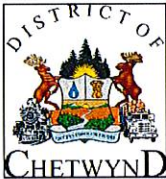
Schedule "A"
 BYLAW NO. 1056, 2017
 5367 NICHOLSON RD.
 06/04/2017



REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: District of Chetwynd Engineering
 Phone: 250-491-4100
 Email: d-chet@gochetwynd.com



Schedule "A"
 BYLAW NO. 1056, 2017
 5367 NICHOLSON RD.
 06/04/2017

1:500 (1:50)

REVISIONS			
NO.	BY	DATE	DESCRIPTION

Contact:	District of Chetwynd Engineering	2 of 2
Phone:	250-401-4100	
Email:	d-chet@gochetwynd.com	

DISTRICT OF CHETWYND

COUNCIL PROCEDURE AMENDMENT BYLAW NO. 1059, 2017

Being a Bylaw of the District of Chetwynd to Amend Council Procedure Bylaw No. 799/G/2004

WHEREAS, the Council of the District of Chetwynd has adopted Council Procedure Bylaw No. 799/G/2004;

AND WHEREAS, the Council of the District of Chetwynd deems an amendment is necessary to streamline Council meeting procedures;

NOW THEREFORE, the Council of the District of Chetwynd, in open meeting lawfully assembled, hereby enacts as follow:

1. That Bylaw No. 799/G/2004 as amended, be further amended as follows;
 - (i) Section 1.4.1 is amended by deleting items 7., 8., 9., 10., 11., 14., and 15. and by replacing them with the following:
 7. Discussion Items
 8. Correspondence
 9. Information Items
 10. Reports for Action
 11. Reports for Information
 14. Adjournment
2. This Bylaw may be cited for all purposes as “District of Chetwynd Council Procedure Amendment Bylaw No. 1059, 2017”.

Read a First Time this	day of	,	2017.
Read a Second Time this	day of	,	2017.
Read a Third Time this	day of	,	2017.
Reconsidered and Adopted this	day of	,	2017.

Mayor

Director of Corporate Administration

PRRD Report
April 27, 2017

The major event at the Peace River Regional District Board on April 27 was a delegation from Ministry of Environment.

Board members had opportunity to raise issues around abandoned vehicles and illegal dumping of garbage.

Crown land cleanup is under jurisdiction of Ministry of Forests, Lands and Natural Resources.

The Report a Poacher or Polluter (RAPP) number for calling in problems: 1 877 952 7277.

PRRD Report
May 11, 2017

The Peace River Regional District Board approved a grant of \$2,500 to the Chetwynd Chainsaw Carving event.

Shaw is proposing to run a fibre-optic line from Prince George to Dawson Creek through Chetwynd, the Gateway to the Peace. Would like a letter of support.

Volunteers wishing to take on an area cleanup will have tipping fees waived at the Chetwynd Landfill. Contact Dan Rose, Area E Director to register with him prior to delivering the goods (250 784 4279).

Report to Council
May 15, 2017

- April 23: Joint Peace River Regional District (PRRD) – Northern Health Board Encana Centre in Dawson Creek.
- April 24: UNBC Regional Advisory Committee meeting in Fort St John.
- April 24: To Victoria re presentation to Ministry.
- April 25: Presentation to Ministry and return home.
- April 26: Presentation of Congratulations Plaque to Lone Star Sporting Goods.
- April 26: Council and Northern Health meeting re review of services in Chetwynd.
- April 27: PRRD Board meeting in FSJ.
- April 27: Special Regular Council meeting.
- May 2: Travel to North Central Local Government Assn (NCLGA) Convention in Terrace.
- May 3-5: NCLGA Convention and return on Friday.
- May 4: With Councillors Brownlee and Weisgerber and CAO Fleming met with CN Rail.
- May 9: Met with Consultant to Library Advisory.
- May 9: Participated on opening of Septage Receiving Facility.
- May 10: Met with representatives of Success by 6 re their hopes for indoor playground.
- May 11: PRRD in Dawson Creek.
- May 15: Met with Jesse Rashke, West Fraser re a variety of common interests.

OPTIONS
1. THAT Council receive for information; or
2. THAT Council authorize the Mayor or alternate to attend the Northern Lights College 2017 Convocation Ceremonies in Dawson Creek, BC on June 2, 2017.

RECEIVED

APR 24 2017

District of Chetwynd
Per.....

The Northern Lights College Board of Governors cordially invites you to join us at the College's 2017 Convocation Ceremonies. Convocation is a special time for NLC to recognize our students' accomplishments.

Convocation Ceremonies

Dawson Creek, Chetwynd, and Tumbler Ridge

Friday, June 2, 2017
Ceremony starts at 2:00 PM

DC Campus, Aerospace Centre
11401 - 8 Street
Dawson Creek

Social with light refreshments to follow in same location

Fort St. John

Friday, June 9, 2017
Ceremony starts at 2:00 PM

Pomeroy Hotel & Conference Centre
11308 Alaska Road
Fort St. John

Social with light refreshments to follow in the Ralph Pomeroy Ballroom

Fort Nelson

Thursday, June 15, 2017
Ceremony starts at 2:00 PM

Phoenix Theatre
5319 - 50 Avenue South
Fort Nelson

Social with light refreshments to follow in the Phoenix Theatre lobby

We welcome you to any or all three ceremonies

RSVP by May 12, 2017

RSVP to: convocation@nlc.bc.ca or call Katelyn at 250-784-7536

*More details will follow upon receipt of your RSVP.
As a special guest, you are included in the academic procession at the start of the program.
Please plan to arrive between 1:00 and 1:30 pm.*

Deanne Ennis

Subject: RE: Local Business Database Meeting

OPTIONS
<p>1. THAT Council receive for information; or</p> <p>2. THAT Council authorize the Mayor or alternate to attend the Local Business Directory Demonstration in Dawson Creek, BC on May 30, 2017.</p>

From: Elisa Galinski [<mailto:egalinski@dawsoncreek.ca>]

Sent: April-25-17 1:57 PM

To: brad.caldwell@certvine.com; Merlin Nichols; dmcpherson@dtr.ca; michetti@shaw.ca; dan.rose@prrd.bc.ca; leonard.hiebert@prrd.bc.ca; edo@dtr.ca; Ellen McAvany; kathleen@dawsoncreekchamber.ca; manager@chetwyndchamber.ca (External); tumblerchamber@gmail.ca

Subject: Local Business Database Meeting

Hello everyone,

As per the feedback received from many of you, the Local Business Directory Demonstration will be scheduled for May 30, 2017 at 10 am at the Calvin Cruk Centre for the Arts, located at 10401 10 Street, Dawson Creek. A calendar invite will be sent out shortly. Please feel free to give myself or Kelsey Bates 250-782-3636 a call if you have any questions.

Thank you,



Elisa Galinski

Administrative Assistant

City of Dawson Creek

Ph.(250)784-3695 Fax (250)782-3203

www.dawsoncreek.ca

Like us on [Facebook](#)

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This message and any accompanying attachments may contain confidential information intended only for the use of the individual(s) named above. Any disclosure, distribution or other use of this information by persons other than the intended recipient(s) is prohibited. If you have received this message in error, please contact the sender and delete all copies immediately. Thank you.

From: BC Community Forest Association <smulkey=bccfa.ca@mail72.atl31.mcdlv.net> on behalf of BC Community Forest Association <smulkey@bccfa.ca>
Sent: May-01-17 8:31 AM
To: d-chet Email Group
Subject: Register Now - BCCFA 2017 Conference and AGM

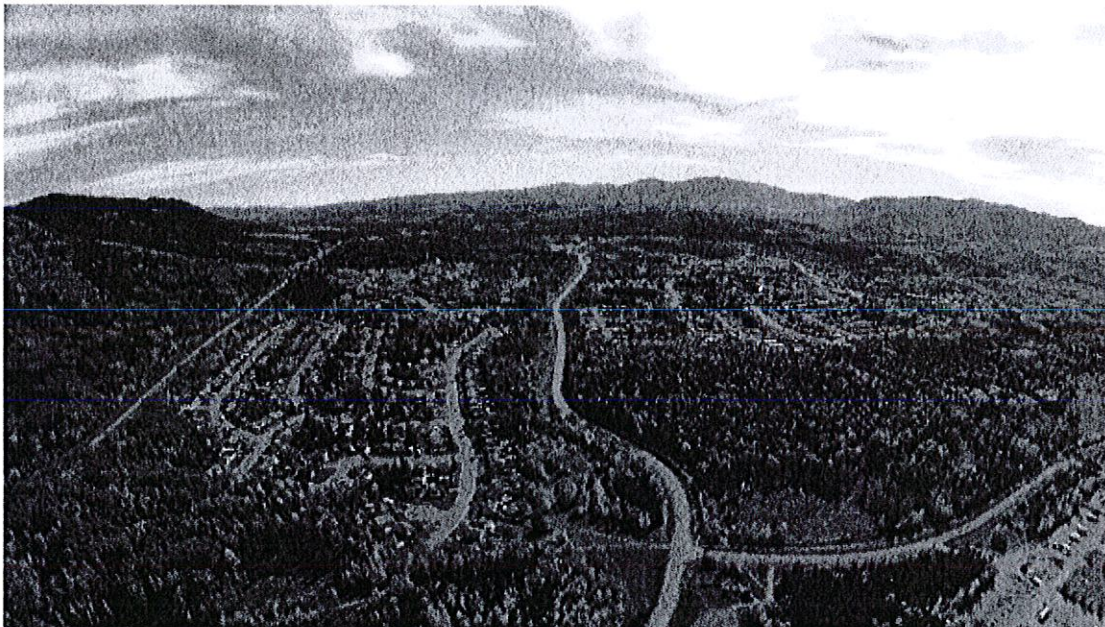
OPTIONS
1. THAT Council receive for information; or
2. THAT Council authorize the Mayor or alternate to attend the British Columbia Community- Forest Association 2017 Conference and AGM in Tumbler Ridge, BC on June 15-17, 2017.

Join us in Tumbler Ridge June 15-17, 2017



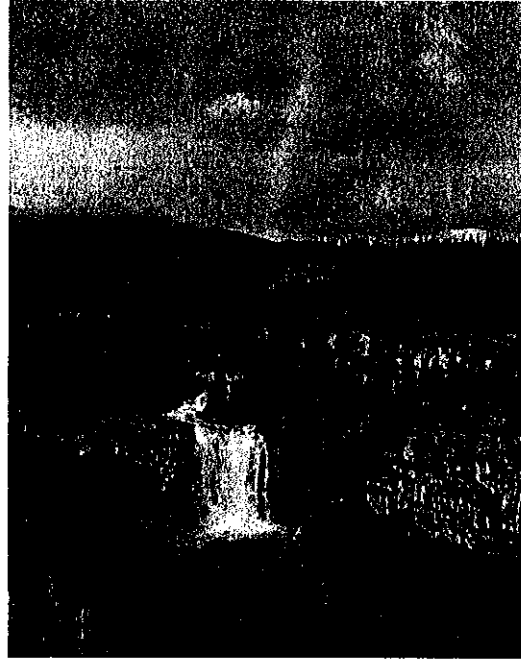
BCCFA 2017 Conference and AGM

[REGISTER NOW](#)





TUMBLER RIDGE COMMUNITY FOREST



Join us in Tumbler Ridge, the land of waterfalls and dinosaurs, for the 2017 Conference and AGM, hosted by the Tumbler Ridge Community Forest. Each year, community forest managers and board volunteers, along with forest professionals, local and provincial government representatives and academics look forward to the informative sessions and valuable networking opportunities of this event. Join us and experience BC community forest culture first hand.

Located in the foothills of the Rocky Mountains, Tumbler Ridge is the home of the UNESCO Global Geopark and the only dinosaur trackway in the world. Our hosts are sponsoring an impressive **spousal and family program** for a number of activities including tours of the dinosaur trackway and the museum, trips to stupendous waterfalls, golf and a river boat ride. Transportation to all activities is provided. [Click here for more information and to register for the spousal and family events.](#)

[Conference Program](#)

[Accommodation Guide](#) * Note that block booked rooms at the Trend Hotel will be held only until May 31. Call to reserve a spot.

[Flight \(Vancouver to Fort St John\) and Free Shuttle Times](#)

[Explore Tumbler Ridge](#)

[Information on the Town of Tumbler Ridge](#)

[Trend Mountain Hotel and Conference Centre](#)

[Become Conference Sponsor](#)

The **Silent Auction** will be held at the Friday night banquet. All contributions are gratefully accepted. Funds raised will go towards student sponsorships for the 2018 conference.

CONFERENCE HIGHLIGHTS

Thursday, June 15th

9:00-3:30 Field trip to Tumbler Ridge Community Forest & local special features

6:00-10:00 Opening Reception

Friday, June 16th

8:30-4:30 Sessions will include a information on the new BC land based funding opportunities including the new carbon project; updates on key activities from the MFLNRO and the BCCFA; liability and volunteer projects on the community forest; Manager and Board sessions on current and emerging issues.

6:00-10:00 BCCFA Banquet, Awards and celebration of the BCCFA's 15th Anniversary

Saturday, June 17th

8:30-2:30 BCCFA AGM; Community Forest Showcase; a session on community engagement, building trust and the cultivation of social licence



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You are receiving this newsletter because you have expressed interest in the work of the BCCFA

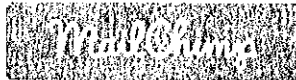
Our mailing address is:

British Columbia Community Forest Association
130 Government St.
Victoria, BC V8V 2K7
Canada

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National Energy
Board



Office national
de l'énergie

File OF-Fac-Gas-W102-2016-12 01
5 May 2017

Mr. Merlin Nichols
Mayor
District of Chetwynd
Box 357
Chetwynd, BC V0C 1J0
Facsimile 250-401-4101
Email d-chet@gochetwynd.com

Dear Mayor Nichols:

**Westcoast Energy Inc., doing business as Spectra Energy Transmission
Application for the Wyndwood Pipeline Expansion Project
Hearing Order GH-001-2017
Request by District of Chetwynd – Location of Hearing**

On 22 March 2017, the Board received a letter from the District of Chetwynd requesting that the Board hold its hearing for the Wyndwood Pipeline Expansion Project in Chetwynd, British Columbia.

The Board thanks the District of Chetwynd for its comments.

The Board seeks to conduct its hearings in a manner that is accessible and respects the perspectives of the participants. In order to do so, the Board takes into account many factors including the location of participants and the likely size of the hearing. An ideal hearing venue strikes a balance between participant accessibility, as well as a layout conducive to a quasi-judicial proceeding. Having considered these factors, the Board has decided to hold the GH-001-2017 hearing for the Wyndwood Pipeline Expansion Project at the Pomeroy Inn & Suites in Chetwynd, British Columbia starting on Tuesday, 6 June 2017. Further details are provided in the Board's Procedural Update No. 2 [[A83143](#)].

Yours truly,

Original signed by

Sheri Young
Secretary of the Board

c.c. Parties to the GH-001-2017 Hearing

Suite 210, 517 Tenth Avenue SW
Calgary, Alberta T2R 0A8

517, Dixième Avenue S.-O., bureau 210
Calgary (Alberta) T2R 0A8

Canada

Telephone/Téléphone : 403-292-4800
Facsimile/Télocopieur : 403-292-5503
www.neb-one.gc.ca

Telephone/Téléphone : 1-800-899-1265
Facsimile/Télocopieur : 1-877-288-8803



Tansi Friendship Centre
5301 S Access Rd
Box 418
Chetwynd, BC V0C 1J0
Phone: (250)788-2996
Fax: (250)788-2353

District Of Chetwynd
5400 Hospital Road
P.O Box 357
Chetwynd BC, V0C 1J0

To whom it may concern,

This letter is to inform you, the District of Chetwynd, that the Tansi Friendship Society of Chetwynd BC has applied for two separate grants through the BC Hydro GO Fund. One is for Healthy Food Options and the other is for an Elder and Senior's program.

The BC Hydro Go Fund requests that a notification letter be sent to the local municipality or local government.

Sincerely,

Rebecca McElwain

Executive Director

Tansi Friendship Center Society



4. Required Application Features

See the application guide for more information on eligibility, application review and approval process.

Programs must be based in, or providing services to vulnerable populations in Fort St. John, Hudson’s Hope, Taylor, Chetwynd, Peace River Regional District (Electoral Areas B, C and E). Please select the designated community or communities your program is based in:

- City of Fort St John
- District of Chetwynd
- District of Hudson’s Hope
- District of Taylor
- Peace River Regional District (Electoral Areas B, C, E)

The Fund has been established to support non-profits that provide services and programs to vulnerable populations, including children, families, and seniors. Please select the vulnerable population(s) your program is supporting.

- Children
- Families
- Seniors

The Fund targets regional priority areas that have been identified by communities and service organizations in the region. Please select the priority area(s) that your program is addressing.

- Healthy food options (food bank support, nutrition, education)
- Child development programming (daytime: infant, toddler, pre-school and after-school: tweens and teens)
- Family care (support and education around violence, addiction, and healthy relationships)
- Affordable transportation to improve access to services and programs
- Affordable access to technology
- Other: _____

5. Letter of Support (Required)

Identify the municipality, regional district, or community organization that is providing a letter of support for this funding application:

- A letter of support from the municipality, regional district, or community organization is attached.

+ Applicants must secure a letter outlining support for the funding request from a municipality, regional district or community organization. The applicant must provide a copy of the letter of support to Northern Development before an application can be considered for funding.

+ If the applicant requests a letter of support from a community organization, they must send a notification letter to their local or regional government. A copy of the letter must be included with this application.

Sample:

THAT, the (insert local government or organization name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) from the BC Hydro GO Fund.

April 13, 2017

District of Chetwynd
PO Box 357
Chetwynd, BC V0C 1J0

Attention: Mayor Merlin Nichols

Dear Mayor Nichols:

**Subject: 2017 Economic Development Capacity Building
Northern Development Project Number 4583 20**

Thank you for your application to the 2017 Economic Development Capacity Building program. Northern Development is pleased to advise you that your application has been approved up to \$50,000 to support your community in its efforts to develop the local and regional economy.

Funding under the 2017 Economic Development Capacity Building program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is required prior to January 31st, 2018. Reporting must include a completed Economic Development Capacity Building program reporting form which can be found on Northern Development's website at <http://www.northerndevlopment.bc.ca/funding-programs/capacity-building/economic-development-capacity-building/>, as well as a supporting ledger and pay stub(s) if applicable.

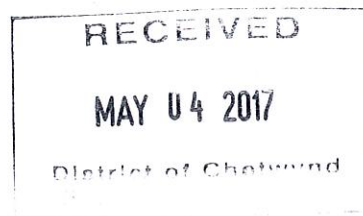
The Northern Development Board wants to see the District of Chetwynd reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,

Joel McKay
Chief Executive Officer



c: Doug Fleming, Chief Administrative Officer, District of Chetwynd
Ellen McAvany, Economic Development Officer, District of Chetwynd





CI-4

April 25, 2017

FILE: 1-1-0

Mayor Merlin Nichols
District of Chetwynd
Box 357
Chetwynd, BC V0C 1J0

Mayor Don McPherson
District of Tumbler Ridge
Box 100
Tumbler Ridge, BC V0C 2W0

Dear Mayors Nichols and McPherson:

Re: 2017 Northeast British Columbia Community Coal & Energy Forum September 7 & 8 in Tumbler Ridge, British Columbia

Thank you for your correspondence dated March 27, 2017. Your invitation was received for information at the Regular Meeting of Council held on April 24, 2017. Kelsey Bates will be following up with Mayor and Council regarding attendance and will get back to you.

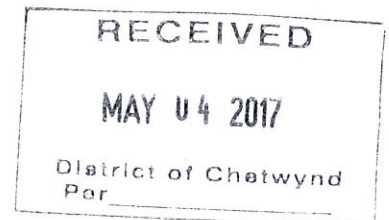
Best of luck with your event!

Yours truly,

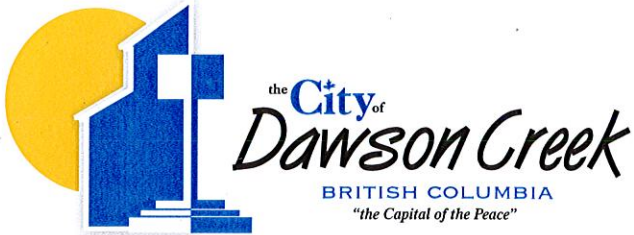
Brenda Ginter
Director of Corporate Administration

/eg

c. Kelsey Bates, Executive Assistant



N:\Administration\CONFIDENTIAL\Council Correspondence\2017 Council Correspondence\04 April\DC Chetwynd Forum.doc



CI-5

April 25, 2017

File No.: 1-1-1

Mayor Merlin Nichols
District of Chetwynd
Box 357
Chetwynd, BC VOC 1J0

Dear Mayor Nichols:

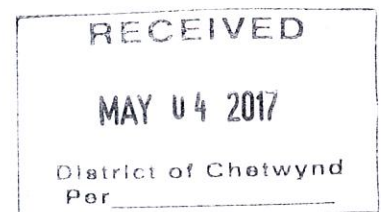
Re: Canada 150 Challenge

Thank you for your correspondence dated March 28, 2017. It was received at the Regular Meeting of Council held on April 24, 2017. Council has directed staff to participate in your challenge and you can expect pictures of our event at the beginning of July.

Yours truly,

Brenda Ginter
Director of Corporate Administration

/eg



N:\Administration\CONFIDENTIAL\Council Correspondence\2017 Council Correspondence\04 April\Chetwynd Canada 150.doc

From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: April-12-17 11:58 AM
To: d-chet Email Group
Subject: Marijuana Legalization; Province Wide Community to Community Forum

Having trouble viewing this e-mail? [Click here](#)



Update on Marijuana Legalization

April 12, 2017

UBCM has met with Bill Blair, Parliamentary Secretary to the Minister of Justice and Attorney General, to discuss the federal government initiative to legalize and regulate marijuana. In June 2016, Blair was tasked with overseeing the federal Task Force on Cannabis Legalization and Regulation. [Read more](#)



Marijuana Survey Underway

Local governments have until April 28, 2017 to provide input for a survey on marijuana legalization and regulation. This survey is intended for all local elected officials and senior staff in British Columbia. [Read more](#)

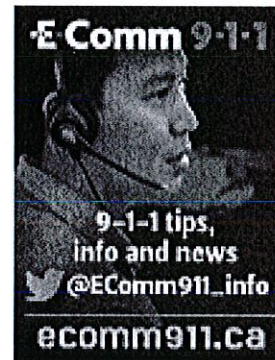
Province Wide Community to Community Forum



In partnership with the First Nations Summit, UBCM is pleased to advise that registration is now open for the sixth Province Wide Community to Community Forum to be held on June 6th at the Musqueam Community Centre. The forum is designed to bring together First Nation and local government elected officials and senior staff to encourage dialogue and identify areas of common responsibility and mutual concern. There is no registration fee to attend. [Read more](#)

2016 Convention Minutes

UBCM has published the minutes of the 2016 UBCM Annual Convention. The minutes are the official record of all the business sessions of the 2016 UBCM Annual Convention, including resolutions and policy debate. Keynote addresses by the UBCM President, Premier, Leader of the Official Opposition, Leader of the Green Party and FCM President can also be found within the Appendices. [Read more](#)



From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: April-26-17 10:23 AM
To: d-chet Email Group
Subject: In Memoriam: Eydie Fraser; 2017 Convention Session Proposals; Organ Donation

Having trouble viewing this e-mail? [Click here](#)



In Memoriam: Eydie Fraser

April 26, 2017



Members of the UBCM family were deeply saddened to learn of the passing of Edith (Eydie) Violet Fraser. Eydie was a dedicated, long-serving employee, with over 25 years of service to local government, UBCM, the Association of Vancouver Island and Coastal Communities (AVICC) and the Local Government Leadership Academy (LGLA). Eydie joined UBCM in April 1991, in a contract capacity, after working for the municipalities of Port Hardy and Nanaimo. Her UBCM contract was shared with AVIM (now AVICC) where Eydie served as their Executive Coordinator. [Read more](#)



UBCM Convention Session Proposals

UBCM is now accepting clinic and workshop applications from organizations interested in making a presentation at our 2017 Convention in Vancouver. Interested parties are asked to review the criteria and deadlines, and submit a proposal using the online form. The deadline for submissions is June 23, 2017. [Read more](#)

Saving Lives Through Organ Donation

In 2016, the membership passed a resolution calling on UBCM to work with the Kidney Foundation to encourage local governments to promote organ donation in their communities. There are currently 640 British Columbians waiting for a transplant. Only 22% of British Columbians have registered their wishes for organ donation. Registration is simple and may be completed online in 2 minutes. [Read more](#)

LEADERS IN LOCAL
GOVERNMENT LAW

LIDSTONE & COMPANY

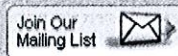
lidstone@lidstone.ca

ius Laboris Canada
MathewsDinsdale

Practical Advice
From Labour &
Employment Experts

mathewsdinsdale.com

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From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: May-03-17 2:57 PM
To: d-chet Email Group
Subject: Marijuana Legislation; Party Platform Analysis; Funding Update

Having trouble viewing this e-mail? [Click here](#)



Federal Marijuana Legislation Introduced

May 3, 2017

The federal government tabled its highly anticipated marijuana legislation with the introduction of Bill C-45 on April 13, 2017. As much as the legislation provides some clarity with respect to Canada's new framework for the legalization and regulation of marijuana, it leaves a myriad of questions to be answered. [Read more](#)



2017 Provincial Election Platform Commitments



UBCM has been monitoring party platforms and announcements throughout the 2017 provincial election campaign and have developed a comparison chart based on the five planks in our election platform. We have also identified some additional commitments that address UBCM resolutions or broadly impact the membership. [Read more](#)

Executive Meeting Highlights

Executive members convened on April 20-21 in Richmond to hold their quarterly spring quarterly board meeting. In addition to the full Executive meeting, seven committees also met. A presentation on the status of the softwood lumber agreement highlighted the Executive meeting agenda. [Read more](#)

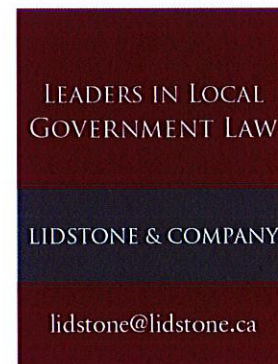


2017 Community Excellence Awards

Applications are now being accepted for the 2017 Community Excellence Awards. The Awards showcase municipalities and regional districts that take risks to innovate, establish new partnerships, and pioneer new customer service practices. The application deadline is June 23, 2017. [Read more](#)

Province Wide Community to Community Forum: Update

A draft agenda is now available for the sixth Province Wide Community to Community Forum (PC2C). Register now for the event, which is just one month away: June 6 at the Musqueam Community Centre, 6777 Salish Drive, Vancouver. There is no registration fee to attend. [Read more](#)



Funding & Resources Update

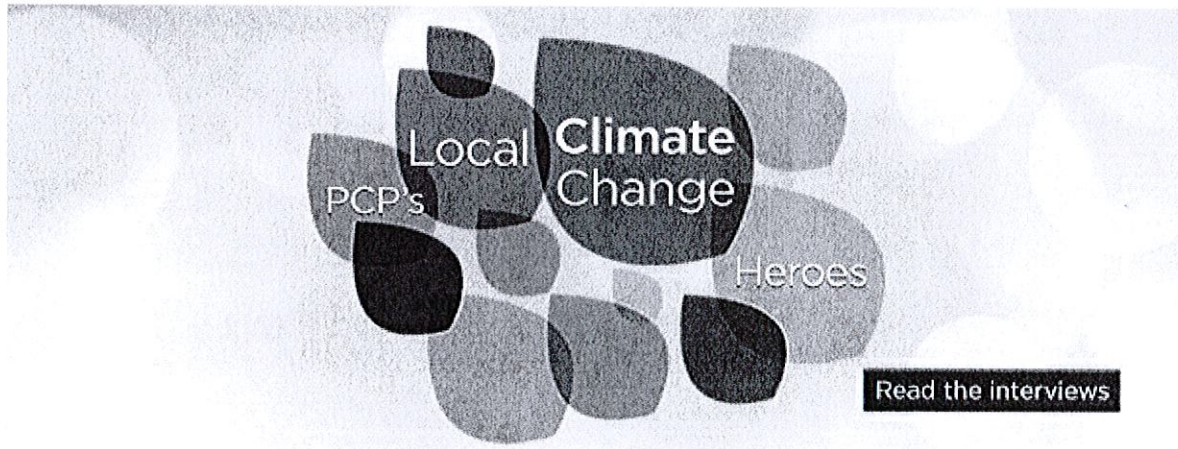
Each month we provide an update on UBCM funding programs and information on other programs or resources that may be of interest to local governments and First Nations. [Read more](#)

From: GMF Subscription <gmf.subscription@fcm.ca>
Sent: April-18-17 7:23 AM
To: d-chet Email Group
Subject: Meet our local climate change heroes: Interview series

FCM Green | April 18, 2017



FCM Green Update



Meet our local climate change heroes: Interview series

Are you looking for resources and ideas to inform your municipality's climate change initiatives? Meet some of the leaders featured in our interview series: [PCP's Local Climate Change Heroes](#).

The interviews, developed as part of the FCM-ICLEI Partners for Climate Protection (PCP) program, features people taking action on climate protection in their communities across Canada. These leaders are working on climate adaptation and mitigation planning, energy management programs, greenhouse gas (GHG) emission modelling, and much more.

Gain insight from their experience and see how it can help you advance your own initiatives.

Connect with and learn from our heroes directly

Learn how [Brenda Wallace](#) builds engagement in her environmental work in the City of Saskatoon, SK, or see how [Leon de Vreede](#) drives action on climate change in the Town of Bridgewater, NS.

You can also find out how [Caroline Jackson](#) taps her professional network to advance her initiatives in the City of North Vancouver, BC, or learn how [Alain Desjardins](#) helped turn the City of Plessisville, QC, into a leader in GHG reduction.

Each interview includes contact information so you can connect with the heroes directly and learn how you can apply these ideas in your community.

[Read the interviews today.](#)

Find us: [f](#) [in](#) [t](#) [v](#)

FCM

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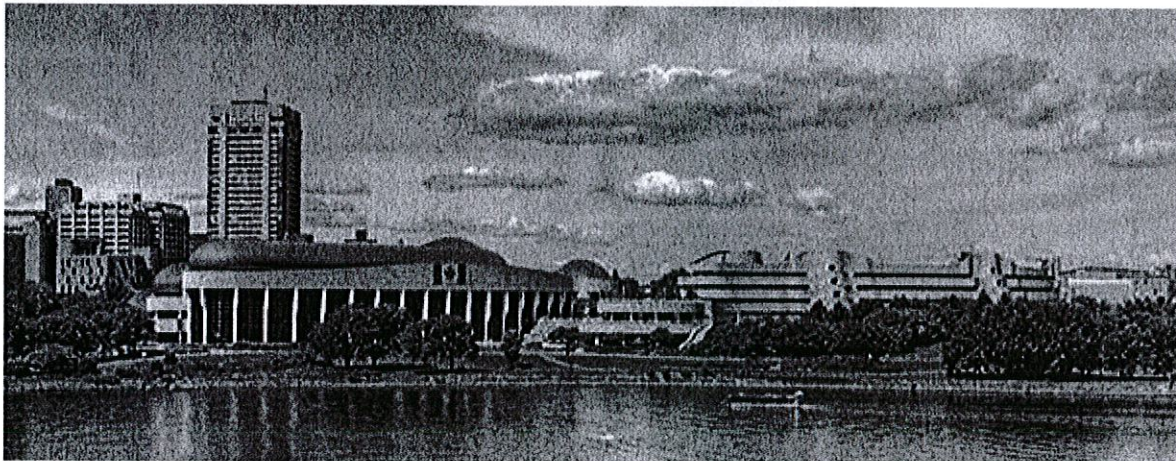
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From: GMF Subscription <gmf.subscription@fcm.ca>
Sent: April-20-17 6:08 AM
To: d-chet Email Group
Subject: FCM's new infrastructure and climate change programs: workshop

FCM Green | April 20, 2017



FCM Green Update



FCM's new infrastructure and climate change programs: workshop

Is your community facing challenges in planning how to maintain and renew its infrastructure, especially in the face of climate change? Do you need help reducing greenhouse gas emissions (GHGs)?

Register for our new workshop, *Capacity Building for Transformative Infrastructure Investments*, which will be held on June 1 at the [Canadian Association of Municipal Administrators](#) conference in the City of Gatineau, QC.

Learn about FCM's new funding and learning programs, the [Municipalities for Climate Innovation Program](#) and the [Municipal Asset Management Program](#), and how they can support your municipality.

This workshop is designed for Chief Administrative Officers, city managers and other senior municipal staff.

Speakers and workshop facilitators will include FCM staff and municipal practitioners, such as David Allen, Chief Administrative Officer for The City of Courtenay, and Murray Jamer, Deputy Chief Administrative Officer for The City of Fredericton.

You'll have the chance to ask questions and learn how FCM can help you:

- Strengthen your asset management planning
- Improve your municipality's decision-making process for infrastructure
- Adapt municipal infrastructure to the realities of climate change impacts
- Reduce your municipality's GHG emissions

We also want to take the opportunity during this workshop to learn more about you - what barriers you face in trying to implement better asset management practices and ideas for the types of support you need.

To register for the workshop: Send an email with 'Register for the FCM workshop' in the subject line or call 1-866-771-2262. You do not need to register for the conference in order to participate in FCM's workshop.

Find us: [f](#) [in](#) [t](#) [v](#)

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[Home](#) > [Energy in B.C.](#) > [Acquiring power](#) > [Current offers](#) > [Standing Offer Program](#) > [Current applications](#)

SOP: Current Applications

The information regarding current applicants doesn't constitute any representation or guarantee by BC Hydro that these applicants will be offered an Electricity Purchase Agreement (EPA) or that their projects will be successfully constructed if an EPA is executed. This information is for informational purposes only and updated approximately every six months.

See below for the latest information on awarded purchase agreements and current applications.

- [Electricity Purchase Agreements \(EPA\)](#)
- [Current applications](#)

Electricity Purchase Agreements (as of March 31, 2017)

We've awarded an EPA to the following projects. A project can take several months to a few years before being operational if successfully constructed. Please visit [About Independent Power Projects](#) for status on active EPAs.

DEVELOPER	PROJECT	PROJECT LOCATION	ENERGY SOURCE	CAPACITY (MW)	ENERGY (GWH/YR)	EPA AWARD YEAR
Advanced Energy Systems 1 LP	South Cranberry Creek Power Project	Revelstoke	Hydro	5.5	5.8	2011
Bear Hydro Limited Partnership	Lower Bear Hydro	Sechelt	Hydro	10.0	46.2	2009
Bear Hydro Limited Partnership	Upper Bear Hydro	Sechelt	Hydro	10.0	73.3	2009
Canoe Creek Hydro Company Ltd.	Canoe Creek Hydro	Ucluelet	Hydro	5.5	16.8	2009
Cedar Road LFG Inc.	Cedar Road Landfill Gas	Nanaimo	Biogas	1.3	10.6	2009
City of Kimberley	SunMine	Kimberley	Solar	1.0	2.1	2014
City of Nanaimo	Nanaimo Reservoir #1 Energy Recovery	Nanaimo	Hydro	0.3	1.0	2014
Clemina Hydro Power Limited Partnership	Clemina Creek Hydro	Valemount	Hydro	10.5	36	2016
Fitzsimmons Creek Hydro LP (Innergex)	Fitzsimmons Creek Hydro	Whistler	Hydro	7.9	34.2	2009
Haa-ak-suuk Creek Hydro Limited Partnership	Haa-ak-suuk Creek Hydro	Ucluelet	Hydro	6.0	20.5	2013
Louisiana-Pacific Canada Ltd.	LP Golden Biomass Project	Golden	Biomass	5.0	3.5	2011
Regional District of Nanaimo	Greater Nanaimo Pollution Control Centre Cogeneration	Nanaimo	Biogas	0.3	2.0	2011
Moose Lake Wind Limited Partnership	Moose Lake Wind Project	Tumbler Ridge	Wind	15.0	56.0	2015
Princeton Energy Inc.		Hope	Hydro	12.0	40.0	2016

STANDING OFFER PROGRAM

[Who can apply](#)
[How to apply](#)
[Program documents](#)
[Available energy volume](#)
[Current applications](#)
[Program background](#)
[SOP Optimization](#)
[Frequently asked questions](#)

How to reach us

If you'd like to learn more about the Standing Offer Program, please **email us** or join our **mailing list**.

DEVELOPER	PROJECT	PROJECT LOCATION	ENERGY SOURCE	ENERGY CAPACITY (MW)	RESERVE CAPACITY (MW)	START YEAR
	Hunter Creek Run-of-River Hydroelectric Power					
Serpentine Hydro Power Limited	Serpentine Creek Hydro Project	Blue River	Hydro	10.5	31.0	2016
Snowshoe Power Ltd.	McIntosh Creek Waterpower Project	McBride	Hydro	1.2	4.1	2014
Synex Energy Resources Ltd.	Cypress Creek Hydro	Gold River	Hydro	2.8	12.4	2009
Tolko Industries Ltd.	Tolko Kelowna Cogeneration	Kelowna	Biomass	8.0	11.0	2014
Wastech Services Ltd.	Cache Creek Landfill Gas Utilization Plant	Cache Creek	Biogas	4.8	35.6	2013
Wedgemount Power Limited Partnership	Wedgemount Creek JPP	Whistler	Hydro	5.4	19.8	2015
Western Forest Products Inc.	Squamish Power Project	Squamish	Hydro	1.6	11.2	2012
Winchie Creek Hydro Company Ltd.	Winchie Creek Hydro	Ucluelet	Hydro	4.0	11.6	2016
Zelia Holdings Ltd.	Lorenzetta Creek Hydroelectric Project	Laidlaw	Hydro	3.2	10.3	2016
Zero Emissions Pennask Limited Partnership	Pennask Wind Farm	Westbank	Wind	15.0	49.8	2015
Zero Emissions Septimus Creek Limited Partnership	Septimus Creek Wind Farm	Taylor	Wind	15.0	49.3	2015
Zero Emissions Shinish Creek Limited Partnership	Shinish Creek Wind Farm	Summerland	Wind	15.0	54.5	2015
			Total	176.8	648.6	

Current accepted applications (as of March 31, 2017)

We're currently reviewing the following applications that have met the key requirements of the Standing Offer Program and have had energy volume reserved in their Target COD year. Processing the applications generally takes several months.

DEVELOPER	PROJECT	PROJECT LOCATION	ENERGY SOURCE	CAPACITY (MW)
7779615 Canada Ltd.	Nahwitli Wind Project	Port Hardy	Wind	14
Babcock Ridge Wind Limited Partnership	Babcock Ridge Wind Project	Tumbler Ridge	Wind	15.0
Canoe Pass Commercialization Project	Canoe Pass Tidal Energy Corp.	Campbell River	Tidal	2.0
Ditidaht River Green General Partner Inc.	Little Nitinat River Hydropower Project	Port Alberni	Hydro	5.0
English Hydro Power Limited Partnership	English Creek Hydro	Revelstoke	Hydro	5.8
Fosthall Creek Power Ltd.	Fosthall Creek Power	Nakusp	Hydro	15.0
HFN Lands Corporation	Santa River Hydropower	Bamfield	Hydro	5.3
McKay Creek Power Ltd.	McKay Creek Hydro Project	Revelstoke	Hydro	5.2
Rocky Mountain Solar Ltd.	East Hill	Cranbrook	Solar	15.0
Sukunka Wind Project Limited Partnership	Sukunka Wind Energy Project	Chetwynd	Wind	15.0
Synex Energy Resources Ltd.	McKelvie Creek Hydroelectric Project	Tahsis	Hydro	5.4
Synex Energy Resources Ltd.	Newcastle Creek Hydroelectric Project	Sayward	Hydro	4.3

Wartenbe Wind Project Limited Partnership	Wartenbe Wind Energy Project	Chetwynd	Wind	15.0
Zonnebeke Wind Project Limited Partnership	Zonnebeke Wind Energy Project	Chetwynd	Wind	15.0
			Total	137.0

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Call us to report a power outage in your area or to get information you couldn't find online.

[Contact us](#)



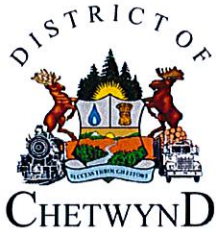
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DISTRICT OF CHETWYND
REGULAR COUNCIL MEETING
INFORMATION ITEMS

DATE: May 15, 2017

- I- 1. Council Agenda Report dated May 1, 2017 re: April Accounts Payable Cheque List
- I- 2. Chetwynd Public Library Financial Statements (Unaudited) Year Ended December 31, 2016
- I- 3. Chetwynd Public Library Regular Board Meeting Minutes dated March 28, 2017
- I- 4. Thank You Card from Terry Halliday re: Grant Funds Received
- I- 5. Thank You Card from Chetwynd Peewee Lonestar Giants 2016/17 re: Support



RD-1

COUNCIL AGENDA REPORT

DATE:	April 21, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Ratification of Committee of the Whole Resolution – 2019 Minerals North Conference		

PURPOSE:

To ratify a resolution adopted at the Committee of the Whole Council Meeting held April 18, 2017.



SUMMARY/BACKGROUND:

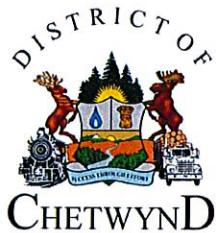
Application to host the 2019 Minerals North Conference in Chetwynd.

RECOMMENDATION(S):

THAT Council receive the report for information; or

THAT Council ratify the resolution adopted at the April 18, 2017 Committee of the Whole Council meeting that Council approve the application for hosting the 2019 Minerals North Conference in Chetwynd; and that the District of Chetwynd provide the \$10,000 that is required from conference revenue to the Minerals North Committee as laid out in the guidelines.

<p>SUBMITTED BY:</p>  <p>for: _____ Department Head</p>	<p>REVIEWED AND CONCUR:</p>  <p>_____ Chief Administrative Officer</p>
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RD-2

COUNCIL AGENDA REPORT

DATE:	April 20, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Finance		
SUBJECT:	Little Prairie Elementary School PAC request		

PURPOSE:

To request Council's decision on financial support for playground equipment replacement.

SUMMARY/BACKGROUND:

Attached is a letter received from the Little Prairie Elementary School PAC requesting a donation toward the replacement of playground equipment located at the school.



School playgrounds have traditionally been used by members of the community and not just the students of the school where it is located.

RECOMMENDATION(S):

THAT the report be received for information;

THAT Council authorize the donation of \$250.00 to the Little Prairie Elementary School PAC to be used toward the purchase of playground equipment;

THAT Council authorize the donation of \$XXXXXX to the Little Prairie Elementary School PAC to be used toward the purchase of playground equipment;

<p>SUBMITTED BY:</p>  <hr/> <p>Department Head</p>	<p>REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:</p>  <hr/> <p>Chief Administrative Officer</p>
--	--

Little Prairie Elementary School PAC

Box 1600, Chetwynd, BC VoC 1J0 | 2507881924 |

March 22, 2017

Doug Fleming
Chief Administration Officer
District of Chetwynd
Box 757
Chetwynd, BC VoC 1J0



**Dear Doug Fleming
Chief Administration Officer:**

As you may already know, the Little Prairie Elementary School PAC is actively fundraising to replace two of the major structures on the playground at our school that have reached their end of life. These structures are over 20 years old and no longer meet CSA requirements for playground equipment, and as they are deemed unrepairable, will be removed with nothing put in their place without our efforts. These pieces of equipment are very expensive, in the range of \$25,000-\$50,000 per structure and it falls on the school's individual Parent Advisory Committees to replace them.

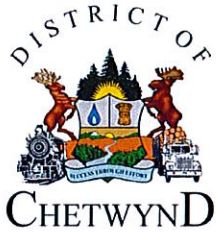
Little Prairie Elementary School is in an area that is full of young families and the playground is used not only by our students but also by the community on a regular basis. We have worked very hard over the last couple years doing numerous fundraisers, including weekly hot lunch, ticket raffles, concessions and the upcoming Loonie Auction. We are finally getting close to reaching our first goal but we need some help to get there.

We are writing this letter to see if your business would be willing to provide a donation towards our playground. Any donations over \$100 written to School District #59 are eligible for a charitable donation receipt. Our goal is to have enough funds at the end of this year to purchase one major structure. Our hope is that we will be able to have the replacement equipment purchased before the existing structures are removed and we are left with an empty space where a playground once was.

We thank you very much for your continued support of our school, and if you have any questions, please don't hesitate to contact me.

Sincerely,

**Crystal Hillton
Treasurer – LP PAC
crystalbest@hotmail.com**



RD-3

COUNCIL AGENDA REPORT

DATE:	April 25, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Appointment of Directors for South Peace Health Society		

PURPOSE:


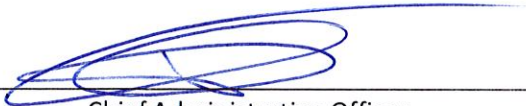
To recommend the appointment of Directors to the South Peace Health Society.

SUMMARY/BACKGROUND:

Mayor Dale Bumstead provided a presentation regarding the goals and objectives of the South Peace Health Society at that April 3, 2017 Council Meeting (please see Attachment "A"). At that meeting he requested that two people from Chetwynd be recommended to act as Directors on the South Peace Health Society Board.

RECOMMENDATION(S):

THAT Coun. _____ be recommended to act as a Director on the South Peace Health Society for a two-year term, and that members of the public be invited to apply to act as the second Director on the South Peace Health Society Board.

SUBMITTED BY:  _____ Department Head	REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:  _____ Chief Administrative Officer
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Attachment:

Attachment "A" – Report from Mayor Bumstead and Proposed Bylaws of the South Peace Health Society

City of Dawson Creek

Box 150, Dawson Creek, BC V1G 4G4



Office of the Mayor

Tel: (250) 784-3616
Fax: (250) 782-3203

March 8, 2017

7-1-11

Mayor and Council
District of Chetwynd
Via Email: d-chet@gochetwynd.com

Dear Mayor and Council:

Re: South Peace Health Society

Over the past year, I have been working collectively to enhance health services in the South Peace Region through health professional recruitment. In April of 2016, a group of residents began meeting to discuss ways they could come together to help bridge the gap in health care recruitment, illustrated at the time by the shortage of doctors in the South Peace.

After a very informative meeting with a few resident doctors native to Dawson Creek, the goal became clear to incorporate a not-for profit society that could raise funds for health care professional recruitment and retention. In October of 2016, the City of Dawson Creek received \$10,000 in funding for the project from the BC Rural Dividend Grant but unfortunately the parameters of the grant did not allow for the payment of the legal fees necessary to incorporate the South Peace Health Society.

The South Peace Health Society would be a regional society with board members representing each community and electoral area, as outlined in the attached draft bylaws. I am requesting support from your Council for the South Peace Health Committee through incorporation and until they are established.

Thank you for your time and consideration on this matter.

Sincerely,

Mayor Dale Bumstead

Enclosures (2)

SOCIETIES ACT

CONSTITUTION OF SOUTH PEACE HEALTH SERVICES

1. The name of this society shall be "South Peace Health Services " (the "Society").
2. The purposes of the Society shall be:
 - a to establish, maintain and operate homes and accommodations for health care professionals in the South Peace area.
 - b to conduct and operate programs to enhance the support the recruitment of health care professionals in the South Peace area.
 - c to create and maintain a development fund to be distributed at the discretion of the Board of Directors to meet the Society's objects and needs
 - d to apply for an Administrative Grant received from the Government of Canada, Government of British Columbia, the Peace River Regional District, the City of Dawson Creek, the District of Chetwynd, the Village of Pouce Coupe, the District of Tumbler Ridge or any department or agency of any of the forgoing entities, or any other donor for the purposes of the Society's needs or objectives.
 - e to receive from and distribute information to health care professionals, including through universities, colleges, professional associations or other organizations, regarding the needs and opportunities in the South Peace area.
 - f to play an active role in the recruitment and retention of health care professionals in the South Peace area.

Health care professionals means being a health professional as define in the Health Professions Act in the province of British Columbia

**BYLAWS
OF THE
SOUTH PEACE HEALTH SERVICES SOCIETY**

1. INTERPRETATION

1.1 Definitions

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) "Act" means the Societies Act, S.B.C. 2015, c. 18, as amended from time to time, and includes any successor legislation thereto;
- (b) "Address of the Society" means the registered office address of the Society as on record from time to time with the Registrar;
- (c) "Board" means the Board of Directors of the Society;
- (d) "Director Resolution" means:
 - (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by the Directors entitled to vote on such matter:
 - (A) in person at a duly constituted meeting of the Board,
 - (B) by Electronic Means in accordance with these Bylaws, or
 - (C) by combined total of the votes cast in person and by Electronic Means;
 - or
 - (2) a resolution that has been submitted to all Directors and consented to in writing by two-thirds (2/3) of the Directors who would have been entitled to vote on the resolution at a meeting of the Board, which may be in two or more counter parts which together will be deemed to constitute one resolution in writing,and a resolution approved by any of these methods is effective as though passed at a meeting of the Board;
- (e) "Bylaws" means the bylaws of the Society altered from time to time;
- (f) "Constitution" means the constitution of the Society as filed with the Registrar;
- (g) "Directors" means those Persons who are, or who subsequently become, directors of the Society and have not ceased to be directors;
- (h) "Electronic Means" means any system or combination of systems, including but not limited to telephone, electronic, computer or web-based technology or communication facility, that:
 - (1) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the proceeding at the same time, similar to a meeting where all were present in the same location, and

- (2) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters including, without limitation, by email;
- (i) "Eligible Party" means:
- (1) a Person who is or was a Director or officer of the Society, as determined in accordance with these Bylaws;
 - (2) such other Person described in the Act as a senior manager that is or was appointed or elected by the Directors to exercise authority to manage the activities or internal affairs of the Society as a whole or in respect of a principal unit of the Society;
 - (3) a Person who holds or held a position equivalent to what is described in either sub-paragraph (1) or (2) above in a subsidiary of the Society, if any; or
 - (4) the heir or personal or legal representative of a Person described in (1), (2) or (3) above;
- (j) "Eligible Proceedings" means a legal proceeding or investigative action, whether current, threatened, pending, or completed in which an Eligible Party, by reason of the Eligible Party being or having been a Director or senior manager of the Society, or holding or having held an equivalent position in a subsidiary of the Society:
- (1) is or may be joined as a Party; or
 - (2) is or may be liable for or in respect of:
 - (A) a judgement, penalty, or fine awarded or imposed in, or amount paid in settlement of, such proceeding; or
 - (B) costs, charges and expenses, including legal and other fees, in relation to such proceeding or investigative action;
- (k) "General Meeting" means a meeting of the Members, and includes any annual general meeting and any special or extraordinary general meetings of the Society;
- (l) "Income Tax Act" means the Income Tax Act, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;
- (m) "Members" means those Persons who are, or who subsequently become, members of the Society in accordance with these Bylaws and have not ceased to be members;
- (n) "mutatis mutandis" means with the necessary changes having been made to ensure that the language makes sense in the context;
- (o) "Ordinary Resolution" means:
- (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by those Members entitled to vote:
 - (A) in person at a duly constituted General Meeting, or
 - (B) by Electronic Means in accordance with these Bylaws, or

(C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or

(2) a resolution that has been submitted to the Members and consented to in writing by at least two-thirds (2/3) of the voting Members,

and a resolution approved by any one or more of these methods is effective as though passed at a General Meeting of the Society;

- (p) "Person" means a natural person;
- (q) "President" means the Person elected to the office of president of the Society in accordance with these Bylaws;
- (r) "Registered Address" of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;
- (s) "Registrar" means the Registrar of Companies of the Province of British Columbia;
- (t) "Secretary" means a Person elected to the office of secretary of the Society in accordance with these Bylaws;
- (u) "Society" means the South Peace Health Services Society;
- (v) "Special Resolution" means:

(1) a resolution, of which the notice required by the Act and these Bylaws has been provided, passed by at least two-thirds (2/3) of the votes cast in respect of the resolution by those Members entitled to vote:

(A) in person at a duly constituted General Meeting,

(B) by Electronic Means in accordance with these Bylaws, or

(C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or

(2) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a General Meeting,

and a special resolution approved by any one or more of these methods is effective as though passed at a General Meeting;

- (w) "Treasurer" means a Person elected to the office of treasurer of the Society in accordance with these Bylaws; and
- (x) "Vice-President" means a Person elected to the office of vice-president of the Society in accordance with these Bylaws.

1.2 Societies Act Definitions

Except as otherwise provided, the definitions in the Act apply to these Bylaws.

1.3 Plural and Singular Forms

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

1.4 Conflict with Act or Regulation

If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations as the case may be, prevail.

2. MEMBERSHIP

2.1 Classes of Membership

The Society will have a single class of membership.

2.2 Eligibility for Membership

A Person may be eligible to be accepted as a Member if he or she is interested in advancing the purposes and supporting the activities of the Society.

2.3 Application for Membership

An eligible Person may apply to the Board in writing to become a Member in the society and will become a member on acceptance by the Board of the application and payment of the applicable membership dues, if any.

The Board may accept, postpone or refuse an application for membership. A Person becomes a Member on the date of the Board Resolution accepting the application or such later date as specified the Director Resolution.

2.4 Membership not Transferable

Membership is not transferable by a Member.

2.5 Term of Membership

Once accepted as a Member, a Person continues as a Member until:

- (a) the conclusion of the current Membership Year, unless renewed in accordance with section 2.7; or
- (b) membership otherwise ceases in accordance with these Bylaws.

2.6 Cessation of Membership

A Person will immediately cease to be a Member:

- (a) upon the date, which is the later of:
 - (1) the date of delivering his or her resignation in writing to the Secretary or to the Address of the Society; and
 - (2) the effective date of the resignation stated thereon;
- (b) upon the date that is thirty-one (31) days following the conclusion of the current Membership Year, unless renewed in accordance with section 2.7;
- (c) upon the date, which is ninety (90) days from the date on which such Member ceases to be in good standing;

- (d) upon his or her expulsion; or
- (e) upon his or her death.

2.7 A Renewal of Membership

A Member in good standing continues to be eligible to renew his or her membership prior to its expiry in such manner as may be determined by the Board from time to time.

3. MEMBERSHIP RIGHTS AND OBLIGATIONS

3.1 Rights of Membership

A Member in good standing has the following rights of membership:

- (a) to receive notice of, and to attend, all General Meetings;
- (b) to make or second motions at a General Meeting and to speak to motions under consideration in accordance with such rules of order as may be adopted;
- (c) to serve on committees of the Society, as invited;
- (d) to exercise a vote on matters for determination at General Meetings;
- (e) to nominate another member for election as a Director, in accordance with these Bylaws;
- (f) to be eligible to be nominated to stand for election as a Director or officer of the Society; and
- (g) to participate in the programs and initiatives of the Society, in accordance with such criteria as may be determined by the Board from time to time.

3.2 Member not in Good Standing

A Member who is not in good standing has the right to receive notice of, and to attend, all General Meetings, but is deemed not to be a voting member for the purpose of voting or consenting to a resolution.

3.3 Amount of Membership Dues

The Board will, by Board Resolution, determine the dues payable by Members from time to time and in the absence of such determination by the Board, dues are deemed to be nil. The amount of membership dues, if any, shall be determined by the Board and may be amended from time to time.

3.4 Members Not in Good Standing

A member is not to be in good standing if:

- (a) he or she has failed to pay his or her annual membership dues, if any, when due and owing and is not in good standing so long as such amount remains unpaid; and
- (b) he or she who has been suspended by the Society.

3.5 Compliance with Constitution, Bylaws and Policies

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws, the regulations and the policies of the Society in effect from time to time;
- (b) abide by such codes of conduct and ethics adopted by the Society; and
- (c) further and not hinder the purposes, aims and objects of the Society.

3.6 Expulsion of Member

The Board may, in accordance with the regulations and policies established by the Board, expel, suspend or otherwise discipline a Member for conduct which, in the reasonable opinion of the Board:

- (a) is improper or unbecoming for a Member;
- (b) is contrary to section 3.5; or
- (c) is likely to endanger the reputation or hinder the interests of the Society.

The Society must provide notice of a proposed expulsion, suspension or discipline of a Member to the Member in question, accompanied by a brief statement of the reasons for the disciplinary action.

A Member who is the subject of the proposed expulsion, suspension or discipline will be provided a reasonable opportunity to respond to the proposed discipline at or before the time the matter is decided.

3.7 No Distribution of Income to Members

The Society shall be carried on without purpose of gain for its members or directors, and any profits or other accretions to the Society shall be used in promoting its objects.

4. MEETINGS OF MEMBERS

4.1 Annual General Meetings

An annual general meeting will be held at least once in every calendar year and in accordance with the Act at such time and place as the Board decides.

4.2 Extraordinary General Meeting

Every General Meeting other than an annual general meeting is an extraordinary general meeting.

4.3 Calling of Extraordinary General Meeting

The Society will convene an extraordinary general meeting by providing notice in accordance with the Act and these Bylaws in any of the following circumstances:

- (a) at the call of the President;
- (b) when resolved by Board Resolution; or
- (c) when such a meeting is requisitioned by the Members in accordance with the Act.

4.4 Notice of General Meeting

The Society will, in accordance with section 17.1, send notice of every General Meeting to:

- (a) each Member shown on the register of Members on the date the notice is sent; and

- (b) the auditor of the Society, if any is appointed,

not less than fourteen (14) days and not more than sixty (60) days prior to the date of the General Meeting. No other Person is entitled to be given notice of a General Meeting.

4.5 Contents of Notice

Notice of a General Meeting will specify the place, the date and the time of the meeting and will include the text of every Special Resolution to be proposed or considered at that meeting. If the Board has determined to hold a General Meeting to include participation by Electronic Means, the notice of that meeting must inform Members:

- (a) that they may participate by Electronic Means;
- (b) which Electronic Means may be used; and
- (c) on how to access and use the Electronic Means.

4.6 Omission of Notice

The accidental omission to give notice of a General Meeting to a Member, or the non-receipt of notice by a Member, does not invalidate proceedings at that meeting.

5. PROCEEDINGS AT GENERAL MEETINGS

5.1 Ordinary Business

At a general meeting, the following business is ordinary business:

- (a) the adoption of an agenda and rules of order;
- (b) the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;
- (c) consideration of the report of the Directors;
- (d) consideration of the financial statements and the report of the auditor thereon, if any;
- (e) the consideration of any Members' proposals submitted in accordance with the Act;
- (f) the election of Directors, the President, the Vice-President, the Secretary and the Treasurer; and
- (g) such other business, if any, required by the Act or at law to be considered at an annual general meeting.

The annual general meeting may include other business as determined by the Board in its discretion.

5.2 Attendance at General Meetings

In addition to Members, Directors and the Society's auditor, if any, the Board may also invite any other Person or Persons to attend a General Meeting as observers and guests. All observers and guests may only address the assembly at the invitation of the Person presiding as chair, or by Ordinary Resolution.

5.3 Electronic Participation in General Meetings

The Board may determine, in its discretion, to hold any General Meeting in whole or in part by Electronic Means, so as to allow some or all Members to participate in the meeting remotely. The Board shall determine by Board Resolution which Electronic Means will be permitted at each meeting.

Where a General Meeting is to be conducted using Electronic Means, the Board must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in person, if any. Persons participating by permitted Electronic Means are deemed to be present at the General Meeting.

5.4 Requirement of Quorum

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a General Meeting at a time when a quorum is not present.

5.5 Quorum

A quorum at a General Meeting is three (3) Members in good standing on the date of the General Meeting or 10% of the voting members, whichever is greater.

5.6 Lack of Quorum

If within thirty (30) minutes from the time appointed for a General Meeting a quorum is not present, the meeting:

- (a) if convened on the requisition of Members, the General Meeting will be terminated; and
- (b) in any other case, it will stand adjourned to the same day in the following week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the Members present will constitute a quorum and the meeting may proceed.

5.7 Loss of Quorum

If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

5.8 Chair

The President (or, in the absence or inability of the President, the Vice-President) will, subject to a Board Resolution appointing another Person, preside as chair at all General Meetings. If at any General Meeting the President, Vice-President, and such alternate Person appointed by a Board Resolution, if any, are not present within fifteen (15) minutes after the time appointed for the meeting, the Directors present may choose one of their number to preside as chair at that meeting.

5.9 Alternate Chair

If there is no individual entitled under these Bylaws who is able to preside as the chair or a General Meeting within 15 minutes from the time set for holding the meeting, the Members who are present must elect an individual present at the meeting to preside as the chair.

5.10 Chair to Determine Procedure

In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a General Meeting, the Person presiding as chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, as well as the Act and these Bylaws.

5.11 Adjournment

The chair of a meeting may, or, if so directed by the voting Members at the meeting, must adjourn the meeting from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

5.12 Notice of Continuation of Adjourned Meeting

It is not necessary to give notice of a continuation on adjourned General Meeting or of the business to be transacted at a continuation of an adjourned meeting except where a meeting is adjourned for thirty-one (31) days or more, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

5.13 Minutes of General Meetings

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all General Meetings.

6. VOTING BY MEMBERS

6.1 Matters Determined by Ordinary Resolution

Unless the Act, these Bylaws or adopted rules of order provide otherwise, every issue for determination by a vote of the Members will be decided by an Ordinary Resolution.

6.2 Entitlement to Vote

Each Member in good standing is entitled to one (1) vote on matters for determination by the Members. No other Person is entitled to vote on a matter for determination by the Members, whether at a General Meeting or otherwise.

6.3 Voting Other than at General Meeting

The Board may, in its sole discretion, conduct a vote of the Members other than at a General Meeting, whether by mail-in ballot or Electronic Means, provided in each case that the Society provides each Member in good standing with notice of:

- (a) the text of the resolutions to be voted on;
- (b) the open and closing dates for casting a vote; and
- (c) instructions on how a Member may cast a vote.

6.4 Voting Methods

Voting by Members may occur by any one or more of the following methods, in the discretion of the Board:

- (a) by show of hands or voting cards;
- (b) by written ballot; or
- (c) by vote conducted by Electronic Means.

Where a vote is to be conducted by show of hands or voting cards, and prior to the question being put to a vote, a number of Members equal to not less than ten percent (10%) of the votes present may request a secret ballot, and where so requested the vote in question will then be conducted by written ballot or other means whereby the tallied votes can be presented anonymously in such a way that other Members cannot determine how a given Member voted.

6.5 Voting by Chair

If the Person presiding as chair of a General Meeting is a Member, then he or she may cast a vote on any motion or resolution under consideration at the same time as voting occurs by all Members. The Person presiding as chair of a General Meeting does not have a second or a casting vote in the event of a tie and a motion or resolution that is tied is defeated.

6.6 Voting by Proxy

Voting by proxy is not permitted.

6.7 Announcement of Result

The chair of a General Meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

7. DIRECTORS

7.1 Management of Property and Affairs

The Board will have the authority and responsibility to manage, or supervise the management of, the property and the affairs of the Society.

7.2 Qualifications of Directors

Pursuant to the Act, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (a) is less than eighteen (18) years of age;
- (b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) is an undischarged bankrupt; or
- (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, as set out in the Act.

7.3 Number of Directors

The Society must have at least three (3) Directors and not more than eleven (11) directors.

7.4 Invalidation of Acts

No act or proceeding of the Board is invalid by reason only of there being less than the required number of Directors in office.

7.5 Territorial Director Positions

The Board of Directors shall consist of the following available positions:

- (a) six (4) positions for residents of the City of Dawson Creek;
- (b) one (2) positions for the residents of the District of Chetwynd;
- (c) one (2) positions for the residents of the District of Tumbler Ridge;
- (d) one (1) position for the residents of the Village of Pouce Coupe;
- (e) one (1) position for the Peace River E electoral area of the Province of British Columbia; and
- (f) one (1) position for the Peace River D electoral area of the Province of British Columbia.

Any Director elected or appointed to any of the above positions must be primarily resident in the territorial limits of the represented area to be eligible to be elected or appointed to such position. Any Director who ceases to reside within the territorial limits of the represented area he or she was elected or appointed to may complete his or her term, but is not eligible to be re-elected to that position, but is eligible to be elected to an available position, if any, in the area that he or she then resides.

7.5 Appointment of Directors

The Board may, from time to time by Board Resolution, appoint as a Director up to two (2) qualified Persons who have expertise, skills or knowledge that is beneficial to the Board or to the Society (as determined by the Board). A Director appointed by the Board will cease to be a Director at the next annual general meeting and will need to run for re-election if he or she wishes to continue to act as Director.

7.6 Term of Directors

The term of office of Directors will normally be two (2) years. However, the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected and each one (1) year of service shall be deemed to have been completed at the next annual general meeting, notwithstanding that such period may be more or less than one (1) calendar year. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting.

7.7 Consecutive Terms and Term Limits

Directors may be elected for consecutive terms, without limit.

7.8 Extension of Term to Maintain Minimum Number of Directors

Every Director serving a term of office will retire from office at the close of the annual general meeting in the year in which his or her term expires, provided that if insufficient successors are elected and the result is that the number of Directors would fall below three (3), the Person or Persons previously elected as Directors may, if they consent, continue to hold office, and the term of such Director or Directors is deemed to be extended, until such time as successor Directors are elected.

7.9 Directors may Fill Casual Vacancy on the Board

The Board may, at any time, appoint a Member as a Director to fill a vacancy that arises on the Board as a result of the resignation, death or in capacity of a Director during the Director's term at office. A Director appointed by the Board to fill a vacancy ceases to be a Director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy. The appointed replacement Director may run for the re-election.

7.10 Removal of Director

A Director may be removed before the expiration of his or her term of office by either of the following methods:

- (a) by Special Resolution; or
- (b) by Board Resolution.

If by Special Resolution, the Members may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term of office.

If by Board Resolution, the Director proposed for removal has a conflict of interest and may not vote on the Board Resolution, but is entitled to not less than seven (7) days' advance notice in writing of the proposed Board Resolution and to address the Board prior to the vote on the resolution.

7.11 Ceasing to be a Director

A Person will immediately and automatically cease to be a Director:

- (a) upon the date which is the later of:
 - (1) the date of delivering his or her resignation in writing to the President or to the Address of the Society; and
 - (2) the effective date of the resignation stated in his or her notice;
- (b) upon the expiry of his or her term, unless re-elected;
- (c) upon the date such Person is no longer qualified pursuant to section 7.2;
- (d) upon his or her removal;
- (e) upon his or her death; or
- (f) upon he or she ceasing to be a Member.

8. NOMINATION AND ELECTION OF DIRECTORS

8.1 Nomination of Directors

Nominations for election as a Director must be made by members in good standing in accordance with these Bylaws, the Act, and such policies and procedures as are established by the Board from time to time, provided that such policies or procedures do not conflict with these Bylaws or the Act. All nominations are subject to the following rules:

- (a) a nominee must be in good standing to be nominated and must remain in good standing in order to stand for election;
- (b) a Member may nominate him or herself, and the nomination must be seconded by one (1) other Member in good standing;
- (c) a Member may not nominate more nominees than the number of Director positions available for election; and
- (d) nominations may be submitted from the floor at a General Meeting or made in writing, in a form established by the Society.

8.2 Nomination and Election Policies

The Board may establish, by Board Resolution from time to time, such additional policies and procedures related to the nomination and election of elected Directors and officers as it determines are necessary or prudent for the Society, provided that no such policy and procedure is valid to the extent that it is contrary to the Act or these Bylaws.

8.3 Elections Generally

The Directors will be elected by acclamation or by vote of the Members, in accordance with these Bylaws and such election policies and procedures as are established by the Board from time to time. To the extent possible, approximately half of Director positions will become vacant for election each year.

8.4 Election at Annual General Meeting

Election of the Directors will normally take place at, or prior to, the annual general meeting and the Persons so elected will take office commencing at the close of such meeting.

8.5 Election by Acclamation

In elections where the number of eligible nominees at the close of the nomination period is equal to or less than the number of positions for elected Directors and officers that will become vacant at the close of the next annual general meeting, then the eligible nominees are deemed to be elected by acclamation and no vote will be required.

8.6 Election by Secret Ballot

In elections where there are more eligible nominees than vacant positions for Directors and officers at the close of the nomination period, election will be by secret ballot and the following rules will apply:

- (a) the secret ballot may be conducted by written ballot or Electronic Means, either at or prior to the annual general meeting, all at the discretion of the Board;
- (b) ballots containing the name of each eligible nominee and the number of vacancies to be filled will be sent or otherwise made accessible to all, and only to, Members in good standing;

- (c) no Member will vote for more Directors or officers than the number of vacant positions. Any ballot will be deemed to be void if it records votes for more nominees than there are vacant positions;
- (d) ballots will be counted following the close of the election period by scrutineers appointed by the Board;
- (e) nominees will be deemed to be elected in order of those nominees receiving the most votes;
- (f) in the event of a tie between two (2) or more eligible nominees for the final vacant position, the scrutineers will place one (1) ballot marked for each tied nominee into a suitable container and the President will draw one (1) ballot from the container at random, which nominee selected will be elected to the final vacant position; and
- (g) the results of an election by secret ballot will be announced to all Members following the counting of the ballots.

9. POWERS AND RESPONSIBILITIES OF THE BOARD

9.1 Powers of Directors

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in General Meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

Without limiting the generality of the foregoing, the Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

9.2 Duties of Directors

Pursuant to the Act, every Director will:

- (a) act honestly and in good faith with a view to the best interests of the Society;
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- (c) act in accordance with the Act and the regulations thereunder; and
- (d) subject to sections 9.2(a) to 9.2(c), act in accordance with these Bylaws.

Without limiting sections 9.2(a) to 9.2(d), a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Society.

9.3 Policies and Procedures

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

9.4 Remuneration of Directors and Officers and Reimbursement of Expenses

Directors must not receive remuneration from the Society for acting in their capacity as Directors. However, a Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society, provided that all claims for reimbursement are in accordance with established policies.

9.5 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society. The Board may establish further policies related to the investment of the Society's funds and property, provided that such policies are not contrary to the Act or these Bylaws.

9.6 Investment Advice

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

9.7 Delegation of Investment Authority to Agent

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

10. PROCEEDINGS OF THE BOARD

10.1 Board Meetings

Meetings of the Board may be held at any time and place determined by the Board. Meetings may include regular meetings and ad hoc meetings, as determined by the Board.

10.2 Regular Meetings

The Board may decide to hold regularly scheduled meetings to take place at dates and times set in advance by the Board. Once the schedule for regular meetings is determined and notice given to all Directors, no further notice of those meetings is required to be provided to a Director unless:

- (a) that Director was not in office at the time notice of regular meetings was provided; or
- (b) the date, time or place of a regular meeting has been altered.

10.3 Ad Hoc Meetings

The Board may hold an ad hoc meeting in any of the following circumstances:

- (a) at the call of the President; or

- (b) by request of any two (2) or more Directors.

10.4 Notice of Board Meetings

At least five (5) days' notice will be sent to each Director of:

- (a) an ad hoc board meeting; or
- (b) a change to a regular board meeting for which notice was previously provided.

However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting was decided or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the Secretary.

For the purposes of the first meeting of the Board held immediately following the election of Directors conducted at a General Meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

If a meeting of the Board will permit participation by Electronic Means, the notice of that meeting must inform the Directors and other participants (if any) that they may participate by Electronic Means and provide instructions on how to do so.

10.5 Attendance at Board Meetings

Every Director is entitled to attend each meeting of the Board. No other Person is entitled to attend meetings of the Board, but the Board may invite any Person or Persons to attend one or more meetings of the Board as advisors, observers or guests.

10.6 Participation by Electronic Means

The Board may determine, in its discretion, to hold any meeting or meetings of the Board in whole or in part by Electronic Means, so as to allow some or all parties to participate in the meeting remotely. Where a meeting of the Board is conducted by Electronic Means, the Society must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.

10.7 Quorum

Quorum for meetings of the Board will be a majority of the Directors currently in office.

10.8 Director Conflict of Interest

A Director who has a direct or indirect material interest in a contract or transaction (whether existing or proposed) with the Society, or a matter for consideration by the Directors:

- (a) will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;
- (b) will disclose fully and promptly the nature and extent of his or her interest in the contract, transaction or matter, which will be noted in the minutes of the meeting;
- (c) is not entitled to vote on the contract, transaction or matter;
- (d) will absent him or herself from the meeting or portion thereof:

- (1) at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and

- (2) in any case, during the vote on the contract, transaction or matter; and
- (e) refrain from any action intended to influence the discussion or vote.

The Board may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the Act or these Bylaws.

10.9 Chair of Meetings

The President (or, in the absence or inability of the President, the Vice-President) will, subject to a Board Resolution appointing another Person, preside as chair at all meetings of the Board. If at any meeting of the Board the President, Vice-President and such alternate Person appointed by a Board Resolution, if any, are not present within fifteen (15) minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to chair that meeting.

10.10 Alternate Chair

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

10.11 Chair to Determine Procedure

In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Board, the person presiding as chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, as well as the Act and these Bylaws.

10.12 Minutes of Board Meetings

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all meetings of the Board.

10.13 Proceedings Valid Despite Omissions to Give Notice

The accidental omission to give notice of a Board meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

11. DECISION MAKING AT BOARD MEETINGS

11.1 Passing Resolutions and Motions

Any issue at a meeting of the Board which is not required by the Act, these Bylaws or such rules of order as may apply to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

11.2 Entitlement to Vote

Subject to section 10.8, each Director is entitled to one (1) vote on all matters at a meeting of Board. No other Person is entitled to a vote at a meeting of the Board. The chair does not have a secured or a casting vote in the event of a tie and a motion of resolution that is tied is defeated.

11.3 Procedure for Voting

Except where expressly provided for in these Bylaws, voting on matters at a meeting of the Board may occur by any one or more of the following mechanisms, in the discretion of the President:

- (a) by show of hands;
- (b) by written ballot;
- (c) by roll-call vote or poll; or
- (d) by Electronic Means.

On the request of any one (1) or more Directors, a vote will be conducted by written ballot or other means whereby the tallied votes can be presented anonymously, in such a way the other Directors cannot determine how a given Director voted.

12. OFFICERS

12.1 Officers

The officers of the Society are the President, Vice-President, Secretary and Treasurer, together with such other officers, if any, as the Board, in its discretion, may create. The above required officers must be Directors.

The Board may, by Board Resolution, create and remove such other officers of the Society as it deems necessary and determine the duties and responsibilities of all officers.

12.2 Election of Officers

At each meeting of the Board immediately following an annual general meeting, the Board will elect the President, Vice-President, Secretary and Treasurer.

12.3 Term of Officer

The term of office for the President, Vice-President, Secretary and Treasurer will be one (1) year, commencing on the date the Person is elected as an officer in accordance with section 12.2 and continuing until the first meeting of the Board held after the next following annual general meeting.

A Director may be elected as an officer for an unlimited number of consecutive terms.

12.4 Removal of Officers

A Person may be removed as an officer by Board Resolution.

12.5 Replacement of Officers

Should any Officer for any reason be unable to complete his or her term, the Board may remove such officer from his or her office, if he or she has not resigned, and will elect a replacement officer without delay at the next Board meeting.

12.6 Duties of President

The President is the chair of the Board and is responsible in supervising the other Directors in the execution of their duties.

12.7 Duties of Vice-President

The Vice-President is the vice-chair of the Board and is responsible in carrying out the duties of the President if the President is unable to act.

12.8 Duties of Secretary

The Secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of General Meetings and Board meetings;
- (b) taking notes of General Meetings and Board meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board; and
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

12.9 Absence of Secretary in Meetings

In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary at the meeting.

12.10 Role of Treasurer

The Treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the Members or other sources;
- (b) keeping accounting records in respect to the Society's financial transactions;
- (c) preparing the Society's financial statements; and
- (d) making the Society's filings with respect to taxes.

12.11 Combination of Offices of Secretary and Treasurer

The offices of Secretary and Treasurer may be held by one Person who will be known as the Secretary-Treasurer.

13. INDEMNIFICATION

13.1 Indemnification of an Eligible Party

Subject to section 13.3 and the provisions of the Act, the Society will:

- (a) indemnify an Eligible Party against any judgment, penalty, or fine awarded or imposed in, or an amount paid in settlement of, an Eligible Proceeding; and
- (b) after the final disposition of an Eligible Proceeding, pay the costs, charges and expenses, including legal and other fees (but excluding penalties as indemnified for in (a)), actually and reasonably incurred by an Eligible Party, in respect to the Eligible Proceeding if:
 - i. the Eligible Party has not been reimbursed for those expenses; and

- ii. the Eligible Party was not judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that the Eligible Party ought to have done.

Provided however, the Society may, but is not be required, to pay such expenses if the Eligible Party is liable for or in respect of those expenses by reason of the Eligible Party holding or having held a position in a subsidiary of the Society that is equivalent to the position of Director or senior manager of a society.

13.2 Advancement of Expenses

Subject to section 13.3 and the provisions of the Act, the Society may pay, as they are incurred in advance in the final disposition of an Eligible Proceeding, the expenses actually and reasonably incurred by an Eligible Party in respect of the Eligible Proceeding, provided the Society first obtains from the Eligible Party a written undertaking that, if it is ultimately determined that the payment of expenses is prohibited by section 13.3 or the provisions of the Act, the Eligible Party will repay the amounts advanced by the Society.

13.3 Indemnification Prohibited

Notwithstanding section 13.1, the Society must not indemnify or pay the expenses of an Eligible Party incurred in respect of an Eligible Proceeding, if such Eligible Party:

- (a) has already been reimbursed for such expenses;
- (b) has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that he or she ought to have done;
- (c) did not act honestly and in good faith with a view to the best interests of the Society or any subsidiary of the Society; or
- (d) in the case of a legal proceeding other than a civil proceeding, did not have reasonable grounds for believing that his or her conduct, in respect of which the legal proceeding or investigative action was brought, was lawful.

13.4 Indemnification not Invalidated by Non-Compliance

The failure of an Eligible Party of the Society to comply with the provisions of the Act, or of the Constitution or these Bylaws, will not invalidate any indemnity to which he or she is entitled under this Part 13.

13.5 Approval of Court

The Society may apply to the court for any approval of the court to the extent such approval is required by the Act or otherwise to ensure that the indemnities herein are effective and enforceable.

13.6 Indemnification Deemed Term

Each Eligible Party of the Society on being elected or appointed will be deemed to have contracted with the Society upon the terms of the foregoing indemnities.

13.7 Purchase of Insurance

The Society may purchase and maintain insurance, for the benefit of any or all Directors, officers, employees, or agents against any liability that may be or has been incurred by any such Person as a Director, officer, employee, agent or senior manager of the Society.

14. COMMITTEES

14.1 Creation and Delegation to Committees

The Board may create such standing and special committees, working groups or task forces as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution. The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

14.2 Standing and Special Committees

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period only. A special committee will automatically be dissolved upon the earlier of the following:

- (a) the completion of the specified time period; or
- (b) the completion of the task for which it was created.

14.3 Terms of Reference

In the event the Board decides to create a committee, it must establish terms of reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the terms of reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

14.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed mutatis mutandis by the rules set out in these Bylaws governing proceedings of the Board.

14.5 Dissolution of Committee

The Board may dissolve any committee by Board Resolution.

15. EXECUTION OF INSTRUMENTS

15.1 No Seal

The Society will not have a corporate seal.

15.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Society may be signed as follows:

- (a) by the President, together with one (1) other director, or
- (b) in the event that the President is unavailable to provide a signature, by any two (2) Directors,

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality. The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

15.3 Signing Officers

The Board will, from time to time by Board Resolution, appoint signing officers who shall be authorized to sign cheques and all banking documents on behalf of the Society.

16. FINANCIAL MATTERS AND REPORTING

16.1 Fiscal Year

The fiscal year of the Society may be determined by the Board from time to time.

16.2 Accounting Records

The Society will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.

16.3 Borrowing Powers

The Board may, on behalf of and in the name of the Society, borrow money and issue bonds, debentures, notes or other evidences of debt obligations in any manner it decides including the granting of guarantees and other security.

16.4 Restrictions on Borrowing Powers

The Members may by Ordinary Resolution restrict the borrowing powers of the Board.

17. NOTICE GENERALLY

17.1 Method of Giving Notice

Except as otherwise provided in these Bylaws, a notice may be given to a Member or a Director either:

- (a) personally;
- (b) by delivery;
- (c) by courier;
- (d) by mail posted to such Person's Registered Address

- (e) by fax where a Member or Director has provided a fax number; or
- (f) by email where a Member or Director has provided an email address.

17.2 When Notice Deemed to have been Received

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered personally, by delivery or courier will be deemed to have been given on the day it was so delivered. Any notice sent by facsimile or email will be deemed to have been given on the day following that on which the notice was sent.

17.3 Days to be Counted In Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

18. MISCELLANEOUS

18.1 Dissolution

Upon the winding up or dissolution of the Society, any funds of the Society remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations with similar purposes as the Society, as may be determined by the members of the Society at the time of the winding up or dissolution.

18.2 Inspection of Documents and Records

The documents and records of the Society, including the financial and accounting records and the minutes of General Meetings, committee meetings and meetings of the Board, will be open to the inspection of any Director at reasonable times and on reasonable notice.

A Member in good standing is entitled, upon providing not less than fourteen (14) days' notice in writing to the Society, to inspect any of the following documents and records of the Society at the Address of the Society during the Society's normal business hours:

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of directors and registered office of the Society;
- (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
- (d) resolutions of the Members in writing, if any;
- (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;

- (f) the register of Directors;
- (g) the register of Members;
- (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
- (i) copies of orders made by a court, tribunal or government body in respect of the Society;
- (j) the written consents of Directors to act as such; and
- (k) the disclosure of a Director or of a senior manager regarding a conflict of interest.

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a Member in good standing may request, in writing delivered to the Address of the Society, to inspect any other document or record of the Society and the Board may allow the Member to inspect the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Copies of documents to which a Member is allowed to inspect may be provided on request by the Member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed by the Act.

18.3 Right to become Member of other Society

The Society will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes.

19. BYLAWS

19.1 Entitlement of Members to copy of Constitution and Bylaws

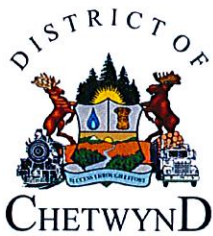
On being admitted to membership, each Member is entitled to, and upon request the Society will provide him or her with, access to a copy of the Constitution and these Bylaws.

19.2 Special Resolution required to Alter Bylaws

These Bylaws will not be altered except by Special Resolution.

19.3 Effective Date of Alteration

Any alteration to the Bylaws or Constitution will take effect on the date the alteration application is filed with the Registrar in accordance with the Act.



RD-4 COUNCIL AGENDA REPORT

DATE:	May 8, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Presentation of 2017 Annual Report and 2016 Financial Report		

PURPOSE:

To present the 2017 Annual Report and 2016 Financial Statement for adoption by Council.

SUMMARY/BACKGROUND:

Section 98 of the Community Charter requires that, before June 30th each year, Council must adopt an Annual Report which includes a "statement of municipal objectives and the measures that will be used to determine progress respecting those objectives and measures established for that year." The Annual Report also includes the audited Financial Statements for the preceding year.

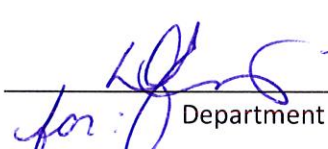

Section 99 of the Community Charter requires that Council consider the Annual Report prepared under Section 98 at a Council Meeting and provide an opportunity for submissions and questions from the public at least 14 days prior to adopting the report.

PAST PRACTICE/PREVIOUS ACTION TAKEN:

In accordance with the Community Charter, the attached report has been available for public inspection for at least 14 days prior to adoption at this meeting.

RECOMMENDATION(S):

THAT Council adopt the 2017 Annual Report and 2016 Financial Report for the District of Chetwynd as presented.

SUBMITTED BY:  _____ Department Head	REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:  _____ Chief Administrative Officer
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Attachment:

Attachment "A" – 2017 Annual Report and 2016 Financial Report

2017 ANNUAL REPORT & 2016 FINANCIAL REPORT

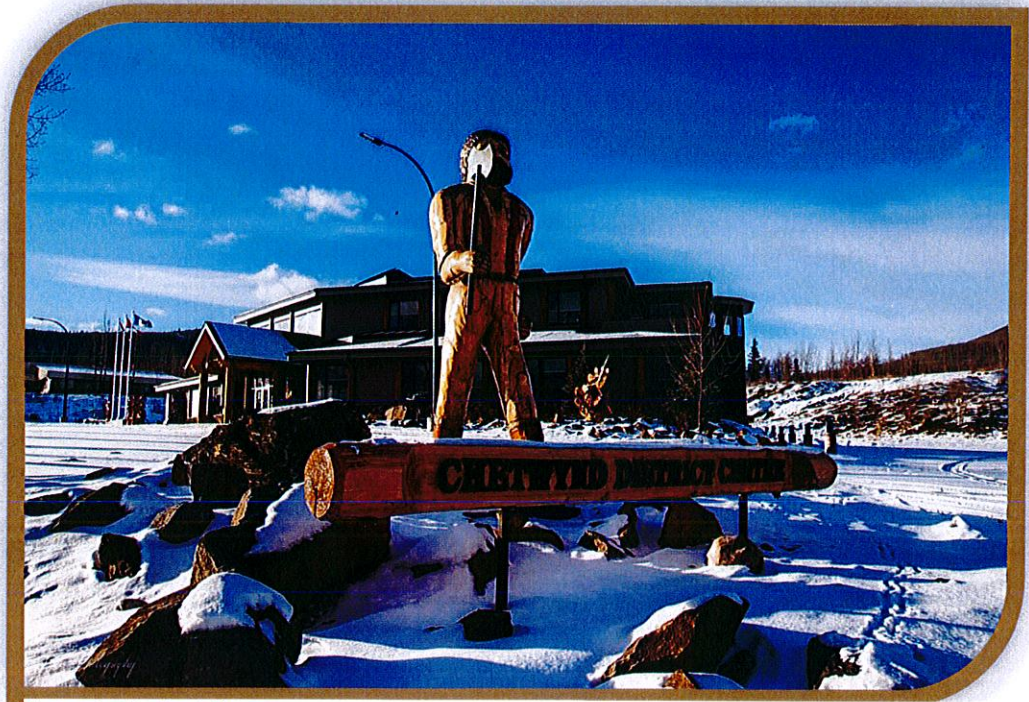


Photo taken by Travis Stewart

DISTRICT OF CHETWYND

“Community Carved by Success”

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Some of the photographs presented throughout the Annual Report are courtesy of Glenda Pye, Travis Stewart and Danielle Dendy.

Introduction

The Community Charter requires municipalities in British Columbia to prepare an “Annual Report” for its stakeholders. The Annual Report shall outline the following:

- ❖ A report respecting municipal services and operations for the previous year;
- ❖ A progress report respecting the previous year in relation to the objectives and measures established for that year;
- ❖ A statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year(s);
- ❖ Any declarations of disqualification made under the Community Charter in the previous year, including identification of a Council member or former Council member involved and the nature of the disqualification;
- ❖ For each permissive tax exemption provided by Council under the Community Charter, the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt from taxes; and
- ❖ Any other information the Council considers advisable.



Photo taken by Travis Stewart

In addition, the Annual Report shall contain a copy of the Audited Annual Financial Statements for the municipality for the previous year.

A public consultation process has been incorporated into the preparation of this report. We hope that the report will provide a meaningful overview of the District’s operations for 2016 and projected operations for 2017 and beyond.



Message from the Mayor



The years slip by so quickly we would scarcely notice their passage if it were not for certain events and accomplishments marking the way.

There are several exceptional accomplishments and events that we can note with satisfaction. In no order of magnitude or importance, the inauguration of the new sewer treatment plant that has reduced our Biological Oxygen Demand count to almost zero comes to mind. This accomplishment has been noticed by Ministry of Environment officials and Chetwynd is no longer on the list of offenders. The commercial sewer dump near the commercial water source on Nicholson Road is still under construction. When completed, this facility will detect illegal dumping of restricted materials.

Late in 2016 the new access from Highway 29 to the Industrial Park was opened for service with paving to be completed in 2018. I find this access particularly helpful.

Street upgrading goes on each year almost as a matter of course and over the next decade the District should see most of its streets brought up to standard. Concurrent with the upgrading of street surfaces will be the upgrading of sub-surface infrastructure as noted in the capital plan.

Chetwynd's response to the flood of June required a major outlay of funds, much of which is recoverable from the Government. While 80% of the cost of repairs can be recovered, it still has a major impact on operating and capital budgets. Once again I want to record my deep appreciation for those who went beyond the call of duty to limit the flood damage and return our home town to its natural beauty and function.

On the lighter side, after a successful season of serving the tourist traffic, the newly renovated Visitor Centre was made available to the Arts Council for the winter months. Perhaps there is room for a permanent association.

I have written on other occasions of Chetwynd's dependence on wheels to keep its economy moving. If anything, this dependence is accelerating. With Conuma Coal moving into full-operation mode at Brule and Wolverine mines, we see the dependence in stark reality with coal trucks parked where drivers can find space to park them. This challenge will have to be solved sooner than later. In the meantime, Chetwynd's traditional dependence on trucking to support the timber industry is not diminishing.

Finally, I want to acknowledge and appreciate Chetwynd's on-going relationship with Northern Health. Throughout 2016 the medical occupancy of the new clinic slowly climbed. At the time of writing four physicians and one nurse practitioner are providing patient care in the clinic and hospital.

Recruiting and retaining of professionals is always front and centre in our plans and we do not expect this to change in the future.

Success to all in 2017

Sincerely,

Merlin Nichols, Mayor

Mayor and Council Roles

General Role of Council

It is the role of Council to act as the governing body of the municipal corporation; to make decisions necessary for the successful and continuing operation of the municipality; and to represent the best interests of the citizens of the municipality as a whole.



Council is a continuing body, notwithstanding changes in its membership by election or appointment, and exercises its powers through resolutions and bylaws passed in open meetings. Council acts as a collective body. It is important to note that the members of Council cannot make valid and binding decisions independently, unless express authority has been granted or legislated.

Council acts to foster economic and social opportunities for the community, and strives to advance the goals and objectives of the municipality.



Left to Right: Councillor Laura Weisgerber, Councillor Ernest Pfanner, Councillor Clay Bassendowski, Mayor Merlin Nichols, Councillor Mel Deck, Councillor Alec Brownlee, Councillor Rochelle Galbraith

Mayor's Role:

The Mayor is the Head and Chief Executive Officer of the Municipality. In addition to the Mayor's responsibilities as a member of Council, the Mayor is responsible to provide leadership to Council, including recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the municipality. The Mayor's role is also to communicate information to Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council and to represent the best interests of the citizens of the Municipality.



Photo taken by Danielle Dendy

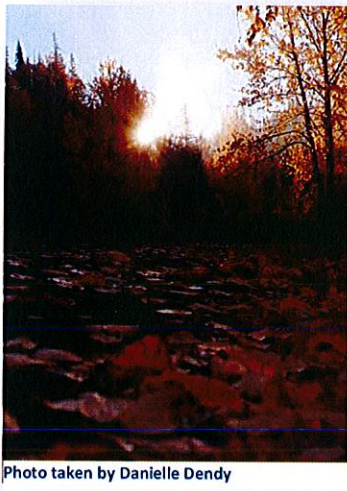


Photo taken by Danielle Dendy

Councillor's Role:

Every Council member is responsible to contribute to the development and evaluation of the policies and programs of the Municipality respecting its services and other activities; to participate in Council meetings, Committee meetings and meetings of other bodies to which a member is appointed; to carry out the duties assigned by Council; to consider the well-being and interests of the corporation; and to represent the best interests of the citizens of the Municipality.

Declarations of Disqualifications

There were no declarations of disqualifications made under Section III of the Community Charter in 2016.

Council Biographies & Portfolios – 2017

Mayor Merlin Nichols



Portfolio:

- Committee of the Whole Chair
- Economic Development Commission
- Civic Properties Commission
- Peace River Regional District
- South Peace Economic Development Commission
- Site C Regional Community Liaison Committee
- Treaty Land Entitlement Joint Planning Committee Liaison
- Recycling and Solid Waste Committee Chair

Born in a snowstorm in Saskatchewan (1940), the coldest place in this great nation. Moved to Little Prairie in 1949 with parents and settled at Big Lake (under a tarp temporarily), which was, during the first years, a two-day horse and wagon trip from Campbell's store (now the museum).

Finished elementary school by correspondence and attended high school in California and Alberta.

Graduated from the University of British Columbia having attended universities in California, Washington and Michigan. During his academic education, Merlin found time to marry and have a family, haul logs, become a building contractor working mostly in Vancouver, and clean the Vancouver post office for about ten months – all for the sake of paying education expenses.

Moved back home to Chetwynd in 1970 to teach school. Employed by the BC Vocational School in 1974, Merlin transitioned to Northern Lights College at its beginning and stayed with the College, working to develop the Chetwynd Campus and several of the ongoing programs on other campuses, until retirement in 2001.

Elected first to Chetwynd Council in 2001.

Merlin was elected to the office of Mayor in 2012 and is currently serving his second term.



Photo taken by Glenda Pye

Councillor Clay Bassendowski



Portfolio:

- Committee of the Whole
- Northern Development Initiative Trust Alternate
- Municipal Insurance Authority Alternate
- BC Hydro Peace River/Williston Reservoir Advisory Committee
- Chetwynd Communication Society Liaison
- Heritage/Museum Society Liaison
- Recycling and Solid Waste Committee

Clay was born in Saskatoon, Saskatchewan where he attended elementary and high school. Clay graduated from the Forest Technology of NAIT with honors in 1996 and is a Registered Forest Technician with the Association of B.C. Forests Professionals. He has worked for West Fraser for 21 years; 15 years in the bush as an Operations Supervisor, 6 years in the planer as a Quality Control Supervisor and in 2017 has gone back to an Operations Supervisor in the Woods Department.

Clay met his wife Dianne, a life-long resident, shortly after moving to Chetwynd in 1996 where today they enjoy raising their 10 year old daughter Ireland.

Between work, family and Council Clay's schedule is busy but when there is spare time he enjoys riding his motorcycle, camping, skiing, exercising and playing guitar.

Clay was elected to council in 2014 and he looks forward to continuing to serve the community of Chetwynd.



Photo taken by Glenda Pye

Councillor Alec Brownlee



Portfolio:

- Committee of the Whole
- Civic Properties Commission
- Peace River Regional District Alternate
- Treaty Land Entitlement Joint Planning Committee Liaison
- Recycling and Solid Waste Committee

Born in Red Deer, Alberta, and as a teenager, moved to British Columbia. Alec graduated from GP Vanier Senior Secondary School in Courtenay, BC. He has worked throughout the Province from Vancouver Island to the Yukon Border as a Heavy Duty Mechanic.

His first move to the Peace River area was to Dawson Creek in 1990 with Finning. After numerous moves, finally settled in Chetwynd in 1997 and was employed by West Fraser. He was a Board Director and an active volunteer for the Pine Valley Exhibition Park for a number of years. He is currently employed by Caribou Road Services as Maintenance Superintendent.

Alec is currently settled into his second term as Councillor for the District of Chetwynd.

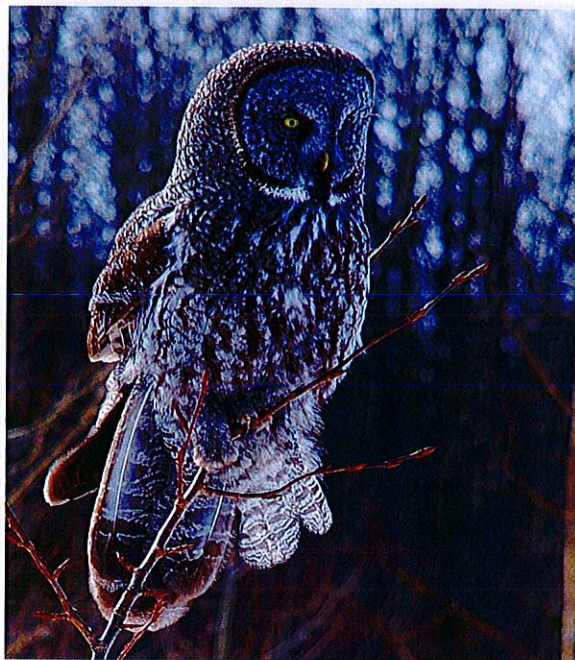


Photo taken by Glenda Pye

Councillor Mel Deck



Portfolio:

- Committee of the Whole
- Fire Department Liaison
- Economic Development Commission
- Recycling and Solid Waste Committee

Mel was born in Denzil, Saskatchewan. His family moved to Saskatoon when he was 8 years old where he attended St. Thomas and St. Matthew's grade schools and Holy Cross High School. He relocated to Chetwynd in late 1981 and was employed at West Fraser Mills for 30 years as a Supervisor and an Environmental Auditor. He retired from West Fraser Mills in June of 2012. He has also run a small painting company since moving to Chetwynd.

Mel and his wife Donna have been married for 34 years; they have two daughters as well as two grandchildren. They enjoyed raising their family in Chetwynd and being involved with the sports that they participated in. They now have the pleasure of watching their grandchildren grow up here and once again supporting the events and activities they are involved in. Mel enjoys hunting, fishing, camping and generally what Chetwynd has to offer.

Mel was happy to be elected onto Council in late 2014 and looks forward to continuing to serve the community of Chetwynd which has been so good to him and his family.



Photo taken by Danielle Dendy



- Committee of the Whole
- Chetwynd Public Library Liaison
- Recycling and Solid Waste Committee

Born in Dayton, Ohio, Rochelle and her family of eight immigrated to Canada in 1967 and took up residence in Chetwynd.

Having attended school in Chetwynd, Rochelle continued her education after graduation, receiving many certificates from Northern Lights College, the Justice Institute of BC and Royal Roads University. She has just received her Level 2 Certificate in Local Government Leadership from the Local Government Leadership Academy.

Rochelle has worked, volunteered and been involved in a variety of clubs and organizations in Chetwynd, including spending eight years working with the District of Chetwynd as the Deputy Coordinator for their Municipal Emergency Plan. She is currently working for Northern Lights College as the Community Adult Literacy Coordinator.

Rochelle was first elected to the District of Chetwynd Council in 2011 and was reelected to her second term in 2014. Rochelle sits on a variety of committees as a representative for Chetwynd. She and her husband, Gordie, have been married for over 35 years and have two adult children. In her spare time, she enjoys golfing, camping and travelling.



Photo taken by Glenda Pye

Councillor Ernest Pfanner

Portfolio:



- Committee of the Whole
- Economic Development Commission
- Civic Properties Commission
- Northern Health Liaison
- RCMP Liaison
- Recycling and Solid Waste Committee

Ernest is currently settled into his second term as Councillor for the District of Chetwynd and appreciates the opportunity to represent Chetwynd for his second term. He enjoys working with Council, representing the community and having a voice for local government. He has participated in the Union of British Columbia Municipalities Local Government Leadership Academy and has received Level 1 and 2 Certificates in Local Government Leadership. Ernest enjoys participating on his Council-appointed positions within the community.

Ernest was born in Dawson Creek and has called Chetwynd home ever since. Ernest and his wife, Laurie, have raised three children in Chetwynd and appreciate all that Chetwynd and area has to offer. He has been an active member of the Chetwynd Volunteer Fire Department for 28 years and enjoys hunting, fishing and camping as well as spending time horseback riding and hiking in our local mountains.



Photo taken by Danielle Dendy

Councillor Laura Weisgerber

Portfolio:



- Committee of the Whole
- Economic Development Commission
- Northern Development Initiative Trust
- Municipal Insurance Authority
- Chamber of Commerce Council Liaison
- BC Hydro Peace Region Non-Profit Community Fund Committee

Born in Dawson Creek, Laura moved to Chetwynd a few years later with her parents and family. Starting Grade 1 at Windrem Elementary, she graduated from Chetwynd Secondary in 1979.

In 1980 she started at the TD Bank and worked there for over 23 years with a couple short breaks to have her two sons. In 2006, she retired from banking, but after a summer off, found herself a little bored and went to work at Aim Trucking where she is today.

Laura has volunteered for many years with the Moberly Lake and Natural Springs Golf Courses and sat on the executive of the Curling Club for well over 15 years.

Being raised and later raising her own sons with her husband, Brent, in Chetwynd, she knows that Chetwynd has a lot to offer and believes that the best is yet to come.

Laura was reelected to her second term as Councillor in 2014.



Photo taken by Danielle Dendy

Municipal Services

Taxpayers and residents often overlook the sheer volume and value of services provided by their local governments. While a great number of services are provided by local governments, often less than half of the property tax bill goes to the local government.



Some of the services provided by the District of Chetwynd include:

- Road Maintenance** ❖ Including paving, pot hole patching and crack repairs; maintenance of sidewalks and shoulders; maintenance and installation of signage; line painting; maintenance of public parking areas; snow removal; street sweeping; ditch and storm drainage maintenance.
- Water Systems** ❖ Provision of drinking water; provision of water and hydrants for fire protection purposes; water conservation initiatives.
- Sewer Systems** ❖ Collection, treatment and disposal of domestic sanitary sewage.
- Solid Waste Collection** ❖ Residential and commercial solid waste (garbage) collection and disposal through contract service.
- Parks Facilities** ❖ Maintenance of community owned parks and facilities; parks equipment maintenance and upgrading.
- Cemetery Services** ❖ Maintenance and operation of community cemetery.
- Animal Control** ❖ Provision of animal control services (primarily dog control and licensing).
- Building Inspection** ❖ Provision of building inspection services to provide compliance with Provincial building, plumbing and fire code regulations.

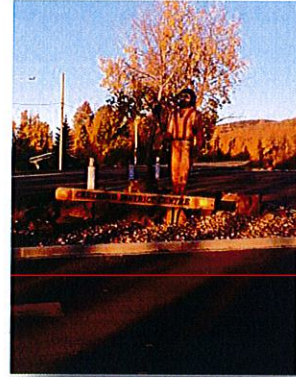
- Subdivision Approvals** ❖ Subdivision approvals to ensure compliance with local land development regulations to ensure a level of consistency in land servicing.
- Zoning and Land Use** ❖ Provision of regulations to ensure a level of consistency and advance indication of land uses.
- Bylaw Enforcement** ❖ Enforcement of local land use, noise, nuisance and related regulations. *Enforcement initiated upon complaint.*
- Economic Development** ❖ Attraction of economic development interests and new business opportunities as well as business retention and promotion.
- Tourism Development** ❖ Operation of Visitor Centre, promotion of tourism development and tourism attraction opportunities.
- Recreation Centre and Programs** ❖ Provision of recreational facilities and programs, in partnership with the Peace River Regional District.
- Protective Services (Fire Department)** ❖ Provision of fire protection services in Chetwynd and the rural fire protection area.
- Municipal Emergency Plan** ❖ Provision of guidelines to meet the local government's responsibilities to prepare for, respond to and recover from disasters or emergencies.
- Airport** ❖ Provision of airport services for small aircraft and helicopters. The airport facilitated 23 medivacs in 2016. (These stats only include medivacs during the hours of the weather station operations)



Departmental Services

Administration and Finance Departments:

- Principally supported by:
 - Chief Administrative Officer
 - Deputy Director of Corporate Administration
 - Director of Financial Administration and Manager of Financial Services
 - Clerical, Reception and Accounting Staff
- More specifically involving activities related to municipal administrative operations including business licensing, bylaw preparation and implementation, records management, elections, grants administration, financial record keeping and reporting, budgeting, coordination of burials and cemetery records, planning (both fiscal and land use), land development and personnel management.



Engineering , Public Works & Parks:

- Principally supported by:
 - Director of Engineering & Public Works
 - Building Inspector
 - Engineering Staff
 - Public Works Staff
 - Seasonal Public Works Staff
 - Seasonal Parks Staff
- More specifically involving activities related to municipal works and services, engineering structures, planning and design, animal control, roads, water and sewer systems maintenance and improvements, building inspection services, airport maintenance, solid waste collection, cemetery services, bylaw enforcement and parks & grounds maintenance.



Economic Development:

- Principally supported by:
 - Economic Development Officer
 - Clerical Staff
- More specifically involving activities related to economic development and promotion, tourism promotion, business retention, community improvement projects and community investment.



Visitor Centre:

- Principally supported by:
 - Visitor Centre Manager
 - Seasonal Staff
- More specifically involving activities related to providing information on local features, attractions and recreational opportunities to tourists and residents.



Recreation:

- Principally supported by:
 - Director of Parks & Recreation
 - Manager of Leisure & Facility Services
 - Recreation Programs Manager
 - Maintenance Staff
 - Aquatic Staff
 - Clerical and Recreation Staff
- More specifically involving activities related to management of the recreation complex, provision of recreation programs and maintenance of recreation facilities.



Progress Report – 2016 Goals and Objectives

TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

WORLDHOST TRAINING

Objective:

To implement WorldHost training community-wide.

Strategy:

Chetwynd has obtained a WorldHost designation as per license agreement.

Measurement:

The Visitor Centre Manager will be trained as a WorldHost instructor and then provide World Host training to the community. The measurement will be the successful completion of WorldHost instructor training by the Visitor Centre Manager, and the delivery of WorldHost training to members of the community.

Benefit:

The benefits of this service will be improved customer service throughout the community for the business, service and tourism sectors.

Result:

- ❖ *Fundamentals Workshops were well received by some businesses in the community in Spring/Summer with 9 WorldHost workshops hosted and 45 people attending. Will continue to offer the workshops throughout the Fall and Winter season with a hope of offering WorldHost to secondary school students as part of their curriculum.*



LICENSED TRAINER

MARKETING OF DISTRICT OWNED LANDS

Objective:

The objective is to market specific District owned land.

Strategy:

Remarket and redesign promotional materials respecting District-owned lands for residential and commercial development opportunities.

Measurement:

Land sales, implementation of marketing.

Benefit:

The benefits of this project will be the development of land that is currently vacant, and increased property tax revenue.

Result:

- ❖ *Industrial, commercial and other areas have been re-inventoried and we have also completed marketing of these lots using social media, the District of Chetwynd's website at www.gochetwynd.com and other related marketing tools.*



DOWNTOWN CORE

Objective:

Attraction of new businesses to the downtown core.

Strategy:

To promote Chetwynd's downtown area to existing and potential new businesses.

Measurement:

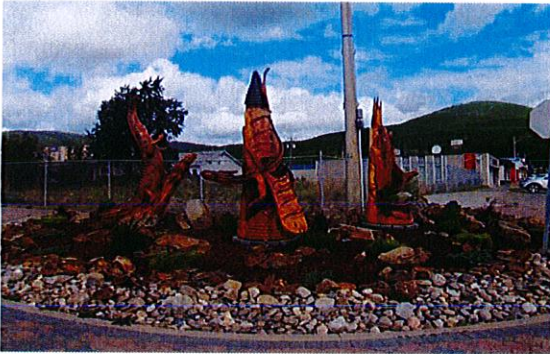
The measurement of this project will be marketing and targeting the specific sectors or needs, and the development of vacant space.

Benefit:

The benefit of this project will be more businesses downtown and a vital, appealing downtown area.

Result:

- ❖ *Over 40 updated information packages were sent out after an inventory of available commercial space. Photos were taken and a data base created of available rentals. New commercial spaces have opened, and have been added to the inventory and data base.*



BOULEVARD WALKWAY

Objective:

Boulevard walkway and beautification plan.

Strategy:

To plan and implement an attractive and sustainable highway boulevard walkway design, including pathways, lighting, gardens and a welcome to Chetwynd sign on and around the modified Expo mound.

Measurement:

The measurement of this project will be the successful completion of the project.

Benefit:

The benefit of this program will be an attractive and safe community that draws visitors, tourists and potential new businesses, as well as appealing to residents.

Result:

- ❖ *New poles and lights were installed on the boulevard between the Rodeo Sub entrance and 53rd Avenue beside the car wash. East entrance (Expo mound) has been completed.*



BUSINESS FAÇADE IMPROVEMENT PROGRAM

Objective:

The objective of this program is to support economic development by encouraging private investment in local business façade improvements.

Strategy:

To apply for a Northern Development Initiative Trust (NDIT) matching funds program for commercial façade improvement through partnering agreements with local businesses, to enhance economic viability and vibrancy through visual improvements.

Measurement:

The measurement of this project will be the successful completion of the project.

Benefit:

The benefit of this program will be revitalization of the downtown core, resulting in an attractive community that draws visitors, tourists and potential new businesses, as well as appealing to residents and fostering community pride.

Result:

- ❖ *There were four successful applications and three commercial façade renovations in 2016. One applicant has requested more time due to changes in scope of the renovation or new build. The District is moving into Phase Four of the program in 2017.*

Before:



After:



Before:



After:



GREENSPACE SIGNAGE

Objective:

The objective of this program is to have signage in place along the trail system.

Strategy:

To implement signage into the trail system from the completed plan and inventory.

Measurement:

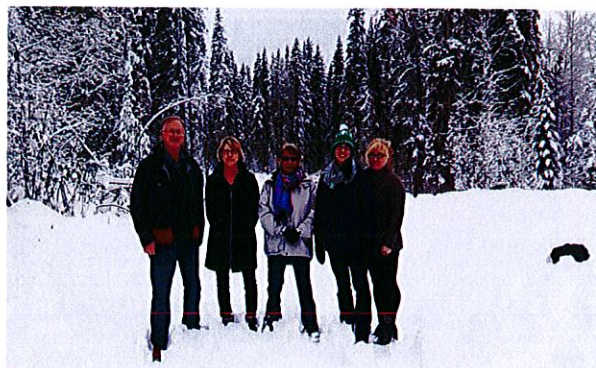
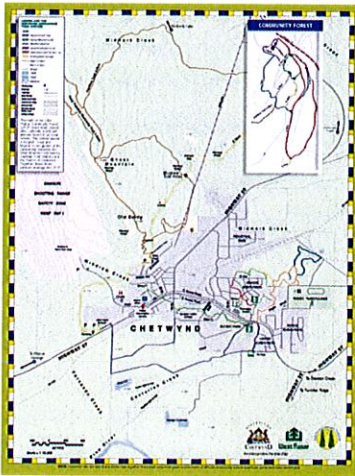
The measurement of this project will be placement of the new signage including interpretive signage, in the trail system and Little Prairie Community Forest.

Benefit:

The benefit of this program will be the new signage throughout the trail system for identification and way-finding without confusion, and to enhance enjoyment of outdoor spaces.

Result:

- ❖ *On October 25, 2016 the Little Prairie Community Forest Board, West Fraser representatives, District of Chetwynd Mayor & Council and staff gathered to officially open the Community Forest Interpretive Site.*



BOULEVARD TREE REPLACEMENT

Objective:

The objective of this project is to begin a 3 year program of removing existing diseased and dying poplar trees along the highway and replace them with new hardy, fast growing trees.

Strategy:

In 2016 80 trees were removed in the worst affected area, from Highway 29 to Nicholson Road. 2016 was year 1 of a 3-year plan.

Measurement:

The measurement of this project will be to complete planting of the new trees with a 100% survival rate.

Benefit:

The benefit of this project will be to leave a legacy of beautiful, treed boulevards for future residents and visitors, and increase safety by removing trees that could be a hazard to pedestrians.

Result:

❖ *2016 project phase is completed with good feedback from the community.*



NICHOLSON ROAD NORTH CONSTRUCTION

Objective:

The objective of this project is to connect Nicholson Road to Highway 29.

Strategy:

This project was not initially planned for 2016 but a 50% partnership with Canadian Forest Products Ltd. made it possible.

Measurement:

The measurement of this project is connecting the industrial subdivision to Highway 29 with the cooperation of Ministry of Transportation & Infrastructure.

Benefit:

The benefit of this project is to improve traffic flow in the industrial subdivision.

Result:

❖ *The road was successfully constructed with asphalt scheduled in 2018.*



TO EFFECTIVELY MANAGE ENVIRONMENTAL ISSUES

ONGOING EFFORTS TO MITIGATE ENVIRONMENTAL CONCERNS

Objective:

The objective of this program is to continue to diligently monitor the community for environmental concerns and prevent or mitigate any negative impacts.

Strategy:

To evaluate new actions and review current actions for environmental impact, as well as decreasing production of greenhouse gases (GHG's) in the municipal fleet wherever possible, encouraging recycling and water conservation in the community, and monitoring sewage effluent quality.

Measurement:

Success is determined by a measurable reduction in GHG's, water consumption and improved effluent quality over the long term.

Benefit:

Benefits of these initiatives include improvements to the environment in the immediate and surrounding areas of Chetwynd.

Result:

- ❖ *Continued with our inflow and infiltration program on our sewage collection system. The benefit of this is decreased flows to the treatment plant. Our sewer lagoon improvements have created a remarkable improvement in effluent quality to the Pine River. Biochemical Oxygen Demand (BOD's) were reduced from exceeding the District's permitted levels to close to zero.*



Photo taken by Travis Stewart

SEWAGE SYSTEM LAGOON UPGRADES

Objective:

The objective of this program is to complete sewage lagoon capacity & treatment efficiencies in order to achieve Ministry of Environment requirements and provide capacity for future growth.

Strategy:

Received Building Canada Fund Grant in 2015 for \$2.99 million for the \$4.5 million project; Received additional funding from the Peace River Regional District of \$500,000.00, and have the ability to borrow up to \$1.5 million to complete construction. The project was tendered and construction began in Spring of 2016.

Measurement:

The measurement of this project will be the successful completion of the upgrades to the lagoon.

Benefit:

The benefit of this program will be to stay within the District's permitted discharge limits, reduce environmental impact and achieve capacity for future growth of the community.

Result:

Improvements completed with better than expected results. In the winter of 2015 before the upgrades our Biochemical Oxygen Demand's (BOD's) hit 120 (our permit requirement is <30 mg/L) and our TSS (Total Suspended Solids) hit 75 (our permit requirement is <40). After the upgrades in the winter of 2016 our BOD's were at 8.9 mg/L and our TSS was at 4.6 mg/L. These results are a remarkable achievement.



WATER AND SEWER DISTRIBUTION AND COLLECTION SYSTEM

Objective:

The objective of this project is to obtain a GPS inventory of outside critical infrastructure.

Strategy:

Collect a GPS inventory of all infrastructure such as hydrants, valves, manholes, curb stops, etc.

Measurement:

The measurement for this project will be to collect the best GPS computerized inventory possible.

Benefit:

Benefits will be to instantly locate critical infrastructure such as valves, manholes, etc., especially in cases of emergency. Also allows us to locate valves and manholes that get buried over time.

Result:

❖ *Unable to complete this project in 2016 as funds were diverted to another project.*

ROAD REHABILITATION PROGRAM

Objective:

The objective of this program is to continue implementation of the 5 year Road Rehabilitation Program.

Strategy:

To rehabilitate roads in the priority established in Year 4 of the 5-Year Road Rehabilitation Program.

Measurement:

The measurement of this project will be the successful rehabilitation of 51A NE, 44 Place NE and 44A Street NE.

Benefit:

The benefit of this program will be improved roadways and reduced maintenance of failing roads.

Result:

❖ *51A NE, 44 Place NE and 44A Street NE were rehabilitated. With surplus funds 46 Ave NW from Hillside Ave to Hillside St NW was also resurfaced in 2016.*

WATER DISTRIBUTION SYSTEM

Objective:

The objective of this program is to improve the safety and reliability of the water distribution system.

Strategy:

Replace existing underground malfunctioning pressure reducing valve with an enclosed above ground valve system.

Measurement:

The measurement of this project will be the successful abandonment of the malfunctioning dangerous pressure reducing valve and chamber to a safer and more reliable technology.

Benefit:

The benefit of this program will be improved efficiencies throughout the water distribution system. Fire zones can be controlled, water will circulate to and from water reservoir #2 while maintaining proper chlorination and reducing potentially unhealthy water aging.

❖ *Project completed in 2016. Hydro issues have delayed commissioning of the system until Spring 2017.*



2017 Goals and Objectives

TO DEVELOP AND IMPLEMENT PLANNED AND SUSTAINABLE PRACTICES

WORLDHOST TRAINING

Objective:

To implement WorldHost training community-wide.

Strategy:

Chetwynd has obtained a WorldHost designation as per license agreement.

Measurement:

The Visitor Centre Manager has been trained as a WorldHost instructor and has been providing World Host training to the community. The measurement will be the continued delivery of WorldHost training to members of the community.

Benefit:

The benefits of this service will be improved customer service throughout the community for the business, service and tourism sectors.

MARKETING OF DISTRICT OWNED LANDS

Objective:

The objective is to market specific District owned land.

Strategy:

Remarket and redesign promotional materials respecting District-owned lands for residential and commercial development opportunities.

Measurement:

Land sales, implementation of marketing.

Benefit:

The benefits of this project will be land that is currently vacant being developed and increased property tax revenue.

ECONOMIC DEVELOPMENT STRATEGY PLANNING

Objective:

The objective is to develop an updated plan with short-term and long-term planning goals.

Strategy:

The strategy planning will include interviews, input from the community during the tradeshow weekend and will involve several key stakeholders.

Measurement:

Received a grant of \$48,000 from the Rural Dividend Program. Hired a consultant and implemented the project; will be initializing and releasing plan by the fourth quarter 2017.

Benefit:

The benefits of this project will be short, medium and long term goals identified within the strategy, with the end result of attracting more firms, skilled labour force and their families to the community and retaining those already located here.

RETENTION AND RECRUITMENT STRATEGY

Objective:

Retain existing and recruit new businesses to Chetwynd.

Strategy:

Working on strategies to implement a Pilot Program partnering and implementing programs including collecting stamps, Chetwynd dollars and other fun local shopping experience programs for participating businesses to retain local shoppers in our community and enhance the experience.

Measurement:

The measurement of this project will be retaining existing businesses and recruiting new businesses to locate in town.

Benefit:

The benefit of this strategy will be retaining local shoppers in our community.

TO MAINTAIN A LIVABLE, SAFE AND HEALTHY COMMUNITY

BOULEVARD WALKWAY

Objective:

Boulevard walkway and beautification plan – Phase II.

Strategy:

To plan and implement an attractive and sustainable highway boulevard walkway design, including pathways, lighting, gardens and welcome sign on and around the modified Expo mound. Phase II of the plan is to install boulevard lighting from the Rodeo Sub entrance to the Centurion Creek bridge.

Measurement:

The measurement of this project will be the successful completion of the project.

Benefit:

The benefit of this program will be an attractive and safe community that draws visitors, tourists and potential new businesses, as well as appealing to residents. This project is designed to encourage more physical activity by lighting up portions of the trail system.

BUSINESS FAÇADE IMPROVEMENT PROGRAM

Objective:

The objective of this program is to support economic development through encouraging private investment in local business façade improvements.

Strategy:

To apply for a Northern Development Initiative Trust (NDIT) program of matching funds for façade improvement, through partnering agreements with local businesses, to enhance economic viability and vibrancy through visual improvements.

Measurement:

The measurement of this project will be the successful completion of the project.

Benefit:

The benefit of this program will be revitalization of the downtown core, resulting in an attractive community that draws visitors, tourists and potential new businesses, as well as appealing to residents and fostering community pride.

BOULEVARD TREE REPLACEMENT

Objective:

The objective of this project is to continue with year 2 of the 3 year project by removing existing diseased and dying poplar trees along the highway and replace with new hardy fast growing trees.

Strategy:

Continue in 2017, to replace 68 trees in the next affected areas, that being North and South Access roads along Highway 97 to 54th Street SW.

Measurement:

The measurement of this project will be to complete the plantings of the new trees with a 100% survival rate.

Benefit:

The benefit of this project is to continue to leave a legacy of beautiful, treed boulevards for future residents and visitors, and to increase safety by removing trees that could be a hazard to pedestrians.

TO EFFECTIVELY MANAGE ENVIRONMENTAL ISSUES

ONGOING EFFORTS TO MITIGATE ENVIRONMENTAL CONCERNS

Objective:

The objective of this program is to continue to diligently monitor the community for environmental concerns and prevent or mitigate any negative impacts.

Strategy:

To evaluate new actions and review current actions for environmental impact, as well as decreasing production of greenhouse gases (GHGs) in the municipal fleet wherever possible, encouraging recycling and water conservation in the community, and monitoring sewage effluent quality.

Measurement:

Success is determined by a measurable reduction in GHG's, water consumption and improved effluent quality over the long term.

Benefit:

Benefits of these initiatives include improvements to the environment in the immediate and surrounding areas of Chetwynd.

EAST TRUNK MAIN REPLACEMENT

Objective:

The objective of this project is to replace a 1000m section of the East Trunk Main which is over its capacity and crumbling.

Strategy:

This project was previously denied grant funding but due to its urgent nature the District of Chetwynd will finance the project by borrowing. An alternative approval process was successfully completed in order to borrow up to \$1,500,000 as necessary. Gas Tax Revenue may also be used for this project.

Measurement:

The measurement of this project will be the successful tendering and construction of this project.

Benefit:

The benefit of this project will be to eliminate surcharges of this main, and remove risk of negative impacts either to the environment or potentially residents' homes.

WATER DISTRIBUTION SYSTEM

Objective:

The objective of this program is to improve the safety and reliability of the water distribution system.

Strategy:

Replace second underground malfunctioning pressure reducing valve with an enclosed above ground valve system.

Measurement:

The measurement of this project will be the successful abandonment of the malfunctioning equipment and install new equipment above ground. This will also eliminate risks of District crews entering an underground chamber with active traffic above.

Benefit:

The benefit of this program will be improved efficiencies throughout the water distribution system. Fire zones and water pressures can be controlled. Water will cycle in reservoir #1 and ensure water is circulating through the system as designed.

NEW WATER TREATMENT PLANT

Objective:

The objective of this project is to construct a new water treatment plant to replace the old and failing existing plant.

Strategy:

With Federal and Provincial grant funding we will replace a failing rapid sand filtration system and install a new technology in the way of a membrane water treatment plant which will also increase water production by 30%.

Measurement:

Success will be measured by the removal of the old plant and installation of the new plant with no interruption of water supply to the community.

Benefit:

The benefit of this project will be a reliable source of safe drinking water for many years to come with the ability to expand capacity should the community grow and need it.

AIRPORT RUNWAY REHABILITATION

Objective:

The objective of this project is to resurface the 40 year old airport runway and improve safety to those pilots that need to use it.

Strategy:

With Provincial grant funding will rehabilitate the runway surface and substructure which has a total surface area of 500,000 square feet.

Measurement:

Success will be measured by the full completion of the project while staying within budget parameters.

Benefit:

The benefit of this project will be that users of this facility, especially medivacs, can rely on their ability to land in Chetwynd for years to come.

WATER MAIN LOOPING PROJECT

Objective:

The objective of this project is to loop the dead end water mains in the industrial subdivision to improve water flows for fire fighting purposes and improve water quality.

Strategy:

Design and tender this construction work and complete in 2017.

Measurement:

The successful completion of this looping project while staying within budget parameters.

Benefit:

The benefit of this project will be that on completion fire flows will be improved and this in turn will provide better public safety. In addition, water quality will be improved, also providing better public safety.



Photo taken by Travis Stewart

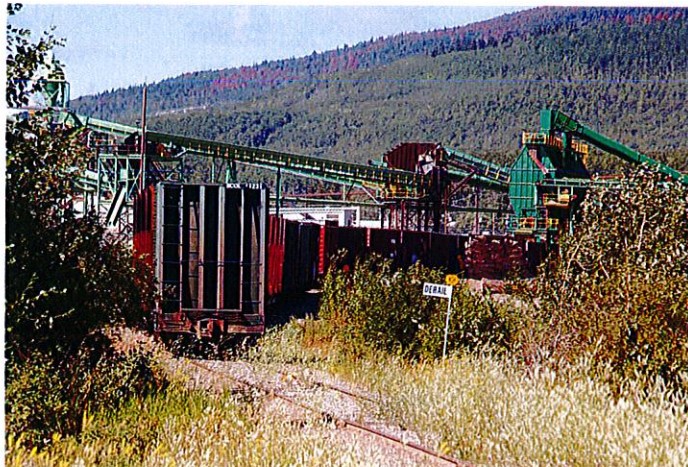
PEACE RIVER AGREEMENT

The Peace Region has access to rural industrial assessment through the Peace River Agreement (formerly called Fair Share).

Unlike most municipalities in BC where industry is primarily located within municipal boundaries, the story in the Peace is the exact opposite, where most industry is typically located beyond municipal boundaries.

Rural industry impacts community through industrial vehicle movement, passage of goods and supplies, transport of product and transient worker activity.

The Peace River Agreement is meant to capture industrial assessments outside of municipal boundaries in an effort to offset social and economic impacts to communities. Chetwynd has used its Peace River Agreement funding for the majority of capital projects outlined in this Annual Report. A small portion goes towards operations, as rural industry and its workforce place extra ordinary pressures on community. These pressures are only met through financial resource support of programs such as the Peace River Agreement.



2016 Chainsaw Carvings



Permissive Tax Exemptions

In 2016, the District of Chetwynd adopted Tax Exemption Bylaw No. 1041, 2016 for the purpose of granting permissive tax exemptions for 2017 for the following organizations:

Organization	Estimated Value of Exemption for 2017
Chetwynd Fellowship Baptist Church	\$ 3,115.10
Chetwynd Shared Ministry Society	\$ 667.09
Chetwynd Temple Society	\$ 648.89
Church of the Nazarene	\$ 1,059.86
Little Prairie Christian Fellowship	\$ 2,354.62
Pentecostal Assemblies of Canada	\$ 3,218.80
Church of Jesus Christ of Latter Day Saints	\$ 1,661.45
Roman Catholic Episcopal Corporation of Prince Rupert	\$ 3,711.22
Royal Canadian Legion, Chetwynd Pacific Branch No. 258	\$ 1,184.08
Tansi Friendship Centre Society	\$ 1,152.90
Tansi Friendship Centre Society	\$ 3,026.08
Trustees of the Chetwynd Congregation of Jehovah's Witnesses	\$ 4,678.80
Chetwynd Senior Citizen's Housing Society, Surerus Place	\$ 6,790.67

Revitalization Tax Exemption

The District of Chetwynd has a revitalization tax exemption program for the purpose of encouraging revitalization of an area(s) of the municipality. Following is a record of the properties for which revitalization tax exemptions have been granted and the amount.

Organization	Estimated Value of Exemption for 2017
West Fraser Mills Ltd.	\$ 18,952.20
Canadian Forest Products Ltd.	\$ 49,446.00

Development Statistics

Building Permits

Class	Building Permits Issued		\$ Value of Permit	
	2015	2016	2015	2016
Residential	14	10	\$1,202,000	\$352,200
Commercial/Industrial	4	10	\$359,000	\$3,767,788
Institutional	0	0	0	0

Development Permits

Class	Development Permits Issued		Development Variance Permits Issued	
	2015	2016	2015	2016
Residential	0	0	0	1
Commercial/Industrial	4	4	1	0
Other	0	0	0	0

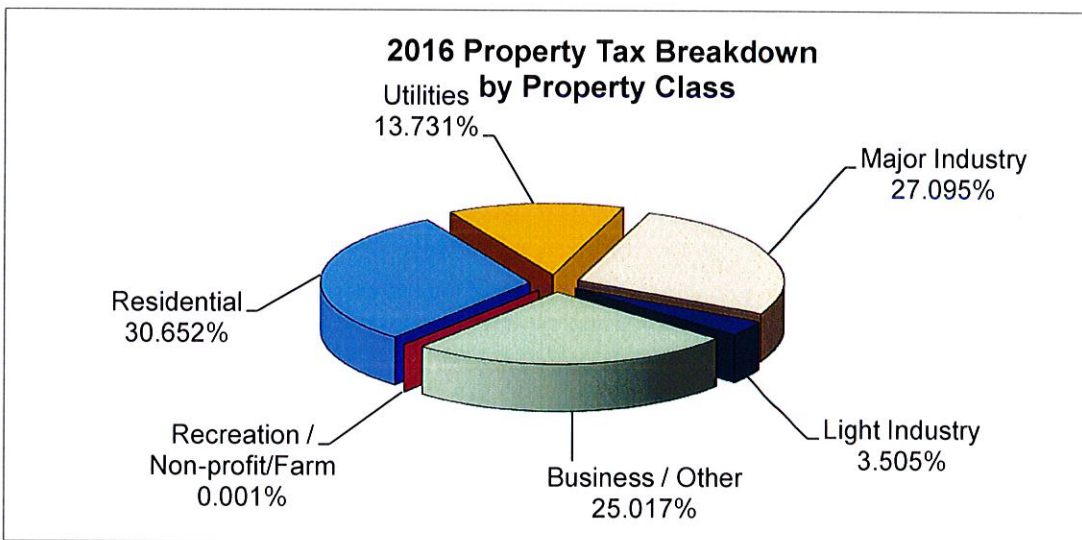
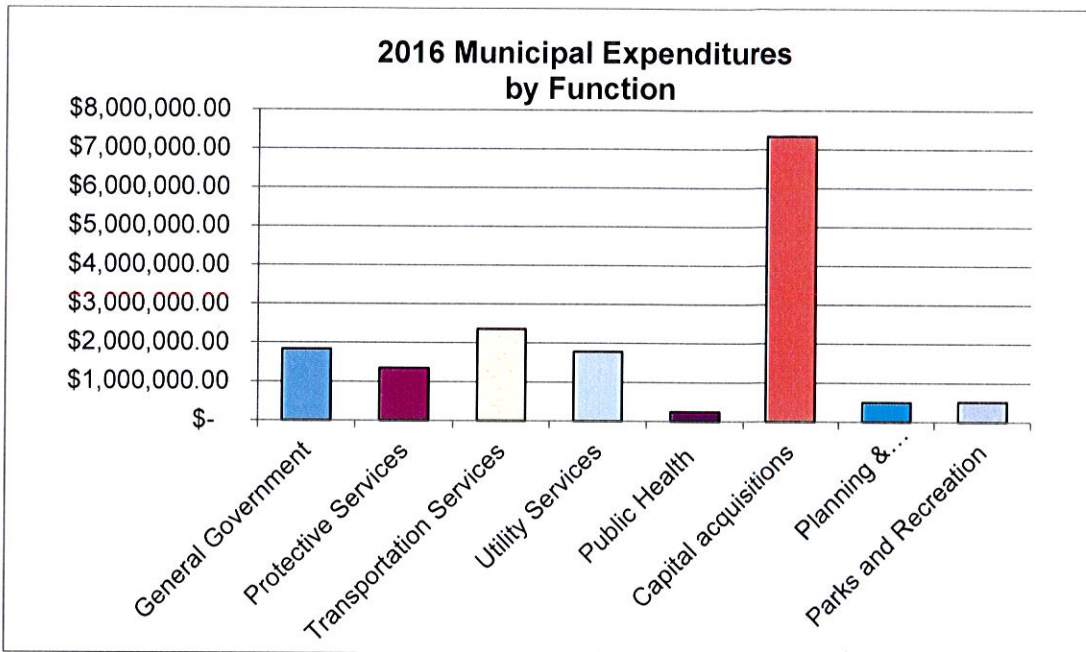
Temporary Commercial Permits and Board of Variance Applications

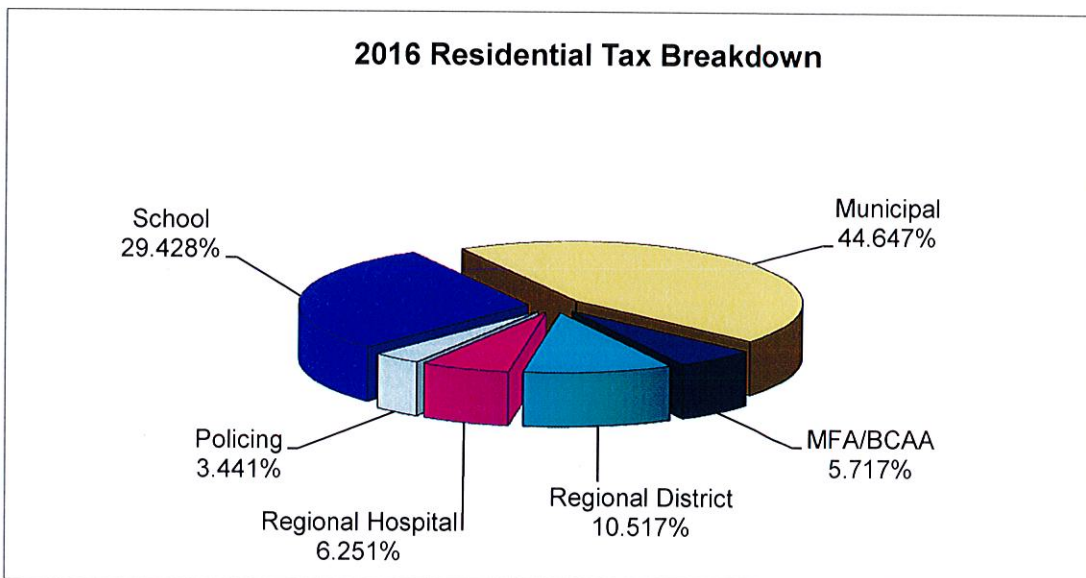
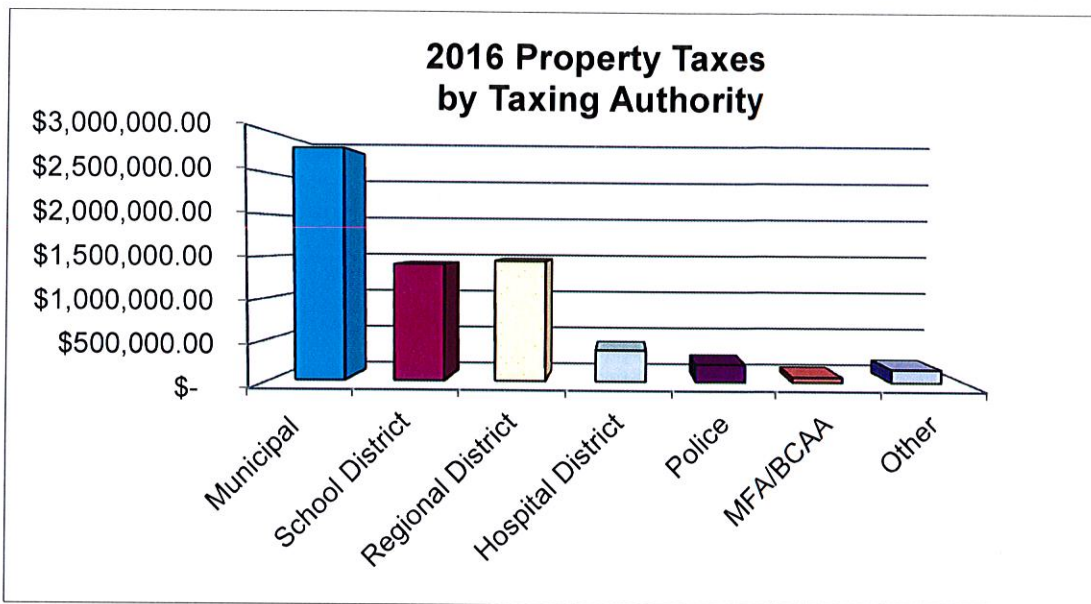
Class	Temporary Commercial Permits Issued		Board of Variance Applications	
	2015	2016	2015	2016
Residential	0	0	0	0
Commercial/Industrial	1	1	0	0
Other	0	0	0	0

Zoning and Official Community Plan Amendments

Class	Zoning Amendments		OCP Amendments	
	2015	2016	2015	2016
Residential	0	0	0	0
Residential/Commercial	0	0	0	0
Residential/Industrial	0	0	0	0
Commercial/Industrial	1	0	0	0
Institutional	0	0	0	0

Financial Statistics





2016 Financial Statements & Auditor's Report

Attached are the Audited Financial Statements and Independent Auditor's Report for the District of Chetwynd for the year ended December 31, 2016.



Photo taken by Travis Stewart

DISTRICT OF



CHETWYND

Consolidated Financial Statements
Year Ended December 31, 2016

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December 31, 2016

MANAGEMENT REPORT

The accompanying consolidated financial statements and other information contained in this Financial Report are the responsibility of the management of the District of Chetwynd.

These consolidated financial statements have been prepared by management. Financial statements are not precise since they include certain amounts based on estimates and judgements. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects.

The District maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the District's assets are properly accounted for and are adequately safeguarded.

The elected Council of the District of Chetwynd are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements. Council carries out their responsibility principally at Committee of the Whole meetings and at Regular Council meetings.

Council considers for approval the engagement or re-appointment of external independent auditors and reviews the periodic financial reports.

The consolidated financial statements have been audited by Sander Rose Bone Grindle LLP, Chartered Professional Accountants, the external independent auditors, in accordance with Canadian generally accepted auditing standards on behalf of Council, residents and ratepayers of the District of Chetwynd. Sander Rose Bone Grindle LLP have full and free access to Council.

Kevin Franson
Director of Financial Administration
Dated

Doug Fleming
Chief Administrative Officer
Dated

CHARTERED PROFESSIONAL ACCOUNTANTS

Partners

- * Ben Sander, B. Comm., FCPA, FCA
- * Dale J. Rose, CPA, CA
- * Alan Bone, B. Comm., CPA, CA
- * Jason Grindle, B. Comm., CPA, CA
- * Jaron Neufeld, B. Comm., CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the District of Chetwynd

Report on the Financial Statements

We have audited the accompanying consolidated statements of the District of Chetwynd, which comprise consolidated statement of financial position as at December 31, 2016 and the consolidated statements of operations and cash flows and changes in net financial assets for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

The District has not adopted the new Section PS 3260, Liability for Contaminated Sites, of the Public Sector Accounting Board handbook which establishes how to account for and report a liability associated with the remediation of contaminated sites. The effects on the consolidated financial statements as a result of not adopting the new section are that liabilities and expenditures could be understated and accumulated surplus could be overstated, the amounts, if any, are not known at this time.

Qualified Opinion

In our opinion, except for the failure to adopt Section PS 3260, Liability for Contaminated Sites, of the Public Sector Accounting Board handbook, these consolidated financial statements present fairly, in all material respects, the financial position of the District of Chetwynd as at December 31, 2016 and the results of its operation, its cash flow and change in net financial assets for the year end then ended in accordance with Canadian Public Sector Accounting Standards.

**Fort St. John, BC
April 27, 2017**

Sander Rose Bone Grindle LLP
Chartered Professional Accountants

DISTRICT OF CHETWYND

Consolidated Statement of Financial Position

December 31, 2016

	2016	2015
Financial Assets		
Cash and cash equivalents (Note 2)	\$ 2,043,377	\$ 3,009,742
Accounts receivable (Note 3)	3,199,529	1,862,287
MFA Debt Reserve (Note 4)	46,653	45,887
Land held for resale	350,050	590,050
	5,639,609	5,507,966
Liabilities		
Accounts payable and accrued liabilities (Note 5)	2,028,214	1,523,449
Long term debt (Note 11)	1,541,974	1,600,000
Debt Reserve Fund (Note 4)	46,653	45,887
	3,616,841	3,169,336
Net Financial Assets	2,022,768	2,338,630
Non-Financial Assets		
Inventory	33,658	43,324
Prepaid Expenses	53,793	52,695
Tangible capital assets (Note 8)	43,488,306	37,627,161
	43,575,757	37,723,180
Accumulated Surplus (Note 14)	\$ 45,598,525	\$ 40,061,810

Approved by:



Kevin Franson

Director of Financial Administration

See accompanying notes to the consolidated financial statements

DISTRICT OF CHETWYND

Consolidated Statement of Operations

Year Ended December 31, 2016

	2016	2016 Budget (unaudited)	2015
Revenue			
Taxes (Note 9)	\$ 3,019,416	\$ 3,184,129	\$ 2,873,536
Grants in lieu of taxes	39,662	54,132	42,141
Services provided to other governments	154,834	170,471	150,360
Sale of Services	1,295,873	1,192,949	1,230,794
Other revenue from own sources	741,291	433,247	733,310
Government transfers	8,319,258	7,561,100	4,168,715
Gain (Loss) on disposal of assets	(24,382)	-	(23,715)
	13,545,952	12,596,028	9,175,141
Expenses			
General Government Services	1,815,853	1,638,749	1,694,029
Protective Services	1,326,548	408,300	399,891
Transportation Services	2,086,216	1,412,129	2,085,244
Utility Services	1,685,355	1,349,022	1,662,886
Public Health Services	172,405	161,845	158,682
Planning and Development	483,279	484,759	552,605
Parks and Recreation	439,581	425,109	427,433
	8,009,237	5,879,913	6,980,770
Current year surplus	5,536,715	6,716,115	2,194,371
Accumulated Surplus, beginning of year	40,061,810	40,061,810	37,867,439
Accumulated Surplus, end of year	\$ 45,598,525	\$46,777,925	\$40,061,810

See accompanying notes to the consolidated financial statements

DISTRICT OF CHETWYND

Consolidated Statement of Cash Flows

Year Ended December 31, 2016

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES:		
Current Year Surplus	\$ 5,536,715	\$ 2,194,371
Amortization of tangible capital assets	1,410,011	1,278,032
Loss on disposal of assets	24,382	23,715
	6,971,108	3,496,118
Changes in non-cash working capital components		
Receivables - (increase)	(1,337,242)	(414,670)
Land for resale - decrease	240,000	6,000
Accounts payable - increase	504,765	102,652
Inventory - decrease (increase)	9,666	(11,511)
Prepaid expenses - (increase) decrease	(1,098)	49,329
	(583,909)	(268,200)
TOTAL CASH FLOWS FROM OPERATING ACTIVITIES	6,387,199	3,227,918
CASH FLOWS FROM INVESTING ACTIVITIES:		
Acquisition of tangible capital assets	(7,341,343)	(5,129,996)
Proceeds on disposal of tangible capital assets	45,805	3,739
Proceeds from long term debt	-	1,600,000
Repayment of long term debt	(58,026)	-
NET CASH USED BY INVESTING ACTIVITIES	(7,353,564)	(3,526,257)
	(966,365)	(298,339)
Cash and cash equivalents at beginning of period	3,009,742	3,308,081
Cash and cash equivalents at end of period	\$ 2,043,377	\$ 3,009,742

See accompanying notes to the consolidated financial statements

DISTRICT OF CHETWYND

Consolidated Statement of Net Financial Assets

Year Ended December 31, 2016

	2016	2015
Current Year Surplus	\$ 5,536,715	\$ 2,194,371
Amortization	1,410,011	1,278,032
Decrease (increase) in inventory	9,666	(11,511)
Proceeds on disposal of tangible capital assets	45,805	3,739
Gain on disposal of tangible capital assets	24,382	23,715
(Increase) decrease in prepaid expenses	(1,098)	49,329
Acquisition of capital assets	(7,341,343)	(5,129,996)
	(315,862)	(1,592,321)
Net Financial Assets, beginning of year	2,338,630	3,930,951
Net Financial Assets, end of year	\$ 2,022,768	\$ 2,338,630

See accompanying notes to the consolidated financial statements

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2016

The District of Chetwynd is incorporated under the *Local Government Act of British Columbia*. The District's principal activities include the provision of local government services to residents and businesses of the incorporated area. These services include general government, protective, transportation, public health and welfare, environmental development, recreation and culture and water and sewer utilities.

1. Significant Accounting Policies

The consolidated financial statements of the District of Chetwynd are the representation of management prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants. The significant accounting policies are as follows:

Basis of consolidation

The consolidated financial statements reflect a combination of the district's General Fund, Capital Fund and Reserve Fund. Interfund transactions and balances have been eliminated.

General Fund- Operating funds are established for the general, water and sewer operations of the District. Operating funds are used to record the costs associated with providing District services.

Capital Fund - Capital funds are established for general, water and sewer capital. Capital funds are used to record the acquisition of capital assets.

Portfolio Investment - as the District does not effect any influence over the portfolio investment they are recorded at cost.

Reserve Fund - These funds hold assets necessary to finance future capital expenditures and are subject to the statutory restrictions of the Community Charter of British Columbia. Restrictions include the requirement that funds and interest earned thereon may only be expended for specific purposes and these expenditures be approved by a bylaw passed by the District Council.

Cemetery Care Trust Fund - This fund is intended to provide earnings that can be used for the upkeep of the cemetery, and has been established pursuant to the Cemetery Care Act. The Cemetery Care Trust Fund is excluded from the District's Consolidated Financial Statements, per PSAB guidelines.

Deferred revenue

Receipts that are restricted by legislation or direction of senior governments or by agreement with external parties are deferred when received. When qualifying expenditures are incurred the related revenue is realized.

Revenue received in advance of services to be provided in a later period is recorded as deferred revenue until those services are provided.

Basis of accounting

The district follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, and expenditures are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due. Prior year balances have been restated to reflect current year presentation.

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2016

1. Significant Accounting Policies continued

Use of estimates

These consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Government transfers

Government transfers are recognized in the financial statements as revenue in the period that the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Budget presentation

The budget approved in May 2016 is presented in the consolidated financial statements, any subsequent amendments have not been included and have not been audited. The budget has been adjusted to remove internal equipment charges. The effect of this adjustment is to reduce "Revenue from Own Sources" from \$925,728 to \$433,247 and to reduce Operation expenses from \$6,372,394 to \$5,879,913.

Financial instruments

The District's financial instruments consist of cash, receivables, short term deposits, Municipal Finance Authority (MFA) money market fund deposits, payables and accruals. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency or credit risks arising from these financial instruments. MFA unit cost investments are reported at market value as at December 31.

Non-financial assets

Tangible capital assets and other non-financial assets are accounted for as assets by the municipality because they can be used to provide government services in future periods. These assets do not normally provide resources to discharge the liabilities of the municipality unless they are sold.

Land held for resale

Properties available for sale include real estate properties which are ready and available to be sold and for which there is a market. They are valued at the lower of cost or expected net realizable value.

Prepaid expenses

Prepaid expenses consist mainly of unexpired insurance premiums, support contracts and deposits which are amortized over the term of the respective policies or as they are used.

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2016

1. Significant Accounting Policies continued

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all charges directly attributable to placing the asset in its intended location and condition of use. Contributed tangible capital assets are recorded at fair market value at the time of donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land	n/a
Buildings	60 years
Machinery and equipment	5 - 30 years
Infrastructure	15 - 75 years

Inventories

Inventory of supplies include gravel piles and other materials held for consumption are recorded at the lower of cost and replacement cost and are measured using Average Weighted Cost.

Appropriated surplus

Certain amounts, as approved by the District Council, are set aside in reserves for future operating and capital expenditures. Transfers to and/or from these reserves are shown as interfund transfers in various fund operations schedules.

DISTRICT OF CHETWYND

Significant Accounting Policies

December 31, 2016

1. Significant Accounting Policies continued

Segment disclosure

The District's operations and activities are organized and reported by funds and departments. The General Fund reports on operations which include services provided by the District such as general government, protective services, transportation services, utility services, public health services, planning and development and parks and recreation services. Operating results are reported by the following segments are included in Note 15.

General Government

General Government operations are primarily funded by property taxation. The expenses within the department are for the legislative, general administration, community service grants and rental property operating costs within the municipality.

Protective Services

Protective services are comprised of fire protection services, building inspection services and bylaw enforcement as well as the Provincial Emergency Program.

Transportation Services

Transportation services are responsible for the delivery of municipal public works services related to engineering services, maintenance of streets and roads, bridges, drainage systems, street lighting, and airport maintenance as well as the maintenance of workshops, yards and other buildings.

Utility Services

Utility Services include the operating and maintenance of the District's water and wastewater systems as well as the collection and disposal of solid waste.

Public Health Services

Public Health Services include the operations and maintenance of the cemetery as well as community health initiatives.

Planning and Development Services

Planning and Development services include long range planning, economic development and tourist information services.

Parks and Recreation Services

Parks and Recreation services provide services related to recreation and leisure, including grounds, boulevard, trails and wood carving maintenance.

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

2. Cash and cash equivalents

	2016	2015
Cash on hand	\$ 2,115	\$ 1,830
Cash and bank	645,652	184,432
Short term and MFA money market deposits	1,395,610	2,823,480
	\$ 2,043,377	\$ 3,009,742

3. Receivables

	2016	2015
Property tax receivable	\$ 438,797	\$ 307,998
Due from Other Governments	2,375,443	752,268
Trade receivables	385,289	802,021
	\$ 3,199,529	\$ 1,862,287

4. Municipal Finance Authority Debt Reserve Fund and Demand Note

The District issues its debt instruments through the Municipal Finance Authority (MFA). As a condition of these borrowings, a portion of the debenture proceeds are withheld by the MFA as a debt reserve fund. The District also executes demand notes in conjunction with each debenture whereby the District may be required to loan certain amounts to the MFA.

The details of the cash deposits and demand note are as follows:

	2016		2015	
	Cash Deposit	Demand Note		
General Operations	\$ 16,766	\$ 29,887	\$ 46,653	\$ 45,887

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

5. Accounts payable and accrued liabilities

	2016	2015
Other government agencies	\$ 145,346	\$ 99,787
Trade payables	947,047	822,135
Wages and employee benefits payable	217,170	262,570
Holdbacks and trust	718,651	338,957
Total	\$ 2,028,214	\$ 1,523,449

6. Line of Credit

The district holds a line of credit which includes a demand operating facility of up to \$300,000 at Scotia Banks Prime Lending Rate and a Revolving equipment financing loan of up to \$500,000 at Scotia Leasing's Base Rate plus 1.25%. The balance of the credit facilities were \$ NIL (2015: \$ NIL) at December 31st.

7. Pension liability

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2015, the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The District of Chetwynd paid \$331,219 (2015 - \$306,547) for employer contributions to the plan in fiscal 2016.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

8. Tangible Capital Assets

	Land	Buildings	Machinery, Equipment	General Infrastructure	Utility Infrastructure	Work in Progress	2016	2015
Cost								
Balance, beginning of year	\$ 789,881	\$ 11,566,954	\$ 8,022,306	\$ 18,729,547	\$ 18,261,841	\$ 1,028,141	\$ 58,398,670	\$ 53,513,815
Additions	86,805	710,917	948,903	905,786	5,025,343	691,729	8,369,483	8,324,005
Disposals	-	-	(472,513)	(61,756)	-	(1,028,141)	(1,562,410)	(3,439,150)
Balance, end of year	876,686	12,277,871	8,498,696	19,573,577	23,287,184	691,729	65,205,743	58,398,670
Accumulated Amortization								
Balance, beginning of year	-	2,135,126	5,671,410	6,869,664	6,095,309	-	20,771,509	19,711,164
Amortization	-	212,808	357,816	465,511	373,876	-	1,410,011	1,278,032
Disposals	-	-	(405,603)	(58,480)	-	-	(464,083)	(217,687)
Balance, end of year	-	2,347,934	5,623,623	7,276,695	6,469,185	-	21,717,437	20,771,509
Net book value, end of year	\$ 876,686	\$ 9,929,937	\$ 2,875,073	\$ 12,296,882	\$ 16,817,999	\$ 691,729	\$ 43,488,306	\$ 37,627,161

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

9. Net Municipal Property Taxes

	2016	2016 Budget (unaudited)	2015
Net Municipal Property Taxes	\$ 3,004,088	\$ 3,184,129	\$ 2,880,047
Add: Requisitions collected on behalf of other taxing authorities			
Provincial School/Policing	1,620,635	1,415,456	1,604,544
Regional District	1,458,014	1,407,212	1,436,921
Regional Hospital District	380,961	334,085	371,596
B.C. Assessment Authority	57,179	57,559	59,726
MFA	130	117	126
City of Dawson Creek	155,412	170,352	161,726
	6,676,419	6,568,910	6,514,686
Deduct: Requisitions remitted to other taxing authorities			
Remitted to other taxing authorities	3,657,003	3,384,781	3,641,150
	\$ 3,019,416	\$ 3,184,129	\$ 2,873,536

10. Related Party Transactions

The District owns one third of Little Prairie Community Forest Inc. a company incorporated in the Province of British Columbia. The Board of Directors of the company are comprised of two representatives from each the District, West Moberly First Nations, and Saulneau First Nations. The District does not have any control over the corporation and therefore reports the investment as a portfolio investment.

The District, West Moberly First Nations, and Saulneau First Nations are limited partners with Little Prairie Community Forest Inc., the unlimited partner. The partnership operates as Little Prairie Community Forest LLP and was created for the purpose of harvesting the timber in the areas around the three partner's communities, in an economic and environmentally responsible manner. All management functions are provided by Little Prairie Community Forest Inc and its board of directors. The district accounts for the partnership through proportionate consolidation.

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

11.

Long Term Debt

- a. The District obtains debt instruments through the Municipal Finance Authority of British Columbia (MFA) pursuant to security issuing bylaws under authority of the Community Charter to finance certain expenditures. The District is required to make their repayment on outstanding debt to a sinking fund as outlined below.

	Year of maturity	Balance, beginning of year	Additions	Principal payments	Actuarial adjustment	Balance, end of year
MFA Issue 131	2035	\$ 1,600,000	\$ 0	\$ 56,578	\$ 1,448	\$ 1,541,974

The principal repayment on long term debt required in each of the next five years is as follows:

	Effective Interest Rate	Total	2017	2018	2019	2020	2021	Subsequent
MFA Issue 131	2.19%	\$ 1,074,978	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 56,578	\$ 792,088

12. Contingent liabilities

The District of Chetwynd is potentially exposed to lawsuits arising from the ordinary course of operations. Although the outcome of such matters cannot be predicted with certainty, management does not consider the District of Chetwynd's exposure to lawsuits material to these financial statements.

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

13. Accumulated Surplus

	2016	2015
General Fund Accumulated Surplus		
General Fund Surplus	\$ (120,810)	\$ 1,021,224
Water Fund Surplus	129,059	459,325
Sewer Fund Surplus	61,795	-
Statutory Reserve Funds	1,016,472	1,145,295
Non-Stat Reserve Funds	2,538,523	1,408,805
Equity in Capital Assets	41,973,486	36,027,161
	\$45,598,525	\$40,061,810

DISTRICT OF CHETWYND

Notes to the Consolidated Financial Statements

December 31, 2016

14. Segmented Information

	General Gov't	Protective Services	Transport.	Utility Services	Public Health	Planning, Develop	Parks & Rec.	2016	2016 Budget (unaudited)	2015
Taxes	\$ 3,025,235	\$ -	\$ -	\$ 33,843	\$ -	\$ -	\$ -	\$ 3,059,078	\$ 3,238,261	\$ 2,915,677
Services provided to other governments	3,770	61,064	-	-	-	-	90,000	154,834	170,471	150,360
Sale of Services	1,280	7,396	1,900	1,247,184	14,800	20,646	2,667	1,295,873	1,192,949	1,230,794
Other revenue	208,607	61,970	385,051	700	84,963	-	-	741,291	433,247	733,310
Government transfers	3,786,945	866,621	-	3,456,636	30,000	166,856	12,200	8,319,258	7,561,100	4,168,715
Gain (Loss) on the disposal of assets	35,003	(23,598)	(13,506)	(22,281)	-	-	-	(24,382)	-	(23,715)
	<u>7,060,840</u>	<u>973,453</u>	<u>373,445</u>	<u>4,716,082</u>	<u>129,763</u>	<u>187,502</u>	<u>104,867</u>	<u>13,545,952</u>	<u>12,596,028</u>	<u>9,175,141</u>
Wages and benefits	947,104	203,868	854,691	435,678	88,527	275,834	234,860	3,040,562	3,085,553	2,946,054
Travel & Training	73,735	31,531	5,370	4,023	783	14,389	175	130,006	157,934	141,462
Contracted services	240,347	698,461	131,660	544,659	3,589	32,410	61,588	1,712,714	1,123,203	1,134,270
Materials and supplies	118,598	290,996	250,429	84,033	10,647	77,200	53,429	885,332	659,253	705,065
Insurance and licenses	82,856	5,649	62,720	3,746	266	1,743	-	156,980	168,467	150,499
Utilities and telephone	86,338	13,150	156,242	155,373	-	6,905	14,324	432,332	424,684	371,446
Other expenditures	126,381	858	2,770	867	35,200	74,798	426	241,300	260,819	253,942
Amortization	140,494	82,035	622,334	456,976	33,393	-	74,779	1,410,011	-	1,278,032
	<u>1,815,853</u>	<u>1,326,548</u>	<u>2,086,216</u>	<u>1,685,355</u>	<u>172,405</u>	<u>483,279</u>	<u>439,581</u>	<u>8,009,237</u>	<u>5,879,913</u>	<u>6,980,770</u>
Annual Surplus (Deficit)	\$ 5,244,987	\$ (353,095)	\$ (1,712,771)	\$ 3,030,727	\$ (42,642)	\$ (295,777)	\$ (334,714)	\$ 5,536,715	\$ 6,716,115	\$ 2,194,371

CHARTERED PROFESSIONAL ACCOUNTANTS

Partners

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18.

AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Mayor and Council of the District of Chetwynd

We have audited the consolidated financial statements of the District of Chetwynd, which comprise the consolidated statements of financial position as at December 31, 2016 and consolidated statements of operations, change in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. This report contained a qualified opinion on the consolidated financial statements as a whole. The following supplemental financial information is presented for the purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information is the responsibility of management and was derived from the underlying accounting and other records used to prepare the consolidated financial statements.

The supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such supplementary information directly to the underlying accounting records and other records used to prepare the consolidated financial statements or the consolidated financial statements.

Fort St. John, BC
April 27, 2017

Sander Rose Bone Grindle LLP
Chartered Professional Accountants

DISTRICT OF CHETWYND

Year Ended December 31, 2015

Schedule of Operations (unaudited)

Schedule 1

	General	Water	Sewer	2016	2016 Budget	2015
Revenues						
Taxes	\$ 3,025,236	\$ 20,427	\$ 13,415	\$ 3,059,078	\$ 3,238,261	\$ 2,915,677
Services provided to other governments	154,834	-	-	154,834	170,471	150,360
Sale of Services	337,556	670,919	287,398	1,295,873	1,192,949	1,233,794
Other Revenue	470,210	700	-	470,910	399,847	536,475
Government Transfers	4,738,747	-	-	4,738,747	3,601,500	3,653,699
Gain (Loss) on Sale of Assets	6,403	-	-	6,403	-	-
	8,732,986	692,046	300,813	9,725,845	8,603,028	8,490,005
Expenses						
General Government	1,675,359	-	-	1,675,359	1,638,749	1,584,913
Protective Services	1,244,513	-	-	1,244,513	408,300	314,236
Transportation Services	1,463,882	-	-	1,463,882	1,412,129	1,476,554
Utility Services	401,805	539,024	287,550	1,228,379	1,349,022	1,243,968
Public Health Services	139,012	-	-	139,012	218,423	157,399
Planning and Development	483,279	-	-	483,279	484,759	552,605
Parks and Recreation	364,802	-	-	364,802	425,109	373,063
	5,772,652	539,024	287,550	6,599,226	5,936,491	5,702,738
Current year Surplus (deficit)	2,960,334	153,022	13,263	3,126,619	2,666,537	2,787,267
Transfer from (to) Operating Funds	(81,944)	33,412	48,532	-	-	-
Transfer to capital fund	(1,438,862)	-	-	(1,438,862)	-	(134,611)
Transfer to Reserve Funds	(2,581,562)	(516,700)	-	(3,098,262)	(2,658,122)	(2,306,705)
Accumulated Surplus, beginning of year	(1,142,034)	(330,266)	61,795	(1,410,505)	8,415	345,951
	1,021,224	459,325	-	1,480,549	1,480,549	1,134,598
Accumulated Surplus, end of year	\$ (120,810)	\$ 129,059	\$ 61,795	\$ 70,044	\$ 1,488,964	\$ 1,480,549

DISTRICT OF CHETWYND

Year Ended December 31, 2015

Schedule of Capital Fund Operations (unaudited)

Schedule 2

	2016	2016 Budget	2015
Revenue			
Donations	\$ 244,023	\$ 13,400	\$ 170,469
Grants	3,580,511	3,959,600	512,016
Gain (loss) on disposal of assets	(30,785)	-	(23,715)
	3,793,749	3,973,000	658,770
Expenses			
Amortization			
- General Government	140,494	-	109,116
- Protective Services	82,035	-	85,655
- Transportation Services	622,334	-	608,690
- Public Health Services	33,393	-	1,283
- Parks and Recreation Services	74,779	-	54,370
- Utility Services	456,976	-	418,918
	1,410,011	-	1,278,032
Current year Surplus (deficit)	2,383,738	3,973,000	(619,262)
Interfund Transfers			
Transfer from operations	1,438,862	-	134,611
Transfer from Reserve Funds	2,123,725	2,386,500	3,019,381
Transfer to Reserve Funds	-	-	(310,220)
	3,562,587	2,386,500	2,843,772
Change in Surplus	5,946,325	6,359,500	2,224,510
Accumulated Surplus, beginning of year	36,027,161	36,027,161	33,802,651
	\$ 41,973,486	\$ 42,386,661	\$ 36,027,161

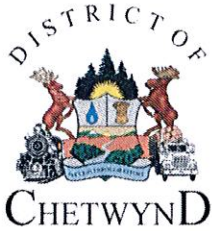
DISTRICT OF CHETWYND

Year Ended December 31, 2015

Schedule of Reserve Fund Operations (unaudited)

Schedule 3

	2016	2015
Revenue		
Interest	\$ 28,358	\$ 26,366
Interfund Transfers		
Transfer from operations	3,256,770	2,306,705
Transfer from capital	-	310,220
Transfer to capital fund	(2,123,725)	(3,019,381)
Transfer to operations	(158,508)	-
	974,537	(402,456)
Change in Reserve Funds	1,000,895	(376,090)
Reserve Funds, beginning of year	2,554,100	2,930,190
Reserve Funds, end of year	3,554,995	2,554,100
Balance represented by:		
Reserves set aside by Council:		
Snow Removal Reserve	45,944	11,856
Water Reserve Fund	533,754	16,839
Recreation Site Reserve	200,000	-
Administration Equipment	162	4,134
Finance Equipment	664	20,527
Gas Tax Reserve	301,050	136,306
Sustainability Reserve	654,546	578,842
Fair Share Reserve	802,403	640,301
	2,538,523	1,408,805
Restricted Reserves		
Capital Equipment Reserve	84,390	68,484
Fire Equipment Reserve	161,637	288,271
Medical Clinic Reserve	290,838	306,481
Land Sale	416,206	419,160
Tax Sale Land	63,401	62,899
	1,016,472	1,145,295
	\$ 3,554,995	\$ 2,554,100



RD-5

COUNCIL AGENDA REPORT

DATE:	May 8, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Climate Change and Adaption Study		

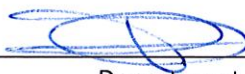

PURPOSE: to seek Council support to partner with local governments of northeastern BC and the Fraser Basin Council, to submit an application to Federation of Canadian Municipalities for funding assistance to undertake a comprehensive introduction study to Climate Change and Adaption.

SUMMARY/BACKGROUND: the Federation of Canadian Municipalities will be offering grant funding to local governments throughout Canada to undertake Climate Change and Adaption Studies. An introductory Climate Change Workshop was held in Fort St John recently. The purpose of the workshop was to better understand climate change and get participants to start thinking about adaption techniques and needs. The FCM funding program offers a next most logical step in this journey of learning about, preparing for and responding to Climate Change. An application would be made for \$250,000.00 to be used to create an overall guiding tool (document) to allow northeastern local governments to proceed to next phases for Climate Change response.

A single report would be prepared addressing the issue from a higher level, and thereby allowing local governments to take the next steps they individually deem prudent. Each local government may be asked to provide a small contribution to develop the Terms of Reference for the Grant application.

PAST PRACTICE/PREVIOUS ACTION TAKEN: This type of collaborative approach to a study with such regional importance has not previously been attempted. The issues of effects from climate change are real and impact all communities of the northeast. Awareness to deal proactively with future events will be very important.

RECOMMENDATION(S): that the Council of the District of Chetwynd support an application, by the Fraser Basin Council to the Federation of Canadian Municipalities, for a Climate Change and Adaption Study in the amount of \$250,000.00 to address Climate Change Impacts and Adaption Resources and Responses, and further that Council agrees to contribute up to \$1,000.00 to develop the grant application report.

SUBMITTED BY:  _____ Department Head	REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:  _____ Chief Administrative Officer
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FCM 2017-2018 PROPOSAL OUTLINE NORTHEAST CLIMATE RISK NETWORK

Background: Fraser Basin Council in the Northeast

Fraser Basin Council (FBC) has been engaged as a project facilitator in the Northeast BC region since 2012. FBC has facilitated strategic planning processes for Dawson Creek, Hudson's Hope, and the Peace River Regional District and has forwarded watershed planning through a workshop in Fort St. John. Other past activities in the region include a human health risk assessment, a paramedics project, and a vulnerability assessment of the oil and gas sector.

BC Regional Adaptation Collaborative Program

FBC manages the BC Regional Adaptation Collaborative (BC RAC) program, which is one of a number of similar collaborations across the country within Natural Resource Canada's national program. BC RAC aims to strengthen regional capacity and increase action to advance adaptation planning and implementation in local governments, First Nations governments, and the natural resource sector.

Under the BC RAC program, on March 15, 2017, FBC hosted the "Floods and Drought: Tackling Wild Weather" workshop in Fort St. John. The purpose of the workshop was to highlight climate change adaptation and address the extreme events that have impacted communities and critical infrastructure in the Northeast region. During the workshop, participants emphasized that they would like to see more collaboration and communications between communities and organizations on adaptation. From the workshop, a recommendation emerged to bring municipalities together under the FBC and Peace River Regional District (PRRD) through a working group on adaptation.

Proposal: Northeast Climate Risk Network

FBC is proposing to establish a Northeast Climate Risk Network in partnership with the PRRD and Northeastern municipalities, with support from the Federation of Canadian Municipalities (FCM). The network's main objective will be to create an adaptation strategic framework for communities, which local governments in the Northeast can utilize and accommodate to their specific context such as the preparation of community adaptation plans. The development of local and regional adaptation frameworks can lead up to a regional strategy and allow for cross-jurisdictional collaboration. The Northeast Climate Risk Network would also provide a space for peer learning, raising awareness of adaptation initiatives across sectors, and data sharing. Participants in the Fort St. John workshop identified that data currently exists in silos and there is the need to identify what data exists and make it accessible across organizations.

FCM has expressed its interest in this proposal and noted that it would prefer the project lead is a non-profit organization with the support of various local governments within a specific region. FCM has specifically indicated its interest in Northeastern BC and would be willing to receive a proposal in mid to late May. The FCM funding opportunity would offer up to \$250,000 for a regional facilitator to coordinate an adaptation network and to assist the Northeastern communities and region to prepare adaptation plans.

To initiate the preparation of such a proposal, FBC is contacting the PRRD, Peace River Regional communities and the Northern Rockies Regional Municipality to explore their interest in participating in and collaborating with FBC in developing a proposal to FCM.

FLOODS AND DROUGHT

TACKLING WILD WEATHER

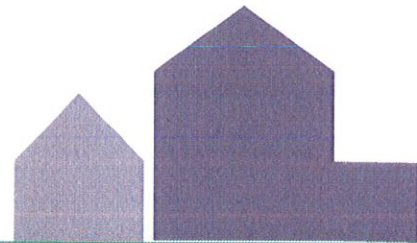
WORKSHOP SUMMARY REPORT

On March 15, 2017, Fraser Basin Council hosted the “Floods and Drought: Tackling Wild Weather” workshop in Fort St. John. The purpose of the workshop was to reflect upon and address the extreme events that have impacted communities and critical infrastructure in the Northeast region. This introductory workshop highlighted the future climate trends for Northeast BC and how existing online tools can support adaptation. Presenters shared their experiences with climate risk assessments of highway infrastructure, community flood response and collaborative drought management.

This workshop is part of Fraser Basin Council’s BC Regional Adaptation Collaborative program, supported by Natural Resources Canada and the BC Ministry of Environment.

This report is a summary of the key issues and ideas that the workshop participants identified and discussed.

For more information about this event or the BC RAC program, please contact Eliana Chia at 604-488-5377 or echia@fraserbasin.bc.ca.





WHAT MORE CLIMATE INFO OR KNOWLEDGE DO WE NEED?

CLIMATE AND ENVIRONMENTAL DATA

There is the need for more monitoring data, including a better established weather monitoring network across the Peace region as well as increased monitoring of stream flow, especially of small tributaries. Participants are looking for increased access to data on climate forecasts. The data that exists is currently in silos through different sectors and organizations. The interpretation of climate results by separate groups has led to inconsistent messaging. Participants want up-to-date mapping of the cumulative impacts of industrial activity on land and feel that all industries need to be more active in contributing data.

GLOBAL CONTEXT

Participants identified that it would be useful to know how local mitigation efforts fit into the larger global picture, particularly within the context of the Paris Agreement.

EMERGENCY MANAGEMENT

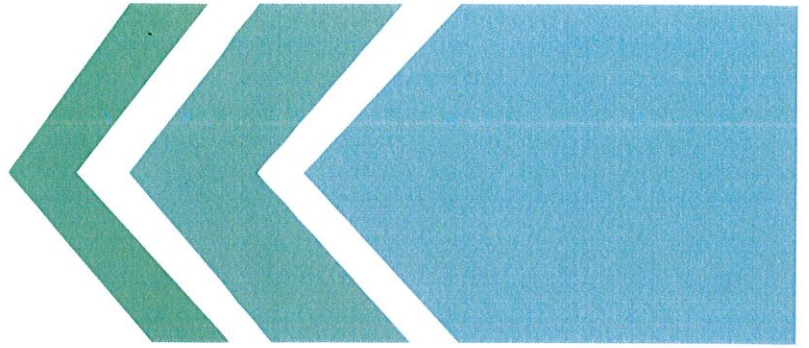
Additional education is needed on how to plan for large extreme events, such as 1 in 100 year events. Participants are looking for more information on the most effective protective measures against flooding.

PUBLIC OUTREACH STRATEGIES

There needs to be better communication of existing regulations to the general public. For example, water restrictions are seen as automatic so they become largely ignored. Participants want more opportunities to learn about how to effectively engage residents on climate change.



WHAT IS ALREADY HAPPENING IN THE NORTHEAST FOR ADAPTATION?



AGRICULTURE SECTOR

The agricultural sector is engaged in weather monitoring through placing weather stations around the Peace region in order to help farmers make management decisions. Other agriculture monitoring activities include analyzing irrigation and pests and diseases. The sector has created prediction models for pests and diseases.

WATERSHED MANAGEMENT

Dawson Creek is working on identifying new priorities for watershed management. The region is active in ground water modeling to identify risks and Geoscience BC is working on mapping aquifers in the North Peace.

OIL AND GAS INDUSTRY

Oil and Gas companies are evaluating ice road access in the context of climate change. When there are no ice roads, some campsites are unable to operate. They are exploring paying for the building of permanent roads to decrease their reliance on ice roads.

PLANNING AND ENGINEERING

The Peace River Regional District is updating their development permit areas to create set back requirements along the Peace River (eg. Old Fort) for erosion. There have been changes to engineering bylaws to allow for larger storm drains.

FORESTRY SECTOR

On the provincial level, the Ministry of Forests, Lands and Natural Resources Operations is working on their Strategic Monitoring Plan.



HOW DO WE MOVE FORWARD IN NORTHEAST BC TO ADAPT?

COLLABORATION BETWEEN SECTORS

Participants would like to see more collaboration between sectors and communication about each sector's initiatives in adaptation. This can increase understanding of the diverse challenges faced by different sectors. We need to strengthen connections between key staff working on climate risk across organizations. It can be difficult to know who to contact in an organization due to high turnover of staff, and so it would be helpful to maintain an updated staff directory so that people are aware of who they need to talk to. One recommendation to facilitate collaboration is to bring municipalities together under the PRRD and FBC through a staff and politically driven working group, which would implement action at the staff level.

UNDERSTANDING OUR VULNERABILITY

We need an improved understanding of the cumulative effects in the region from industrial practices. This is an ongoing process explored in the region. One suggestion for a next step is to conduct a vulnerability assessment of Highway 97 using the PIEVC Protocol process, which would be co-led by MOTI and Engineers Canada.

ENGAGE THE PUBLIC

Engage in creative communications strategies to get the public excited about adaptation. Make elected officials more aware and responsible for climate change impacts so that they can communicate these risks to the public and prioritize adaptation. Explore social media as a channel for communications. Address barriers for people who want to help with emergencies but are not allowed to. Build the capacity of rural resident volunteers to respond to extreme events through a partnership with the Province.

ACCESS TO DATA

Identify what data people want, where it is, and have it compiled in one portal or accessible through one point person. Create an outline or map on how to find data. Gather more data on cumulative effects and ensure all necessary sectors are contributing.



RD-6

COUNCIL AGENDA REPORT

DATE:	May 11, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Travel Authorization		

PURPOSE:



To obtain travel authorization to attend a meeting at the Peace River Regional District (PRRD) office to discuss STARS and BC Health Emergency Services (BCHES).

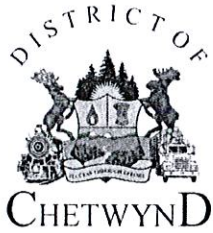
SUMMARY/BACKGROUND:

STARS and BC Health Emergency Services (BCHES) have been invited to the PRRD to provide information on their services in the Peace Region.

RECOMMENDATION(S):

THAT Council authorize the Mayor or Alternate to attend a meeting at the Peace River Regional District on June 1, 2017 regarding STARS and BC Health Emergency Services (BCHES) services in the Peace Region.

<p>SUBMITTED BY:</p> <p></p> <p>Department Head</p>	<p>REVIEWED AND CONCUR:</p> <p></p> <p>Chief Administrative Officer</p>
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RD-7

COUNCIL AGENDA REPORT

DATE:	May 11, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Strategic Priorities Grant		

PURPOSE:

To request Council's approval to apply for a Strategic Priorities grant.

SUMMARY/BACKGROUND:

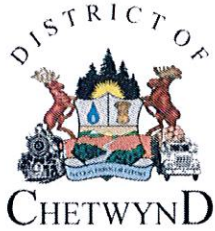
The Strategic Priorities Fund (SPF) administered through the UBCM Gas Tax Program provides up to 100% funding for eligible projects, which include infrastructure and capacity building projects that are large in scale and contribute to productivity, economic growth, the environment or strong communities.

A large infrastructure deficit was recently identified within the District of Chetwynd. While some of the projects have been addressed by the use of other grants, approximately \$4,500,000 is needed to improve or replace water looping and underground sewage pipes.

RECOMMENDATION(S):

That Council authorize Administration to apply for a Strategic Priorities Fund grant of up to \$4,500,000 to enable vital upgrades to water and sewer infrastructure within District of Chetwynd boundaries.

SUBMITTED BY: _____ Department Head	REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY: _____ Chief Administrative Officer
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COUNCIL AGENDA REPORT



DATE:	April 20, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	5317 45A Street – Bylaw Enforcement		

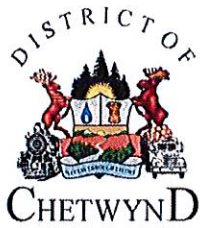
PURPOSE: to seek Council direction to proceed with an enforcement action to restrict a critical breach of Zoning By-law No. 1035, 2016 through application for a Court Injunction.

SUMMARY/BACKGROUND: the residents of 5317 45A Street have permitted the industrial expansion and use of their property at the above mentioned address. A report was forwarded to Council for consideration at its April 3, 2017 Regular Council meeting. At that meeting the report recommending enforcement action was received and filed. At a subsequent Regular Council meeting a number of residents expressed their concerns with respect to the industrial use of the subject property and called upon Council to enforce its Zoning regulations.

PAST PRACTICE/PREVIOUS ACTION TAKEN: (see prior report)

RECOMMENDATION(S): that District Council direct Administration to proceed with an enforcement action, through application for a Court Injunction, in respect of 5317 – 45A Street

SUBMITTED BY:  _____ Department Head	REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:  _____ Chief Administrative Officer
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COUNCIL AGENDA REPORT

DATE:	March 22, 2017	COUNCIL MEETING DATE:	April 3, 2017
DEPARTMENT:	Administration		
SUBJECT:	Zoning Bylaw Enforcement – 5317 45A Street		

PURPOSE:

To obtain Council's direction regarding options for enforcement action.

SUMMARY/BACKGROUND:

A neighbouring resident recently submitted a formal complaint to the District advising that the property at 5317 45A Street is being used to operate a trucking company (please see photos, included with this report as Attachment "A"); this is not a permitted use in the Rural Residential - RU2 zone and is in violation of S. 4.18 of the District of Chetwynd Zoning Bylaw No. 1035, 2016.

The District's ideal outcome would be to achieve voluntary compliance. Failing that, a proceeding could be brought before the Supreme Court to achieve compliance by means of a mandatory injunction under S. 274 of the *Community Charter*. The Court has very little discretion to refuse a statutory injunction; however this provision does allow the Court to order remediation of harm caused by the violation of the Zoning Bylaw. If Council authorizes this approach, the District would ask the Court for an enforcement order at the same time that the injunction is issued so that if the injunction was disobeyed, the District could have the RCMP enforce the injunction.

In 2016, a business license was issued to the owner of property at 5317 45A Street in error, as operation of a trucking company is not a permitted use in the RU2 (Rural Residential) zone. In light of the District's error in issuing a 2016 business license, the property owner was given until April 28, 2017 to relocate the trucking business to a property which is suitably zoned.

AUTHORIZING LEGISLATION

Community Charter S. 274 permits a municipality to, by a proceeding brought in Supreme Court, enforce, or prevent or restrain the contravention of a bylaw or resolution of the council under this Act or any other Act.

District of Chetwynd Zoning Bylaw No. 1035, 2016 (the "*Zoning Bylaw*") was adopted on April 18, 2016.

Relevant provisions of the *Zoning Bylaw* are as follows:



- o 2.2 – Every person who violates the *Zoning Bylaw* is guilty of an offence on summary conviction.
- o 2.3 – The *Zoning Bylaw* may be enforced by means of a ticket issued under the District's *Municipal Ticket Information Bylaw* and by other means permitted by the *Zoning Bylaw*.
- o 2.4 - Uses not listed in respect of a zone are prohibited.

- 4.2 – Uses that are lawfully non-conforming are subject to the relevant provisions of the *Local Government Act*.
- 4.18 – Parking and storage restrictions are set out for any parcels designated as R or RU zone.
- 8.0 – RU2 zone regulations are set out.

RECOMMENDATION(S):

THAT Council receive the report for information; or

THAT Council authorize Administration in its discretion to commence a legal action or proceeding in relation to the property located at 5317 45A Street (Lot A, DL 1809, Peace River District Plan EPP65903) and to seek injunctive relief in that action or proceeding in order to bring the subject property into compliance with the District of Chetwynd Zoning Bylaw as amended from time to time, unless the owner of 5317 45A Street brings his property into compliance by April 28, 2017.

<p style="text-align: center;">SUBMITTED BY:</p> <p style="text-align: center;"></p> <hr/> <p style="text-align: center;">Department Head</p>	<p style="text-align: center;">REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:</p> <p style="text-align: center;"></p> <hr/> <p style="text-align: center;">Chief Administrative Officer</p>
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Attachment "A" – photos

Timeline for Hallaert Enforcement Action:

Date	Action
July 21, 2016	Steve and Rebekah Hallaert applied for a DVP to build a shop that exceeded the permitted lot coverage on their property at 5317 45A Street
September 6, 2016	Council authorized advertising of Notice of Intent that DVP No. 02-2016 would be considered on November 7, 2016
October 24, 2016	2016 Business License issued in error to Hallaerts
November 3, 2016	Murina and Justin Rowsell submitted a formal complaint about Hallaerts' trucking company
November 7, 2016	Colleen Simpson submitted a formal complaint about Hallaerts' trucking company
November 7, 2016	Application for DVP No. 02-2016 was withdrawn by the applicants
November 25, 2016	Director of Engineering & Public Works wrote Hallaerts advising their property was not zoned for a trucking company and including a list of available industrial lots where the company could be transferred, and asked to be advised what their decision would be.
January 10, 2017	Director of Engineering & Public Works wrote Hallaerts via registered mail advising he had not heard from them, and advising that if he did not hear from them in 10 days, enforcement action would begin.
February 17, 2017	Director of Engineering & Public Works wrote Hallaerts via registered mail advising that the 2016 business license had been issued in error, as a trucking company was not a permitted use on RU2 (Rural Residential) property; again provided a list of available industrial lots. Issued a deadline of April 28, 2017 to comply.
March 31, 2017	Director of Corporate Administration emailed Hallaerts to advise of the Council report re: further enforcement placed on the April 3, 2017 Council Agenda
April 3, 2017	Council report re: further enforcement considered as part of the April 3, 2017 Council Agenda: received for information



8.0 RURAL 2 (RU2)

8.1 Permitted Uses

1. The following uses and no others are permitted in the RU2 Zone:

Principal Uses

- i. Agricultural uses
- ii. Animal hospitals
- iii. Campgrounds
- iv. Hobby farms
- v. Horticultural, greenhouses, nurseries
- vi. Kennels
- vii. Livestock grazing (excluding feed lots)
- viii. Outdoor recreational facilities (excluding buildings of a commercial nature)
- ix. Single family dwellings

Accessory Uses

- i. Accessory buildings
- ii. Bed and breakfast accommodations
- iii. Home industries
- iv. Home occupations
- v. Farm garden stand
- vi. Secondary suites

8.2 Regulations

1. On a parcel located in an area zoned RU2, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which Column I sets out the matter to be regulated and Column II sets out the regulations.

COLUMN I	COLUMN II
.1 Maximum density	2 single detached dwellings per parcel or 1 duplex dwelling per parcel
.2 Maximum number of accessory buildings	3 per parcel
.3 Minimum parcel size	1.0 ha (2.5 ac)
.4 Minimum parcel width	20.0 m (65 ft)
.5 Minimum setback of principal building from: <ul style="list-style-type: none"> • Front parcel line • Exterior side parcel line • Interior side parcel line • Rear parcel line 	8.0 m (26 ft) 8.0 m (26 ft) 8.0 m (26 ft) 8.0 m (26 ft)



.6 Minimum setback of accessory building from: <ul style="list-style-type: none">• Front parcel line• Exterior side parcel line• Interior side parcel line• Rear parcel line	no closer than rear of building envelop 3.0 m (10 ft) 3.0 m (10 ft) 3.0 m (10 ft)
.7 Minimum principal building width	7.0 m (23 ft)
.8 Maximum building and structure height <ul style="list-style-type: none">• Principal building and structures• Accessory building	10.0 m (32 ft) 6.0 m (20 ft)
.9 Minimum building area for: <ul style="list-style-type: none">• Principal building	93.0 m ² (1,001 ft ²)
.10 Maximum floor area of accessory buildings: <ul style="list-style-type: none">• All accessory buildings combined	232.0 m ² (2,500 ft ²)
.11 Maximum parcel coverage (all buildings)	35%

8.3 Other Regulations

1. Where the use is not served by a community sewer system, the discharge of wastes will be to the satisfaction of Northern Health.
2. All buildings and structures used for kennels, the keeping of bees, horses, pigeons, poultry, sheep, or fur bearing animals for domestic purposes must be set back at least 25.0 m (82 ft) from any parcel line and at least 10.0 m (33 ft) from any dwelling.
3. The sale area for produce grown on the premises must not exceed 50m² (538 ft²).
4. All development must comply with all relevant District bylaws.

***See the General Regulations (Section 4.0) for additional regulations and exceptions. ***



HEIGHT means the maximum vertical distance measured from the grade level to the highest point of the building or structure, as shown in Figure 3.2.

HIGHWAY means a street; road, lane, bridge, viaduct and any other way open to the use of the public but does not mean a private right-of-way on private property.

HOME OCCUPATION means a small-scale occupation, profession or craft carried out entirely within the home or an accessory building or structure only by a resident of the principal dwelling. A home based business must be clearly incidental and accessory to the use of the dwelling for residential purposes, and produce minimal traffic (see General Regulations).

HOME INDUSTRY means a small scale industry carried out entirely within the home or an accessory building or structure only by a resident of the principal dwelling. A home industry must be clearly incidental and accessory to the use of the dwelling for residential purposes (see General Regulations).

HOUSEHOLD means:

- a) An individual or two (2) or more persons related by blood, marriage, or adoption sharing one (1) dwelling unit or
- b) Not more than five (5) unrelated persons sharing one (1) dwelling unit

JUNK YARD means an area outside of an enclosed building where junk, waste, used building materials, used industrial materials, scrap metal, used, discarded or salvaged materials are put, sold, exchanged, stored, baled, packed, disassembled, or handled. A junk yard will not be construed to include the arrangements for the sale, purchase, or storage of used furniture, used cars in operable condition or the processing of used, discarded, or salvaged materials as a minor part of a manufacturing operation.

KENNEL means any building, structure, compound, group of pens or cages or property, where three or more animals or reptiles are, or are intended to be cared for, bred, boarded or kept for any purposes whatsoever, excluding animal hospitals.

KEY-LOCK OR CARD-LOCK FUEL INSTALLATION FACILITY means a business which exclusively provides for the retail sales of automotive fuel to commercial enterprises or members of the public who have previously contracted for the right to purchase automotive fuel from the same on a self-serve basis.

LANE means a thoroughfare or way that affords only a secondary means of access to a parcel at the side or rear.

LANDSCAPE BUFFER means a landscaped or natural area intended to visibly separate and screen one use from another. This also refers to the use of vegetation and other screen or separation methods to separate non-farming and Agricultural Land Reserve land uses.

LANDSCAPING means a vegetated area and/or garden, or a combination thereof, which has a mix of ground cover, plants, shrubs and trees. Hard surface, such as stone, may also make up to a maximum of 30% of a landscaped area.

LAUNDROMAT AND DRY CLEANER means a coin operated laundry, drying, and dry cleaning facility.

LEAVE STRIP means a specified area of land and vegetation without buildings or structures immediately adjacent to a watercourse.



- iv. Business and professional offices other than a medical, dental or chiropractic office or veterinary practitioner
- v. Dressmaker, tailor or seamstress
- vi. Barber, beautician, dietician, massage therapist, operation of tanning booths or reflexologist
- vii. Pet grooming
- viii. Day care or pre-school for not more than 8 children

- 13. A home occupation will not generate the need for more than one additional on-site parking space.
- 14. A home occupation that is located wholly within a dwelling unit will not exceed an area of more than 10% of the dwelling floor area.

Home Industries

- 15. The following home industries and no others are permitted:
 - i. Welding shop
 - ii. Carpentry shop
 - iii. Repair of small scale appliances, mechanical equipment, and electronic instruments
 - iv. Metal working shop
 - v. Small scale automotive repair
- 16. A home industry that is located wholly within a dwelling unit will not exceed an area of more than 25% of the dwelling floor area.
- 17. A home industry will not generate the need for more than two (2) additional on-site parking spaces.

4.24 Secondary Suites

- 1. Secondary suites are only permitted in single family dwellings.
- 2. No more than one (1) secondary suite is permitted per principal dwelling.
- 3. A secondary suite shall not alter the residential character of a building.
- 4. A secondary suite shall occupy not more than 40% of the gross floor area of the principal dwelling.
- 5. A secondary suite will be a minimum of 40.0 m² (430 square feet) in size and a maximum of 75.0 m² (807 ft²) in size.
- 6. A secondary suite must meet all of the *BC Building Code* requirements and local regulations and Bylaws for a secondary suite, and an annual business license issued by the Bylaw Enforcement Officer shall be required.
- 7. A secondary suite shall be rented for periods of not less than one (1) month.
- 8. A secondary suite shall not be subdivided or strata titled.
- 9. One (1) additional parking space must be provided for each secondary suite. Such parking space shall be hard surfaced, dust free and conform with District Parking Regulations.

Home Based Business means any trade, business, profession, or other occupation carried on for remuneration in a dwelling unit, which is secondary to the principal residential use of the dwelling unit, and shall not be interpreted to include any of the following: barbershops and beauty parlors, commercial stables and kennels, real estate offices or restaurants.

Household means

- a) a person; or
- b) two or more persons related by blood, marriage, or adoption; or
- c) a group of not more than five persons, including boarders, who are related by blood, marriage, or adoption; or
- d) a combination of (b) and (c), provided that the total of the combination does not include more than 3 persons unrelated by blood, marriage or adoption; all living together as a single household using common cooking facilities. In addition, a household may also include one housekeeper or nanny.

Hotel or Motor Hotel means a building in which there are sleeping units wherein accommodation without private cooking facilities is provided, occupied or intended to be occupied temporarily by transient visitors, and which may have a public dining room or cafe. Each sleeping unit may be self-contained with its own bathroom with a water closet, wash basin and bath or shower.

Junk Yard means an area outside of an enclosed building where junk, waste, used building materials, used industrial materials, scrap metal, used, discarded or salvaged materials are put, sold, exchanged, stored, bailed, packed, disassembled, or handled. A junk yard shall not be construed to include the arrangements for the sale, purchase, or storage of used furniture, used cars in operable condition or the processing of used, discarded, or salvaged materials as a minor part of a manufacturing operation.

Kennel means any building, structure, compound, group of pens or cages or property, where three or more animals or reptiles are, or are intended to be cared for, bred, boarded or kept for any purposes whatsoever, excluding animal hospitals.

Key-lock or Card-lock Fuel Installation Facility means a business which exclusively provides for the retail sales of automotive fuel to commercial enterprises or members of the public who have previously contracted for the right to purchase automotive fuel from the same on a self-serve basis.

Landscaping means the planting of lawns, shrubs, and trees and the addition of fencing, walks, drives, or other structures or materials as used in landscape architecture.

Leave Strip: means a specified area of land and vegetation without buildings or structures immediately adjacent to a watercourse, measured from the natural boundary, which is generally to remain in an undisturbed state, except for works such as necessary public works, public paths and walkways and creek restoration. Leave strips on private property may be included in any required yard.

3.5 PARKS AND OPEN SPACE USE

Parks and open space may be located in any zone.

3.6 PARKING AND STORAGE IN RESIDENTIAL ZONES

No commercial vehicle, truck, bus, contractor's equipment, dismantled or wrecked automobiles, boat, trailer or any other similar vehicle, craft, or equipment shall be parked or stored in the open in any residential zone, except the following:

- a) one unloaded truck or commercial vehicle not exceeding 10.0 m in length including any trailer;
- b) trucks, commercial vehicles, or equipment required for the construction repair, servicing or maintenance of the premises when parked during normal working hours;
- c) one boat or vessel not exceeding 10.0 m in length; or
- d) one trailer or motor home not exceeding 10.0 m in length.

3.7 ACCESSORY BUILDINGS

Notwithstanding the other provisions of this bylaw, in all residential zones, accessory buildings shall be permitted provided that they are:

- a) except for attached carports or garages, placed no nearer than the rear wall of the principal building to the front lot line;
- b) placed at least 1.5 m from any rear lot line and no closer than 3.0 m to any building including those on an adjoining lot, where no lane is provided;
- c) placed at least 1.0 m from any rear lot line, where a lane is provided;
- d) in the case of carports or garages opening onto a lane, at least 2.0 m from any such lane;
- e) sited so as to have the same side-yard from any flanking street as the principal building, provided that the principal building conforms to the minimum setback requirements as set out in this bylaw or a minimum side-yard setback of 3.0 m.

3.8 HOME BASED BUSINESS

- a) A Home Based Business as an accessory use shall be permitted in R and RR zones provided that:
 - i) a home based business shall only be conducted within a principal building and no exterior storage or operation of the home based business shall be permitted;

- ii) no variation from the residential character and appearance of land or buildings shall be permitted and no external structural change to any principal building or structure for the purpose of accommodating a home based business shall be permitted;
 - iii) no nuisance from noise, vibration, smoke, dust, heat, glare, electrical or radio disturbance shall be produced by the home based business and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home based business shall not adversely affect the amenities of the neighborhood; and
 - iv) the home based business shall not generate more than one client to the site at any given time.
- b) The home based business shall be conducted entirely by a resident of the dwelling unit and one employee.
 - c) The business shall not occupy a required parking space and no parking of commercial vehicles larger than 10.0 m in length on or about the site is allowed.
 - d) No more than 35% of the gross floor area (including basements) to a maximum of 40.0 m² of the dwelling unit is used.
 - e) No retail sales shall be permitted in a home based business.
 - f) One single non-illuminated sign, not to exceed 0.2 m², may be erected on the property.
 - g) When a home based business involves the cutting and wrapping of wild game, it shall satisfy all requirements of the *Health Act*, including the submission of a record of the number and types of animals processed on an annual basis to the local Medical health Officer and the Ministry of Environment.
 - h) A home based business shall not be interpreted to include barbershops and beauty parlors, commercial stables and kennels, real estate offices, and restaurants.

3.9 PROJECTIONS INTO REQUIRED YARDS

Notwithstanding the other provisions of this bylaw, the following features may project into a required front, side, or rear yard:

- a) steps, fireplaces, balconies, and awnings provided that such projections do not exceed 1.2 m, nor are closer than 1.5 m to the lot line;
- b) an uncovered patio, sundeck, or terrace which may be open or enclosed in any yard, subject to the fence height limitations as specified in this bylaw and are not closer than 1.5 m to the lot line. The provision of an awning or similar temporary covering for such terrace shall be permitted;

4.4.3 Regulations

- a) The **height** of buildings and structures shall not exceed 9.0 m or 2 storeys, whichever is the lesser.
- b) Each lot shall have an **area** of 1000 m² and a **width** of not less than 30.0 m. Except in the case of rowhousing, each rowhousing lot shall have an area of not less than 223 m² and a width of not less than 7.0 m.
- c) Maximum permitted **site coverage** shall be 35% of the site area, with a minimum building **width** of 6.0 m.
- d) **Useable open space** shall be provided on the lot at a ratio of not less than 4.5 m² for each dwelling in a grouphousing development.
- e) A **front yard** shall be provided of not less than 8.0 m for each dwelling unit.
- f) A **side yard** shall be provided of not less than 3.0 m for each unit.
- g) A **rear yard** of not less than 9.0 m shall be provided.
- h) The maximum **density** permitted in this zone shall not exceed 40 units/ha.
- i) All **accessory buildings** shall not exceed a combined maximum of 100 m² in area and a maximum height of 4.0 m.

4.5 **R-2A MEDIUM DENSITY RESIDENTIAL**

4.5.1 General Purpose

The general purpose of this zone is for residential development that presents a medium visual profile and contains a slightly lower density than R-2 district. Examples of such developments are fourplexes and townhouses.

4.5.2 Permitted Uses

- a) uses permitted in the R-1A and R-1B Zone and subject to the regulations contained therein
- b) grouphousing
- c) rowhousing
- d) accessory building and uses

4.5.3 Regulations

- a) The **height** of buildings and structures shall not exceed 9.0 m or 2 storeys, whichever is the lesser.

- b) Each lot shall have an **area** of 1000 m² and a **width** of not less than 30.0 m. Except in the case of rowhousing, each rowhousing lot shall have an area of not less than 223 m² and a width of not less than 7.0 m.
- c) Maximum permitted **site coverage** shall be 30%, with a minimum building **width** of 6.0 m.
- d) **Useable open space** shall be provided on the lot at a ratio of not less than 6 m² for each dwelling in the grouphousing development.
- e) A **front yard** shall be provided of not less than 8.0 m for each dwelling unit.
- f) A **side yard** shall be provided of not less than 3.0 m for each building.
- g) A **rear yard** of not less than 9.0 m shall be provided.
- h) The maximum **density** permitted on any lot in this district shall not exceed 25 units/ha.
- i) All **accessory buildings** shall not exceed a combined maximum of 100 m² in area, the combined total of all buildings shall not exceed 35% of the lot area, and to a maximum height of 4.0 m.

4.6 R-3 HIGH DENSITY RESIDENTIAL

4.6.1 General Purpose

The general purpose of this zone is for residential development that presents a high visual profile and contains more people per unit area than a medium density area. Examples of such developments are 3-storey walk up and elevator apartments.

4.6.2 Permitted Uses

- a) use permitted in the R-1A, R1-B, R-2, and R-2A Zones and subject to the regulations contained therein
- b) apartment buildings
- c) accessory buildings and uses

4.6.3 Regulations

- a) There are no restrictions on the **height** of buildings and structures within this zone.
- b) Each lot shall have an **area** of not less than 928 m² and a **width** of not less than 30.0 m.
- c) Maximum **site coverage** shall be 50%, with a minimum building **width** of 6.0 m.
- d) A **front yard** shall be provided of not less than 8.0 m in depth.

7.0 RURAL AND SPECIAL DISTRICTS

7.1 RR-1 HIGH DENSITY RURAL

7.1.1 General Purpose

The general purpose of this zone is to provide for rural residential uses and accessory uses on lots no smaller than 2.0 ha.

7.1.2 Permitted Uses

- a) animal hospitals
- b) bed and breakfast accommodation as regulated by Section 3.19
- c) campgrounds, subject to compliance with the campground regulations enacted pursuant to the *Health Act*
- d) churches
- e) home based businesses
- f) horticulture, greenhouses, nurseries
- g) kennels, the keeping of bees, horses, pigeons, poultry, sheep, or fur bearing animals for domestic purposes, provides that all buildings and structures used for such purposes, are located not less than 25.0 m from a property line and not less than 10.0 m from any dwelling
- h) livestock, grazing excluding feed lots
- i) mushroom growing provided that such use is not less than 30.0 m from any property line
- j) outdoor recreational facilities excluding buildings of a commercial nature
- k) small contractors, including loggers
- l) secondary suites
- m) temporary construction camps as per Section 3.22
- n) trade contractors
- o) up to a maximum of 2 single detached dwellings on the same lot
- p) accessory buildings and uses

7.1.3 Regulations

- a) The **height** of buildings and structures shall not exceed 11.0 m, or 2 1/2 storeys, whichever is the lesser in height.

3.5 PARKS AND OPEN SPACE USE

Parks and open space may be located in any zone.

3.6 PARKING AND STORAGE IN RESIDENTIAL ZONES

No commercial vehicle, truck, bus, contractor's equipment, dismantled or wrecked automobiles, boat, trailer or any other similar vehicle, craft, or equipment shall be parked or stored in the open in any residential zone, except the following:

- a) one unloaded truck or commercial vehicle not exceeding 10.0 m in length including any trailer;
- b) trucks, commercial vehicles, or equipment required for the construction repair, servicing or maintenance of the premises when parked during normal working hours;
- c) one boat or vessel not exceeding 10.0 m in length; or
- d) one trailer or motor home not exceeding 10.0 m in length.

3.7 ACCESSORY BUILDINGS

Notwithstanding the other provisions of this bylaw, in all residential zones, accessory buildings shall be permitted provided that they are:

- a) except for attached carports or garages, placed no nearer than the rear wall of the principal building to the front lot line;
- b) placed at least 1.5 m from any rear lot line and no closer than 3.0 m to any building including those on an adjoining lot, where no lane is provided;
- c) placed at least 1.0 m from any rear lot line, where a lane is provided;
- d) in the case of carports or garages opening onto a lane, at least 2.0 m from any such lane;
- e) sited so as to have the same side-yard from any flanking street as the principal building, provided that the principal building conforms to the minimum setback requirements as set out in this bylaw or a minimum side-yard setback of 3.0 m.

3.8 HOME BASED BUSINESS

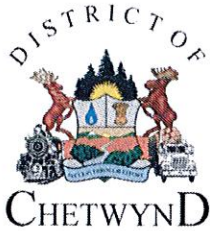
- a) A Home Based Business as an accessory use shall be permitted in R and RR zones provided that:
 - i) a home based business shall only be conducted within a principal building and no exterior storage or operation of the home based business shall be permitted;

- ii) no variation from the residential character and appearance of land or buildings shall be permitted and no external structural change to any principal building or structure for the purpose of accommodating a home based business shall be permitted;
 - iii) no nuisance from noise, vibration, smoke, dust, heat, glare, electrical or radio disturbance shall be produced by the home based business and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home based business shall not adversely affect the amenities of the neighborhood; and
 - iv) the home based business shall not generate more than one client to the site at any given time.
- b) The home based business shall be conducted entirely by a resident of the dwelling unit and one employee.
 - c) The business shall not occupy a required parking space and no parking of commercial vehicles larger than 10.0 m in length on or about the site is allowed.
 - d) No more than 35% of the gross floor area (including basements) to a maximum of 40.0 m² of the dwelling unit is used.
 - e) No retail sales shall be permitted in a home based business.
 - f) One single non-illuminated sign, not to exceed 0.2 m², may be erected on the property.
 - g) When a home based business involves the cutting and wrapping of wild game, it shall satisfy all requirements of the *Health Act*, including the submission of a record of the number and types of animals processed on an annual basis to the local Medical health Officer and the Ministry of Environment.
 - h) A home based business shall not be interpreted to include barbershops and beauty parlors, commercial stables and kennels, real estate offices, and restaurants.

3.9 PROJECTIONS INTO REQUIRED YARDS

Notwithstanding the other provisions of this bylaw, the following features may project into a required front, side, or rear yard:

- a) steps, fireplaces, balconies, and awnings provided that such projections do not exceed 1.2 m, nor are closer than 1.5 m to the lot line;
- b) an uncovered patio, sundeck, or terrace which may be open or enclosed in any yard, subject to the fence height limitations as specified in this bylaw and are not closer than 1.5 m to the lot line. The provision of an awning or similar temporary covering for such terrace shall be permitted;



COUNCIL AGENDA REPORT

DATE:	April 28, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Administration		
SUBJECT:	Rezoning – 5317 45A Street (Hallaert)		



PURPOSE: to bring forward a re-zoning application in relation to 5317 45A Street for Council review and consideration.

SUMMARY/BACKGROUND: Steve and Rebekah Hallaert have applied to amend permitted uses and/or re-zone certain lands in the RU2 zone to permit light industrial use of the lands noted in the attached application. The property in question is under review for an enforcement action order seeking compliance with the District of Chetwynd Zoning By-law.

PAST PRACTICE/PREVIOUS ACTION TAKEN: Council is in the process of determining whether to proceed with an enforcement order on the subject property to require compliance with the District’s Zoning By-law, through Court injunction. The Owners are seeking Council consideration to amend the zoning and/or expand permitted uses to allow the proponent’s small trucking operations.

RECOMMENDATION(S): the following recommendations are presented:

- a) That Council accept the application for rezoning from Steve and Rebekah Hallaert and suspend its direction to administration to proceed with an enforcement order seeking compliance with current District of Chetwynd Zoning By-laws relative to the subject property, or
- b) That Council reject the re-zoning application and return the application and application fees to the proponent, and proceed with the enforcement action.

SUBMITTED BY:  _____ Department Head	REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:  _____ Chief Administrative Officer
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SKYEBLUE

April 27, 2017

District of Chetwynd
Director of Corporate Administration

Dear Ms. Newsom,

RE: Proposed Amendment to District of Chetwynd Zoning Bylaw 1035, 2016

Pursuant to the current zoning controversy regarding the Hallaert Property on 5317 45A St, the following application for a Zoning Bylaw Amendment is hereby submitted for your review. This application is intended to expand the discussion of the Hallaert's land use to the broader scope of similar businesses operating within the District boundaries.

Per the Official Community Plan Bylaw 1030, Section 3.6 (4), one of the Council's priorities is to support and encourage local entrepreneurship and seek mechanisms that enable the development of small business in the community.

Through this open and due process, we are hopeful that a sustainable resolution of the issue of light industrial use by new and existing home based businesses within RU2 will provide clarity to all.

Best Regards,

Jody Watson, Principal
Skye Blue Solutions Inc.

13. Explain purpose of Application (including intended use): Rezoning is proposed to ensure the Hallaert's business can continue to operate, in compliance with zoning bylaw. No expansion of current business scale on property is proposed. Amendment to RU2 zoning (described above) proposed to help bring other home based businesses of similar nature in Chetwynd into compliance, and support this local industry.

14. Detailed Description of Application:

Attach two (2) Site Plans. Site plan should illustrate legal information, setbacks, parking, access, outer perimeter of buildings and structures, topographic features, water courses, proposed elevations, cross sections or relevant detail drawings.

No change or expansion of use of property is proposed. Property would continue to be utilized for limited use as a secondary location for a home based trucking business.

Onsite parking of no more than 4 large trucks/equipment at any time, for small business with up to three employees. Fencing (8') and large trees installed as visual/noise barrier along adjoining property lines, large shop installed for indoor maintenance of equipment. Working hours for outdoor maintenance activities limited to 6am-8pm. Single residence onsite for owners.

15. The following items are attached:

- Application Fee of \$500.00
- Application Fee of \$850.00 for a Combined Plan/Bylaw Amendment
- Current, date stamped State of Title Certificate
- Letter of Consent from the Owner (if the Applicant is not the Owner)

I/WE HEREBY DECLARE THAT THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS.

Dated this 27 day of April, 2017

Jody Watson
Print Name of Applicant


Signature of Applicant

Print Name of Applicant

Signature of Applicant



SKYEBLUE

LETTER OF APPOINTMENT

1.0 Appointee

Skye Blue Solutions Inc.
Box 2446, Chetwynd, BC V0C 1J0
(250) 556-5639

2.0 Purpose

Skye Blue Solutions Inc. has been retained to provide consulting services on behalf of the Owner, pertaining to applications, notifications, and other submissions as required to various agencies within the Province of BC.

The agency(s) for correspondence on behalf of the Owner will include (but not be limited to):

- Local Government (District of Chetwynd, Peace River Regional District)
- Agricultural Land Commission
- Ministry of Mines
- Ministry of Forests, Lands, and Natural Resource Operations

3.0 Term

The term of this appointment commenced in April 2017, and shall be considered ongoing until issuance of the document(s) requested from the agency(s) outlined in Section 2.0.

4.0 Owner(s)

Steven Hallaert, Owner
Rebekah Hallaert, Owner
Box 682, Chetwynd, BC V0C 1J0
(250) 788-5476

Steven Hallaert, Owner

April 27, 2017

Date

Rebekah Hallaert, Owner

April 27, 2017

Date



SKYEBLUE

May 3, 2017

Mayor and Council
District of Chetwynd
VIA Email: d-chet@gochetwynd.com

Dear Mayor and Council,

RE: Hallaert Property, 5317 45A St

This letter is respectfully submitted on behalf of Steve and Rebekah Hallaert, of 5317 45A St. The Hallaerts understand that the current controversy regarding their property and the use of their property to conduct business (Steve Hallaert Trucking Ltd.) has caused discussion regarding the enforcement of bylaws within the District of Chetwynd, and provide the following information for your reference when considering the matter.

The Hallaerts have resided in Chetwynd for over 40 years, buying their first lot on 45A St in March 2004, and second lot in 2007. Steve Hallaert Trucking began operating informally in 2006, and was incorporated in 2015. As the company was becoming established, the subject property was used as a base for trucks and trailers, with maintenance performed onsite. By 2015, Steve Hallaert Trucking employed three full-time employees, with maintenance and off-season duties performed onsite to keep employees working during periods of slowdown.

In the Summer of 2016, the Hallaerts submitted an application for a Development Variance Permit to facilitate the construction of a shop on the property. The shop was intended to enable indoor maintenance of trucks/trailers. It was at the time of this Permit application that the District of Chetwynd received complaints from the Hallaerts' neighbours regarding the presence of the business on the property.

While the perception of the property (based on the presence of the trailers, three trucks, backhoe, and general landscaping issues) may have led the District and neighbouring property owners to assume that no action has been taken, the Hallaerts hope to stress that they have been making significant efforts to minimize activity on the property. Following notification of the Zoning Bylaw infraction in November 2016, the Hallaerts took action to attempt to come into compliance:



- In November 2016, Steve Hallaert Trucking began renting a shop within the Chetwynd Industrial Park to perform maintenance, which also facilitates parking for one truck;
- The onsite dumpster was removed;
- The company downsized and one employee was laid off (although the company currently maintains two full-time employees);
- A backhoe onsite (used for maintenance of the property) will be moved promptly following project completion;
- Several trailers that remained onsite over the winter will be moving to an out-of-town property once the ground has dried (May 2017);
- One truck was given away;
- Trees and fencing options were priced out; and,
- Only three trucks remain based on the two Hallaert lots.

The property now serves as a secondary location for the business, with the mustering and majority of maintenance being performed from the Industrial Park. Steve Hallaert Trucking is currently able to sustain their two full-time employees with rental of a shop within the Industrial Park. Purchase of another property within the Industrial Park or outside of the District is not currently financially feasible, but will be considered as suitable land becomes available.

The Hallaerts understand that the issue of zoning compliance has fallen to the Council to resolve, but if this issue does not proceed to formal enforcement action, they commit to:

- significantly limiting any business activity onsite, including hours of outdoor maintenance,
- upgrading landscaping and visual layout of the property,
- installing both fencing and mature trees as visual/noise barriers along the adjoining property lines (in consultation with their neighbours and the District), and
- reinstating constructive communications with their neighbours.

Fencing and trees for visual/noise mitigation along the Hallaerts' property lines have been priced out, but the current lack of clarity on their ability to remain on this property has delayed a decision on whether to invest in these resources. The Hallaerts are willing to extend an offer to invest up to \$10,000 towards fencing and large trees along the adjoining property lines.

The Hallaerts hope to restore a positive relationship with their neighbours in the future, but express difficulty at this time in being able to communicate directly with them. They hope to emphasize that it is their desire to be able to continue to live and work within Chetwynd, and they are willing to coordinate with their neighbours and Council to resolve the issues.



In addition, the Hallaerts have applied to rezone the property to an amended RU2 designation, to encourage a broader discussion and consideration of expansion of the RU2 limits on truck parking and neighbouring fence height. Revising the RU2 restrictions would enable small and new trucking businesses, with a limited number of trucks and/or employees (2-4?), to be able to get started and operate within Chetwynd. A taller fence requirement (8'?) for these home-based businesses would also limit noise and visual impacts to neighbours. A zoning definition amendment would allow Council to encourage small business development within the District, while providing clarity on when they would be required to relocate their primary business location to the Industrial Park or out of town.

The Hallaerts express regret that this controversy has reached the Council under such hostile circumstances, and would like to appeal for understanding that the emotional impact of this degradation of neighbour relations has been severe; as such, their correspondence and demeanor may have been misconstrued as dismissive to the Council and their neighbours. The Hallaerts hope to be able to restart fresh communications with their neighbours and Council, moving forward in a positive and resolute manner.

Best Regards,

Jody Watson, Agent, Skye Blue Solutions Inc.
On behalf of Steve and Rebekah Hallaert

CC:

Carol Newsom (cnewsom@gochetwynd.com)
Doug Fleming (dfleming@gochetwynd.com)
Steve and Rebekah Hallaert (shtruckin@hotmail.com)

ENCL:

Letter of Appointment



SKYEBLUE

LETTER OF APPOINTMENT

1.0 Appointee

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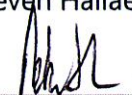
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- Agricultural Land Commission
- Ministry of Mines
- Ministry of Forests, Lands, and Natural Resource Operations

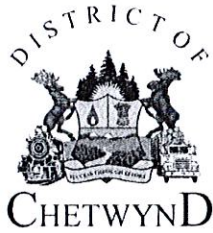
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4.0 Owner(s)

Steven Hallaert, Owner
Rebekah Hallaert, Owner
Box 682, Chetwynd, BC VOC 1J0
(250) 788-5476

	April 27, 2017
Steven Hallaert, Owner	Date
	April 27, 2017
Rebekah Hallaert, Owner	Date



COUNCIL AGENDA REPORT

DATE:	May 1, 2017	COUNCIL MEETING DATE:	May 15, 2017
DEPARTMENT:	Engineering & Public Works		
SUBJECT:	Building Permit Values		

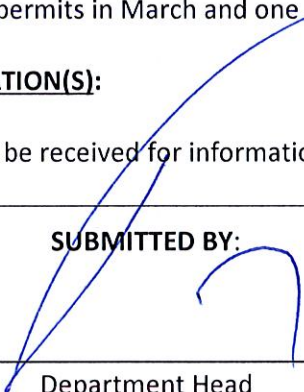

PURPOSE: To update Mayor and Council on the values of the building permits issued this year and to show a three year comparison.

2017 BUILDING PERMIT VALUES						
	Residential	Commercial	Industrial	Institutional	Monthly Totals	Permit Fees
January	\$100,000.00				\$100,000.00	\$675.00
February				\$2,200,000.00	\$2,200,000.00	\$0.00
March					\$0.00	\$0.00
April	\$3,000.00				\$3000.00	\$75.00
May						
June						
July						
August						
September						
October						
November						
December						
Year To Date	\$103,000.00	\$0.00	\$0.00	\$2,200,000.00	\$2,303,000.00	\$750.00

The Institutional Fee in February was for the new Arena Slab.
 There were no permits in March and one residential Permit in April for a sundeck.

RECOMMENDATION(S):

That the report be received for information

<p>SUBMITTED BY:</p>  <hr/> <p>Department Head</p>	<p>REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL BY:</p>  <hr/> <p>Chief Administrative Officer</p>
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