



District of Chetwynd Council Agenda

Date: October 19, 2015

Time: 4:30 p.m.

Place: Cottonwood Hall, Rec. Centre

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 held on September 8, 2015

M-2 Minutes of the Regular Council Meeting held on October 5, 2015

4. Delegations & Presentations

D-1 Talese Shilleto, Spectra Energy re: Jackfish Lake Expansion Project

5. Bylaws

B-1 "District of Chetwynd Tax Exemption Bylaw No. 1029, 2015" requires ADOPTION

6. Committee Reports and Liaison Reports

- CR-1 Regional District Report - Mayor Nichols
- CR-2 Community Improvements Committee Report - Councillor Galbraith
- CR-3 Finance Strategy Committee Report - Mayor Nichols
- CR-4 Health Services Committee Report - Councillor Pfanner
- CR-5 Public Works Committee Report - Councillor Brownlee
- CR-6 Water & Sewer Task Group Report - Councillor Weisgerber
- CR-7 Mayor's Report

7. Correspondence – Discussion

- CD-1 Letter from Chetwynd Chamber of Commerce dated October 5, 2015 re:
Northern Development Initiative Trust's Fabulous Festivals and Events Grant
- CD-2 Letter from Chetwynd Chamber of Commerce dated October 5, 2015 re: Love
Chetwynd Program
- CD-3 Letter from Chetwynd Chamber of Commerce dated October 7, 2015 re:
Councillor Liaison

8. Correspondence – Information

- CI-1 The Compass dated September 30, 2015
- CI-2 The Compass dated October 7, 2015
- CI-3 Email from Federation of Canadian Municipalities dated October 9, 2015 re: PCP
News - October 2015
- CI-4 Email from Canadian Federation of Independent Business dated September 30,
2015 re: Help Support Small Business Saturday this October 24

9. Correspondence – Information Items

- CII I-1 – I-5

10. Reports – Discussion

RD-1 Grant-In-Aid Requests - Chetwynd Public Library [*Finance*]

RD-2 Development Permit No. 03-2015 - Visitor Centre [*Administration*]

RD-3 Community Improvements Winter Lights - Adopt a Boulevard Sign Program
[*Economic Development*]

RD-4 Canadian Forest Products Ltd. - Development Permit No. 04-2015
[*Administration*]

11. Reports – Information

RI-1 September Accounts Payable Cheque List [*Finance*]

12. New Business

Nil

13. Public Question Period

14. Adjournment

Printable Version

Next Regular Meeting

Date: November 2, 2015

DISTRICT OF CHETWYND*Minutes of the Regular Council Meeting*

Date: September 8, 2015
Time: 4:30 p.m.
Location: Cottonwood Hall, Chetwynd & District Recreation Centre

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
P. Gordon, Director of Engineering & Public Works
R. Rusjan, Director of Parks & Recreation
D. Ennis, Deputy Director of Corporate Administration
(Recording Secretary)

Absent: Nil

Press: Robert Springett, CHET TV
Adetona Aboaba, Peace FM
Chris Newton, Peace FM

Public: Keith Maisey [Item D-1]
Daniel Dunn [Item D-2]
Gina Dunn [Item D-2]
Wanda Tremblay
Connie Campen
Audra Wright

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 Regular Council Meeting Agenda for September 8, 2015 be adopted as circulated.

CARRIED

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3. Minutes

M-1
Minutes of the
Regular
Council
Meeting

MOVED by Coun. Brownlee, SECONDED by Coun. Deck

THAT the minutes of the Regular Council Meeting held on August 10, 2015 be adopted as circulated.

CARRIED

4. Delegations and/or Presentations

D-1
Keith Maisey
re: Bylaw No.
932, 2010

Coun. Weisgerber declared a perceived conflict of interest with regard to her employment and left the meeting at 4:32 p.m.

Keith Maisey addressed Council, requesting an exemption from Zoning Bylaw No. 932, 2010 with respect to the shipping container located on his property at 5425 South Access Road for the following reasons:

- There are 30 – 40 trees along the driveway on the North side and the shipping container cannot be seen from the highway
- On the West side there are five spruce trees and a cherry blossom tree
- On the South side there are no residents for 10 miles
- Their house is on the East side
- The shipping container is parked on the 5,000 sq. feet driveway
- They are prepared to paint the shipping container with environmental colours, trees and flowers
- The shipping container has been on the property for three years
- One Bylaw does not fit all

Council thanked Mr. Maisey for his delegation to Council.

Coun. Weisgerber returned to the meeting at 4:40 p.m.

D-2
Daniel Dunn
re: Building
Permit Fees

Daniel Dunn addressed Council with concerns over his building permit for the single family residence under construction at 5217 41st Street NE, as follows:

- Was charged \$1195.00 for a building permit in June 2015
- Received an invoice for a revised construction value, resulting in an additional payment due of \$1300.00, at the end of August 2015
- Would like to see a set standard for building permit costs
- The self-reported value of the home submitted in June was \$380,000; redeclared value submitted in August is \$315,000

Council thanked Mr. Dunn for his delegation to Council.

D-3 Council received a letter dated September 2, 2015 from Juan and Maria Correa
Development requesting permission to construct temporary fencing on the property at 5216
Plans; Unsafe 47 Avenue and advising development is being planned after demolition of the
Structure – unsafe structure on the subject property.
5216 47

Avenue MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee

THAT Council instruct Administration to:

- a) Continue to work within Council's established timeline for demolition as adopted by Council at its August 10, 2015 Regular Council Meeting; and
- b) Advise the property owner and persons entitled to notice that plans for development of the property would be welcomed for review by the District but that the deadline for demolition of the unsafe structure located at 5216 47 Avenue continues to be September 28, 2015 as originally set by Council.

CARRIED

5. Bylaws

B-1 Sewage Treatment Plant Improvements Temporary Borrowing Bylaw No. 1027, 2015 was considered as Item RD-4 under the "Reports – Discussion" portion of this meeting.

B-2 Building Amendment Bylaw No. 1028, 2015 was considered as Item RD-9 under the "Reports – Discussion" portion of this meeting.

6. Council Committee and Liaison Reports

CR-4 Councillor Pfanner reported that the Health Services Committee met on August
Health 27, 2015 with representatives from Northern Health to discuss the system for
Services scheduling patient appointments in the Chetwynd Primary Care Clinic.

Committee
Report MOVED by Coun. Pfanner, SECONDED by Coun. Weisgerber

THAT Coun. Pfanner's verbal Health Services Committee Report, be received.

CARRIED

CR-6 Councillor Weisgerber reported that the Water & Sewer Task Group met on
Water & September 3, 2015 and recommended that Council direct Administration to
Sewer Task negotiate with the Peace River Regional District (PRRD) for an agreement to
Group Report provide domestic liquid waste disposal services for rural residents in exchange for a contribution toward improvements of the Sewage Treatment Plant (see Item RD-11).

MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee

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

CARRIED

CR-7
Mayor's
Report

Mayor Nichols submitted the following written Mayor's Report dated September 8, 2015:

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

- August 11: Health Services.
- August 18: Unveiling of Industrial Park sign.
- August 18: Proclamation of September as Disability Employment Month.
- August 18: Health Services.
- August 19: Meeting with Administration.
- August 19: Meeting re Dr. Sanjoy.
- August 20: PRRD Facilities Committee FSJ.
- August 20: PRRD Board FSJ.
- August 25: Civic Properties.
- August 26: Telephone call with Minister Fassbender's office.
- August 27: Meeting with Northern Health.
- September 2: Meeting with Steve Thomson, Minister of Lands.
- September 3: Meeting with Minister of Communities, Fassbender in Van.
- September 8: Meeting with Administration."

MOVED by Mayor Nichols, SECONDED by Coun. Deck

THAT Mayor Nichols' written Mayor's Report dated September 8, 2015, be received.

CARRIED

7. Correspondence – Discussion

CD-1 MOVED by Coun. Galbraith, SECONDED by Coun. Pfanner
***Naming of
Greenspace to THAT the email from Amy Meyer dated August 10, 2015 re: Naming of
Honour Albert Greenspace to Honour Albert and Pauline Flett, be received; and
and Pauline
Flett THAT Council refer this issue to the Community Improvements Committee for
consideration.

CARRIED***

CD-2 MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee
***Spectra
Energy re: THAT the letter from Spectra Energy dated August 6, 2015 re: Jackfish Lake
Jackfish Lake Expansion, be received; and
Expansion

 THAT Spectra Energy be requested to appear before Council as a delegation to
provide more information with respect to the proposed Jackfish Lake
Expansion Project.

CARRIED***

CD-3 MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee
***Tumbler
Ridge Global THAT the email from Tumbler Ridge Global Geopark Society dated August
Geopark 21, 2015 re: Request for Letter of Support, be received; and
Society re:
Request for THAT Council authorize a letter to be sent to Sue Kenny, Community Futures,
Letter of in support of the Tumbler Ridge Global Geopark.
Support

CARRIED***

CD-4 MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith

TransCanada THAT the email from TransCanada dated August 28, 2015 re: Request for
re: Request for Expression of Support, be received; and
Expression of
Support THAT Council authorize a letter to be sent to Jaimie Harding, Community
Relations Lead, in support of Coastal GasLink Pipeline's proposed projects and
the development of the LNG industry.

CARRIED***

- CD-5

Government of BC re: Call for Nominations
MOVED by Coun. Brownlee, SECONDED by Coun. Weisgerber
THAT the letter from the Government of British Columbia dated August 27, 2015 re: Medal of Good Citizenship -- Call for Nominations, be received; and
THAT Council provide name(s) of any nominees it may wish Administration to put forward for the British Columbia Medal of Good Citizenship.
CARRIED***
- CD-6
***13th
Annual BC Natural Resource Forum
MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee
THAT the invitation from MLA Mike Morris re: 13th Annual BC Natural Resource Forum, be received; and
THAT Council authorize the Mayor or alternate to attend the Premier's BC Natural Resource Forum in Prince George, BC on January 19 -- 21, 2016.
CARRIED***
- CD-7
***Minerals North 2016
MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee
THAT the email from Smithers Telkwa Organizing Committee dated August 17, 2015 re: Minerals North 2016, be received; and
THAT Council authorize the Mayor or alternate to attend Minerals North in Smithers, BC on May 18-20, 2016.
CARRIED***
- CD-8
***City of Port Coquitlam re: 35th Anniversary of Terry Fox Run Challenge
MOVED by Coun. Galbraith, SECONDED by Coun. Pfanner
THAT the letter from Greg Moore, Mayor of City of Port Coquitlam dated July 6, 2015 re: 35th Anniversary of Terry Fox Run Challenge, be received for information.
CARRIED***

8. Correspondence – Information

CI-1
Wastewater
Lagoon
Treatment
Facility
Upgrades
5340.05.01

MOVED by Coun. Weisgerber, SECONDED by Coun. Galbraith

THAT the letter from Ministry of Transportation and Infrastructure dated August 14, 2015 re: New Building Canada Fund -- Small Communities Fund (NBCF-SCF) Project #N20004 -- Wastewater Lagoon Treatment Facility Upgrades, be received for information; and

THAT Administration be instructed to provide a letter of thanks to the Provincial and Federal governments for the award to the District of the New Building Canada Fund -- Small Communities Fund (NBCF-SCF) in the amount of \$2,992,254.

CARRIED

CI-2
GCC
Communique
– Climate
Action
Recognition
Program
5280.08

MOVED by Coun. Brownlee, SECONDED by Coun. Deck

THAT the letter from Green Communities Committee dated July 29, 2015 re: GCC Communique on the Climate Action Recognition Program, be received for information.

CARRIED

CI-3
Community
Paramedicine
Program
0230.20.01

MOVED by Coun. Pfanner, SECONDED by Coun. Weisgerber

THAT the email from Community Paramedicine Initiative Committee dated August 25, 2015 re: Community Paramedicine Program, be received for information.

CARRIED

CI-4
UBCM -- The
Compass
0230.30.02

MOVED by Coun. Brownlee, SECONDED by Coun. Deck

THAT the Compass dated July 29, 2015, be received for information; and

CI-5
UBCM -- The
Compass
0230.30.02

THAT the Compass dated July 30, 2015, be received for information; and

CI-6
UBCM – The
Compass
0230.30.02

THAT the Compass dated August 12, 2015, be received for information; and

CI-7
UBCM – The
Compass
0230.30.02

THAT the Compass dated August 26, 2015, be received for information

CI-8
FCM -
Climate
Protection
Projects
5280.08

THAT the email from Federation of Canadian Municipalities (FCM) dated July 29, 2015 re: Survey: Tell Us About Your Municipality's Climate Protection Projects!, be received for information; and

CI-9
FCM –
Climate
Projection
Projects
5280.08

THAT the email from Federation of Canadian Municipalities (FCM) dated August 5, 2015 re: Final Reminder: Only 2 Days Left To Tell Us About Your Municipality's Climate Protection Projects!, be received for information; and

CI-10
FCM – Having
the Climate
Change
Conversation
0230.20.02

THAT the email from Federation of Canadian Municipalities (FCM) dated August 25, 2015 re: Webinar – Having the Climate Change Conversation: Tools and Techniques to Engage Council and the Community, be received for information; and

CI-11
CN in Your
Community
0510.20.05

THAT the letter from CN dated July 13, 2015 re: CN in Your Community (see Information Item I-3), be received for information.

CARRIED

9. Correspondence – Information Items

Information
Items I-1 – I-4
0550.02

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT Information Items I-1 - I-4 be received for information.

CARRIED

10. Reports – Discussion

RD-1 MOVED by Coun. Weisgerber, SECONDED by Coun. Pfanner

***Council

Meeting THAT the report dated August 11, 2015 re: Council Meeting Schedule
Schedule prepared by Administration, be received; and

THAT the Regular Council meeting schedule for the month of September, 2015
be revised to reflect that the September 21, 2015 Regular Council meeting has
been cancelled.

CARRIED ***

RD-2 MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski

***Grants-In-

Aid Requests THAT the report dated August 18, 2015 re: Grants-In-Aid Requests –
– Community Community Arts Council prepared by the Finance Department, be received;
Arts Council and

THAT the District of Chetwynd provide a Grant in Aid to the Chetwynd
Community Arts Council in the amount of \$4,000 as requested.

CARRIED***

RD-3 MOVED by Coun. Weisgerber, SECONDED by Coun. Galbraith

***Acquiring

Funds THAT the report dated August 18, 2015 re: Acquiring Funds Through Long-
Through Term Borrowing From the Municipal Finance Authority prepared by
Long-Term Administration, be received; and
Borrowing

From the

Municipal THAT Council approve Resolution No. DOC-MFA-2015-1 to borrow up to
Finance \$1,500,000 from the Municipal Finance Authority, as authorized through the
Authority District of Chetwynd Sewage Treatment Plant Improvements Loan
Authorization Bylaw No. 1020, 2015, 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.

CARRIED***

RD-4
***Temporary
Borrowing
Bylaw No.
1027, 2015 –
Sewage
Treatment
Plant
Improvements

MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith

THAT the report dated August 18, 2015 re: Temporary Borrowing Bylaw No. 1027, 2015 – Sewage Treatment Plant Improvements prepared by Administration, be received; and

THAT Council authorize “District of Chetwynd Sewage Treatment Plant Improvements Temporary Borrowing Bylaw No. 1027, 2015” to be introduced and given first, second and third readings.

CARRIED***

RD-5

Disposition of
Property at
5000 and 5060
North Access
Road

MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski

THAT the report dated August 18, 2015 re: Disposition of Property at 5000 and 5060 North Access Road prepared by Administration, be received; and

THAT Council provide direction with regard to further marketing of the District-owned property at 5000 and 5060 North Access Road.

CARRIED***

RD-6
***Unsafe
Structure – 41
– 4800 53
Street (MHP
Roll #27-514-
00435.000

MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee

THAT the report dated August 18, 2015 re: Unsafe Structure – 41 – 4800 53 Street (MHP Roll #27-514-00435.000) prepared by Administration, be received; and

THAT Council authorize the following:

WHEREAS Division 12 of Part 3 of the *Community Charter* (the “Charter”) authorizes Council to impose a remedial action requirement of the owner or owners of a building including a requirement to remove or demolish the building where: 1) Council considers that the building is in or creates an unsafe condition; 2) Council considers that the building contravenes the Provincial building regulations or a District of Chetwynd bylaw under Section 8(3)(1) [(buildings and other structures)]; and 3) Council declares the building is a nuisance;

AND WHEREAS Kenneth Bruce Wood is the registered owner (the “Owner”) of a building (the “Building”) known as 41 – 4800 53 Street, Chetwynd BC (MHP Roll #27-514-00435.000),

NOW THEREFORE, the Council of the District of Chetwynd, in open meeting assembled, resolves as follows:

1. THAT Council, having received a report from the Fire Chief dated July 28, 2015 hereby considers that the Building located at 41 – 4800 53

Street, Chetwynd BC (MHP Roll #27-514-00435.000) is in and creates an unsafe condition within the meaning of 73(2)(a) of the Charter, as a result of the Building being left vacant and not being maintained, and continuing to deteriorate.

2. THAT Council hereby declares that the Building is a nuisance, within the meaning of Section 74 (2) of the Charter, as Council considers the building to be so dilapidated and unclean so as to be offensive to the community.
3. THAT Council hereby requires pursuant to its remedial action powers under Part 3, Division 12 of the Charter that the Owner demolish and remove the Building no later than thirty (30) days after notice of this remedial action requirement under Section 77 of the Charter has been sent by the District of Chetwynd to the owner;
4. THAT the District of Chetwynd provide notice to the Persons entitled to notice under Section 77 of the Charter;
5. THAT the District of Chetwynd notify the Persons entitled to Notice under Section 77 of the Charter that they may request that Council reconsider the *Remedial Action Requirement* pursuant to Section 78 of the Charter by providing the District of Chetwynd written notice within 14 days of the date on which notice under Section 77 of the Charter was sent; and
6. THAT if any or all of the actions required by the *Remedial Action Requirement* are not completed by the date set out above, the District of Chetwynd may undertake any or all of the actions required by the *Remedial Action Requirement* at the expense of the Owner, as authorized by Section 17 of the Charter.

CARRIED***

RD-7
***Nuisance
Property –
4900 50th
Street

MOVED by Coun. Deck, SECONDED by Coun. Pfanner

THAT the report dated August 24, 2015 re: Nuisance Property – 4900 50th Street prepared by Administration, be received; and

THAT Council instruct Administration to establish a dialogue with Chetwynd Petroleums Ltd., Inc. No. 71662, the owner of the property at 4900 50th Street, and that nine months be provided to allow the owner to paint the fuel tanks (a nine-month period would end on June 8, 2016).

CARRIED

RD-8
***FortisBC
Community
Giving
Contribution

MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

THAT the report dated August 28, 2015 re: FortisBC Community Giving Contribution prepared by Administration, be received; and

THAT Council authorize Administration to nominate the Chetwynd Chamber of Commerce for a FortisBC Community Giving Contribution of up to \$15,000 for use in constructing a new walkway to allow safe access for community members, including those who are mobility-challenged, to view the Chainsaw Carving Competition.

CARRIED***

RD-9
***Building
Amendment
Bylaw No.
1028, 2015

MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee

THAT the report dated August 28, 2015 re: Building Amendment Bylaw No. 1028, 2015 prepared by Administration, be received; and

THAT Building Amendment Bylaw No. 1028, 2015 be introduced and given first, second and third readings.

CARRIED***

RD-10
***Dragon
Palace –
Development
Variance
Permit 01-
2015

MOVED by Coun. Deck, SECONDED by Coun. Galbraith

THAT the report dated September 1, 2015 re: Dragon Palace – Development Permit 01-2015 prepared by Administration, be received; and

THAT pursuant to Section 922 of the *Local Government Act*, Council give notice that it will be receiving an application at its October 5, 2015 Regular Council Meeting from Lai Wan Der (the Dragon Palace) for an addition to an existing building located at Lots A and B, DL 1813, Plan 26748 (5317 and 5309 South Access Road), requesting approval for Development Variance Permit No. 01-2015 for the:

- a) Reduction of the exterior side parcel line setback from 3 m to .95 m; and
- b) Reduction of interior parcel line setback from 2 m to 1.42, subject to consolidation of Lots A and B, Plan 26748, DL 1813.

CARRIED***

RD-11 MOVED by Coun. Weisgerber, SECONDED by Coun. Bassendowski
***Regional
District THAT the report dated September 3, 2015 re: Regional District Access to
Access to Chetwynd Water and Sewer Services prepared by Administration, be received;
Chetwynd and
Water and
Sewer THAT Council ratify the resolution adopted by the Water and Sewer Task
Services Group on September 3, 2015 to authorize Administration to negotiate an
 agreement with the Peace River Regional District which would include a
 contribution to Sewage Treatment Plant improvements in order to continue to
 provide domestic liquid waste services for rural residents.

CARRIED***

RD-12 MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski

Application THAT the report dated September 8, 2015 re: Application for Renewal of
for Renewal of Licence of Occupation prepared by Administration, be received; and
Licence of
Occupation THAT Council support the application for renewal of Licence of Occupation
 814132 Tenure over Crown Land located at Sections 11 and 12, Township 78,
 Range 24, W6M (Motocross Park).

CARRIED***

11. Reports – Information

RI-1 MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith
Accounts
Payable THAT the report dated August 5, 2015 re: July Accounts Payable Cheque List
Cheque List prepared by the Finance Department, be received; and
1630.01
 THAT the cheque register for the month of July 2015 totaling \$4,642,290.58 be
 received.

CARRIED

12. New Business

Keith Maisey Coun. Weisgerber declared a perceived conflict of interest with regard to her
re: Bylaw No. employment and left the meeting at 5:40 pm.
932, 2010 –
See Item D-1 MOVED by Coun. Brownlee, SECONDED by Coun. Galbraith

 THAT Council instruct Administration to enforce Zoning Bylaw No. 932, 2010
 and instruct the owner of the property located at 5425 South Access Road to
 remove the shipping container from the subject property.

DEFEATED

MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski

THAT Council instruct Administration to initiate the process to file a *Community Charter* Section 57 notice in the land title office for Keith and Brenda Maisey's property at 5425 South Access Road with regard to the illegal structure (shipping container) located on that property.

CARRIED

Coun. Weisgerber returned to the meeting at 6:15 p.m.

Daniel Dunn
re: Building
Permit Fees –
See Item D-2

MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

THAT Council instruct Administration to charge Daniel and Gina Dunn a revised building permit amount for his single family residential home under construction at 5217 41st Street NE, based on Mr. Dunn's redeclared construction value of \$315,000 (subtracting previously paid permit fee of \$1,195 from the revised total of \$2,072, resulting in an outstanding balance of \$877).

CARRIED

13. Question/Answer Period

Wanda Tremblay and Connie Campen addressed Council regarding reducing the speed limit on 53rd Avenue SE legion Subdivision and the excessive speeds at which traffic travels on the road.

The Director of Engineering & Public Works responded that a speed reader board up was set on 53rd Avenue for several days.

Wanda Tremblay replied that the traffic did slow down while the speed board was there.

Coun. Pfanner responded that as the RCMP Liaison he will bring the issue forward to the RCMP and request the RCMP to enforce the speed limits.

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

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:46 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 September 8, 2015 in the Cottonwood Hall, Chetwynd & District Recreation Centre.

Carol Newsom
Director of Corporate Administration

DISTRICT OF CHETWYND

Minutes of the Regular Council Meeting

Date: October 5, 2015
Time: 4:30 p.m.
Location: Cottonwood Hall, Chetwynd & District Recreation Centre

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
 P. Gordon, Director of Engineering & Public Works
 R. Rusjan, Director of Parks & Recreation
 L. Kearns, Manager of Financial Services
 D. Ennis, Deputy Director of Corporate Administration
 (Recording Secretary)

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Absent: Nil

Press: Cole Papalazarou, Peace FM
 Marlon Gomez, CHET TV
 Naomi Larsen, Chetwynd Echo

Public: Ana Peasgood, Chetwynd Public Library [Item D-1]
 Fay Asleson, Chetwynd Public Library [Item D-1]
 Val Jenson, Chetwynd Public Library [Item D-1]
 Travis Peterson, Canfor
 Carmen Westgate, Simply Perfect Catering
 Sheree Smith
 Ron Millsap
 Terry Halliday

1. **Call to Order** Mayor Nichols welcomed Linda Kearns as the District of Chetwynd's new Manager of Financial Services to the meeting.

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 Regular Council Meeting Agenda for October 5, 2015 be amended to include the addition of Item B-3 District of Chetwynd Tax Exemption Bylaw No. 1029, 2015, and that the agenda be adopted as amended.

CARRIED

3. Minutes

M-1 Coun. Weisgerber requested a correction on the second motion under Item 12;
Minutes of the the revised September 8, 2015 Regular Council Meeting Minutes will be placed
Regular on the October 19, 2015 Regular Council Meeting Agenda for consideration.
Council
Meeting

M-2 MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

Minutes of the THAT the minutes of the Tax Sale held on September 28, 2015 be adopted as
Tax Sale circulated.

CARRIED

4. Delegations and/or Presentations

D-1 Ana Peasgood and Val Jenson, Chetwynd Public Library provided Council
Ana Peasgood with a brief presentation regarding Young@Heart55+ Seniors Program at the
and Val Public Library as outlined below:

Jenson,
Chetwynd
Public Library
re: 3rd Annual
Young@Heart
Seniors
Christmas
Dinner
7960.02

- Louise Knox, Victim Services explained how seniors can avoid being the victims of fraud
- First bus tour this year went to Tumbler Ridge to see Dr. Art Hister; next bus tour is on November 5th, to Grande Prairie shopping mall
- Tansi Friendship Centre held an Indian Taco Night
- October 1st was Senior Appreciation Day
- Library on location goes to eight locations for Seniors who can't get out
- Jocelyn Disher goes to Pine Valley Seniors to provide free computer courses
- The 3rd Annual Young@Heart55+ Seniors Community Christmas dinner is on December 16th from 12:00 p.m. - 2:00 p.m.; the cost is \$10.00 per plate and this includes a full dinner, coffee and dessert
- There will be seating for up to 150 seniors
- Requested that Council approve a grant of \$2,000 to assist with expenses for the Seniors Community Christmas dinner

Council thanked Ms. Peasgood and Ms. Jenson for the presentation.

5. Bylaws

- B-1
***Bylaw No.
1027, 2015
- MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski
- THAT Bylaw No. 1027, 2015 cited as the "District of Chetwynd Sewage Treatment Plant Improvements Temporary Borrowing Bylaw No. 1027, 2015" be ADOPTED.
- CARRIED***
- B-2
***Bylaw No.
1028, 2015
- MOVED by Coun. Weisgerber, SECONDED by Coun. Brownlee
- THAT Bylaw No. 1028, 2015 cited as the "District of Chetwynd Building Bylaw Amendment Bylaw No. 1028, 2015" be ADOPTED.
- CARRIED***
- B-3
***Bylaw No.
1029, 2015
- MOVED by Coun. Deck, SECONDED by Coun. Brownlee
- THAT Bylaw No. 1029, 2015 cited as the "District of Chetwynd Tax Exemption Bylaw No. 1029, 2015" be introduced and given FIRST, SECOND and THIRD readings.
- CARRIED***

6. Council Committee and Liaison Reports

- CR-2
Community
Improvements
Committee
Report
- Councillor Galbraith reported the following:
- The Committee received a request, referred by Council at its September 8, 2015 Regular Council meeting, to name the greenspace at the corner of 52nd Street and 47th Avenue (Cenotaph Park) after Albert and Pauline Flett; however, the Legion does not allow Cenotaph Parks to be renamed in any community. The Committee is considering other ideas to recognize veterans
 - Chetwynd Farmers Markets were very successful
 - Considered the suggested walkway in the Rodeo Subdivision but the proposed location is on private property
 - Reviewed the Winter Lights Events; some will be continued and some won't
 - Have received many positive comments on the new bridge on the Yellow Trail
 - Have received a request to remove the fence at Don Titus Park to make it more user friendly
 - More garbage bins will be placed downtown
 - Light has been installed on the hydro pole for chainsaw carvings
 - Bike racks were placed downtown
 - Baldy courtesy signage to be installed

MOVED by Coun. Galbraith, SECONDED by Coun. Bassendowski

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

CARRIED

CR-4
Health
Services
Committee
Report

Councillor Pfanner reported the following:

- Met with Northern Health at the Union of British Columbia Municipalities Convention (UBCM) in Vancouver last week and had discussions about health care in Chetwynd
- Provided a presentation at the Small Talk Forum at UBCM last week with Councillor Galbraith regarding the Medical Clinic; thank you to CHET TV for the excellent video

MOVED by Coun. Pfanner, SECONDED by Coun. Galbraith

THAT Coun. Pfanner's verbal Health Services Committee Report, be received.

CARRIED

Mayor Nichols commented that Councillor Pfanner's and Galbraith's presentation at the Small Talk Forum was excellent.

CR-7
Mayor's
Report

Mayor Nichols submitted the following written Mayor's Report dated October 5, 2015:

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

- September 9: Spoke to Works BC re Disabilities Month.
- September 17: Peace River Regional District in Dawson Creek.
- September 18: Met with Mike Bernier in Dawson Creek re tax structure and boundaries.
- September 20: Travel to UBCM (21-25).
- September 29: Civic Properties.
- September 30: Spoke with management of Chetwynd Mechanical Pulp re operational plans."

MOVED by Mayor Nichols, SECONDED by Coun. Pfanner

THAT Mayor Nichols' written Mayor's Report dated October 5, 2015, be received.

CARRIED

7. Correspondence – Discussion

- CD-1
***Chetwynd
Forest
Industries re:
Little Prairie
Community
Forest Trail
Closure
Notification
6240.20.06
- MOVED by Coun. Bassendowski, SECONDED by Coun. Galbraith
- THAT the letter from Chetwynd Forest Industries dated September 22, 2015 re Little Prairie Community Forest Trail Closure Notification, be received; and
- THAT Council provide direction to Administration with regard to trail closures or trail initiatives.
- CARRIED***
- CD-2
***The
International
Union of
Operating
Engineers
Local 115 re:
Site C Dam
and LNG
Development
0230.30.01
- MOVED by Coun. Pfanner, SECONDED by Coun. Brownlee
- THAT the letter from The International Union of Operating Engineers Local 115 dated September 15, 2015 re: Site C Dam and LNG Development, be received; and
- THAT Council direct Administration to invite the International Union of Operating Engineers Local 115 to appear before Council as a delegation.
- CARRIED***

8. Correspondence – Information

- CI-1
Chetwynd
Harvest
Festival
Committee
Thank You
0220.01
- MOVED by Coun. Pfanner, SECONDED by Coun. Bassendowski
- THAT the thank you card from Chetwynd Harvest Festival Committee, be received for information; and
- THAT Council direct Administration to send a letter of appreciation to the Chetwynd Harvest Festival Committee, congratulating them on hosting a very successful event and thanking them for their efforts on behalf of the community.
- CARRIED
- CI-2
Royal
Canadian
Legion –
Remembrance
Day
0230.50.09
- MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner
- THAT the letter from The Royal Canadian Legion Branch No. 258 received September 28, 2015 re: Wreath Order Form for Remembrance Day, be received for information.
- CARRIED

- CI-3
BCAP –
Ambulance
Service
0230.30.01
- MOVED by Coun. Galbraith, SECONDED by Coun. Deck
- THAT the letter from Ambulance Paramedics of British Columbia dated September 14, 2015 re: Downloading of Ambulance Service in the Making, be received for information; and
- THAT the local BC Emergency Health Services (BCEHS) be invited to appear before Council as a delegation to provide their position on municipalities utilizing firefighters as emergency medical responders, and to provide an update on the community paramedicine program currently underway in Chetwynd.
- CARRIED
- CI-4
BCYP – 87th
Parliament
5120.02
- MOVED by Coun. Brownlee, SECONDED by Coun. Pfanner
- THAT the letter from Youth Parliament of British Columbia Alumni Society dated September 8, 2015 re: British Columbia Youth Parliament, 87th Parliament, be received for information; and
- CI-5
UBCM – The
Compass
0230.30.02
- THAT the Compass dated September 2, 2015, be received for information; and
- CI-6
UBCM – The
Compass
0230.30.02
- THAT the Compass dated September 9, 2015, be received for information; and
- CI-7
UBCM – The
Compass
0230.30.02
- THAT the Compass dated September 16, 2015, be received for information; and
- CI-8
UBCM – The
Compass
0230.30.02
- THAT the Compass dated September 21, 2015, be received for information; and
- CI-9
UBCM – The
Compass
0230.30.02
- THAT the Compass dated September 22, 2015, be received for information; and

CI-9
UBCM – The
Compass
0230.30.02

THAT the Compass dated September 23, 2015, be received for information;
and

CI-11
UBCM – The
Compass
0230.30.02

THAT the Compass dated September 24, 2015, be received for information;
and

CI-12
FCM – 2016
Sustainable
Communities
Conference
0230.20.02

THAT the email from Federation of Canadian Municipalities (FCM) dated September 22, 2015 re: 2016 Sustainable Communities Conference – Where All Roads To Sustainability Meet!, be received for information; and

CI-13
FCM –
Webinar
0230.20.02

THAT the email from Federation of Canadian Municipalities (FCM) dated September 28, 2015 re: Webinar – The Role for Local Canadian Governments in COP21 and the International Climate Change Movement, be received for information.

CARRIED

9. Correspondence – Information Items

Information
Items
I-1 – I-10
0550.02

MOVED by Coun. Weisgerber, SECONDED by Coun. Pfanner

THAT Information Items I-1 - I-10 be received for information.

CARRIED

10. Reports – Discussion

RD-1
***Shipping
Container –
5425 South
Access Road

Coun. Weisgerber declared a perceived conflict of interest with regard to her employment and left the meeting at 5:00 pm.

MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

THAT the report dated September 14, 2015 re: Shipping Container - 5425 South Access Road prepared by Administration, be received for information.

Opposed: Coun. Bassendowski, Coun. Deck and Coun. Pfanner

DEFEATED

MOVED by Coun. Pfanner, SECONDED by Coun. Deck

THAT the report dated September 14, 2015 re: Shipping Container – 5425 South Access Road prepared by Administration, be received; and

THAT Council authorize that:

WHEREAS the owners of the property at 5425 South Access Road, Chetwynd BC have been notified of Council's intent to adopt this resolution and offered an opportunity to appeal to Council at this October 5, 2015 Council Meeting:

NOW THEREFORE pursuant to Section 57 of the *Community Charter*, the Corporate Officer is hereby authorized to file a notice in the Land Titles Office against the property located at 5425 South Access Road, Chetwynd BC, indicating that a Zoning Bylaw infraction exists on the subject property.

Opposed: Coun. Brownlee and Coun. Galbraith

CARRIED ***

Coun. Weisgerber returned to the meeting at 5:11 p.m.

RD-2

MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

Development
Variance
Permit
Application
No. 01-2015 –
Dragon Palace

THAT the report dated September 21, 2015 re: Development Variance Permit Application No. 01-2015 – Dragon Palace prepared by Administration, be received; and

THAT Council authorize the Corporate Officer to issue Development Variance Permit No. 01–2015 to Lai Wan Der dba The Dragon Palace to allow a:

- a) Reduction of the exterior side parcel line setback from 3 m to .95 m; and
- b) Reduction of interior parcel line setback from 2 m to 1.42 m

in order to construct an addition onto the existing restaurant located at Lots A and B, Plan 26748, DL 1813 (5309 and 5317 South Access Road), subject to consolidation of the two lots on the subject property.

CARRIED***

RD-3

Nomination to Peace Region Agreement Partnership Committee
0530.20.07

MOVED by Coun. Pfanner, SECONDED by Coun. Galbraith

THAT the report dated September 16, 2015 re: Nomination to Peace Region Agreement Partnership Committee prepared by Administration, be received; and

THAT Council endorse the appointment of District of Chetwynd Chief Administrative Officer Doug Fleming to the Peace Region Agreement Partnership Committee.

CARRIED***

RD-4

Application for Renewal of Sewer Right of Way Agreement Number 801645
2360.20.06

MOVED by Coun. Bassendowski, SECONDED by Coun. Deck

THAT the report dated September 28, 2015 re: Application for Renewal of Sewer Right of Way Agreement Number 801645, prepared by Administration, be received; and

THAT Council support the application for Sewer Right of Way Agreement Number 801645.

CARRIED***

RD-5

Revitalization Tax Exemption
1970.04

MOVED by Coun. Galbraith, SECONDED by Coun. Brownlee

THAT the report dated October 2, 2015 re: Revitalization Tax Exemption, prepared by the Finance Department, be received; and

THAT Council approve the application from Canadian Forest Products Ltd. for Revitalization Tax Exemption and authorize the Mayor and Corporate Officer to execute an agreement with Canadian Forest Products Ltd. on behalf of the District of Chetwynd, as per District of Chetwynd Revitalization Tax Exemption Bylaw No. 977, 2012.

Opposed: Coun. Deck and Coun. Pfanner

CARRIED***

11. Reports – Information

RI-1
Accounts Payable
Cheque List
1630.01

MOVED by Coun. Weisgerber, SECONDED by Coun. Deck

THAT the report dated September 8, 2015 re: August Accounts Payable Cheque List prepared by the Finance Department, be received; and

THAT the cheque register for the month of August 2015 totaling \$988,224.89 be received.

CARRIED

RI-2
Building
Permit Fees
0640.20.03

MOVED by Coun. Galbraith, SECONDED by Coun. Bassendowski

THAT the report dated September 29, 2015 re: Building Permit Fees prepared by Administration, be received for information.

CARRIED

The Chief Administrative Officer advised that, for comparison purposes, a building permit fee issued by the District of Chetwynd for a house valued at \$380,000.00 would be \$2,495.00.

12. New Business

Nil

13. Question/Answer Period

Sheree Smith asked how often the Bylaws are reviewed.

The Chief Administrative Officer responded that the Bylaws are reviewed as needed, usually when something requires a review of the Bylaw, but some Bylaws are reviewed yearly.

Sheree Smith asked if the application from Canadian Forest Products Ltd. for Revitalization Tax Exemption was approved.

Mayor Nichols responded that it was.

14. Adjournment

MOVED by Coun. Weisgerber, SECONDED by Coun. Deck

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:30 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 October 5, 2015 in the Cottonwood Hall, Chetwynd & District Recreation Centre.

Carol Newsom
Director of Corporate Administration

Chetwynd Municipal District | October 19, 2015

Jackfish Lake Expansion Project

Stephen Kurbis, Director, Transmission North
Talese Shilleto, Community Coordinator
Glenn Auger, Community Coordinator



Agenda

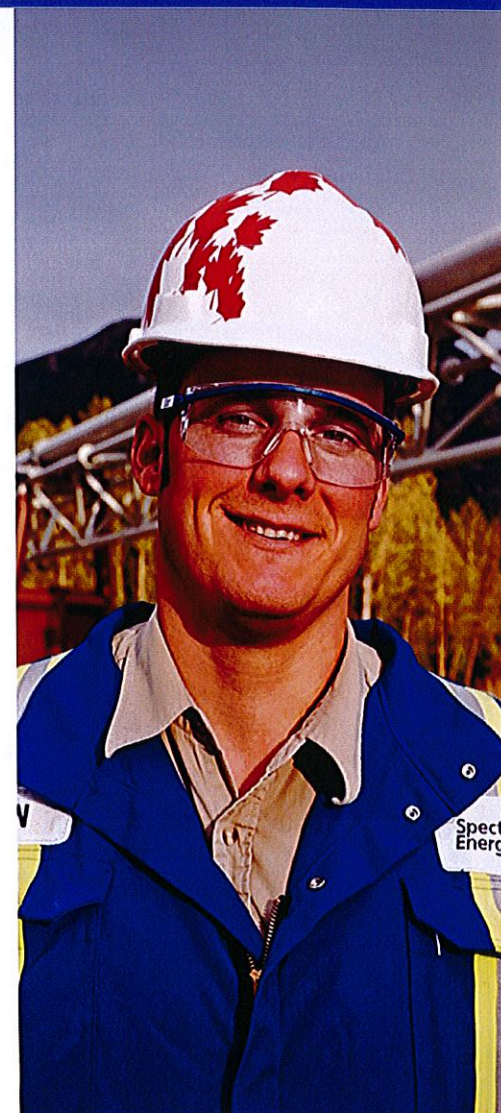
Spectra Energy in British Columbia

Jackfish Lake Expansion Project

Other Projects

Commitment to Community & Safety

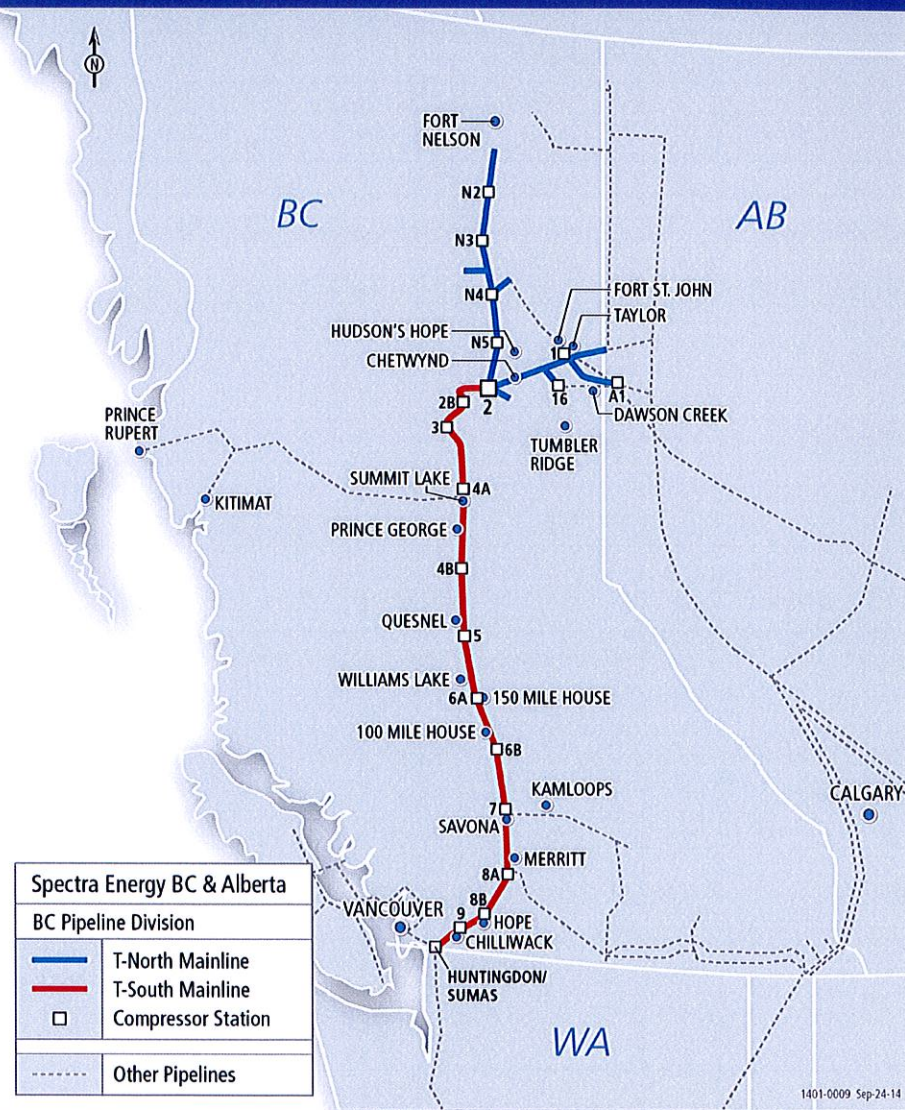
Q&A



Spectra Energy in British Columbia

- Owns and operates B.C.'s major natural gas transmission system
- Transports processed natural gas throughout B.C., Alberta and into the U.S. Pacific Northwest
- This gas is used for:
 - Heating homes, businesses, schools and hospitals
 - Electric power generation
 - Industrial and manufacturing processes

Today, ~55% of the gas produced in B.C. touches Spectra Energy's transmission system



Spectra Energy in B.C.

Nearly 60 years of experience in safely, reliably and responsibly constructing and operating natural gas gathering, processing and transportation facilities

Western Canadian Operational Snapshot

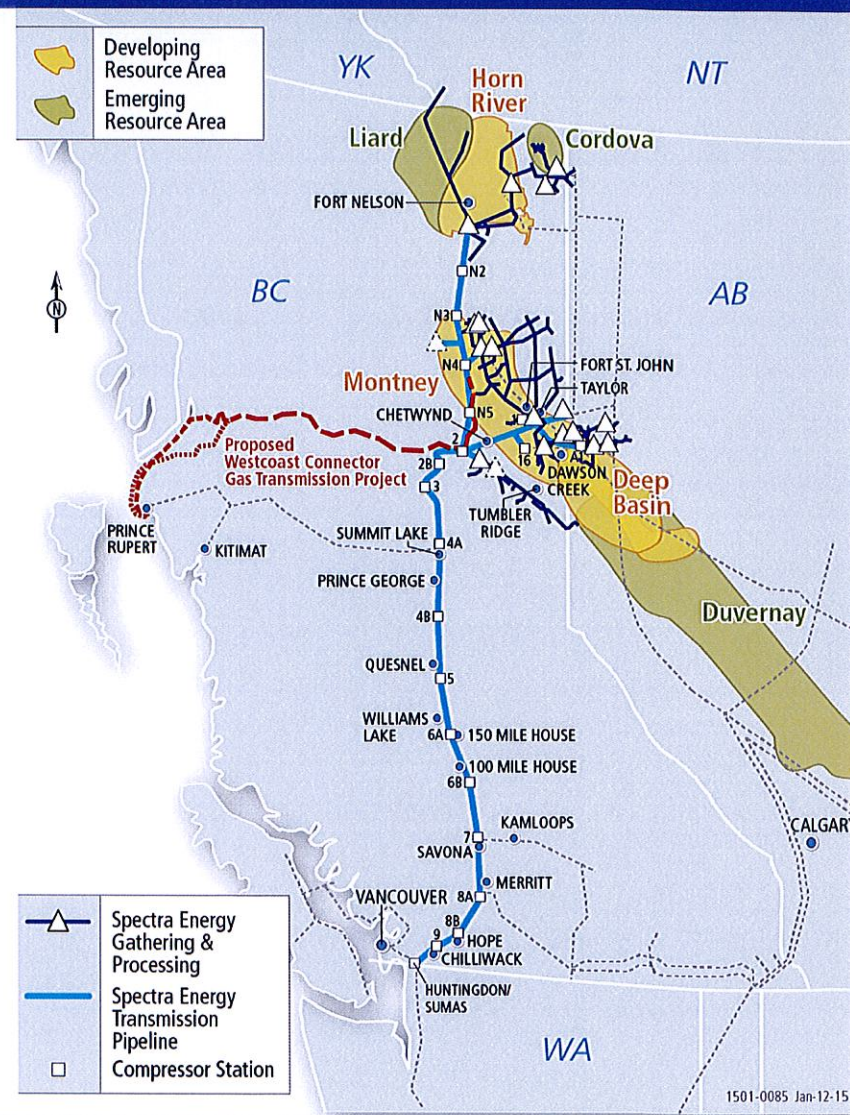
Gathering and Processing

| | |
|---------------------|-----------|
| Plants: | 19 |
| Capacity: | 3.7 Bcf/d |
| Gathering Pipeline: | 3,500 km |

BC Pipeline

| | |
|-----------|-----------|
| Pipeline: | 2,900 km |
| Capacity: | 2.9 Bcf/d |

Today, ~70 per cent of the gas produced in B.C. touches Spectra Energy's gathering, processing and transmission system



Jackfish Lake Expansion Project

Jackfish Lake Expansion Project

Purpose:

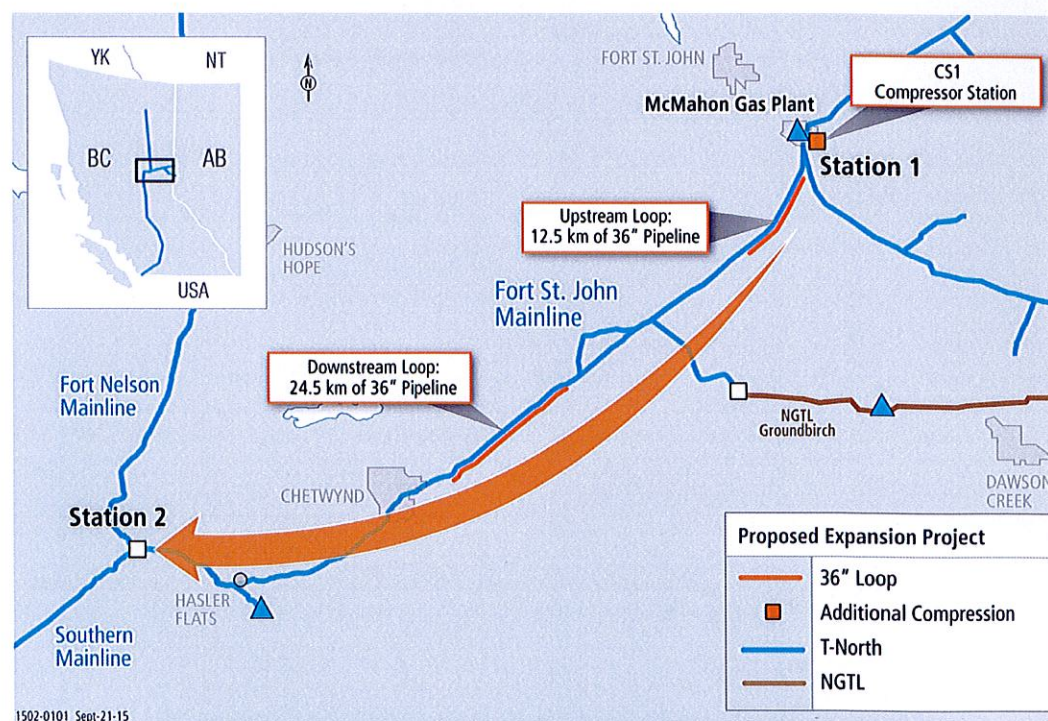
- Expand the natural gas transmission system from Taylor to Chetwynd
- Accommodate customer demand in a safe and reliable way

Project Scope:

- Add two 36-inch pipeline loops
- Add a new compressor unit to Compressor Station 1 to accommodate increased volumes of natural gas
- Modifications to Compressor Station 1 and Compressor Station 2
- Pipeline tie-ins
- Incremental transportation capacity: ~137.5 MMcf/d

Project Status:

- Work planned for 2015 and 2016
- Targeted in-service date early 2017



Both pipeline loops will run largely parallel to the existing pipeline system

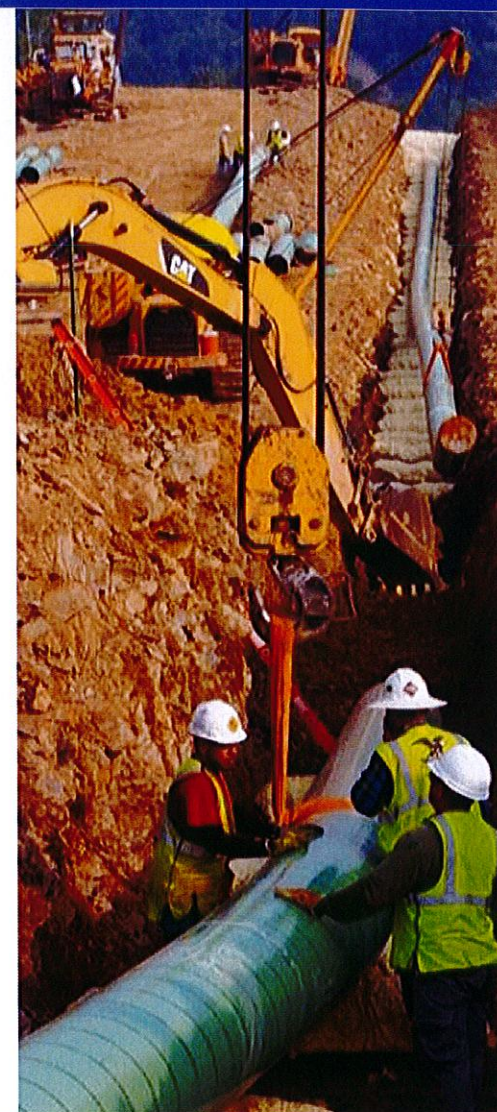
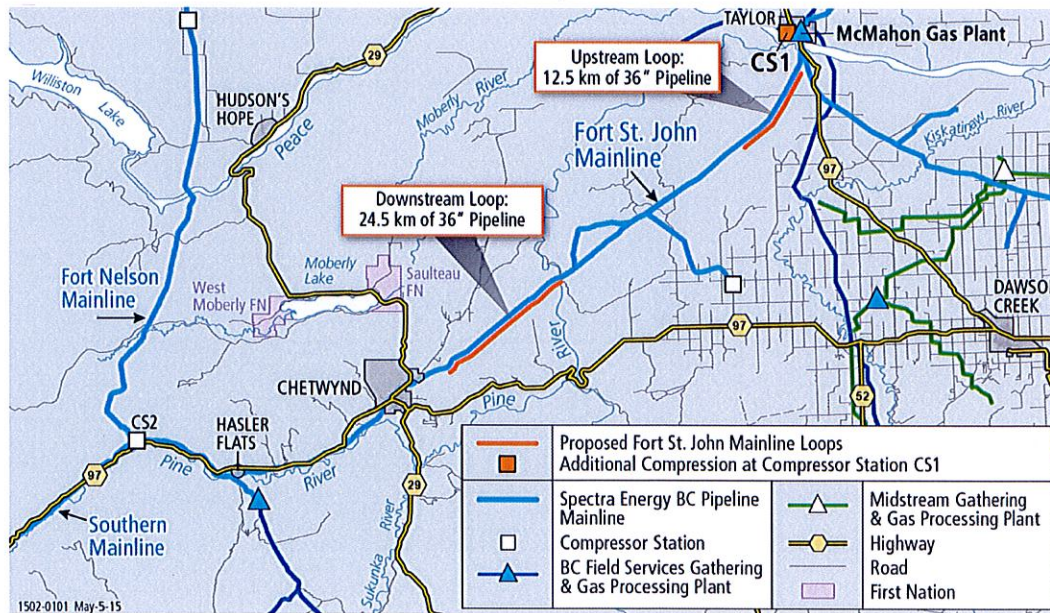
Pipeline Loops

Loop 1:

- Starts south of Taylor, on the south side of the Peace River
- Travels south for ~12.5 km

Loop 2:

- Starts at the west bank of the Pine River
- Extends ~24.5 km towards Chetwynd



Compressor Unit Addition

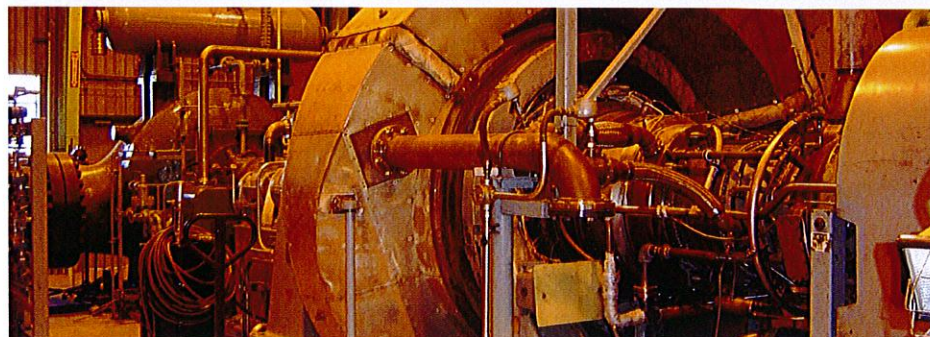
Scope:

- Adding a new compressor unit at Compressor Station 1 next to the McMahon Gas Plant in Taylor
- This unit will be state-of-the-art technology
 - Meet new lower regulatory and environmental emission requirements
 - Result in no additional impacts on the air shed in the area
 - Retrofits will be made to existing compressor units at this facility to lower emissions

Timeline:

- Unit installation completed mid-to-late 2016
- In-service scheduled for early 2017

Spectra Energy continuously looks for ways to decrease its environmental footprint



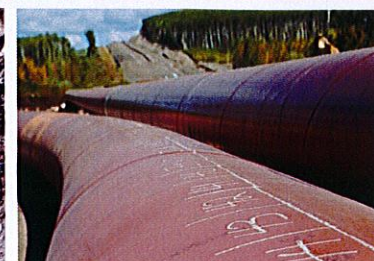
Project Benefits

Workforce Estimates

- Construction completed in about 7 months
 - 50 workers needed at project onset
 - 400 workers at project peak for about 1 month
 - Worker schedule: 12 days on/ 2 days off
- No work camps

Socio-economic Impacts

- Workers will use Chetwynd-area hotels and motels during construction of the downstream loop
- Peak construction activities will be timed to correspond with low occupancy periods
- Source local labour and expertise
- Encourage the use of local businesses



Local businesses and accommodation will be used for the duration of the project

Other Projects

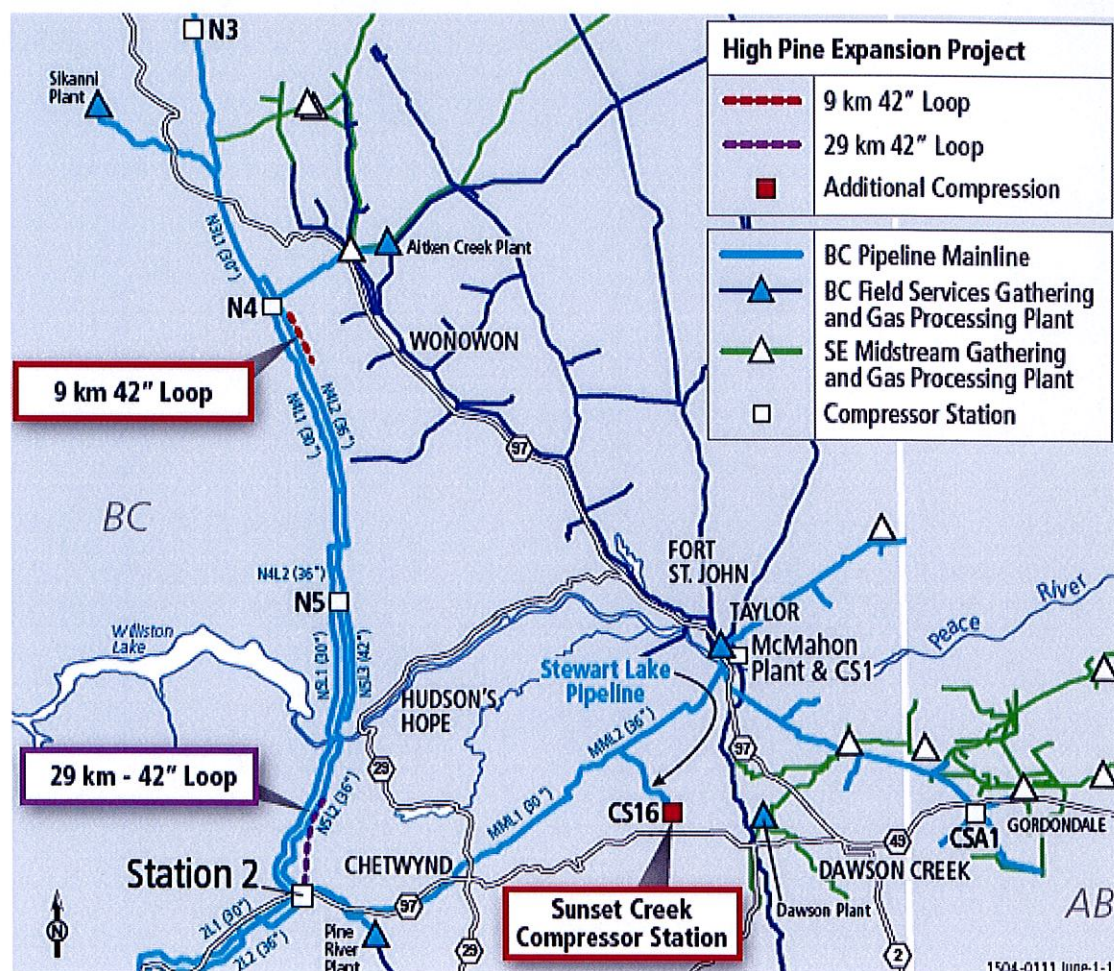
High Pine Expansion Project

Project Scope:

- Adding two 42-inch pipeline loops
- Adding a new compressor unit to the Sunset Creek Compressor Station
- Modifications to existing compressor stations
- Incremental transportation capacity: ~240 MMcf/d

Project Status:

- Work planned for 2016
- Targeted in-service date end of 2016



High Pine Expansion Project

Workforce Update

- It is anticipated that most of the construction workforce will be hired out of Fort St. John and Chetwynd areas
- 50 workers will be needed at the onset of pipeline construction
- 400 workers may be needed for a peak period of 1 month during pipeline construction
- Worker schedule: 12-hour days, 6 days on/ 1 day off

Proposed Construction Timetable

Upstream Loop

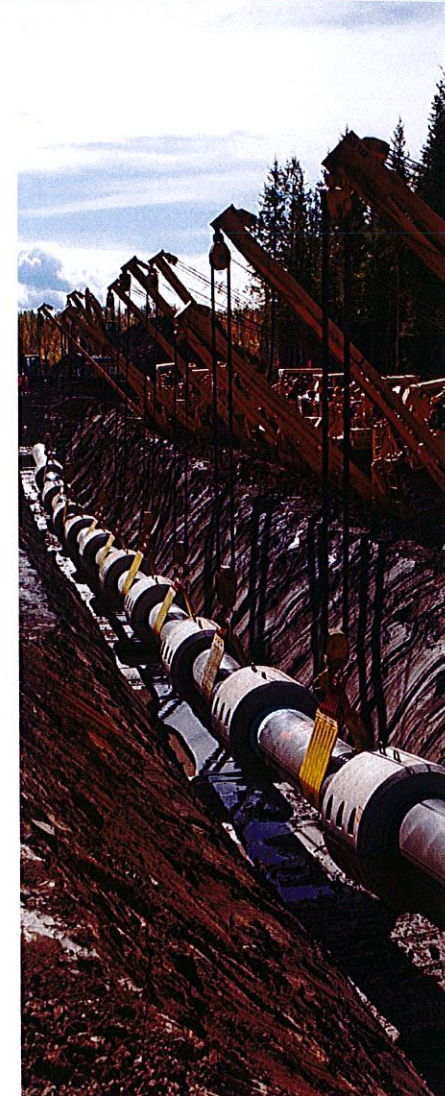
- Workers will use an existing work camp in the area for accommodation
- Construction schedule: May – Aug 2016

Down Stream Loop

- Workers will use Chetwynd area hotels and motels for accommodation
- Construction schedule: July – Oct 2016

Facility Work

- Construction schedule: May – Oct 2016
- 60 workers will likely be needed throughout the duration of the work
- 100 workers may be needed for a peak period of 1 month



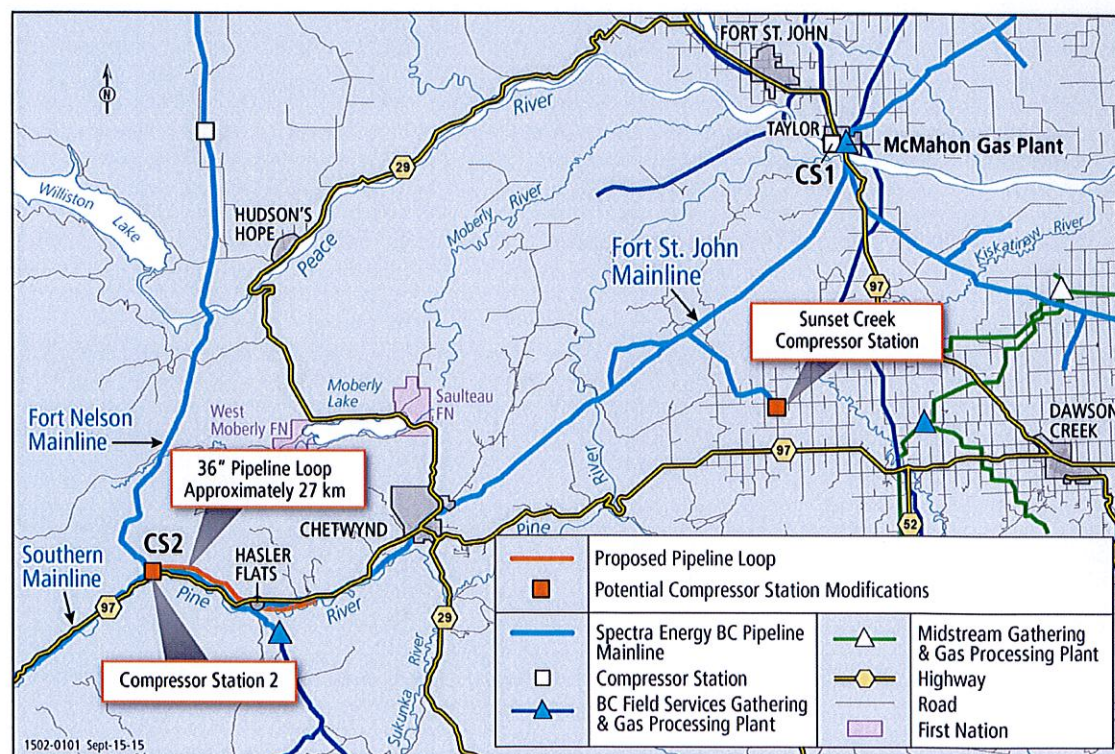
Wyndwood Pipeline Expansion Project

Proposed Project Scope:

- Adding a 36-inch pipeline loop
- The loop will be ~27 km in length
- Modifications to an existing compressor station
- Up to ~50 MMcf/d added transportation capacity

Project Status:

- Finalizing project scope
- Tentative in-service late 2017



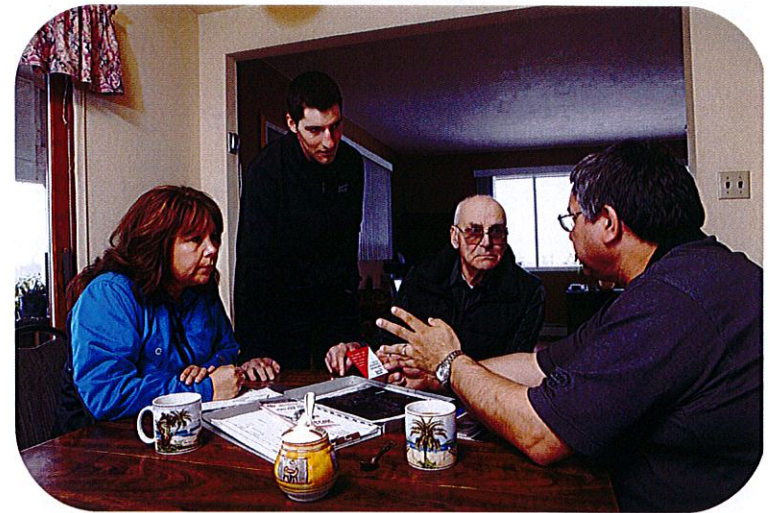
Commitment to Community & Safety

Commitment to Community & Safety

Safety is our highest priority. All of our projects are focused on protecting the public, the environment and local property, while maintaining a safe, efficient and reliable pipeline system.

Engagement Areas

- Meet with interested parties and groups to discuss project specifics
- Discuss pipeline staging areas
- Traffic management plans to minimize local disruptions
- Consult with First Nations on the project and pipeline routing
- Follow *all* prescribed environmental protection measures
- Be a partner of choice





Q&A

SE
LISTED
NYSE

SEP
LISTED
NYSE.

MEMBER OF
Dow Jones
Sustainability Indices
In Collaboration with RobecoSAM



DISTRICT OF CHETWYND**BYLAW NO. 1029, 2015**

Being a Bylaw of the District of Chetwynd to provide for
Exemption from Taxation

WHEREAS the *Community Charter* provides for Council to exempt certain properties from taxation on land and improvements;

AND WHEREAS the Council has adopted a policy to exempt Church improvements and up to two acres (.8015 ha) of the church site lands;

AND WHEREAS Council deems it in the public interest to exempt certain properties from taxation;

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

1. This Bylaw may be cited for all purposes as “Tax Exemption Bylaw No. 1029, 2015”.
2. The following lands and improvements are exempt from taxation under Section 220 for the taxation year 2016:
 - a) A portion of land, being two acres, and the improvements owned by the Church of Jesus Christ of Latter Day Saints, Folio # 514-01433.000, described as Lot 1, Plan 29072 of District Lot 482, Peace River Land District.
 - b) The land and improvements owned by the Church of The Nazarene, Folio # 514-00252.000, described as Lot 18, Plan 10186, District Lot 1814, Peace River Land District.
 - c) The land and improvements owned by the Chetwynd Congregation of Jehovah’s Witnesses, Folio # 514-01433.010, described as Lot 2, Plan 29072, District Lot 482, Peace River Land District.
 - d) The land and improvements owned by Pentecostal Assemblies of Canada, Folio # 514-00291.001, described as Lot 16, Plan 10202, District Lot 482, Peace River Land District, subject to R/W Plan 24099 and except Plan 25174.

- e) The land and improvements owned by Chetwynd Shared Ministry Society, Folio # 514-00719.001, described as Lot 1, Plan 24825, District Lot 398, Peace River Land District.
 - f) A portion of land, being two acres, and the improvements owned by The Roman Catholic Episcopal Corporation of Prince Rupert, Folio # 514-00008.000, described as a portion of Block D, District Lot 482, Peace River Land District, excluding Plans 18501, 20172, 29072 and PGP35575.
 - g) The land and improvements owned by Chetwynd Temple Society, Folio # 514-00365.000, described as Parcel A (U27227), Block 3, Plan 11989, District Lot 398, Peace River Land District.
 - h) The land and improvements owned by Chetwynd Fellowship Baptists Church, Folio # 514-00437.000, described as Lot 2, Folio # 514-00438.000, described as Lot 3, Folio # 514-00439.000 described as Lot 4 and 5, Folio # 514-00440.000 described as Lot 6, all of Block 2, Plan 15224, District Lot 398, Peace River Land District.
 - i) The land and improvements owned by the Little Prairie Christian Fellowship, Folio # 514-00126.000, described as Lot 12, Block E, Plan PGP8869, District Lot 1814, Peace River Land District.
3. The following lands and improvements are exempt from 100 percent taxation under Section 224 for the taxation year 2016:
- a) The land and improvements owned by the Tansi Friendship Centre Society, Folio # 514-00173.000, described as Lot 4, Block 3, Plan 9154, District Lot 398, Peace River Land District.
 - b) The land and improvements owned by the Tansi Friendship Centre Society, Folio # 514-01490.650, described as Lot 1, Plan PGP37406, District Lot 398, Peace River Land District.
 - c) The land and improvements owned by the Chetwynd Senior Citizen's Housing Society, Surerus Place, Folio # 514-00572.000, described as Lot 1, Plan PGP17255, District Lot 398, Except Plan 20928, & 25396, Peace River Land District.
4. The following lands and improvement are exempt from Class 8 taxation under Section 224 for the taxation year 2016:
- a) The land and improvements owned by the Royal Canadian Legion Chetwynd Pacific Branch No. 258, Folio # 514-00319.000, described as Lot 11, Plan 10927, District Lot 482, Peace River Land District.

5. The following lands and improvements are exempt from 80 percent taxation under Section 224 for the taxation year 2016:

- a) 80% of the land and improvements owned by (Chetwynd Communication Society), Folio # 514-00141.000, described as Lot 11, Block F, Plan 8869, District Lot 1991, Peace River Land District.

Read a First Time This 5th day of October, 2015.

Read a Second Time This 5th day of October, 2015.

Read a Third Time This 5th day of October, 2015.

Reconsidered and Adopted This day of October, 2015.

Director of Corporate Administration

Mayor

Certified a true and correct copy of
"District of Chetwynd Tax Exemption
Bylaw No. 1029, 2015" as adopted
this XXXX day of October, 2015.

Director of Corporate Administration

Report to Council
October 19, 2015

The following items occupied some of the Mayor's time since last reported:
Questions or comments?

- October 5: Community Improvements.
- October 6: Council meeting with Chamber Executive.
- October 6: UBCM debriefing with Council.
- October 7: PRRD at Tumbler Ridge.
- October 7: Supper with the Doctors.
- October 19: Meeting with PRRD re Sewer revitalization.
- October 19: Community Forest Board.



CD-1

Chetwynd Chamber of Commerce
PO Box 870, Chetwynd, BC V0C 1J0
Tel: 250-788-3345 Fax: 250-788-3655
E-mail: manager@chetwyndchamber.ca

October 5, 2015

District of Chetwynd
Box 357
Chetwynd, BC V0C 1J0

OPTIONS

1. Receive for information; or
2. **THAT Council support the Chamber of Commerce in its application for the Northern Development Initiative Trust's Fabulous Festivals and Events grant.**

Attention: Mayor & Council

Dear Mayor & Council,

The Chetwynd Chamber of Commerce is seeking a resolution that supports the Chetwynd Chamber of Commerce in their application to NDIT for the Fabulous Festivals & Events funding. The Chetwynd Chamber of Commerce feels that the Chetwynd International Carving Championship event is a unique festival and that this event generates revenue and attracts tourism to our community and region. Applications open on November 1st 2015 for the following year's event, the applicant must provide a copy of the resolution of support to Northern Development before a funding decision can be made. We look forward to your support.

Sincerely,

Tonia Richter
Executive Director
Chetwynd Chamber of Commerce
250-788-3345
manager@chetwyndchamber.ca

Carmen Westgate
President
Chetwynd Chamber of Commerce
250-788-3785
carmen.kibsey@gmail.com



Chetwynd Chamber of Commerce
 PO Box 870, Chetwynd, BC V0C 1J0
 Tel: 250-788-3345 Fax: 250-788-3655
 E-mail: manager@chetwyndchamber.ca

October 5, 2015

District of Chetwynd
 Box 357
 Chetwynd, BC V0C 1J0

Attention: Mayor & Council

Dear Mayor & Council,

The Chetwynd Chamber of Commerce is seeking the advancement of the one-time grant in aid Transition Grant in the amount of \$25000.00. The Chetwynd Chamber of Commerce is well into the program "Small Town Love" with and active Love Chetwynd website that has been up and running since September 2015. We hosted a workshop on September 15 with our NDIT team Renata King and Amy Quarry. It was at this event were we were told about many marketing initiatives that need to be in place before the launch party. These initiatives will be costing the Chamber and we would like to see the Transition Grant advanced to the Chamber.

We would also like to look at the future of Love Chetwynd, the Chetwynd Chamber of Commerce would like to form a partnership and continue on as the community champion. It seems to be a great fit for the Chamber and as explained by Renata and Amy from NDIT this program is funded annually and does not end on the launch date. They had commented that they would like to see a formal agreement in place with the Chamber and the Municipality and hopefully we can continue to work together in 2016 and into the future of the Love Chetwynd program.

Sincerely,

Tonia Richter
 Executive Director
 Chetwynd Chamber of Commerce
 250-788-3345
 manager@chetwyndchamber.ca

Carmen Westgate
 President
 Chetwynd Chamber of Commerce
 250-788-6360
 carmen.kibsey@gmail.com

OPTIONS

1. Receive for information; or
2. **THAT Council authorize a partnership to be formed between the District of Chetwynd and the Chamber of Commerce for the Love Chetwynd program, and that the Chamber of Commerce be appointed as community champion for this initiative.**

Advise
 12500
 Oct 7/2015
 SM



CD-3

Chetwynd Chamber of Commerce
PO Box 870, Chetwynd, BC V0C 1J0
Tel: 250-788-3345 Fax: 250-788-3655
E-mail: manager@chetwyndchamber.ca

October 7, 2015

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

OPTIONS

1. Receive for information; or
2. **THAT the Mayor appoint a Councillor to be a liaison on the Chamber of Commerce Board of Executives.**

Dear Mayor Nichols and Council;

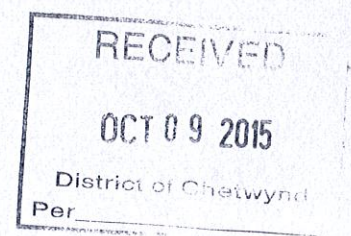
As per our discussion on October 7, 2015, The Chetwynd Chamber of Commerce would like request a councilor liaison representation at our monthly board meetings. Councilor Deck has put his name forward and we would be pleased to have him attend. The Chetwynd Chamber of Commerce staff and board feel that having the liaison present, it will allow the communication lines to be kept open and up-to-date for both the District of Chetwynd and Chamber of Commerce.

Our monthly board meetings are every third Thursday at noon at the Pomeroy Inn.

Please feel free to call or email me if you have any questions or concerns.

Tonia Richter
Executive Director
Chetwynd Chamber of Commerce
250-788-3345
manager@chetwyndchamber.ca

Carmen Westgate
President
Chetwynd Chamber of Commerce



From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: September-30-15 11:54 AM
To: d-chet Email Group
Subject: Asset Management Funding; AGLG Legislative Amendments; FireSmart Funding, Workshops

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



2016 Asset Management Planning Grants

A 2016 round of grant funding for the Asset Management Planning program has been confirmed. The intent of the program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. [Read more](#)

AGLG Legislative Amendments Introduced

Bill 36 - Auditor General for Local Government Amendment Act was introduced in the Legislature on September 28th, 2015. The provincial government signalled that legislative amendments would be introduced during the fall session when the report from the Independent Review was released in the spring. [Read more](#)

2016 UBCM Convention Hotel Block

The dust is just settling on the 2015 Convention, but some are already asking about accommodation for the 2016 Convention in Victoria. The 2016 Hotel Block opens at 9am on October 15th. UBCM partner hotels and their contact information will be available at that time.

New FireSmart Grant Program Launched

A new funding stream within the Strategic Wildfire Prevention Initiative will assist communities to develop or advance local planning efforts to mitigate risk from wildfire on private lands in the wildland urban interface. Fifty grants of up to \$10,000 each will be made available to local governments and First Nations under the 2016 SWPI FireSmart Grant program. [Read more](#)

FireSmart Community Workshops Wrap Up

The final Local FireSmart Representative Workshop will be held in the Coastal Fire Center in Burnaby, BC on November 17 & 18, 2015. [Read more](#)

FCM's CIPP Program: A New Way Forward

Need to save money on municipal services? Looking to build stronger relations with your neighbours? Join a growing number of First Nations and municipalities that are working together for the benefit of all through FCM's Community Infrastructure Partnership Program. [Read more](#)

UBCM Appointment Sought to Real Estate Foundation of BC

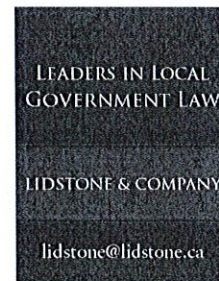
UBCM is currently looking to appoint a local elected official to the Board of

September 30, 2015



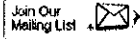
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Governors of the Real Estate Foundation of BC (REFBC) as a result of an Order in Council passed on June 8, 2015. [Read more](#)

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Union of BC Municipalities 60 - 10551 Shellbridge Way : Richmond BC : V6X 2W9 :
Canada

Lenora

From: Union of BC Municipalities <ubcm@ubcm.ca>
Sent: October-07-15 12:28 PM
To: d-chet Email Group
Subject: Huu-ay-aht join UBCM; Funding info; Policy updates on liquor, deer, wood stoves, small water systems; Solid waste webinars

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Huu-ay-aht Welcomed as Newest UBCM Member

UBCM welcomed its 196th member, Huu-ay-aht First Nations, into the association at the recent Annual Convention in Vancouver. [Read more](#)

Liquor Policy Working Group Update

In September 2015, the Local Government Working Group on Liquor Policy, co-chaired by UBCM and the Province, met to discuss recent changes in provincial liquor policy and the impacts on local government. [Read more](#)

Convention Evaluation

Your opinion matters to us! Please take a few minutes to fill out the UBCM Convention [evaluation](#) by Friday, October 16. All completed surveys will be entered into a draw to win an iPad mini.

Electronic Voting Devices



Have you returned your electronic voting device (EVD) used during the resolutions session at Convention? If not, please mail it to the UBCM [Richmond office](#). A \$60 invoice will be issued for unreturned EVDs.

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](#)

Province Responds to UBCM Urban Deer Recommendations

During the 2015 UBCM Convention, the Province provided a response to UBCM's recommendations on the management of urban deer. [Read more](#)

Regulatory Changes for Domestic Wood Heating

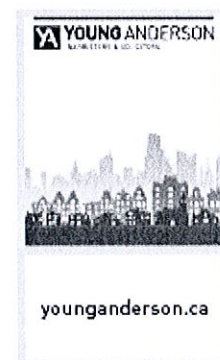
The Ministry of Environment has released a policy update describing proposed changes to the Solid Fuel Burning Domestic Appliance Regulation (SFB DAR), and is accepting comments on the proposal until mid-November. [Read more](#)

October 7, 2015



[Follow us on Twitter](#)

2015 UBCM Convention photos on [Flickr](#)



Solid Waste Management Plan Webinars

The Ministry of Environment recently released an intentions paper and online response form as part of the public consultation regarding proposed updates to the Guide for the Preparation of Regional Solid Waste Management Plans. [Read more](#)

Small Water Systems Update

The significance of small water systems challenges emerged both in forum agendas and provincial announcements at the 2015 UBCM Convention. [Read more](#)

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Union of BC Municipalities 60 - 10551 Shellbridge Way Richmond BC V6X 2W9
Canada

From: PCP Subscription <pcp.subscription@fcm.ca>
Sent: October-09-15 6:38 AM
To: Lenora
Subject: PCP News – October 2015

October 2015

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FCM

FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Partners for Climate
Protection News

IN THIS ISSUE

[COP21: How Canadian municipalities can tackle climate change at home and on the global stage](#)

[Milestone 5 success stories: How Pickering and Whitehorse achieved our highest distinction!](#)

[National report on community energy plan policies across Canada](#)

[Webinar recording: Climate action insights from small towns](#)

[Early bird registration for FCM's 2016 Sustainable Communities Conference!](#)

[Join PCP at the Quebec air and climate change symposium](#)

[PCP National Measures Report to be released in February 2016](#)



COP21: How Canadian municipalities can tackle climate change at home and on the global stage

The phrase 'Think globally, act locally' takes deeper meaning this fall, as all levels of governments from more than 190 countries gear up for the United Nations Summit on climate change, known as COP21, happening in Paris this December.

The goal of the summit is to discuss a new international agreement to reduce global greenhouse gas emissions and the impacts of climate change. It will apply to all countries — and municipalities. FCM along with other local government partners will attend to represent the voice of local government.

In the lead up to the summit, FCM and our member municipalities continue to be engaged in a range of activities and international discussions on the role of local governments in addressing climate change.

Here is a re-cap of some key events that took place over the summer and some ideas for how your municipality can get involved in the months leading up to, and beyond, the COP21 summit.

Join our webinar to learn what's planned for local governments at COP21!

[Register today for our October 21 webinar](#) and learn what is planned for COP21, with a focus on items of interest to local government. See how organizations like FCM will be participating.

Three ways you can showcase your municipality's action on climate change

Here are three ways you can showcase your municipality's climate change commitments and actions leading up to, and beyond, the COP21 Summit:

1. Report your community's climate activities on the [carbonn Climate Registry](#).
2. Submit your municipality's [milestone achievements](#) to the [PCP Secretariat](#). These will be highlighted at COP21 by FCM as part of the local government delegation.
3. Contact [Devin Causley](#), manager of FCM climate change programs, and ask to stay informed about the FCM delegation and related activities at COP21.

More than COP21: FCM and Canada's municipalities take part in climate change summits this summer

In addition to COP21, there are many other ways that Canada's local

governments have been involved in other international climate change events and summits over the past few months.

- In July, FCM President Raymond Louie participated in the World Summit Climate and Territories.
- Following the summit, Canada's Big City Mayors made a united call for climate action at all levels of government.
- Canadian municipalities also participated in the Climate Summit of the Americas to call on national governments in the Americas to finalize a global agreement in December 2015 through the Climate Action Statement.



Milestone 5 success stories: How Pickering and Whitehorse achieved our highest distinction!

Looking for ways to support climate change initiatives in your community? Get ideas and learn from two of our latest success stories from the City of Pickering, ON, and City of Whitehorse, YT. Both cities have achieved the PCP program's highest distinction by completing all five milestones in PCP's Milestone 5 framework.

The City of Pickering, ON, achieved Milestone 5 through several projects aimed at reducing energy use in municipal facilities. The city shares advice for other communities:

- **Understand and identify ways to overcome internal barriers.** Create additional positions to address a lack of resources needed to oversee projects.
- **Highlight the benefits to your community.** Show the community how lighting upgrades can improve the quality of the environment as well as provide energy and emissions savings.
- **Engage municipal employees.** Help city staff members view

NEWEST MEMBERS

- Municipality of Trent Lakes, ON
- Township of Cavan Monaghan, ON
- County of Lanark, ON
- Town of Beaumont, AB
- Town of Drayton Valley, AB

MEMBER ACHIEVEMENTS

- Town of Halton Hills, ON, Corporate and Community Milestones 1-3
- Comox Valley Regional District, BC, Corporate Milestones 4-5
- City of Richmond, BC, Corporate and Community Milestones 2-3
- City of Oakville, ON, Corporate Milestones 4-5
- City of Coquitlam, BC, Corporate Milestones 2-5, Community Milestones 2-3
- Regional District of East Kootenay, BC, Corporate Milestones 1-3, Community Milestones 1-2

UPCOMING EVENTS

PCP Webinar: COP21 and the International Local Government Climate Movement – A Briefing for Canadian Local Governments, October 21, 2015, 12:00-1:30pm ET

Quebec Air and Climate Change Symposium (To be delivered in French), October 21, 2015, Gatineau, QC

energy saving projects in a new way to create a wider culture change.



The City of Whitehorse, YT, reduced energy use and GHG emissions thanks to a newly amended building and plumbing bylaw and the implementation of a new solid waste action plan. Key lessons that helped Whitehorse achieve Milestone 5 include:

- **Engage your community with good communication.** Be specific and provide the right level of information, at the right time, when promoting programs to the community.
- **Have the right people and resources.** Ensure that you have the staff you need to do the job right.
- **Communicate with your partners.** Keep partners and stakeholders informed and engaged at all stages of a project's implementation.

Read more [Milestone 5 case studies](#) for ideas to help you reduce energy and greenhouse gas emissions in your community.

National report on community energy plan policies across Canada

A new national report shows that local communities are central to enabling provincial and territorial governments to achieve their energy objectives. The report was released by the Community Energy Association, QUEST - Quality Urban Energy Systems of Tomorrow, and Sustainable Prosperity as part of the Getting to Implementation initiative. It identifies more than 640 provincial and territorial policies and programs that support the development and implementation of Community Energy Plans across Canada.

QUEST 2015: Getting Smart About Energy in Our Communities, October 26-28, 2015, Toronto, ON

2016 FCM Sustainable Communities Conference and Trade Show, February 9-11, 2016, Ottawa, ON

QUICK LINKS

- [Milestone Submission Checklist](#)
- [2013 National Measures Report](#)
- [PCP Milestone Tool](#)
- [Energy and Climate Resources](#)
- [Climate Change Adaptation](#)
- [Alternative Financing Mechanisms](#)
- [New GMF offer details](#)

INFORMATION

Robin Goldstein
Program Officer, Knowledge Services (PCP)
613-907-6392

FCM TWEETS

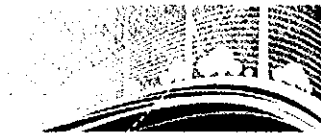
Learn how your #CDNmuni can get involved in #climatechange beyond @COP21. Webinar: <http://bit.ly/1PoI2iS>

How energy-saving projects helped @city_whitehorse reach Milestone 5 of FCM's #climatechange program. <http://bit.ly/1iKxoJ1> #CDNmuni



PCP is the Canadian component of ICLEI's Cities for Climate Protection (CCP) network, which involves more than 900 communities worldwide. PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI - Local Government for Sustainability. PCP

[Read the report.](#)



Webinar recording: Climate action insights from small towns

This past June, PCP hosted a webinar on approaches to reaching climate protection milestones in small municipalities. The communities of Bridgewater, NS, Dorchester and Port Elgin in NB, Peterborough, ON, and St. Albert, AB, showcased the strategies they are using to advance their climate change planning. If you missed the webinar, [watch the full recording on our website.](#)



Early bird registration for FCM's 2016 Sustainable Communities Conference!

Register now and catch the early bird rate for FCM's 2016 [Sustainable Communities Conference](#)! Canada's premier municipal sustainability conference will be held in Ottawa, ON, from February 9-11, with over 35 plenaries, workshops, study tours, training sessions, networking events and more.

The [2016 program](#) focuses on innovative and emerging practices as well as proven solutions. The event brings together sustainability leaders from cities and communities across the country to share their challenges and successes, learn from each other, and collaborate to move forward on the path to sustainability. [Register today!](#)

Join PCP at the Quebec air and climate change

receives financial support from FCM's Green Municipal Fund.



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Connect with PCP on LinkedIn



Subscribe to FCM on YouTube

symposium

PCP members are invited to participate in an air and climate change conference and trade show organized by Réseau Environnement, taking place in Gatineau on October 21. Join Robin Goldstein, PCP program officer, and learn about the current tools and trends for reducing the municipal, industrial and institutional sectors' carbon footprint. [Register today](#).
Note: This event will be held in French.

PCP National Measures Report to be released in February 2016

Thank you to all the municipalities who completed the online survey for the 2015 PCP National Measures Report. Stay tuned for the final report, to be launched at the FCM Sustainable Communities Conference in February 2016!

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From: CFIB_BC <MS.BC@cfib.ca>
Sent: September-30-15 10:34 AM
To: CFIB_BC
Subject: Help support Small Business Saturday this October 24
Attachments: Small Business Saturday letter to Mayor.pdf

September 30th, 2015

Dear Mayor,

Please see attached correspondence from the Canadian Federation of Independent Business.

October 24th it's going to be a great day to celebrate small business, we hope you will join us and show your support.

Sent on behalf of Samantha Howard, Director, BC

Sean Rognon

Legislative Administrative Affairs

T: 604-684-5325 | 1-888-222-2232

F: 604-684-0529

@cfibBC

CFIB - Powered by Entrepreneurs

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CANADIAN FEDERATION
OF INDEPENDENT BUSINESS.

625 Howe Street, Suite 1430
Vancouver, British Columbia V6C 2T6

September 30th, 2015

Dear Mayor,

CFIB has the strength of over 109,000 independent business owners across Canada, including 10,000 number in British Columbia. For over 44 years, we have represented the interests of the small business community to all three levels of government.

Small businesses represent the best of Canadian entrepreneurship and innovation. From coast to coast to coast, small businesses drive local economies and keep our communities strong.

To show your support, we invite you to participate in Canada's annual **Small Business Saturday** by shopping at your favorite local, independent business on **Saturday, October 24th**. Take a picture of yourself at the business, or with the business owner, and share it by:

- Tweeting the picture using the #smallbizsaturday hashtag
- Posting it at on our Facebook page facebook.com/shopsmallbiz

If you do this one small act of small business, we will make sure to also promote it to our members through our social media channels and our website.

You can visit shopsmallbiz.ca to find out more about how CFIB is linking up Canadians with local small business on Small Business Saturday and throughout the year. The new online directory allows Canadians to sign up to receive valuable offers from small businesses in their area, and local businesses can post special offers to promote their services.

So get out there and show your support! October 24th is going to be a great day to celebrate and support small business. If you have any questions, please follow up with us at 604-684-5325.

I look forward to hearing about your visit to your favorite local business on Small Business Saturday.

Sincerely,

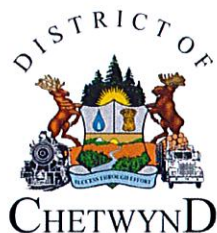
A handwritten signature in black ink that reads "S. Howard". The signature is written in a cursive, flowing style.

Samantha Howard
Director, British Columbia

DISTRICT OF CHETWYND
REGULAR COUNCIL MEETING
INFORMATION ITEMS

DATE: October 19, 2015

- I- 1. The Royal Canadian Legion Letter dated October 1, 2015 re: Remembrance Day Ceremonies 2015
- I- 2. Union of BC Municipalities Letter dated October 2, 2015 re: Thank You to Doug Fleming for Serving as a Scrutineer at the 2015 UBCM Convention
- I- 3. Ministry of Agriculture Discussion Paper and Proposed Minister's Bylaw Standards dated September 14, 2015 re: Regulating Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve
- I- 4. Terus Construction Ltd. Letter received October 9, 2015 re: Thank You for Attending the Terus Reception on September 23rd during UBCM.
- I- 5. District of Chetwynd Membership Certificate for 2015/2016 from the Chamber of Commerce



RD-1

COUNCIL AGENDA REPORT

| | | | |
|--------------------|---|----------------------|-------------------------|
| DATE: | October 8, 2015 | MEETING DATE: | October 19, 2015 |
| DEPARTMENT: | Finance | | |
| SUBJECT: | Grants-In-Aid Requests – Chetwynd Public Library | | |

PURPOSE:

To review the requests for a Grant-In-Aid; re: Chetwynd Public Library.

SUMMARY/BACKGROUND:



At the Regular Council Meeting held on October 5, 2015, the Chetwynd Public Library requested a Grant-In-Aid to host the 3rd annual Young @ Heart Seniors' Christmas Dinner in the amount of \$2,000.00. The completed a Community Grant Program Application is attached for your reference.

PAST PRACTICE/PREVIOUS ACTION TAKEN:

In 2014 the Chetwynd Public Library requested a grant in aid for the same event and Council approved a grant of \$1,000.

RECOMMENDATION(S):

1. THAT the report and Community Grant Program Application be received for information.
2. THAT the District of Chetwynd provide a Grant in Aid to the Chetwynd Public Library in the amount of \$2,000 as requested
3. THAT the District of Chetwynd provide a Grant in Aid to the Chetwynd Public Library in the amount of \$ (as determined by Council)

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



RD-2

COUNCIL AGENDA REPORT

| | | | |
|--------------------|--|------------------------------|-------------------------|
| DATE: | October 8, 2015 | COUNCIL MEETING DATE: | October 19, 2015 |
| DEPARTMENT: | Administration | | |
| SUBJECT: | Development Permit No. 03-2015 – Visitor Centre | | |

PURPOSE:

District of Chetwynd Development Procedures Bylaw No. 917, 2010 establishes procedures for the issuance of Development Permits by Council. A Development Permit is required prior to "the construction, alteration, or addition of a structure located on land within a designated Development Permit Area."

SUMMARY/BACKGROUND:

Attached for Council's consideration is a Development Permit Application for the Visitor Centre located at 5400 North Access Road. Section 920 of the *Local Government Act* authorizes Council to approve Development Permits to regulate form and character of improvements in a Development Permit Area.

After District office staff move into the new municipal building at 5400 Hospital Road, the Visitor Centre at 5400 North Access Road will be renovated in accordance with the drawings included as Attachment "B" to this report. A \$250,000 grant was received from the Northern Development Initiative Trust to be applied toward this project.

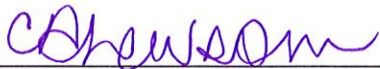

PAST PRACTICE/PREVIOUS ACTION TAKEN:

In the past Development Permit applications have been submitted to Council for review and consideration.

RECOMMENDATION(S):

THAT Council receive the report for information; or

THAT Council approve and issue Development Permit No. 03-2015 to the District of Chetwynd for the renovation of the Visitor Centre located at 5400 North Access Road.

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

Attachments:

Attachment "A" – Development Permit No. 03-2015

Attachment "B" – Application for a Development Permit

**DISTRICT OF CHETWYND
DEVELOPMENT PROCEDURES BYLAW NO. 917, 2010**

SCHEDULE "E"

DEVELOPMENT PERMIT

DATE: October 19, 2015 **DEVELOPMENT PERMIT NO.** 03-2015

This Development Permit is hereby issued by the Council for the District of Chetwynd to:

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

(Permittee)

For the development of: Renovations to the existing Visitor Centre

(Describe Proposal)

Subject to the following conditions:

1. This Development Permit is issued subject to compliance with all of the Bylaws of the District of Chetwynd applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to, and only to, those lands within the District described below, and to any and all buildings, structures and other development thereon:

Legal Description: Lot 1, Plan PGP15224, D.L. 398

Municipal P.I.D.: 013-162-730

Address: 5400 North Access Road

To permit: Renovations to Existing Visitor Centre Building

3. Bylaw(s) n/a is/are hereby varied or supplemented by:

4. The sequence and timing of all work in Number 5 is to be completed within one (1) year.

5. As a condition of the issuance of this Permit, as per Section 925 of the *Local Government Act*, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit.

Security Deposit Amount: N/A

Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that, should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of this Permit within the time provided, the District may use the security to carry out the work by its employees, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Permit within the times set out above, the security shall be returned to the Permittee.

There is filed accordingly:

☐ N/A

6. As per Section 925 of the *Local Government Act*, if the District considers that:
- (a) A condition in a permit that natural landscaping along the road frontage and perimeter of the property is not retained;
 - (b) An unsafe condition has resulted as a consequence of contravention of a condition in the permit; or
 - (c) Damage to the natural environment has resulted as a consequence of a contravention of a condition in a permit;

The District will:

- (a) Undertake, at the expense of the holder of the permit, the works, construction or other activities required to satisfy the above noted conditions, correct the unsafe condition or correct the damage to the environment;
7. The land described within shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this Permit shall form part hereof.
8. This Permit is not a Building Permit.

If the Permittee does not complete the development permitted by this Permit within one (1) year of the date of issuance of this Permit, this permit shall lapse.

AUTHORIZING RESOLUTION PASSED BY COUNCIL THIS DAY OF , 2015.

~~APPROVED BY THE MINISTRY OF TRANSPORTATION ON THE DAY~~
~~OF , 20~~_____. (If Applicable)

ISSUED THIS DAY OF , 2015.

Chief Administrative Officer

**DISTRICT OF CHETWYND
DEVELOPMENT PROCEDURES BYLAW NO. 917, 2010**

SCHEDULE "A"

APPLICATION FOR A DEVELOPMENT PERMIT

I/We hereby make application for a Development Permit.

1. Name of Applicant(s): District of Chetwynd
2. Address: 5400 North Access Road (PO Box 357) Folio # 514-00450-000
3. Telephone Number: Business: (250) 401-4100 Residence: _____
4. Name of Owner(s): _____
(If different from Applicant)
5. Address: _____
6. Legal Description of Property: Lot 1, Plan PGP15224, D.L. 398
7. Street Address of Property: 5400 North Access Road
8. Existing Use of Subject Property: Institutional (Visitor Centre)
9. Existing Use of Adjacent Property: North: Vacant land zoned RM2
South: Highway Commercial (C2)
East: Institutional (P2)
West: Highway Commercial (C2)
10. Official Community Plan Map Designation: Institutional
11. Present Zoning: Public and Institutional (P2)

12. Detailed Description of Permit:

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.

Please see attached sketches of work to be performed.

13. The following items are attached:

- ☒ Application Fee of \$250.00
- ☒ 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 _____ day of _____, 20__.

Print Name of Applicant

Signature of Applicant

Print Name of Applicant

Signature of Applicant

NOTES:

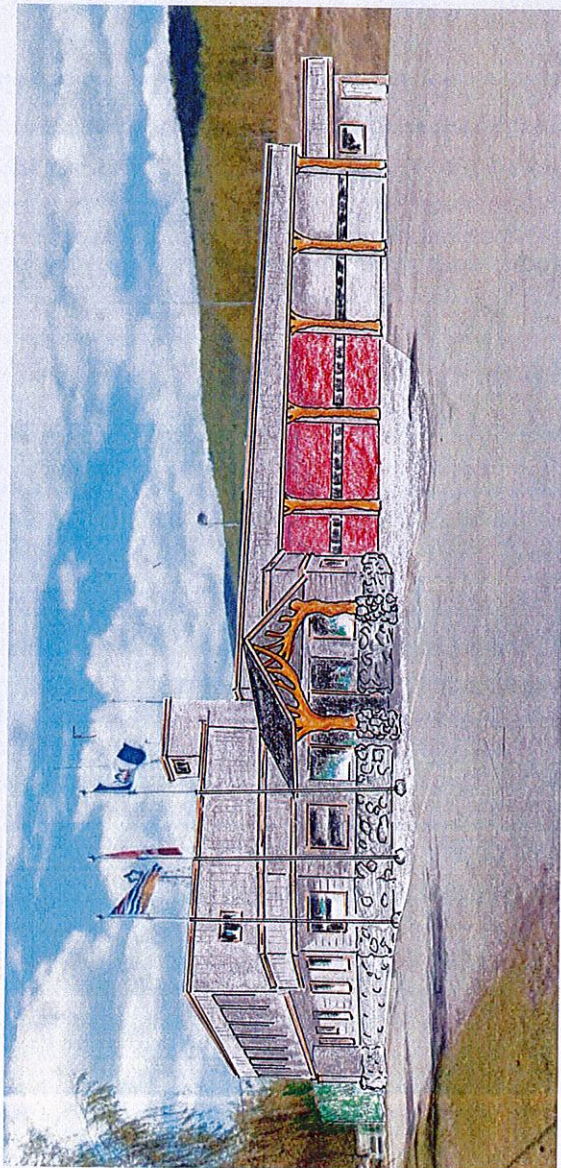
1. The Local Government Act states that a development permit shall not vary:
 - (a) The use or density of land from that specified in the Bylaw; or
 - (b) A flood plain specification
2. Prior to the issuance of a Development Permit, the District may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

DISTRICT OF CHETWYND

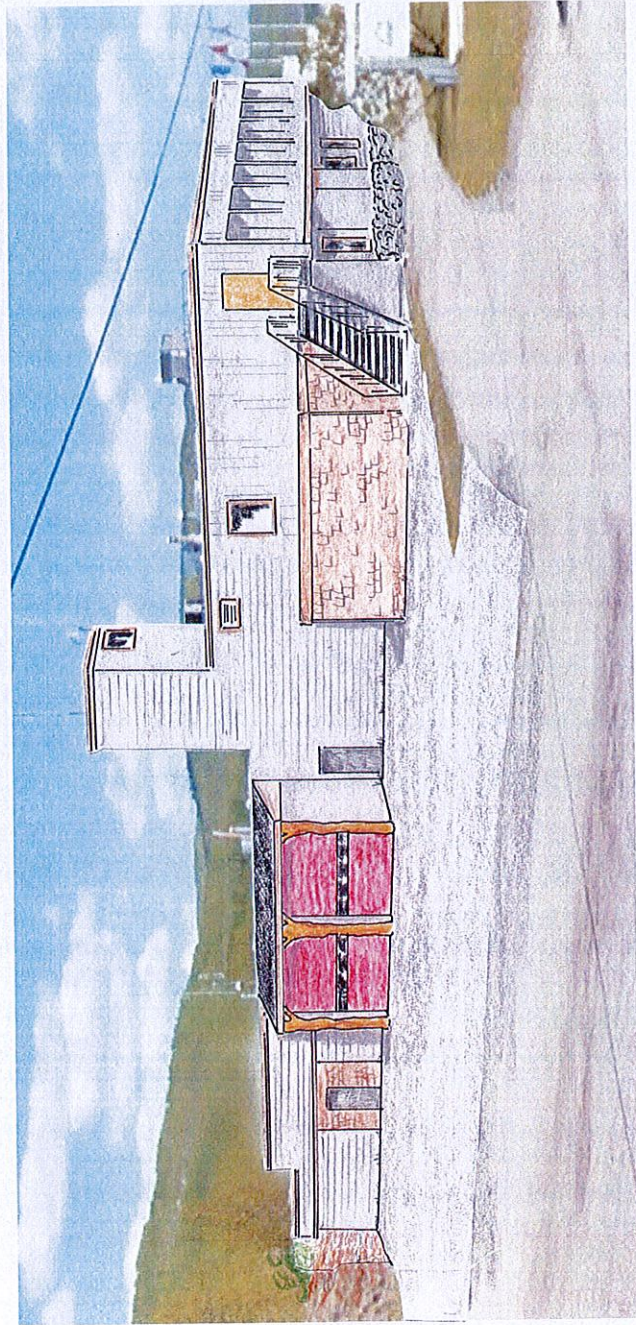
NEW VISITORS CENTER

Drawings of the new Visitors Center based on design and colour schemes provided.

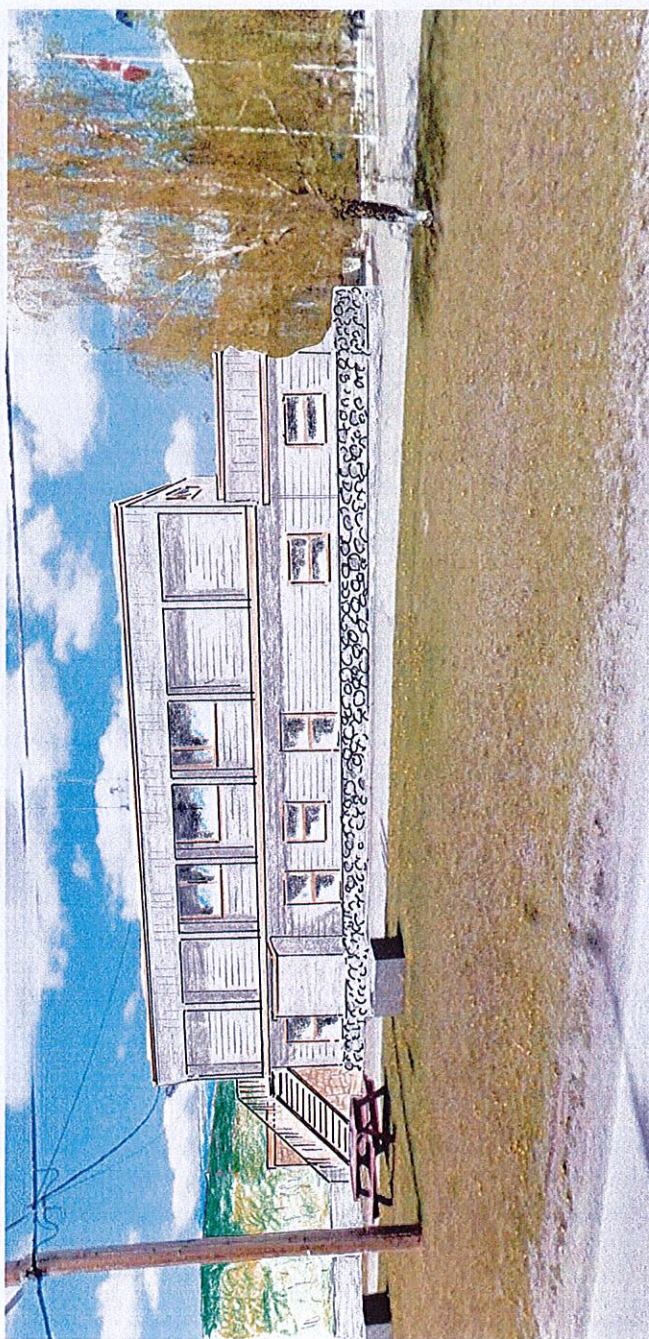
From the East



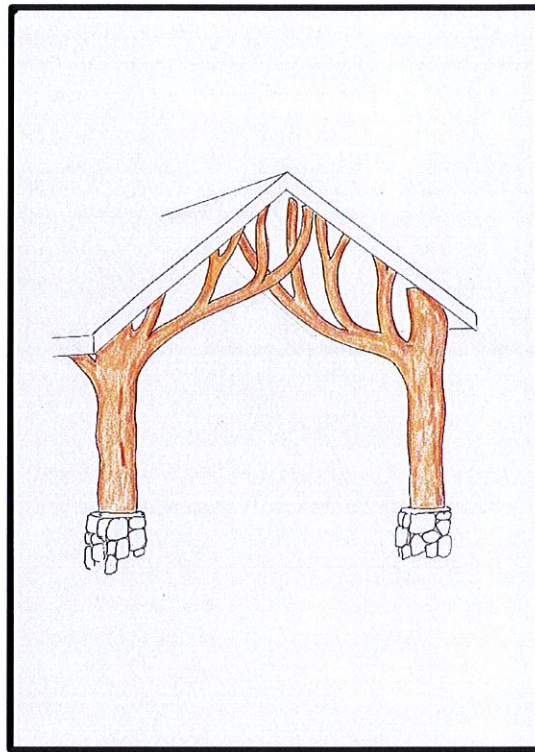
From the West



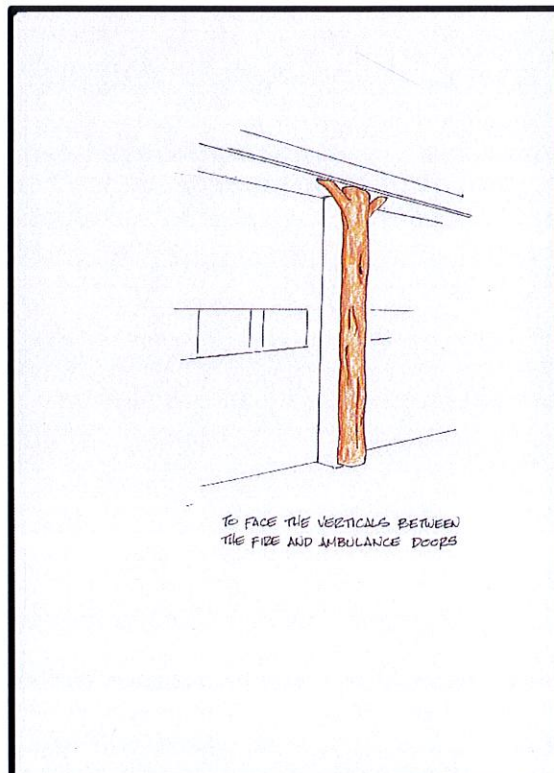
From the South



Entrance Detail



Façade covering between fire doors



Possible add-ons



JUST AN IDEA

IF YOU HAVE SOME LIGHT, SMALLER CARVINGS,
PERHAPS THEY COULD BE INSTALLED IN THE
SECOND FLOOR ALCOVES. LIT UP AT NIGHT?

**RD-3****COUNCIL AGENDA REPORT**

| | | | |
|--------------------|--|------------------------------|-------------------------|
| DATE: | October 13, 2015 | COUNCIL MEETING DATE: | October 19, 2015 |
| DEPARTMENT: | Economic Development | | |
| SUBJECT: | Community Improvements Winter Lights – Adopt a Boulevard Sign Program | | |

PURPOSE:

To cancel the Adopt a Boulevard Sign Program and offer the signs to the participants

SUMMARY/BACKGROUND:

October 5, 2015 the Community Improvements Committee met and discussed all Winter Lights programs which included discussions around the Adopt a Boulevard Sign Program, replacement costs of signs due to weather and damage, the placement of the sign re: angled, crooked and the overall cost of program.

The Committee made recommendations to process report to Council for change within the program which includes:

Letters to be sent out contacting all participants to ask if they would like to take the sign

To have all signs that are not been claimed within a reasonable timeframe recycled

Cancel the current program for this upcoming season within the Project North Pole programs

RECOMMENDATION(S):

That council approve the recommendations from the CIC to cancel the Adopt a Boulevard Sign Program and proceed with items and contact the participants of the program

| | |
|--|---|
| SUBMITTED BY:  Department Head | REVIEWED AND CONCUR:  Chief Administrative Officer |
|--|---|



| | | | |
|--------------------|---|------------------------------|-------------------------|
| DATE: | October 15, 2015 | COUNCIL MEETING DATE: | October 19, 2015 |
| DEPARTMENT: | Administration | | |
| SUBJECT: | Canadian Forest Products Ltd. – Development Permit 04-2015 | | |

PURPOSE:

District of Chetwynd Development Procedures Bylaw No. 917, 2010 establishes procedures for the issuance of Development Permits by Council. A Development Permit is required prior to "the construction, alteration, or addition of a structure located on land within a designated Development Permit Area."

SUMMARY/BACKGROUND:

Attached for Council's consideration is a Development Permit Application from Canadian Forest Products Ltd. (Canfor) for an alteration to the entrance from Highway 29 North on Nicholson Road (highlighted in light green on Attachment "B" to this report) to the project.

The Ministry of Transportation and Infrastructure has no objection to the project subject to conditions as outlined in its letter dated October 9, 2015, included with this report as Attachment "C."

Section 920 of the *Local Government Act* authorizes Council to approve Development Permits to regulate form and character of improvements in a Development Permit Area.

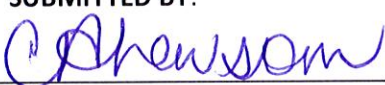

PAST PRACTICE/PREVIOUS ACTION TAKEN:

In the past Development Permit applications have been submitted to Council for review and consideration.

RECOMMENDATION(S):

THAT Council receive the report for information; or

THAT Council approve issuance of Development Permit No. 04-2015 to Canadian Forest Products Ltd. construction of a new weigh scale and access from Nicholson Road, together with an alteration to the entrance from Highway 29 North on Nicholson Road to the project on Lot 1, District Lots 1903 and 1904, Peace River District, Plan 30164 Except Plan PGP42638, as outlined on Attachments "A" – "C" included with this report.

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

Attachments:

Attachment "A" – Development Permit No. 04-2015

Attachment "B" – Application for a Development Permit from Canadian Forest Products Ltd.

Attachment "C" – Letter from Ministry of Transportation and Infrastructure dated October 9, 2015

**DISTRICT OF CHETWYND
DEVELOPMENT PROCEDURES BYLAW NO. 917, 2010**

SCHEDULE "E"

DEVELOPMENT PERMIT

DATE: **DEVELOPMENT PERMIT NO. 04-2015**

This Development Permit is hereby issued by the Council for the District of Chetwynd to:

Canadian Forest Products Ltd.
100 – 1700 West 75th Avenue
Vancouver, BC V6P 6G2

(Permittee)

For the development of: New weigh scale station and road access with alteration to
the entrance from Highway 29 North to Nicholson Road to
access the project

(Describe Proposal)

Subject to the following conditions:

1. This Development Permit is issued subject to compliance with all of the Bylaws of the District of Chetwynd applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to, and only to, those lands within the District described below, and to any and all buildings, structures and other development thereon:

Legal Description: Lot 1, District Lots 1903 and 1904, Peace River District,
Plan 30164 Except Plan PGP42638

Municipal P.I.D.: 005-511-861

Address: 4700 50th Street NE

To permit: Construction of a new weigh scale station and access to
Nicholson Road including new Highway 29 North
connection to permit access to the project

3. Bylaw(s) n/a is/are hereby varied or supplemented by:
4. The sequence and timing of all work in Number 5 is to be completed within one (1) year.

5. As a condition of the issuance of this Permit, as per Section 925 of the *Local Government Act*, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit, and that construction to Nicholson Road is completed.

Security Deposit Amount: Bond in the amount of \$250,000.00

Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that, should the Permittee fail to carry out the development hereby authorized according to the terms and conditions of this Permit within the time provided, the District may use the security to carry out the work by its employees, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Permit within the times set out above, the security shall be returned to the Permittee.

There is filed accordingly:

☐ N/A

6. As per Section 925 of the *Local Government Act*, if the District considers that:
- (a) A condition in a permit that natural landscaping along the road frontage and perimeter of the property is not retained;
 - (b) An unsafe condition has resulted as a consequence of contravention of a condition in the permit; or
 - (c) Damage to the natural environment has resulted as a consequence of a contravention of a condition in a permit.

The District will:

- (a) Undertake, at the expense of the holder of the permit, the works, construction or other activities required to satisfy the above noted conditions, correct the unsafe condition or correct the damage to the environment;
7. The land described within shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this Permit shall form part hereof.
8. This Permit is not a Building Permit.

If the Permittee does not complete the development permitted by this Permit within one (1) year of the date of issuance of this Permit, this permit shall lapse.

AUTHORIZING RESOLUTION PASSED BY COUNCIL THIS DAY OF , 2015.

APPROVED BY THE MINISTRY OF TRANSPORTATION ON THE 9TH DAY OF OCTOBER, 2015.

ISSUED THIS DAY OF , 2015.

Chief Administrative Officer

**DISTRICT OF CHETWYND
DEVELOPMENT PROCEDURES BYLAW NO. 917, 2010**

SCHEDULE "A"

APPLICATION FOR A DEVELOPMENT PERMIT

I/We hereby make application for a Development Permit.

1. Name of Applicant(s): Canadian Forest Products (Zach Gamsky)
2. Address: 4700 50 St. Folio # _____
3. Telephone Number: Business: 250.788.2231 Residence: _____
4. Name of Owner(s): _____
(If different from Applicant)
5. Address: _____
6. Legal Description of Property: Conifer Yard

7. Street Address of Property: 4700 50 St.
8. Existing Use of Subject Property: Conifer Yard
9. Existing Use of Adjacent Property: North: /
South: Industrial
East: ↓
West: ↓
10. Official Community Plan Map Designation: _____
11. Present Zoning: Industrial

12. Detailed Description of Permit:

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.

See attached for rough Scope of work

13. The following items are attached:

- ☐ Application Fee of \$250.00 - to be paid over phone on 9/21/2015
- ☐ 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 18 day of September, 2015.

Zach Gansky
Print Name of Applicant

[Signature]
Signature of Applicant

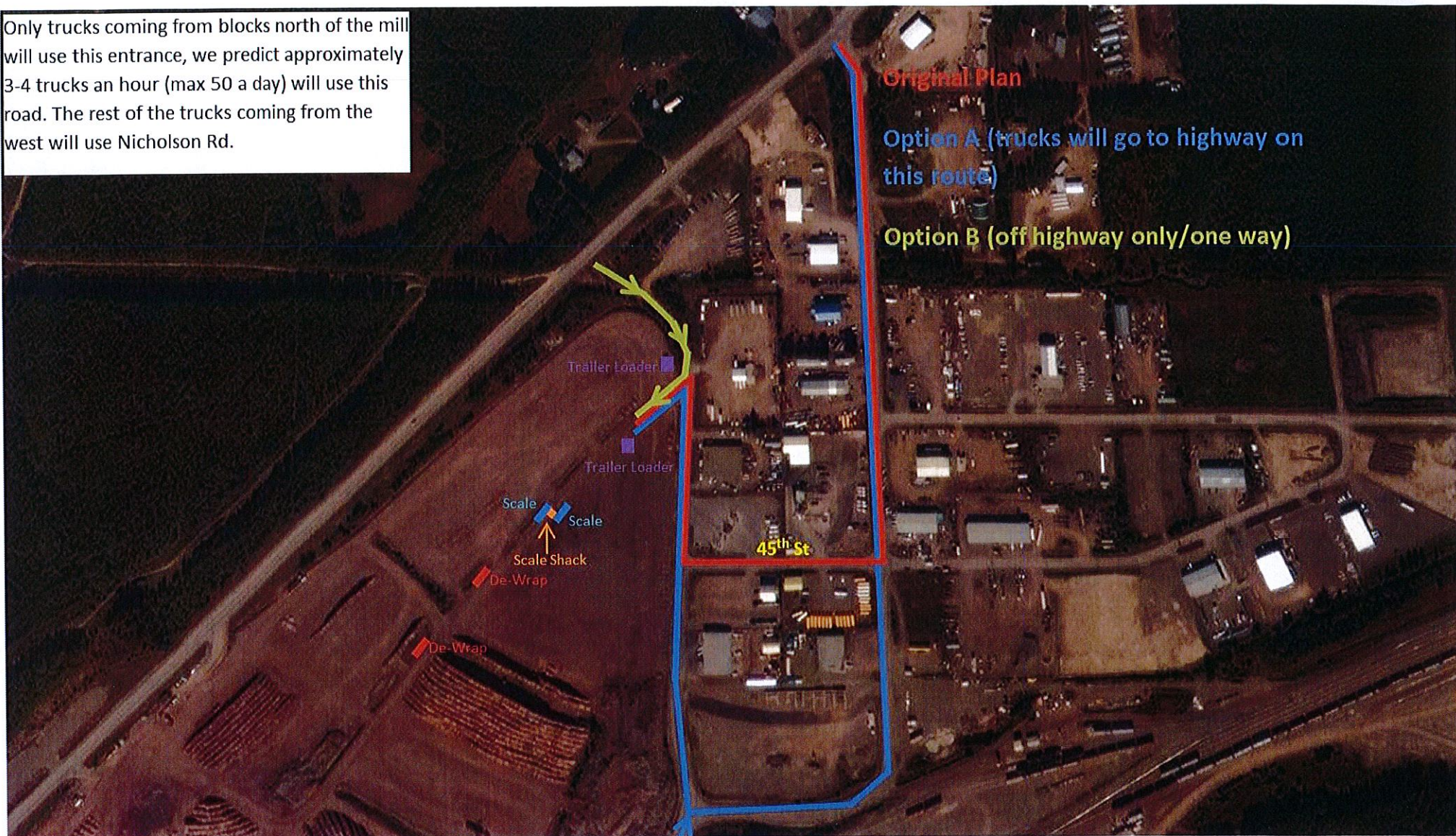
Print Name of Applicant

Signature of Applicant

NOTES:

1. The Local Government Act states that a development permit shall not vary:
 - (a) The use or density of land from that specified in the Bylaw; or
 - (b) A flood plain specification
2. Prior to the issuance of a Development Permit, the District may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

Only trucks coming from blocks north of the mill will use this entrance, we predict approximately 3-4 trucks an hour (max 50 a day) will use this road. The rest of the trucks coming from the west will use Nicholson Rd.



Original Plan

Option A (trucks will go to highway on this route)

Option B (off highway only/one way)





MoTI File #: 2015-04836

October 9, 2015

District of Chetwynd
5400 North Access Road
Box 357
Chetwynd, BC
V0C 1J0

Attention: Carol Newsom

The Ministry of Transportation and Infrastructure (Ministry) has received and reviewed your referral dated September 21, 2015 for proposed Development Permit for Canfor to re-open access to their old scale. The subject property does not fall within Section 924 of the Local Government Act and will not require Ministry final approval; however given it is off a Controlled Access Highway, all intersections will require a "Controlled Access Highway" permit.

The Ministry is in support of the re-opening of the old access so long as it is limited to a right-in/ left-in only (one-way in). The access will need to be designed and constructed to Ministry engineered pavement standard. Please contact the Ministry in order to set up a design start-up meeting prior to any design works taking place.

Thank you for the opportunity to comment. If you have any questions or concerns please contact me at (250) 787-3445 or by email at Nicola.Hogg@gov.bc.ca.

Yours truly,

Nikki Hogg, Senior District Development Technician



RI-1

COUNCIL AGENDA REPORT

| | | | |
|-------------|--|-----------------------|---------------------------------|
| DATE: | October 6 th , 2015 | COUNCIL MEETING DATE: | October 19 th , 2015 |
| DEPARTMENT: | Finance | | |
| SUBJECT: | September Accounts Payable Cheque List | | |

SUMMARY/BACKGROUND:


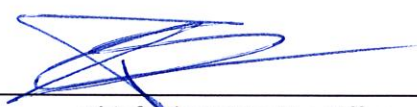
| | | |
|----------------|-----|---------------|
| Cheques issued | 238 | \$ 565,312.44 |
| Manually Paid | 0 | \$ 0.00 |
| EFT payments | 1 | \$69,651.88 |

Total
Details are available in the Information Folder

\$ 634,964.32

RECOMMENDATION(S):

That the cheque register for the month of September 2015 totaling \$ 634,964.32 be received.

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