



REGIONAL DISTRICT OF BULKLEY-NECHAKO
SUPPLEMENTARY AGENDA
Thursday, June 18, 2020

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORT</u>	<u>ACTION</u>
2	John Illes, Chief Financial Officer -RFP – Purchase of Computers for ESS Program	Recommendation
	<u>ENVIRONMENTAL SERVICES REPORT</u>	
3-6	Alex Eriksen, Director of Environmental Services – Knockholt Landfill Phase 3B Development – Authorization to Proceed Using Prime Contractor Agreement	Recommendation
	<u>PLANNING</u>	
	<u>Bylaws for 3rd Reading and Adoption</u>	
7	Public Hearing Minutes – Rezoning Application A-08-19 (Penninga) 3rd Reading And Adoption – Bylaw 1907 & 1908 -Electoral Area “A” (Agenda Item pages 83-86)	Receive
	<u>Development Variance Permit Application</u>	
8-9	Development Variance Permit Application C-01-20 (Tschampa) Submission from Lisa Schlueter (Agenda Item pages 67-72)	Receive
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	



Regional District of Bulkley-Nechako SUPPLEMENTAL

To: Board of Directors
From: John Illes, Chief Financial Officer
Date: June 18, 2020
Re: RFP – Purchase of Computers for ESS Program

Recommendation (All/Directors/Majority):

That the Regional District enter into a contract with Microserve for the purchase of 71 Lenovo Thinkpad T14 computers and 71 HP printers as described in their submission for the quoted price of \$138,013.82 (including PST).

Background:

In collaboration with the member municipalities, the Regional District obtained a grant from UBCM for ESS equipment. This grant is included in the budget amendment. Part of the grant is to be used towards the purchase of computer equipment that will be supplied to each of the member municipalities' ESS teams.

Under the New West Partnership Trade Agreement, the best practice is to utilize B. C. Bid (an online platform to tender projects) for the purchase of all goods or services in excess of \$75,000.

An RFP was tendered utilizing B. C. Bid that opened on May 26, 2020 closed on June 9th. A total of 14 proposals were received with 9 of the proposals meeting the minimum quality.

In recognition of the competitive nature of the computer industry, details of the proposals are not included with this memo; however, all the proposals are available to be viewed by interested directors upon request.

The price ranges were from \$138,013.82 to over \$500,000 for proposals that met all the RFP requirements. The quote from the second-place proposal was \$151, 755.

No organizations within the Regional District submitted a proposal.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM



To: Chair Thiessen and Board of Directors
 From: Alex Eriksen, Director of Environmental Services
 Date: June 18, 2020
 Subject: Knockholt Landfill Phase 3B Development – Authorization to Proceed Using Prime Contractor Arrangement

RECOMMENDATION**(All/Directors/Majority)**

That the Board authorize staff to proceed with completion of the Phase 3B Development Project at the Knockholt Landfill with the RDBN assuming the role of Prime Contractor as authorized under Bylaw No. 1532.

And, that the Board approve an expenditure limit for completion of the Phase 3B Development Project of \$450,000.

BACKGROUND

The development of Phase 3 at the Knockholt Landfill was initiated in 2016. The Phase 3 area has been broken down into three distinct sub-phases of development (see attachments). Based on an assumed annual tonnage of 15,000 metric tonnes of waste landfilled per year, Phase 3A is projected to have a capacity of 7 years, Phase 3B – 6.7 years, Phase 3C – 18.7 years for a total Phase 3 lifespan of approximately 32.4 years. The filling of the sub-cells to completion will not occur sequentially, but rather the bases of the 3 cells will be developed and filled prior to vertical landfilling. Landfilling operations are currently taking place in Phase 3A (developed in June 2017). Phase 3B development was planned for 2021 but requires expansion in 2020 due to the additional material (cardboard) landfilled in 2019 and 2020.

Cost projections for Phase 3 Development at 2016 values were as follows (figures include engineering and quality assurance and quality control):

- Phase 3A - \$432,000 (Budget) - \$322,000 (Actual)
- Phase 3B - \$382,000
- Phase 3C - \$704,000

The development of Phase 3A was under budget as a result of stockpiled clay on site which reduced the cost.

KNOCKHOLT LANDFILL PHASE 3B EXPANSION

Phase 3B development was planned for 2021 but requires early expansion in 2020 due to the additional material (cardboard) landfilled in 2019 and 2020. The development of Phase 3B was originally included in the Environmental Services work plan for 2021 with a budget of \$450,000. This amount is now being re-allocated to 2020 as a proposed budget amendment.

The works to be completed in 2020 will entail the following:

- Completion of detailed design;
- Construction activities including soil removal, liner development and installation of leachate collection piping and aggregate, tipping pad development and the relocation of the main service road.

The Regional District has received approval from the Ministry of Environment to proceed with the development of Phase 3B of the Knockholt Landfill as outlined in the design brief provided by XCG Consulting Ltd. in May 2020. Construction activities are being geared up to begin on July 6, 2020.

PROPOSED PROJECT PROCESS

Staff are proposing to complete the Phase 3B Development Project at the Knockholt Landfill with the RDBN acting as the Prime Contractor as allowed in the RDBN Purchasing Policy Bylaw No. 1532. RDBN Environmental Services staff have successfully completed the development of Phase 3A and a number of other projects including landfill development and closure utilizing this approach. An advantage of this approach is that it ensures that local contractors will be hired to complete the works thereby providing local employment and keeping RDBN taxpayer dollars in the Regional District.

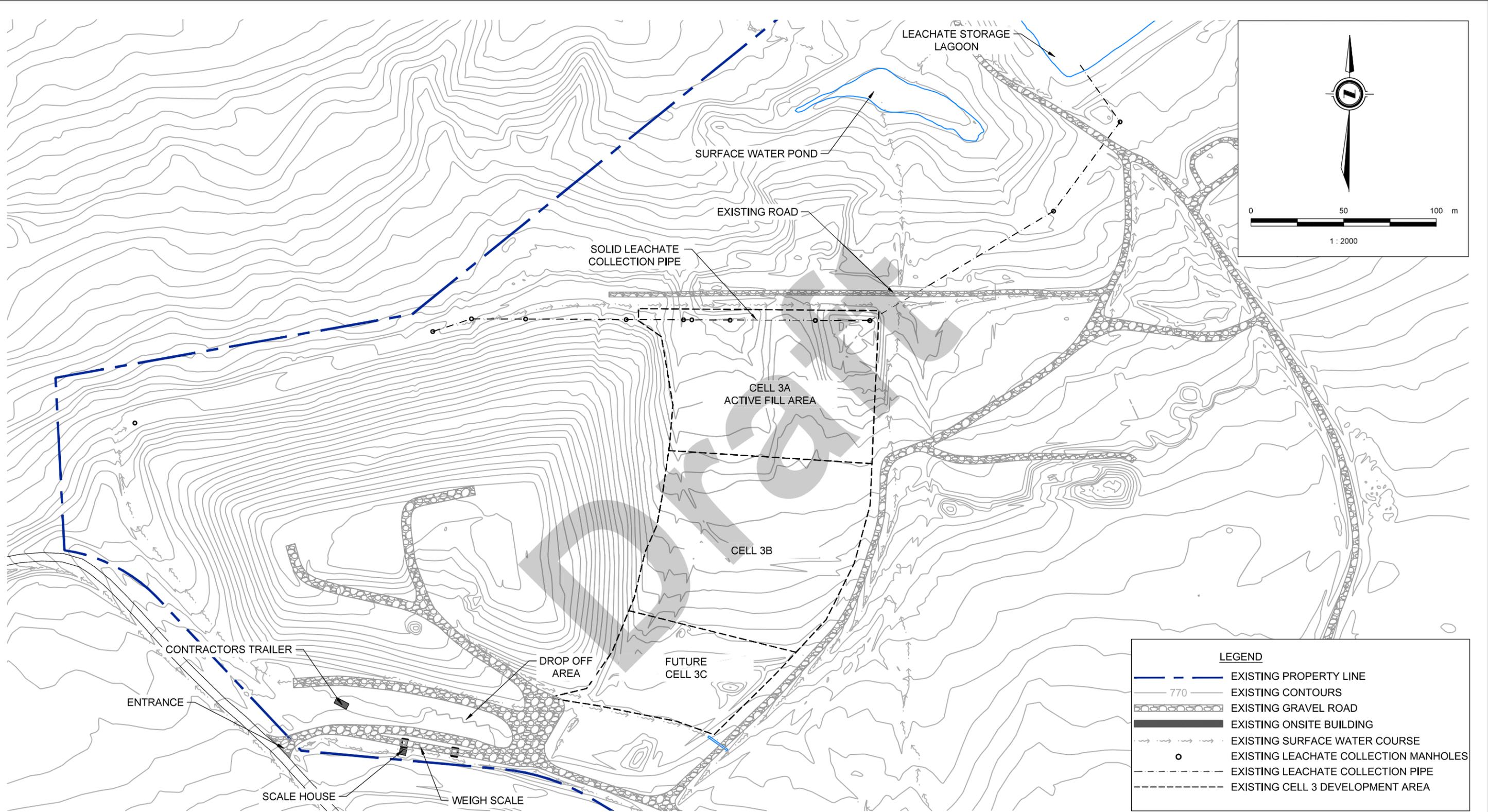
Staff are requesting that the Board proceed with the Phase 3B Development Project at the Knockholt Landfill with the RDBN acting as Prime Contractor. Further, staff are requesting that the Board approve an expenditure limit of \$450,000 for the Phase 3B Development Project.

ATTACHMENTS:

1. Figure 2 Knockholt Landfill Orthophoto
2. Figure 1 Phase 3 Development Plan



Figure 2. Knockholt Landfill May 1, 2020.



LEGEND	
	EXISTING PROPERTY LINE
	EXISTING CONTOURS 770
	EXISTING GRAVEL ROAD
	EXISTING ONSITE BUILDING
	EXISTING SURFACE WATER COURSE
	EXISTING LEACHATE COLLECTION MANHOLES
	EXISTING LEACHATE COLLECTION PIPE
	EXISTING CELL 3 DEVELOPMENT AREA

File: R422460113001C01.dwg

REVISIONS			
REV	DESCRIPTION	DATE	APPROVED
0	ISSUED FOR REVIEW	MAY 2020	T. KOLODZIEJ
1	ISSUED FOR REVIEW	JUNE 2020	T. KOLODZIEJ

CELL 3B - DETAILED DESIGN

KNOCKHOLT LANDFILL

REGIONAL DISTRICT OF BULKLEY-NECHAKO

VERIFY SCALE
 BAR IS 10 mm ON ORIGINAL DRAWING.
 0 10 mm
 IF NOT 10 mm ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

EXISTING CONDITIONS

Date: JUNE 2020	Location: BRITISH COLUMBIA	Rev: 1
Scale: 1 : 2000	4-2246-01-13	Sheet: C01

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
REPORT OF THE PUBLIC HEARING FOR BYLAWS NO. 1907 & 1908
May 25, 2020**

Report of the Public Hearing held at 7:00 p.m., May 25, 2020 in the West Fraser Room at the Smithers Municipal Office, 1027 Aldous Street, Smithers, B.C. regarding Bylaws No. 1907 and 1908.

Present: Mark Fisher, Chairperson
Jason Llewellyn, Recording Secretary
Jeremy Penninga, Agent

CALL TO ORDER: The meeting was called to order at 7:04 p.m.

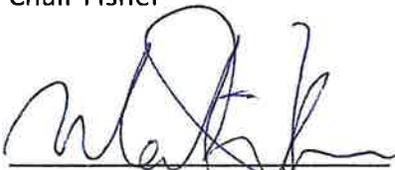
BUSINESS:

Chair Fisher Welcomed everyone to the public hearing and read a statement introducing the application and the public hearing process.

Chair Fisher Called for comments on Bylaws No. 1907 and 1908.

Chair Fisher Called for comments on Bylaws No. 1907 and 1908 three times.

Chair Fisher Closed the hearing at 7:10 p.m.


Mark Fisher, Chairperson


Jason Llewellyn, Recording Secretary

From: [Geraldine Craven](#)
To: [Planning](#)
Subject: FW: [EXTERNAL]: Variance Permit Application & Board meeting June 18, 2020 - please confirm receipt of this e-mail. Thanks.
Date: June 16, 2020 1:25:55 PM

Geraldine Craven
Administration Clerk/Receptionist

Regional District of Bulkley-Nechako
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FOR COVID-19 INFORMATION GO TO:

<https://www.rdbn.bc.ca/media-status-updates/covid-19-information>

-----Original Message-----

From: Schlueter, Erica MCF:EX [REDACTED]
Sent: Tuesday, June 16, 2020 1:10 PM
To: inquiries <inquiries@rdbn.bc.ca>
Subject: [EXTERNAL]: Variance Permit Application & Board meeting June 18, 2020 - please confirm receipt of this e-mail. Thanks.

Re: Development Variance Permit Application C-01-20:
Lot 11, District Lot 650, Range 5, Coastal District, Plan 8171

Dear Regional District Board,

I am writing on behalf of my mother, Lisa Schlueter, who owns the property located at 11204 Huffman Drive, Fort St. James; this property is next door to 11186 Huffman Drive (the property being considered for a Variance Permit). This matter is scheduled to be considered at the Regional District Board meeting on June 18, 2020. I have spoken with my mother and she has significant concerns about this proposed addition and does not support the current Variance Permit. My brother, Edgar Schlueter, and myself share my mother's concerns.

My mother has owned the property at 11204 Huffman Drive since 1981. The cabin located on my mother's property was built in 1982 and is situated near the property line adjacent to 11186 Huffman Drive. From viewing the application details online, I see that this is not clearly visible. The proposed addition would be located within a few feet from mom's cabin and deck.

With regard to the Variance property, the existing structure, as noted in the application, is 6.7 meters from the natural boundary of Stuart Lake. The rear wall of that existing structure is almost level with the front wall of mom's cabin, which was built in accordance with the standards required by the Regional District (15 meters). In multiple conversations with previous owners of 11186 Huffman Drive, we were of the understanding that the old existing structure on that property could not be significantly changed or added to. When they purchased the property, the current property owner should also have been made aware that the existing structure was not legal or built in line with current Regional District regulations and therefore knew when the property was purchased that there would be limitations with regard to any changes to that existing structure.

My mother's property would be the only property directly and negatively impacted by the proposed addition. The

proposed addition is larger than the original structure (it would be like adding a second cabin) and because that addition would be built only 6.7 meters from the natural boundary (instead of 15 meters), it would eliminate miles of our view of the lake and surrounding landscape in that direction. Currently we enjoy a view of the distant golf course, portions of the Fort St James town and of course the lake and mountains. This proposed structure would completely block that view. This proposed structure would also negatively impact our privacy as we spend time on our front deck. The reason we have a lake cabin is so that we can enjoy the view and the scenery and not have to look at the wall of our neighbour's house. And as an addition to that existing structure is not within the Regional District standards, we never considered this to be a possibility. As our view and privacy would be significantly deteriorated should the addition be built, my mother also has concerns that this would negatively impact her investment in her property value.

Over the years, we have seen significant changes in Luck Bay (Huffman Drive) with a number of new structures built over the years. Each structure appears to be built in accordance to the Regional District standards/rules as each dwelling appears to be 15 meters from the natural boundary of Stuart Lake. At least half of these dwellings, are near (or higher) in elevation as compared to the property at 11186 Huffman Drive and most have rock walls to prevent erosion (just as 11186 Huffman Drive). As our property and the properties of our nearby neighbours are built in accordance to Regional District standards, we expect that our new neighbours (and everyone else) also be required to adhere to those standards.

My mother (and myself, and my brother Edgar Schlueter) strongly oppose this application as it would be at the significant expense/detriment of our property. We have been there for thirty-eight (38) years and have always complied with Regional District rules/bylaws and have tried to be good neighbours. While I appreciate our new neighbours would like more living space, I am hopeful that they can come up with an alternate plan/proposal with the setback closer to the 15 meter limit, thereby not significantly and negatively impacting their neighbours.

If you require to contact my mother (as the property owner) in order to verify the contents of this letter, she can be reached at [REDACTED]

Sincerely,

Lisa, Erica and Edgar Schlueter
[REDACTED]

Email secured by Check Point