



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday, November 9, 2015 at 6:00 PM

1. Call to Order:

2. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

3. Adoption of Agenda by Consensus:

4. Declaration of Conflict of Interest:

5. Adoption of Minutes:

M1 October 26th, 2015 Regular Council Meeting Minutes

Page 1

6. Business Arising Out of the Minutes:

7. Delegations:

D1 Wasting water & money on flowers – Eileen Gallant

Page 6

D2 MFLNRO, MOE, BCOGC and NH-Summary on Brenot Creek landslide

Page 7

8. Staff Reports:

SR1 Campground Year-End Report

Page 9

SR2 Consultant-Wastewater Facility Upgrade

Page 20

SR3 Peace River Agreement – Ministry of Community, Sport and Cultural Development

Page 34

SR4 Shop Site Preparation-Schedule of Quantities and Prices

Page 38

SR5 Survey for Hudson's Hope Sewage Treatment Plant

Page 45

SR6 BCF-SCF Funding Agreement

Page 49

SR7 CAO – Action and other Updates

Page 71

10. Correspondence:

C1 Northern BC Tourism Impact Award

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- | | | |
|----|---|---------|
| C2 | Prince Rupert Gas Transmission Project Receives Oil and Gas Commission Approvals | Page 75 |
| C3 | NH-Workplace health and safety programs front and centre at Northern Health board meeting | Page 77 |
| C4 | Adoption Awareness Month | Page 79 |
| C5 | Alaska Highway Corridor Nomination Submitted – Darryl Johnson | Page 81 |
| C6 | Thank you – Samantha MacDonald | Page 83 |
| C7 | Auditor General for Local Government – Gordon Ruth | Page 84 |
| C8 | 2016 BC Natural Resource Forum | Page 85 |
| C9 | BCH-Agriculture Monitoring and Follow-up Program | Page 90 |
-
- 11. Reports by Mayor & Council on Meetings and Liaison Responsibilities**
- | | | |
|-----|-----------------------|---------|
| CR1 | Welcome Wagon Program | Page 92 |
|-----|-----------------------|---------|
-
- 12. Old Business:**
-
- 13. New Business:**
-
- 14. Public Inquiries:**
-
- 15. Adjournment:**



REGULAR COUNCIL MEETING
October 26, 2015
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: **Council:** **Mayor Gwen Johansson**
 Councillor Caroline Beam
 Councillor Travous Quibell
 Councillor Dave Heiberg
 Councillor Kelly Miller
 Councillor Nicole Gilliss

Staff: **CAO, Tom Matus**
 Deputy Clerk, Dwylla Moraice Budalich

Absent: **Councillor Heather Middleton**
 Director of Protective Services, Robert Norton
 Forman of Public Works, Layton Bressers

Other: **0 in gallery**

1. **CALL TO ORDER:**
 The meeting called to order at 6:11 p.m. with Mayor Johansson presiding.

2. **NOTICE OF NEW BUSINESS:**

 Mayors Additions: Brenot Slide, U17 Junior Hockey Tournament Tickets, New Relationship and Reconciliation Agreement, and Negotiation Meeting with BC Hydro

 Councillors Additions: Councillor Heiberg – Update from Light Industrial/Housing Committee

 Staff Additions: None

3. **ADOPTION OF AGENDA BY CONSENSUS:**
 The October 26, 2015 Regular Council meeting agenda was adopted by consensus.

4. **DECLARATION OF CONFLICT OF INTEREST:**

5. **ADOPTION OF MINUTES:**

- M1 **October 13, 2015 Regular Council Meeting Minutes** **0550-01**
 RESOLUTION NO. 170
 M/S Councillors Quibell/Miller
 THAT:
 "The minutes of the October 13, 2015 Regular Council Meeting be adopted as amended."
 CARRIED

6. **BUSINESS ARISING OUT OF THE MINUTES:**

BR1 **Radio Station** 1275-01

Councillor Quibell has been trying to contact Astral Media to inquire about broadcasting in Hudson's Hope. He is waiting response from Astral Media.

7. **DELEGATION:**
None

8. **STAFF REPORTS:**

SR1 **Surplus Sale** 1090-01

RESOLUTION NO. 171

M/S Councillors Heiberg/Miller

THAT:

"That Council accept the bids for the following items, listed below and authorize staff to prepare and execute the transfer documents required for sale:

1998 CHEVROLET 4X4	\$1500.00
1996 GMC TRUCK	\$1000.00
1997 TOP KICK DUMP TRUCK	\$6111.00
Athley Mobile Sweeper	\$1076.00
Homeliet Gas Gen	\$50.00
Yamaha Get Set	\$300.00
Drill Press	\$110.00
Lift Gate	\$111.00
John Deere Snow Blower	\$205.00"

CARRIED

SR2 **Clarification on Light Industrial Land Purchase Process** 6750-20
FOR INFORMATION

SR3 **Progress Report on 2015-2020 Corporate Strategic Plan** 6430-01
FOR INFORMATION

SR4 **Spectra Energy High Pine Expansion Project** 6660-20
FOR INFORMATION

SR5 **Water Management Board – Site C Review** 6660-20

- Need definite quantity or quality
- No dispute resolution included in CMA
- No signed CMA
- No two way conversation

SR6 **Canadian Spirit Resources Inc.: natural gas wells** 6660-01

- Just outside of the DOHH boarder
- In Peace River Regional District

SR7 **CAO, Action and other Updates** 0110-01
FOR INFORMATION

SR8 **Forman of Public Works Report** 5330-01

- Refer Hot Tub to Budget

- Ball fields – is there any more work to be done this year as far as low spots, topsoil. **Staff to report back to council**
 - Tree planting – are the trees blocking the soccer field? No.
- SR9 **Clerks and Corporate Officers Forum** 2810-01
FOR INFORMATION
- Discussion on council tablets – refreshing tablets
 - Paperless agendas
 - Searchable documents in Agenda Packages
 - Increase size limit for email attachments
 - Training on use of tablets
9. **CORRESPONDENCE:**
- C1 **Spectra Energy – High Pine Expansion Project** 6660-20
FOR INFORMATION
- C2 **Request-Declare 'A Day For Our Common Future', December 11th 2015** 0630-01
Council declared, "A Day For Our Common Future" to be on December 11th, 2015.
- C3 **ECOFOR-Application Pursuant to the Environmental Management Act on behalf of BC Hydro and Power Authority dated** 0400-30
- Is this the concrete for all of the houses that BC Hydro will be moving?
 - Where is the site located?
 - Where is the debris coming from?
- Staff to ask BC Hydro above questions.**
- C4 **PRGT-Project Activity Update #29** 6660-20
FOR INFORMATION
Councillor Miller to follow up with Rebecca McElhoes – approached Councillor Miller to talk, but did not indicate at the time what it was about.
- C5 **PRRD-Media Release Public asked to stay away from Beatton River** 0400-50
FOR INFORMATION
- C6 **The Coastal GasLink Connector-October Newsletter** 6660-20
- Any possibility of two pipeline projects coming together to support community? – Community Enrichment Fund.
- Staff to follow up with pipelines.**
- C7 **NH-New seniors' health action plan to guide Northern Health for next five years** 0400-80
FOR INFORMATION
- C8 **YRB-Hudson's Hope Bridge Inspection Closure Schedule** 0510-20
FOR INFORMATION
- C9 **Site C not needed – BCUC Intervention** 6660-20
FOR INFORMATION
- C10 **NH-Northern Health launches photo contest to promote healthy aging** 0400-80
Council requested that these concerns being presented to the Peace River Regional District if not already done so.
- 10.

**REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS
RESPONSIBILITIES:**

- CR1 **Update on Light Industrial/Housing Committee** 6750-20
Councillor Heiberg updated council:
- October 8 was an informal meeting of the committee
 - Rich Brown from Industry, Darrin Thompson from BC Hydro, Councillor Heiberg and CAO were present
 - Brainstorming session – how to create partnership
 - Next meeting to be held November 4th at 4:00pm
- CR2 **Brenot Slide** 5600-05
Mayor Johansson - A Ministry of Environment representative called to say they were arranging for biologists to visit the slide the week of November 2. We would be given the final date shortly. They plan to do an aerial tour by helicopter and then do their sampling work on foot. They indicated there would be two seats available for Hudson's Hope.
- CR3 **U17 Junior Hockey Tournament Tickets** 1770-01
Mayor Johansson - Hudson's Hope received three sets of four tickets each for the upcoming Hockey Under 17 tournament in Dawson Creek and Fort St John. I gave them to Derek Beam, school principal, to distribute to deserving students who could attend.
- CR4 **New Relationship and Reconciliation Agreement** 0400-60
Mayor Johansson - An announcement from the Ministry of Aboriginal Relations & Reconciliation arrived at 4 pm on October 26, indicating the province and the Saulteau First Nation had reached a comprehensive agreement regarding resource decision making. They had offered to attend a meeting of the Peace River Regional District to go through the agreement. I emailed the Ministry asking if they would do a presentation in HH.
- CR5 **Site C Negotiations** 6660-20
Mayor Johansson - Rob Botterell, Site C negotiator, and Dave Osland, appraiser, will be in Hudson's Hope the week of November 11 to prepare for further negotiations with BC Hydro.
11. **OLD BUSINESS:**
12. **NEW BUSINESS:**
- NB1 **Dave Osland - Appraisal of Properties Owned by DOHH** 6750-20
- Appraiser to come up to Hudson's Hope and appraise all of the district properties along the Peace River
 - Asked Hudson's Hope Historical Society if they would like museum property appraised
 - Possibly ask appraiser to also appraise the Light Industrial lands while he is up here
13. **ADJOURNMENT:**
Mayor Johansson declared the meeting adjourned (8:00 p.m.)

Diarized

DIARY

Conventions/Conferences/Holidays

DY1	<i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>
DY2	<i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>
DY3	<i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>
DY4	<i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>
DY5	<i>Financial Assistance Grant Policy</i>	<i>03/09/15</i>
DY6	<i>Special Events Contract</i>	<i>05/01/15</i>
DY7	<i>Herbicide/Pesticide Bylaw</i>	<i>05/01/15</i>
DY8	<i>2016 Budget Meetings to start in February</i>	<i>05/11/15</i>
DY9	<i>Wood & Tent Policy Changes</i>	<i>07/13/15</i>
DY10	<i>Youth Volunteer of the Year</i>	<i>08/10/15</i>
DY11	<i>Community Rebate – Plant a Tree</i>	<i>08/10/15</i>
DY12	<i>Bylaw 588 to be looked at after Bylaw 852 adopted</i>	<i>09/14/15</i>
DY13	<i>Policy for Ice – Putting in and taking out</i>	<i>09/14/15</i>

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: Eileen Gallant

Subject of presentation: Wasting water & money on flowers

Purpose of presentation:

- ☐ information only
- ☐ requesting a letter of support
- ☐ requesting funding
- ☒ other (provide details)

Suggestions

Contact person (if different than above): _____

Telephone number: 250 783 5204

Email address: 

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting
☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements: ☐ flip chart
☐ multimedia projector
☐ laptop
☐ other _____



DISTRICT OF HUDSON'S HOPE Delegation to Council Request Form

Name of Person or group wishing to appear before Council: Collaborative
including MFLNRO, MOE, BCOGC and Northern Health Authority. Will require 15-
20 mins for presentation and time for questions and answers (30mins overall)

Subject of presentation: Summary of current knowledge on the Brenot Creek
landslide (aerial photography, water quality)

Purpose of presentation:

<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Request a letter of support
<input type="checkbox"/>	Requesting funding
<input checked="" type="checkbox"/>	Other

Substantial work has been completed to understand the nature of the Brenot
Creek Landslide. It is important that the knowledge gained thus far is shared with
Hudson's Hope residents and some time is set aside to understand the issues
surrounding this landslide and what interests could be addressed moving
forward.

Contact Person: Chelton van Geloven, Ministry of Forest, Lands and
Natural Resource Operations
250-981-3162,
Chelton.vanGeloven@gov.bc.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

Technical requirements: ☒ Multimedia projector

Tom Matus

From: van Geloven, Chelton FLNR:EX <Chelton.vanGeloven@gov.bc.ca>
Sent: November-03-15 3:03 PM
To: Tom Matus
Cc: Clerk; Gwen Johansson
Subject: RE: Da delegation Request

Hi Tom,

Call my cell 250-981-3162. I often will miss the call but get back to you really quickly if you leave me your number. Really, I would like to try to gain the most benefit for everyone on this matter. Here are some thoughts:

- Marten Geertsema (internationally recognized expert on Landslides and geomorphology) from FLNRO has invested substantial time and resources mapping the landslide and learning what he can from an overview perspective.
- There is a public safety concern in the immediate area of the landslide- it is an active landslide and people should not be exploring it on foot and should keep several 10's of meters away from it at a minimum.
- MOE/FLRNO have invested substantial funds characterizing water quality on the site and in Lynx creek.
- A good opportunity for knowledge sharing has not been created between the province and residents, mayor and council regarding the landslide and the learnings to date
- The matter is prevalent at UBCM and on the news
- BCOGC and FLNRO have invested in helicopter flights to confirm hazards and activity in the area.

Knowledge sharing and seeking to understand all the issues surrounding this event would be a good foundation on the path to determining what an acceptable resolution to the Issue might be. I don't know what the appropriate venue is to achieve this.

I think the delegation to council in addition to a couple of key resident invites would be a good first step. We will certainly be able to share understanding on the various issues. Based on this first step, a public meeting may be an appropriate next step. At the public meeting, we may be able to cover more topics than the landslide alone. We may also include topics related to groundwater research in the peace, water well issues and possibly other topics. Should it be decided that a second meeting is appropriate, perhaps early in the new year might be an appropriate time to schedule that.

Please let me know what you think.

Chelton van Geloven, R.P.F.

Source Water Protection Hydrologist, Dam Safety Officer
Resource Management, Northern Area
Ministry of Forests, Lands and Natural Resource Operations
5th Floor, 499 George Street, Prince George, BC V2L 1R5
e-mail: Chelton.VanGeloven@gov.bc.ca
Phone (250) 250-561-3445 Fax 250-561-3476

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Campground Year-End Report
DATE: November 2, 2015
FROM: Becky Mercereau, Office Assistant

INFORMATION

Campground Reservation System

On May 5, 2015 we launched our Campground Reservation System which allowed campers to reserve a site at one of our four municipal campgrounds for the 2015 camping season.

I have included a booking summary which shows how many bookings were completed online versus by staff at the campgrounds. It also shows how many customers visited our online booking site.

We only had a few hiccups with the reservation system for our first year. Most problems were easily solved. We had staff paint the posts for the sites that were reservable and they put out tags on the sites that were reserved for the following days. However it was difficult for campers who just pulled in to distinguish which sites were reservable and which were first come first served. I would suggest we add to our signage about the reservations system to better communicate how our campground is being operated.

I believe next year as people become more aware of our new system we will see an increase in online bookings, but overall we did hear a lot of positive feedback from people who used the system.

2015 Revenue & Occupancy

Attached you will find detailed information on the 2015 revenue and occupancy. As usual you will see that Cameron Lake saw the majority of our customers with Dinosaur Lake having a large percentage as well.

Here is a quick comparison from the last five years for the total revenue from the campgrounds:

2015 = \$39,294.61

2014 = \$31,233.50

2013 = \$41,960.00

2012 = \$44,356.75

2011 = \$36,755.59

Comment Cards

Comment cards are handed out by the campground attendants. We received 58 cards back and as usual we received a lot of positive feedback on our parks! We also received quite a few suggestions on how to make our parks better. I have not included all the comments in the report but they can be viewed if requested. The main areas of concern were as follows:

- Better signage for the reservation system
- Improve playground facilities
- Noise control during the night (generators running all night)
- Need to level campsites

Report Prepared By:

Becky Mercereau

Becky Mercereau, Office Assistant

ADMINISTRATOR COMMENTS:

I suggest that we charge for firewood and raise the camping fees. The last increase for camping fees was October of 2009, by resolution, only.

	Current	Proposed
Campgrounds For all Campsites:		
Daily Fee:	\$ 15.00	\$ 20.00/25.00
Season Pass		
(Residents only)	\$150.00	\$175.00/200.00
Firewood:		
One bundle free/extra bundles @	\$ 5.00	\$ 10.00

Recommendation Resolution:

That Administration amend the Fees and Charges Bylaw #843, 2014 to include the following fees:

For Alwin Holland and King Gething Campgrounds:

Daily Fee: \$ 20.00

For Cameron Lake and Dinosaur Lake Campgrounds:

Daily Fee: \$ 25.00

All Campgrounds:

Season Pass
 (Residents only) \$200.00

7 Night Punch Card \$100.00

Firewood for all Campgrounds:

No free bundles. Per bundle \$ 10.00

Tom Matus
Tom Matus, CAO

DISTRICT OF HUDSON'S HOPE

Bylaw No. 700

A bylaw to amend the fees for the occupation of a municipal campsite.

WHEREAS under section 363 of the *Community Charter*, the Council may by bylaw impose a fee payable in respect of a service of the municipality; and

AND WHEREAS Parks, Campgrounds and Facilities Regulation Bylaw No. 588, 1999 establishes fees for when a person occupies a campsite in a campground;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as the "Campground Fees Amendment Bylaw No. 700, 2006".
2. Schedule "B" to Bylaw No. 588 is amended by striking out section 1 and substituting the following:
 - "1. Campgrounds

Daily fee per campsite	\$12.00
Season pass (residents only)	\$100.00

Read a First Time on the 8th day of May, 2006.

Read a Second Time on the 8th day of May, 2006.

Read a Third Time on the 8th day of May, 2006.

Adopted on the 10th day of May, 2006.

L.M. Harwood
MAYOR

W. Clindsey
CLERK

DISTRICT OF HUDSON'S HOPE

Bylaw No. 638

A bylaw to amend the fees for the occupation of a municipal campsite.

WHEREAS under section 363 of the *Local Government Act*, the Council may by bylaw impose a fee payable in respect of a service of the municipality; and

AND WHEREAS Parks, Campgrounds and Facilities Regulation Bylaw No. 588, 1999 establishes fees for when a person occupies a campsite in a campground;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as the "Campground Fees Amendment Bylaw No. 638, 2002".
2. Schedule "B" to Bylaw No. 588 is amended by striking out section 1 and substituting the following:
 - "1. Campgrounds

Daily fee per campsite	\$12.00
Season pass (residents only)	\$60.00"

Read a First Time on the 29th day of April 2002.

Read a Second Time on the 29th day of April 2002.

Read a Third Time on the 29th day of April 2002.

Adopted on the 10th day of May 2002.

L.M. Harwood
MAYOR

W. Kleindorfer
CLERK

Certified a true copy of Bylaw No. 638
this 28 day of May, 2002.

W. Kleindorfer
Clerk

Schedule "B"

FEES:

1.	Campgrounds	
	Daily fee per campsite	\$6.54
	Season pass (residents only)	\$46.73
2.	Arena	
	Public skate passes:	
	Season pass – family	\$51.40
	Season pass – single	\$28.04
	One month pass – family	\$23.36
	One month pass – single	\$12.00
	Public skating:	
	Adult (19 years and over)	\$2.10
	Teen (13 to 18 years)	\$1.64
	Child (12 years and under)	\$1.17
	Shinny hockey passes:	
	10 session pass – adult	\$18.00
	10 session pass – youth	\$9.00
	Shinny hockey:	
	Adult (14 years and over)	\$2.10
	Child (13 years and under)	\$1.17
	Hourly rental:	
	Adult and junior	\$55.00
	Minor hockey and figure skating	\$30.00
	School and non-profit community groups	\$25.00
3.	Swimming Pool	
	Public swim passes:	
	Season pass – family	\$60.75
	Season pass – single	\$37.38
	One month pass – family	\$32.71
	One month pass – single	\$18.70
	One week pass – family	\$11.21
	One week pass – single	\$7.48

2015 District of Hudson's Hope Campground Revenue & Occupancy Information

Prepared by: Becky Mercereau

Includes:

2015 Occupancy Chart

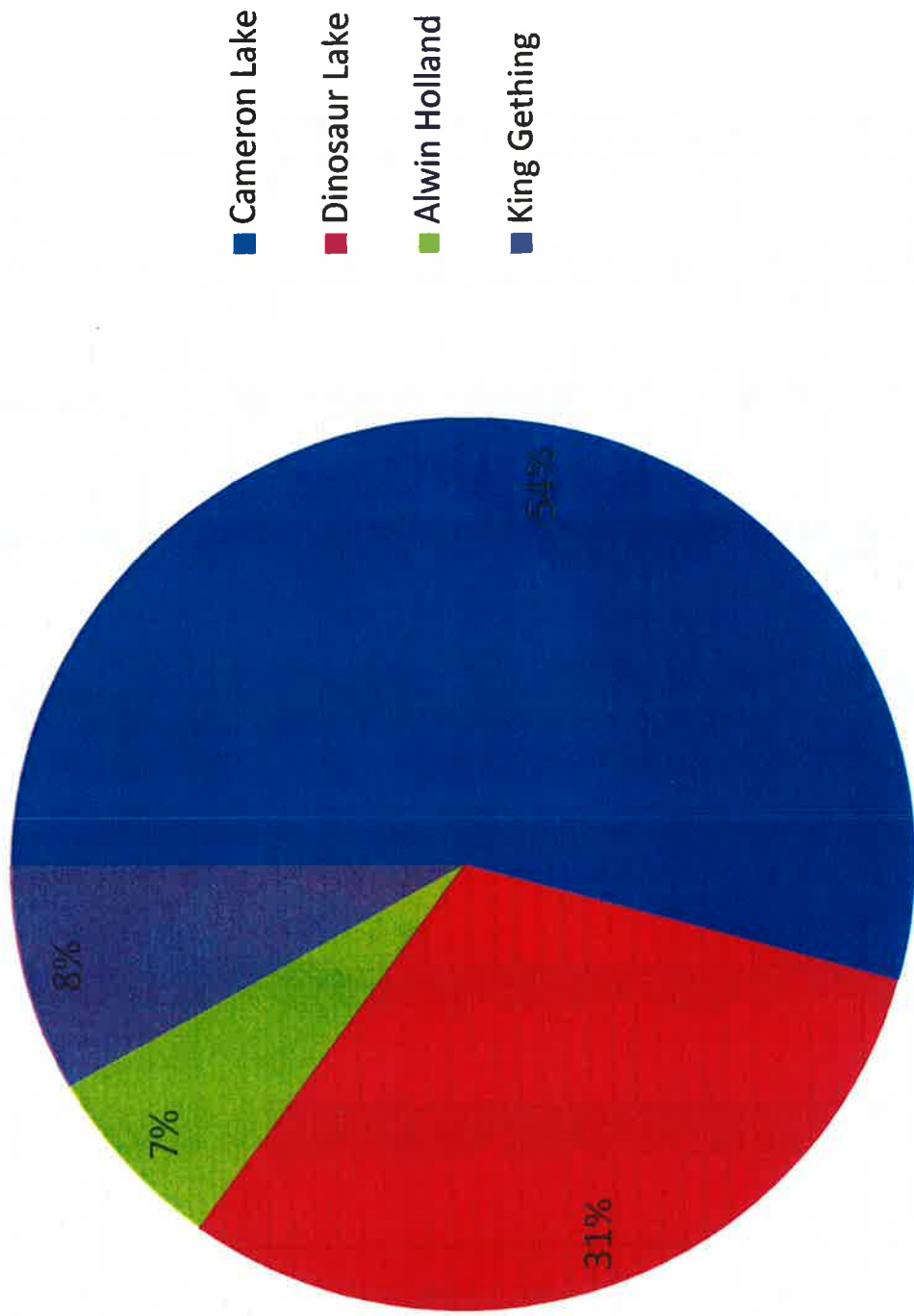
2015 Revenue Data

2015 Revenue Summary

2015 Revenue Chart By Location

Online Booking/Staff Bookings

2015 DOHH Campground Occupancy Data by Location

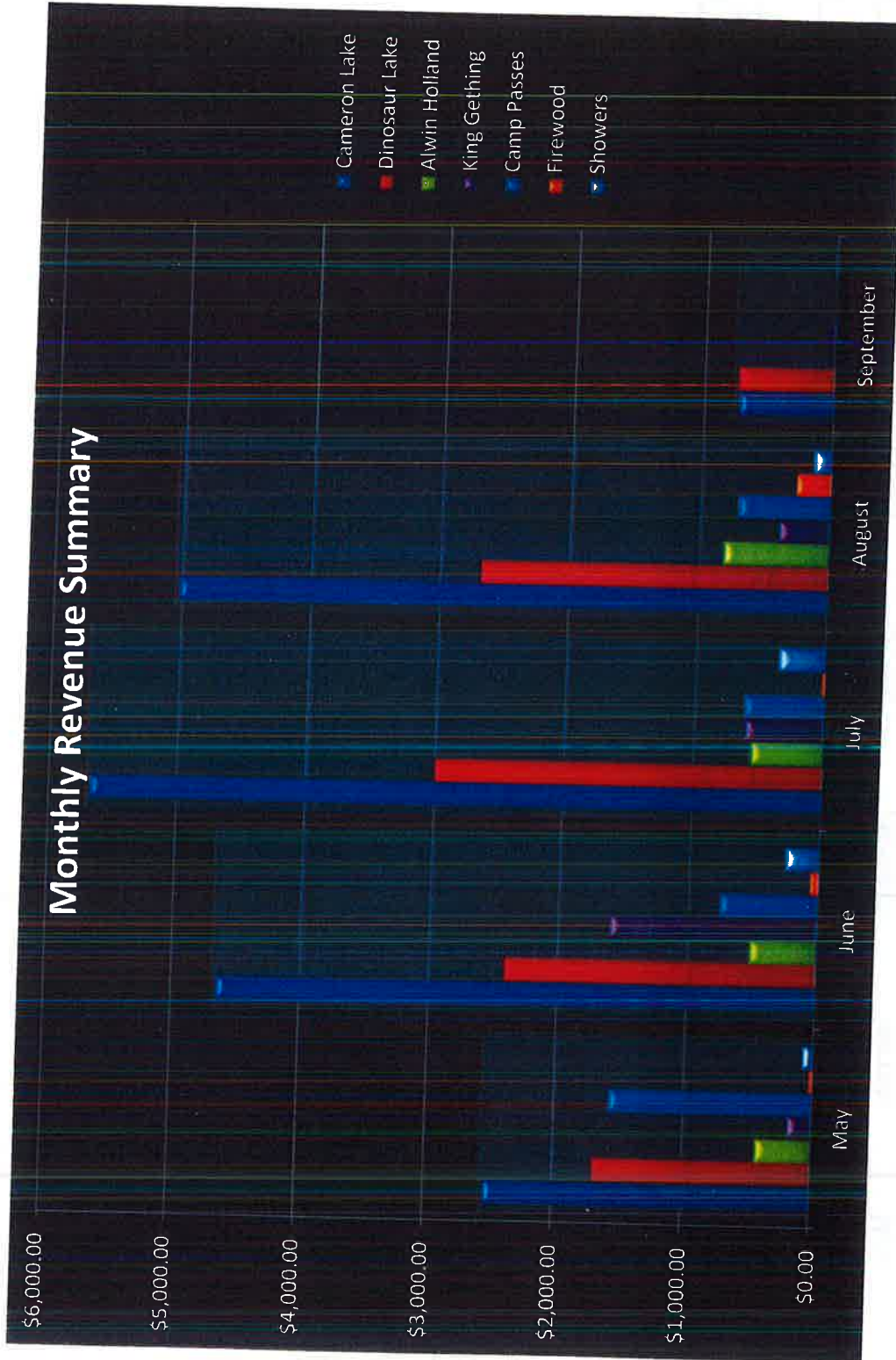


District of Hudson's Hope Campground Revenue 2015									
Date	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Passes	Fire Wood	Showers	Total	
13.05.2015	1074.65	649.19	121.74	138.32	0.00	0.00	0.00	1983.90	
17.05.2015	988.58	628.57	257.14	40.00	571.43	10.00	0.00	2495.72	
21.05.2015	0.00	14.29	0.00	0.00	0.00	0.00	41.00	55.29	
24.05.2015	309.52	242.86	0.00	14.29	95.24	0.00	32.00	693.91	
27.05.2015	0.00	0.00	0.00	0.00	909.54	0.00	0.00	909.54	
28.05.2015	57.14	0.00	0.00	0.00	0.00	0.00	9.00	66.14	
31.05.2015	104.76	157.14	57.14	0.00	0.00	20.00	0.00	339.04	
01.06.2015	1067.92	567.93	40.18	100.75	0.00	0.00	0.00	1776.78	
07.06.2015	114.29	0.00	0.00	0.00	0.00	0.00	0.00	114.29	
07.06.2015	509.52	285.71	85.71	128.57	0.00	0.00	70.00	1079.51	
08.06.2015	572.85	303.75	80.66	20.09	0.00	0.00	0.00	977.35	
11.06.2015	42.86	28.57	28.57	109.52	0.00	0.00	41.00	250.52	
14.06.2015	176.19	71.43	28.57	0.00	0.00	0.00	25.00	301.19	
15.06.2015	0.00	0.00	0.00	0.00	571.44	0.00	0.00	571.44	
17.06.2015	610.72	222.49	0.00	142.13	0.00	0.00	0.00	975.34	
21.06.2015	42.86	68.57	0.00	0.00	0.00	0.00	0.00	111.43	
21.06.2015	190.48	547.62	19.05	942.86	0.00	70.00	0.00	1770.01	
24.06.2015	364.02	40.48	161.92	20.09	0.00	0.00	0.00	586.51	
25.06.2015	280.95	97.14	0.00	14.29	0.00	0.00	0.00	392.38	
28.06.2015	0.00	0.00	0.00	0.00	0.00	0.00	128.00	128.00	
28.06.2015	676.19	182.86	77.14	128.57	190.48	0.00	0.00	1255.24	
02.07.15	538.09	238.10	42.86	28.57	0.00	0.00	0.00	847.62	
06.07.15	595.24	257.14	100.00	42.86	95.24	15.00	0.00	1105.48	
07.07.2015	1096.78	613.03	101.35	101.35	0.00	0.00	0.00	1912.51	
11.07.15	148.57	119.05	14.29	57.14	0.00	0.00	0.00	339.05	
15.07.2015	0.00	0.00	0.00	0.00	523.82	0.00	0.00	523.82	
16.07.15	400.00	242.86	42.86	28.57	0.00	15.00	67.00	796.29	
19.07.15	271.43	100.00	42.86	14.29	0.00	0.00	0.00	428.58	
20.07.2015	1103.50	518.40	19.88	40.48	0.00	0.00	0.00	1682.26	
21.07.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
23.07.15	176.19	28.57	0.00	42.85	0.00	0.00	0.00	247.61	
26.07.15	377.14	157.14	185.71	57.14	0.00	0.00	0.00	131.00	
26.07.15	404.76	328.57	14.29	157.15	0.00	0.00	163.00	940.13	
28.07.2015	569.93	405.70	0.00	40.48	0.00	0.00	0.00	904.77	
02.08.15	708.57	466.67	285.71	85.71	285.71	0.00	0.00	1016.11	
06.08.15	219.05	100.00	71.43	100.00	0.00	0.00	0.00	1832.37	
09.08.15	357.14	100.00	0.00	28.57	0.00	0.00	28.00	518.48	
10.08.2015	729.84	344.84	63.57	40.48	0.00	0.00	0.00	485.71	
13.08.15	514.29	195.05	14.29	0.00	95.24	25.00	0.00	1175.73	
15.08.2015	0.00	0.00	0.00	0.00	142.86	0.00	0.00	843.87	
15.08.15	0.00	0.00	0.00	0.00	0.00	199.00	0.00	142.86	
16.08.15	342.86	128.57	77.14	0.00	0.00	0.00	0.00	199.00	
20.08.15	347.62	85.71	14.29	42.86	95.24	50.00	0.00	548.57	
23.08.15	361.90	128.57	28.57	42.86	0.00	0.00	0.00	635.72	
24.08.2015	706.25	566.12	0.00	0.00	0.00	0.00	0.00	561.90	
27.08.15	157.14	166.66	71.43	28.57	95.24	0.00	0.00	1272.37	
30.08.15	519.05	240.00	100.00	14.29	0.00	0.00	92.00	611.04	
31.08.15	57.14	171.43	100.00	14.29	0.00	0.00	20.00	893.34	
06.09.15	242.86	400.00	0.00	0.00	0.00	0.00	0.00	342.86	
07.09.15	42.86	0.00	0.00	14.29	0.00	0.00	0.00	642.86	
14.09.2015	448.20	344.53	0.00	0.00	0.00	0.00	15.00	72.15	
28.09.15	0.00	0.00	0.00	14.29	0.00	0.00	0.00	792.73	
Total	\$18,619.90	\$10,555.31	\$2,345.35	\$2,836.57	\$3,671.48	\$404.00	\$862.00	\$39,294.61	

2015 Monthly Campground Revenue Summary

	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Camp Passes	Firewood	Showers
May	2534.65	1692.05	436.02	192.61	1576.21	30.00	82.00
June	4648.85	2416.55	521.80	1606.87	761.92	70.00	264.00
July	5681.63	3008.56	564.10	610.88	619.06	30.00	361.00
August	5020.85	2693.62	823.43	397.63	714.29	274.00	140.00
September	733.92	744.53	0.00	28.58	0.00	0.00	15.00
Total	\$ 18,619.90	\$ 10,555.31	\$ 2,345.35	\$ 2,836.57	\$ 3,671.48	404.00	862.00

Monthly Revenue Summary



2015 Monthly Campground Booking Summary

	Online Booking	Staff Booking	Visitors to Site
May	80	103	280
June	92	208	331
July	75	246	395
August	59	253	216
September	5	30	35
Total	311	840	1,257

REQUEST FOR DECISION

RFD#:	Date: November 5, 2015
Meeting#: CM110915	Originator: Tom Matus, CAO
RFD TITLE: Consultant – Wastewater Facility Upgrade	

BACKGROUND:

We have received approval for approximately \$1.6M in funding from the Building Canada Fund for upgrades on our wastewater treatment facility. Urban Systems had assisted us with this application.

DISCUSSION:

Urban Systems is very familiar with this project, as they had also previously assisted us with the same project with an application submitted in 2012 to the Gas Tax Fund, though unsuccessful.

I have negotiated their proposal for consultant fee estimates for the project management of this project and being that they are very familiar with this project it would be prudent that we approve Urban Systems be the lead consultant on this project. We would save time and money in regard to the Request for Proposals from consultants and through the down time of another consultant becoming familiar with this project.

Their proposal is within the range of the industry standard fee of 20% of the project costs fee for consultants' services fees and note this is an estimate only and would probably come in less than the conservative estimate – conservative being on the high end. Further, note that one must not include the Hydrogeological / Geotechnical Investigation / EIS portion included in the fee of \$184,100.00 in the Lead Consultant's fees as this is not work of the Lead Consultant's management responsibilities.

BUDGET:

\$214,000 Total: Work Program Sewage Treatment Plant & Trucked Waste Facility Construction Services

\$396,300 Total: Work Program – Environmental Investigations And Detailed Design For Wastewater Facility Upgrades

-\$184,100 Total: Environmental Investigations

\$426,200 Total: Detailed Design For Wastewater Facility Upgrades Charged To Sewer Capital Works, M&E Reserve Fund.

- i. For the purpose of ensuring efficiency and effectiveness, the following exceptions to the normal procedure are authorized and the quotation and tender provisions of the Purchasing Policy do not apply when:
- i. Services and supplies are provided by utility companies on a monopoly basis;
 - ii. Professional services may be obtained through proposal calls or other methods determined by District Council;
 - iii. Cooperative purchasing agreements are made with other agencies or levels of government i.e. School District, Regional District, etc.;

- iv. Due to an emergency, a situation exists which could adversely affect the life, health or safety of citizens;
- v. Services are provided on a rotational basis where regular quotations or tenders are not feasible e.g. catering
- vi. District Council by resolution authorizes a direct purchase in circumstances they consider appropriate.

RECOMMENDATION / RESOLUTION:

That Council invoke its privilege of its Purchasing Policy section 1.i.vi which reads:

“District Council by resolution authorizes a direct purchase in circumstances they consider appropriate”; and

approve Urban Systems as the Lead Consultant Project Manager, including the “Work Program – Environmental Investigations And Detailed Design For Wastewater Facility Upgrades” and “Work Program Sewage Treatment Plant & Trucked Waste Facility Construction Services at a combined estimated cost of \$610,300.00.



Tom Matus, CAO

Tom Matus

From: Eric Sears <ESears@urbansystems.ca>
Sent: November-05-15 3:29 PM
To: Tom Matus
Cc: Peter Coxon
Subject: Sewage Treatment Plant Work Programs
Attachments: 2015-11-05 LET Sewage Treatment Plant - Environmental and Design Work Program.pdf; 2015-11-04-Sewage Treatment Plant - Work Plan for Construction Services.pdf

Hi Tom,

Attached are the two finalized work programs that we have discussed. We have revised them both based on our conversations and taken the draft stamp off of them.

The design stage program is no different than the original that was submitted, only finalized and signed.

For the Construction budget I have added some wording that will hopefully give more detail to what we are proposing to be done. As we discussed, we want to be clear that this would be just an estimate at this time and we would only bill what would be required once the construction starts. We have reduced the construction budget estimate slightly after our meeting last week.

Please review and let me know if you have any questions or comments on any of the information provided. As you know the survey has been given to go ahead but we will wait to get your final approval to proceed before getting to far into any of the other tasks. Moving forward the site investigation for the geotechnical and hydro-geological reviews are the next key tasks to get going, along with working through the trucked waste building sizes and configurations.

Thanks,

Eric

Eric Sears, P.Eng.

URBAN
systems

10808 100th Street
Fort St. John, BC V1J 3Z6
T: 250 785 9697 x 8297
C: 250 793 2947
esears@urbansystems.ca
urbansystems.ca

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November 05, 2015

File: 0664.0039.02

District of Hudson's Hope
9904 Dudley Drive
PO Box 330
Hudson's Hope, BC V0C 1V0

Attention: Tom Matus, Chief Administrative Officer

**RE: WORK PROGRAM – ENVIRONMENTAL INVESTIGATIONS AND DETAILED DESIGN FOR
WASTEWATER FACILITY UPGRADES**

The District of Hudson's Hope has requested the assistance of Urban Systems Ltd. (Urban) to undertake the detailed design of upgrades to their wastewater facility. The District's Wastewater treatment Plant (WWTP) and disposal system is an ageing facility, and upgrades are required to address existing capacity and condition issues. The WWTP was initially constructed utilizing a lagoon system that met the requirements at the time; it was built in the 1960's when the town site was established. The District's WWTP is already struggling to meet the permitted discharge limits, and there has been heightened regional oil and gas activity affecting local infrastructure. Consequently, the WWTP is in need of upgrading as soon as possible in order to protect the local environment and public health. The existing plant will not be able to continue to meet the requirements of the existing permit or of the BC Municipal Wastewater Regulation (MWR), which will apply to any upgrades of the plant. It has also been noted that the plant is currently accumulating a large buildup of sludge, which has been causing operational issues and is likely impacting the current treatment process.

In 2014, Urban Systems completed a predesign report outlining design parameters and upgrade options. An aerated lagoon system was determined to be the most cost effective – both in capital investment and ongoing operational costs. This project was recently awarded funding through the Small Communities Fund, and this work program outlines the professional fees associated with producing design drawings and a completed tender package.

1.0 PROJECT UNDERSTANDING

Based on the predesign findings and subsequent discussions with the District of Hudson's Hope, it is our understanding that the District would like to move forward with the proposed design option that includes the following;

- Influent screening and headworks;
- A trucked waste receiving facility; although the size and desired operation of the facility has not yet been defined;
- Utilization of the existing Cell 1 and 4 for the upgrades, including aeration, while maintaining Cell 2 online during construction; and
- Upgrades to the existing rapid infiltration (RI) basins for effluent discharge.

The proposed tasks to complete the detailed design and tender documents for WWTP upgrades are as follows.

2.0 WORK PROGRAM

Task 1 – Topographical Survey

The first task of the proposed works will be to undertake a topographical survey of the site in order to aid the design. Tryon Professional Group will complete the survey. Tryon will also work with the Golder to tie-in field data for the hydrogeological study. It is recommended that this survey is completed as soon as possible before snow is present on the site.

Task 2 – Hydrogeological Study, Geotechnical Investigation and Environmental Impact Assessment (EIS)

As identified in the predesign report, an EIS must be completed to confirm the effluent quality and validate the continued use of the existing RI basins as the method of disposal for the treated effluent under the BC Municipal Wastewater Regulation (MWR). As part of the EIS, a hydrogeological study will be completed, which will define the hydraulic loading rates, groundwater flows and sub-surface travel times. In conjunction, a geotechnical investigation will be completed and will include recommendations for the design of the berms within the RI basins and foundation design for the blower and screening buildings. Golder and Associates have been engaged to help complete this portion of the work; their scope of work is outlined in the attached work program.

This Task will also include the installation of a number of monitoring wells that will be required to monitor the groundwater movement and the interaction of the effluent that is being infiltrated into the surrounding area.

Once the hydrogeological study has been completed, this information will form the basis of the EIS report. The purpose of an EIS report is to evaluate the potential for public health and environmental impacts, determine if these impacts are acceptable and develop effluent criteria which aim to protect public health and the environment. The EIS will also include the following activities:

1. Summarise the current and future effluent flows.
2. Summarise the key factors regarding the environment and public health, including location and use of wells, location of surface water, area uses and resources.
3. Identify other discharges in the vicinity of the wastewater treatment plant.
4. Summarise the pathway of effluent movement, soil conditions, dilution factors and effluent dispersion.
5. Review the potential for public health and environmental impacts as a result of the effluent release.
6. Compare the characteristics of the groundwater as a result of the discharge with the appropriate Water Quality Guidelines.
7. Identify any condition or situation where the effluent quality will not adequately protect human health or the environment.

Attention: Tom Matus, Chief Administrative Officer
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8. Define appropriate effluent criteria.
9. Provide guidance with respect to a reliability category for the treatment plant discharge.
10. Recommend a suitable on-going monitoring program.

Task 3 – Environmental Permitting

Task 3 will be conducted simultaneously to all the other tasks. This task includes all coordination and conversations with the BC Ministry of Environment throughout the EIS review to ensure all design components meet the requirements and to determine the appropriate regulatory pathway (e.g. permit amendment or registration under the MWR). Further, as part of the scope of this project, we will assist the District on submitting a permit amendment or MWR application. We have been advised by the BC Ministry of Environment that this process has a two year turnaround, and therefore it is recommended that this task be started as soon as approval of this work program is received.

Task 4 – Trucked Waste Facility Options Review

We understand that the District would like to be able to accept trucked waste from rural residents and potentially oil and gas camps in the area. Based on this, Urban will review and present various options that the District may want to consider in the construction and operation of a trucked waste facility that would be located at the wastewater facility. A technical memorandum will be provided to staff that will summarize the options and associated costs for the District's consideration. The options will range from a fully supervised facility with a building and testing equipment to an electronic kiosk type facility that can be used by the truck haulers.

Task 5 – WWTP Detailed Design

Once the details of the EIS and trucked waste facility review are determined, Urban and the sub-consultants will complete the detailed design and compile the tender documents in preparation for tender. These tasks will include;

- Detailed design drawing including civil, electrical, structural and architectural drawings for all aspects of the design including:
 - Influent screening,
 - Trucked waste receiving details,
 - Blower building design,
 - Aeration design,
 - Site piping,
 - Electrical and controls.
- Specifications and contract documents; and
- A class 'A' cost estimate.

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The complete scope of work for the trucked waste facility is unknown at this point in time so we have allocated an allowance for the design of the facility of \$20,000. This will cover the design of a basic kiosk type facility with truck connections and basic testing and supervision capabilities. The outcome of the review in Task 4 may impact the overall design of the screening building including equipment that will be selected for the facility. Once these details are known we will advise on the potential changes to the budget for the selected trucked waste options.

At approximately 30%, and also once the draft detailed design drawings and documents have been completed, Urban will meet with District staff to review the documents. Any comments will be incorporated in order to finalize the documents for tender.

Task 6 - Tender Period Services

It is intended that the WWTP upgrades will be tendered in early 2016. The tender period will be 4 weeks and Urban's scope of work will include the following;

- Answer contractor questions and issue addendums as required;
- Coordinate and attend a pre-site meeting at the District lagoons;
- Attend tender opening at the Hudson's Hope District office;
- Provide District with tender summary and recommendation for award; and
- Produce letter of award for the contractor.

3.0 PROJECT TEAM

Our proposed project team includes the following members:

Project Leader and Engineer	Eric Sears, P. Eng.
Senior Review	Chris Town, P. Eng. MAS
Ministry Liaison/Environmental Lead	Dr. Joanne Harkness, R.P.Bio.
Lead Designer	Nathan Johnson, Engineering Technologist
Electrical Designer	ICI Electrical & Controls Consulting Ltd.
Structural Engineer	CWMM Consulting Ltd.
Architectural Technologist	Rayburn Technical Services Ltd.
Geotechnical Designer	Golder and Associates

4.0 PROJECT SCHEDULE

It is our understanding that the District would like to proceed with tendering the works in early 2016. The proposed project schedule is as follows:

Task 1 – Topographical Survey	October 2015
Task 2 – EIS and Hydrogeological Study	November – January 2015

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Task 3 – Environmental Permitting and MWR Registration	Ongoing
Task 4 – Trucked Waste Facility Options Review	November 2015
Task 5 – Detailed Design and Tender Package Preparation	January - March 2015
Task 6 – Tender Period	March - April 2016
Construction (Contingent on MOE approval)	May - December 2016

5.0 FEE ESTIMATE

Based on the tasks outlined in the Section 2.0, the fee estimate to complete this work is outlined in Table 5.1.

Table 5.1 – Fee Estimate

TASK		FEES (including disbursements)
1	Background Data Gathering	
	Survey	\$ 6,600
2	Hydrogeological / Geotechnical Investigation / EIS	
	Urban Systems	\$ 25,000
	Hydrogeological and Investigation (Golder)	\$ 146,000
	Geotechnical Assessment (Golder)	\$ 13,100
	Task 2 - Total	\$ 184,100
3	Environmental Permitting	
	Environmental Permitting	\$ 18,000
4	Trucked Waste Facility Review	
	Trucked Waste Options Review	\$ 6,700
5	Detailed Design	
	Urban Systems	\$ 106,800
	Trucked Waste Facility Design (allowance)	\$ 20,000
	Electrical and Controls Design	\$ 25,000
	Structural Design (allowance)	\$ 10,000
	Architectural Design (allowance)	\$ 5,000
	HVAC Design (allowance)	\$ 5,000
	Task 5 - Total	\$ 171,800
6	Tender Document and Specification Preparation	
	Tendering Services	\$ 9,100
7	Construction Services	
	Construction Services	\$ TBD
	TOTAL	\$ 396,300

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Please note the cost estimate above excludes taxes, but includes all disbursements and travel costs.

We have not included costs for construction services in this work plan. We have provided a separate work program that outlines an estimate of what is expected. This is due to the current unknowns in the design and the level of effort required for supervision. We would like to proposed that at the end the tender period, once a contractor is chosen, we will do a full review of the budget for both the design and construction services with the District and advise on the required level of effort for construction.

We very much look forward to working with the District of Hudson's Hope on this project. Should you have any questions regarding this work program and the information contained within, please feel free to contact me.

Best Regards,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to be "E. S.", written over a horizontal line.

Eric Sears, P. Eng.
Project Leader
/kng

A handwritten signature in black ink, appearing to be "Peter Coxon", written over a horizontal line.

Peter Coxon, P. Eng.
Senior Project Engineer

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November 05, 2015

File: 0664.0039.02

District of Hudson's Hope
9904 – 100th Avenue
PO Box 330
Hudson's Hope, BC V0C 1V0

Attention: Tom Matus, Administrator

**RE: DISTRICT OF HUDSONS HOPE – SEWAGE TREATMENT PLANT & TRUCKED WASTE
FACILITY CONSTRUCTION SERVICES - WORK PROGRAM**

The District of Hudson's Hope has requested the assistance of Urban Systems Ltd. (Urban) to provide construction services during the construction of the Trucked Waste Receiving Facility and construction of upgrades to the Sewage Treatment Plant at the existing lagoons site. The work program below summarizes the proposed tasks during construction and the estimated budget.

As the scope of required supervision and contract administration for the construction is difficult to foresee, we would like to suggest that the costs outlined in the work program are estimates only and not firm costs. For instance the construction inspection efforts have been estimated based on some assumptions on contractor schedule and experience. If that schedule is shorter or longer, the inspection needs may also shift. Once a contractor is chosen and a schedule is clear we can then provide an updated budget and as the project proceeds we will work with the District to ensure we are being efficient in the need for supervision and we will bill District on an as-needed basis.

1.0 WORK PROGRAM

Task 1 – Prepare Issued for Construction Drawings

The Issued for Tender drawings will be updated to reflect any changes as a result of questions during the tender period. Issued for Construction Drawings will be prepared by Urban and our sub-consultants to provide a complete set for the Contractor.

Task 2 – Shop Drawing Review

Urban will coordinate with the Contractor for shop drawing submittals and review all process mechanical shop drawings. We will coordinate with our sub-consultants to ensure any electrical, structural and other shop drawings are reviewed.

Task 3 – Contract Administration and Project Management

Contract Administration for the STP upgrades and the Trucked Waste Receiving Facility will be provided by the Urban Systems Contract Administer and will include the following items:

- General project management and coordination between the District and the construction contractor(s)

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Work Program
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- Scheduling, attending and recording the pre-construction site meeting
- Attendance at regular site meetings as required
- Direct technical queries to the appropriate design team member
- Ensure co-ordination of equipment delivery
- Schedule design specialist visits as necessary
- Review and resolve disputes between the contractor
- Review and issue any extra work orders or change orders
- Review progress reports from the on-site inspector
- Review monthly progress claims prior to submission to Owner

Task 4 – Site Inspection

Part time site inspection will be completed throughout the construction period to review and document construction progress and provide quality assurance to the District that the construction is completed generally in accordance with the construction drawings.

- Ensure conformance with design intent and specifications
- Co-ordinate materials testing (concrete, soils)
- Instigate and prepare scope change notices as necessary (review and pass on to contract administrator)
- Monitor safety procedures and advise General Contractor of any issues
- Take progress photos
- Daily and weekly progress reports
- Oversee leakage and pressure testing or lines testing
- Inspect all buried and above ground piping, including visual welding inspections
- Maintain daily inspection reports and progress records
- Take and distribute meeting notes at regular on-site meetings

The Electrical, Structural, and Mechanical sub-consultants will also be required to complete in-person field reviews of the work. Golder will complete ongoing geotechnical quality assurance reviews for lagoon berm construction, road construction, foundation review, and concrete testing. For the purposes of this budget allowances have been included for these tasks.

A construction period starting in mid-May and lasting until the beginning of September (20 weeks, 6 days a week) has been assumed. This should be more than enough time to complete the works. As indicated above, the effort in this plan can be adjusted based on the contractor's submitted schedule and their experience and past work history. We have assumed a part time construction inspection schedule for the purposes of this work plan. Most of the activities do not require full time supervision on the site but rather periodic quality control checks. There are some tasks such as the installation of the aeration equipment and buried piping that may require more oversight.

Task 5 – Commissioning & Programming

The commissioning task includes all tasks associated with bringing the plant online and handing the completed works over to the District. Commissioning for this project will likely be completed in one phase.

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Date: November 05, 2015
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Subject: Sewage Treatment Plant & Trucked Waste Facility Construction Services -
Work Program
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We have assumed the STP upgrades and trucked waste facility will be commissioned at one time to allow incoming flows from the collection system to be diverted to the new lagoons and away from the existing lagoon. Urban will review the Contractor's commissioning plan and coordinate with sub-consultants, BC Hydro and equipment vendors to schedule and complete the commissioning. There will also be a one or two day operator training program undertaken as part of the commissioning to allow for existing operators to become familiar with the new plant.

This task also include a significant portion of ICI Electrical's work for electrical programming and commissioning. This task is often included in the overall contractor's costs but in this case we have included an allowance in this program as it is typically cost effective for the District to undertake this work directly instead of allowing the contractor to mark up a sub-contractors fee. This will include:

- SCADA system integration, programming and integration of controls for the STP and Trucked Waste Facility including the PLC (Programmable Logic Controller) and HMI (Human Machine Interface);
- Integration of the vendor supplied Point of Sale system in the SCADA;
- On-site configuration, programming and testing of network, PLC's and SCADA equipment; and
- Staff training for system control operations during commissioning.

Task 6 – Final Documentation & Project Wrap-up

After commissioning Urban will work with the Contractor to wrap-up the project including the following items:

- Collect information and review/prepare O&M manuals;
- Review & Issuance of Substantial Performance;
- Deficiency Walkthrough; and
- Builder's Lien Holdback and Release; and
- Preparation of Record Drawings.

Task 7 - Effluent Monitoring, Liaison with MoE

We have included an allowance for any work related to effluent monitoring and liaison with MoE during construction, or amendments to the operational certificate. The scope of this work will vary depending on the initial conversation with the Ministry and the ability of the plant to perform during construction. If the plant certificate does not change, and the plant is able to continue working during construction and switch over, any liaison with MoE or Environment Canada should only be required if issues arise with effluent quality.

Attention: Tom Matus, Administrator
 Date: November 05, 2015
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 Subject: Sewage Treatment Plant & Trucked Waste Facility Construction Services - Work Program
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2.0 PROJECT TEAM

Our proposed project team includes the following members:

Project Leader, Contract Administration	Eric Sears, P. Eng.
Senior Review	Peter Coxon, P. Eng.
Ministry Liaison	Dr. Joanne Harkness, R.P.Bio.
Site Inspection	Kimberley Gulevich, EIT
Electrical Engineer	ICI Electrical & Controls Consulting Ltd.
Structural Engineer	CWMM Consulting Ltd.
Architectural Technologist	Rayburn Technical Services Ltd.
Geotechnical Engineer	Golder Associate.

3.0 FEE ESTIMATE

Based on the tasks outlined in the Section 1.0, the fee estimate to complete this work is outlined in Table 3.1.

Table 3.1 – Fee Estimate

Task	Fee Estimate
1) Prepare Issued for Construction Drawings	\$ 5,000
2) Shop Drawing Review	\$ 7,000
3) Project Management and Contract Administration	\$ 42,000
4) Site Inspection	
Urban Systems	\$ 60,000
Sub Consultant Allowances	\$ 50,000
5) Commissioning & Programming	\$ 32,000
6) Final Documentation & Project Wrap-up	\$ 8,000
7) MoE Coordination and Operational Permit Amendment	\$ 10,000
Total Estimated Fees(excluding GST)	\$214,000

Please note the cost estimate above excludes taxes, but includes all disbursements and travel costs. This cost estimate also includes allowances for the following sub-consultants:

- A \$30,000 allowance for ICI Electrical to complete the electrical portion of the work including \$15,000 for programming;
- A \$30,000 allowance for Golder to provide geotechnical quality assurance testing; and
- A \$10,000 allowance for Structural, Architectural and Mechanical construction services.

Attention: Tom Matus, Administrator
Date: November 05, 2015
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We look forward to working with the District of Hudson's Hope on this project. Should you have any questions regarding this work program and the information contained within, please feel free to contact me.

Best Regards,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "E. Sears".

Eric Sears, P. Eng.
Project Leader
/eds

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Ref: 159425

October 26, 2015

Mr. Chris Cvik
Chief Administrative Officer
Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8

Dear Chris:

Further to our meeting at the UBCM Convention this September regarding implementation of the Peace River Agreement (Agreement), the Ministry wishes to confirm with you and your staff both the annual allocation process under the Agreement and the transfer of \$1 million to fund the Partnership Committee.

The allocation process apportions the annual provincial contribution to the various local governments of the Peace River Regional District (PRRD) in accordance with Appendix 2 of the Agreement. As staff from the PRRD have the experience and knowledge required to run the allocation program, the Ministry proposed that PRRD staff continue to perform the calculation annually. At the UBCM meeting we also agreed that your Chief Financial Officer will certify the correctness of the allocation and provide a copy to the Ministry and each of the municipalities within the PRRD. The Ministry will use this certified allocation as the basis for determining the annual payments under the Agreement.

I understand it would be possible for the PRRD to provide the Ministry this certified allocation by February 28 of each year of the Agreement. In discussions between our two staff, I gather this timeline should be sufficient for your people to collect the necessary input data (e.g. assessment and population data) in order to run the allocation formula.

.../2

Mr. Chris Cvik

Page 2

Regarding funding for the Partnership Committee, the Agreement calls for the Province to provide the PRRD with \$1 million for the purpose of supporting the work of the Partnership Committee. In order to proceed with this payment, the Province requires the PRRD to establish a reserve fund (by bylaw) for this purpose. The reserve fund should be established:

- in accordance with Sections 188 and 189 of the *Community Charter*;
- under the authority of the PRRD's general governance function;
- for the purposes of funding undertakings of the Partnership Committee established under Section 7 of the Peace River Agreement;
- for both operational and capital undertakings; and,
- with a restriction to prohibit interfund borrowing to and from this reserve fund.

Once your Board has established this reserve fund through bylaw, could you please provide a copy of the bylaw to the Ministry. After that, the Ministry will transfer the \$1 million to the PRRD, which will in turn transfer the money into the reserve fund for the Partnership Committee. If possible, the Ministry would like to complete this transfer payment to the PRRD before the end of the 2015 calendar year.

If you have any questions or concerns regarding the processes outlined above, please do not hesitate to contact either me or Jennifer Richardson, Policy Analyst, at: Jennifer.Richardson@gov.bc.ca.

Sincerely



Liam Edwards
Executive Director
Local Government Infrastructure and Finance Branch

DRAFT

PEACE RIVER REGIONAL DISTRICT
BYLAW NO.

A bylaw to authorize establishing an operating and capital reserve fund
within the Legislative – Fiscal & Other service/function.

WHEREAS the Regional Board of the Peace River Regional District has established General Governance functions;

AND WHEREAS reserve funds may be established under the provisions of Sections 188 and 189 of the Community Charter in accordance with Section 814 of the Local Government Act;

AND WHEREAS the Peace River Agreement establishes a Partnership Committee;

AND WHEREAS the Peace River Agreement calls for the Province to provide the Peace River Regional District with \$1 million for the purpose of supporting the work of the Partnership Committee;

AND WHEREAS the Province requires the Peace River Regional District to establish a reserve fund for the purposes of funding undertakings of the Partnership Committee established under Section 7 of the Peace River Agreement;

NOW THEREFORE the Regional Board of the Peace River Regional District in open meeting assembled enacts as follows:

1. The Peace River Regional District establishes a statutory reserve fund under its general governance service.
2. Money in this reserve fund, including interest earned, must only be used for operational and capital undertakings that are approved in writing by the Partnership Committee established under Section 7 of the Peace River Agreement.
3. Money in this reserve fund, including interest earned, must not be transferred (under S.189(2) of the Community Charter) to another reserve fund.
4. Money in this reserve fund, including interest earned, must not be subject to interfund borrowing (under S.189(4.1) of the Community Charter).
- 3.5. This bylaw may be cited for all purposes as the "Peace River Agreement Partnership Committee Reserve Fund Establishment Bylaw No....."

Commented [JLR1]: The transfers and interfund borrowing provisions were separated for understanding and to provide clarity.

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READ A FIRST TIME this day of , 2015
READ A SECOND TIME this day of , 2015
READ A THIRD TIME this day of , 2015
ADOPTED this day of , 2015

I hereby certify this to be a true and correct copy of
"Peace River Agreement Partnership Committee
Reserve Fund Establishment Bylaw No.....", as
adopted by the Peace River Regional District Board
on _____, 2015.

Corporate Officer

District of Hudsons Hope
Shop Site Preparation
Schedule of Quantities and Prices

(All prices and Quotations including the Contract Price shall include all Taxes, but shall not include GST. GST shall be shown separately.)

Item	Section	Brief Description See MMCD Master Municipal Specifications and Supplementary Specifications for Additional Details and Descriptions	Unit	Est. Qty.	Unit Price	Amount
Division 31 – Earthworks						
31 11 01 - Clearing and Grubbing						
1	SS 1.4.1, 1.4.2	Clearing and Grubbing	LS	1		
31 22 01 - Site Grading : Landscaping						
2	1.4.1	Topsoil Stripping and Disposal	m ²	11,500		
3	1.4.2	Common Excavation	m ³	2,500		
31 24 13 - Roadway Excavation, Embankment and Compaction						
4	1.8.9	Subgrade Preparation	m ²	4,000		
31 32 19 - Geosynthetics						
5	1.6.1	Geosynthetics - Tensar BX1100 Geogrid	m ²	4,000		
Division 32 – Roads and Site Improvements						
32 11 16.1 - Granular Sub-Base						
6	1.4.3	Granular Sub-Base 250mm Thickness for Roads	m ²	4,000		
32 11 23 - Granular Base						
7	1.4.2	Granular Base 150mm Thickness	m ²	1,155		
Division 33 – Waterworks						
33 11 01 - Waterworks						
8	1.8.1, 1.8.2	Watermain PVC DR 18 250 mm diameter	lm	140		
9	1.8.1, 1.8.2	Watermain PVC DR 18 150 mm diameter	lm	28		
10	1.8.3	In-line Gate Valves 250 mm	ea	2		
11	1.8.3	In-line Gate Valves 150 mm	ea	1		
12	1.8.3	250 mm 90 Bend	ea	1		
13	1.8.3	Tee 250 mm X 250 mm X 150 mm	ea	1		
14	1.8.13	Tie into Existing Watermain	ea	1		
33 42 13 – Pipe Culvert						
15	1.5.1, 1.5.2	Culvert Pipe CSP 600 mm diameter	lm	15		

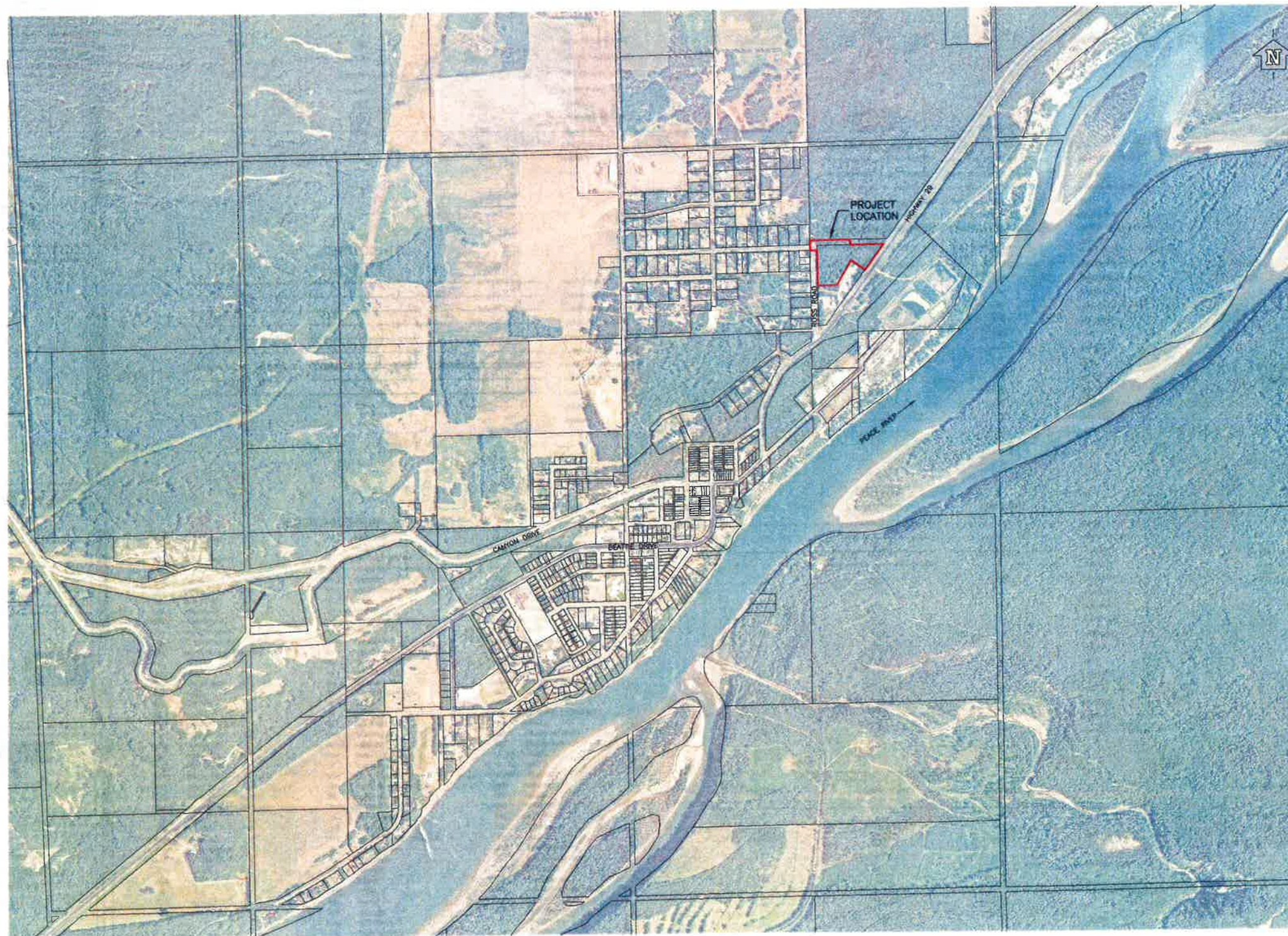
Subtotal	
Contingency Allowance	
Tender Price	
5% GST	
Tender Price with GST	



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Public Works Yard - Site Preparation

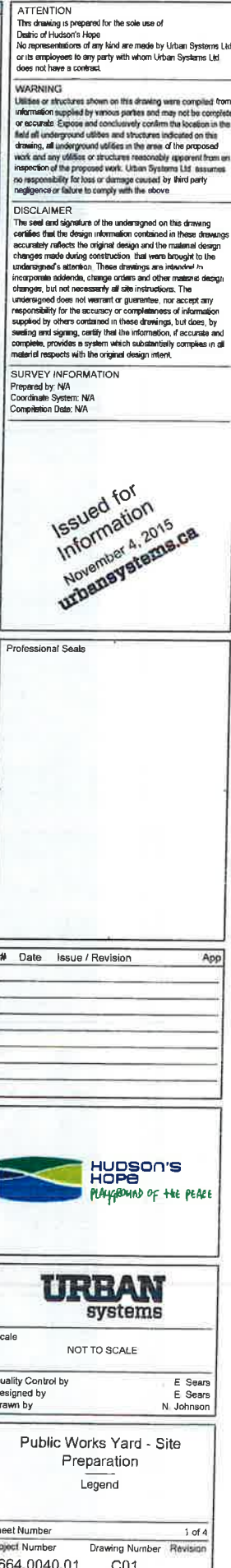
Municipal Address: 11603 Ross Street
Legal Description: Lot 2 Plan EPP54878



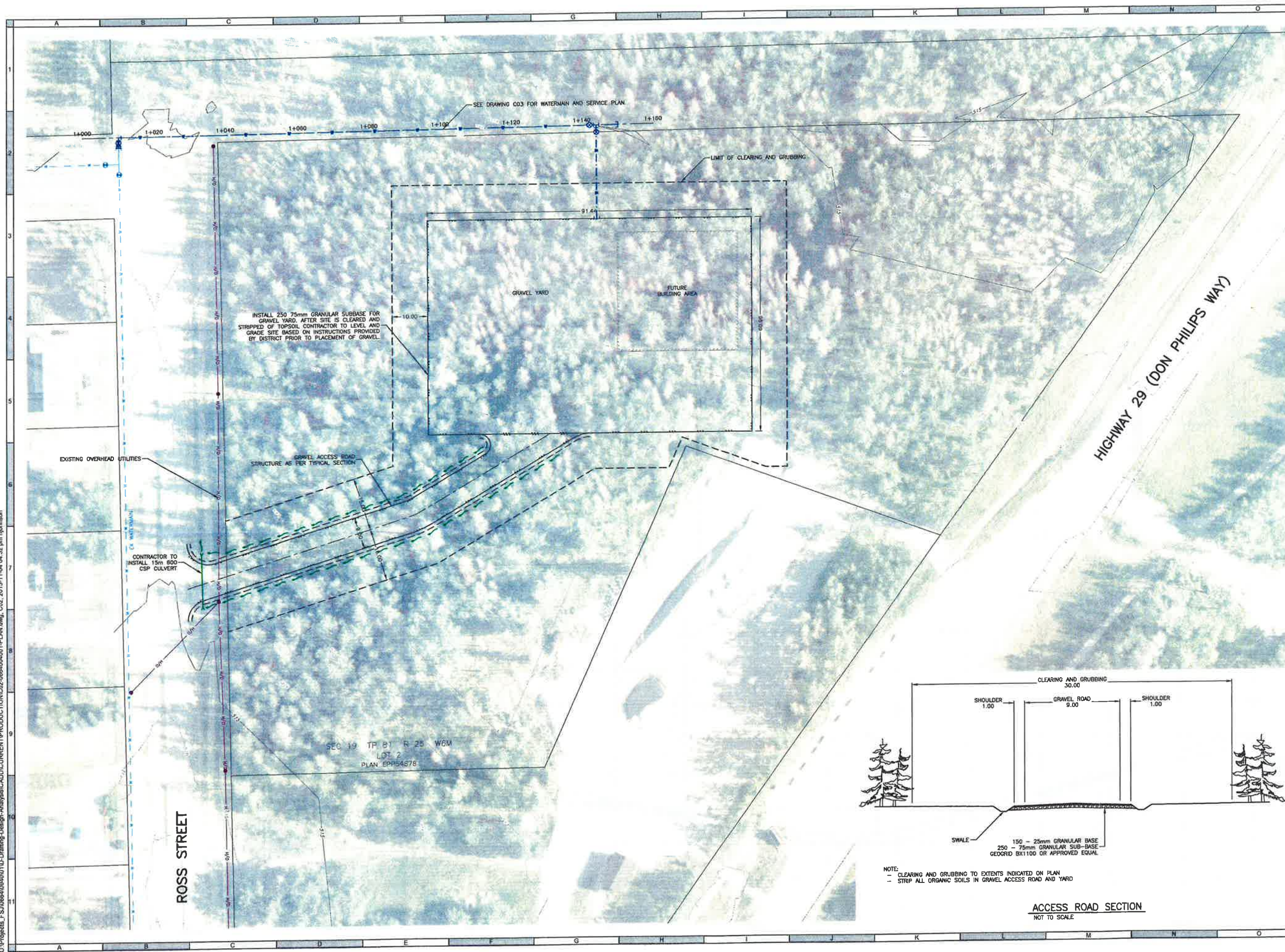
List of Drawings

- C01 Legend
- C02 Site Plan
- C03 Watermain Plan and Profile Station 1+000 to 1+160
- C04 Details

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systems



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ATTENTION
This drawing is prepared for the sole use of
District of Hudson's Hope
No representations of any kind are made by Urban Systems Ltd.
or its employees to any party with whom Urban Systems Ltd.
does not have a contract.

WARNING
Utilities or structures shown on this drawing were compiled from
information supplied by various parties and may not be complete
or accurate. Expose and conclusively confirm the location in the
field of all underground utilities and structures indicated on this
drawing, all underground utilities in the area of the proposed
work and any utilities or structures reasonably apparent from an
inspection of the proposed work. Urban Systems Ltd. assumes
no responsibility for loss or damage caused by third party
negligence or failure to comply with the above.

DISCLAIMER
The seal and signature of the undersigned on this drawing
certifies that the design information contained in these drawings
accurately reflects the original design and the material design
changes made during construction, that were brought to the
undersigned's attention. These drawings are intended to
incorporate addenda, change orders and other material design
changes but not necessarily all site instructions. The
undersigned does not warrant or guarantee, nor accept any
responsibility for the accuracy or completeness of information
supplied by others contained in these drawings, but does, by
sealing and signing, certify that the information, if accurate and
complete, provides a system which substantially complies in all
material respects with the original design intent.

SURVEY INFORMATION
Prepared by: N/A
Coordinate System: N/A
Completion Date: N/A

Issued for
Information
November 4, 2015
urbansystems.ca

Professional Seals

#	Date	Issue / Revision	App



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systems

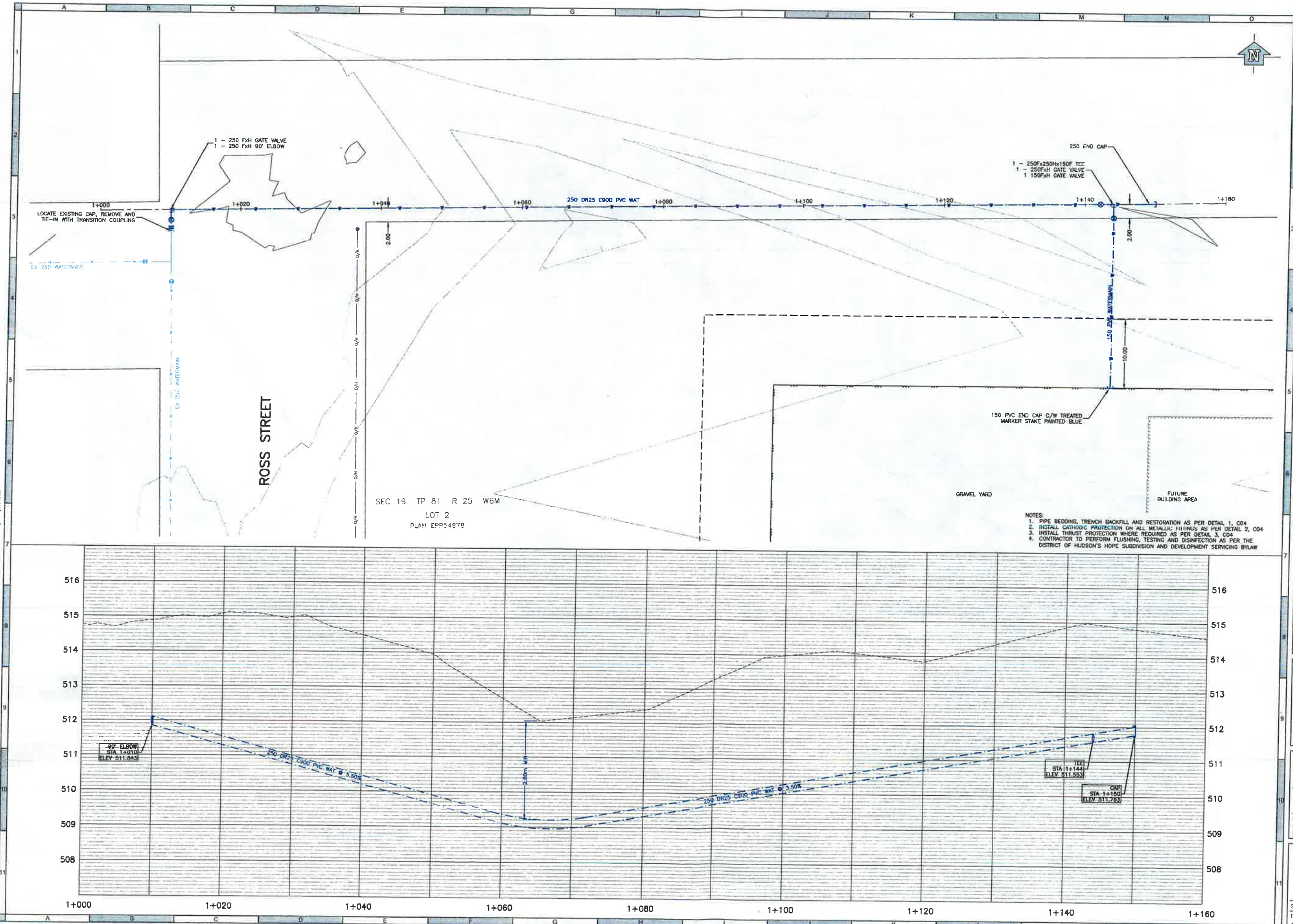
Scale 5m 0 5 10 15

Quality Control by E. Sears
Designed by E. Sears
Drawn by N. Johnson

Public Works Yard - Site
Preparation
Site Plan

Sheet Number 2 of 4
Project Number 0664.0040.01 Drawing Number C02 Revision

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complete, provides a system which substantially complies in all
material respects with the original design intent.


SURVEY INFORMATION
Prepared by: N/A
Coordinate System: N/A
Completion Date: N/A

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 HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

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Scale
H 2.5m 0 2.5 5 7.5
V 0.5m 0 0.5 1 1.5

Quality Control by E. Sears
Designed by E. Sears
Drawn by N. Johnson

Public Works Yard - Site
Preparation
Watermain Plan and Profile
Station 1+000 to 1+160

Sheet Number 3 of 4
Project Number 0664.0040.01
Drawing Number C03
Revision

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WARNING
Utilities or structures shown on this drawing were compiled from information supplied by various parties and may not be complete or accurate. Expose and conclusively confirm the location in the field all underground utilities and structures indicated on this drawing, all underground utilities in the area of the proposed work and any utilities or structures reasonably apparent from an inspection of the proposed work. Urban Systems Ltd. assumes no responsibility for loss or damage caused by third party negligence or failure to comply with the above.

DISCLAIMER
The seal and signature of the undersigned on this drawing certifies that the design information contained in these drawings accurately reflects the original design and the material design changes made during construction, that were brought to the undersigned's attention. These drawings are intended to incorporate addenda, change orders and other material design changes, but not necessarily all site instructions. The undersigned does not warrant or guarantee, nor accept any responsibility for the accuracy or completeness of information supplied by others contained in these drawings, but, does, by sealing and signing, certify that the information, if accurate and complete, provides a system which substantially complies in all material respects with the original design intent.

SURVEY INFORMATION
Prepared by: N/A
Coordinate System: N/A
Completion Date: N/A

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Date	Issue / Revision	App
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AS SHOWN

Quality Control by	E. Sears
Designed by	E. Sears
Drawn by	N. Johnson

Public Works Yard - Site Preparation

Sheet Number	4 of 4		
Sheet Number	Drawing Number	Revision	
64.0040.01	C04	43	

Tom Matus

From: Eric Sears <ESears@urbansystems.ca>
Sent: November-05-15 1:38 PM
To: Tom Matus; Layton Bressers
Subject: RE: Survey for Hudson's Hope Sewage Treatment Plant

Hi Tom,

The survey will serve many purposes including the layout of the new cells. The basic idea is to get a surface profile of the entire site and also to survey the actual property boundaries. With the "existing surface" we can then use this info to detail some of the following design requirements for the "proposed design surface".

- 1) Some of the new cells need a specific depth of liquid to ensure the proper treatment and allow for settlement of sludge. The survey will tell us how much deeper the cells need to be from the current surface and how much material will be need to be excavated.
- 2) There is a need to construct a number of berms. Again the survey will give us the details on the required height of the berms and the amount of material that needs to be placed above the existing ground. The perfect balance would be to use the material excavated out of the cells to use to build up the berms so material needs to be brought in or hauled away.
- 3) The piping of the plant needs to be at specific elevations in order to make sure the effluent flows through the plant in a specific route and a specific time to ensure treatment. The survey will help to set the design elevations of the piping through the plant.
- 4) The survey will help with the site plan and building layout for the receiving station so we know exactly what area we are working with in regards to truck turning needs and overall site layout dimensions.

The digital design will all be referenced back to the original survey information and the contractor can then use than information to layout the plant. For instance if we design the bottom of a cell to be at an elevation of 600m geodetic, the contractor can use the survey control that will be set up during this survey to make sure he excavates down to exactly 600m.

All of the above details will ensure we can provide the contractor with exact information on how much effort is required for the final design and they will be able to provide a detailed cost for the work which typically will result in lower costs as the guess work is removed.

Hope this helps. Once the survey comes back I can walk you through some of the detail on how it will be used.

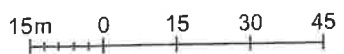
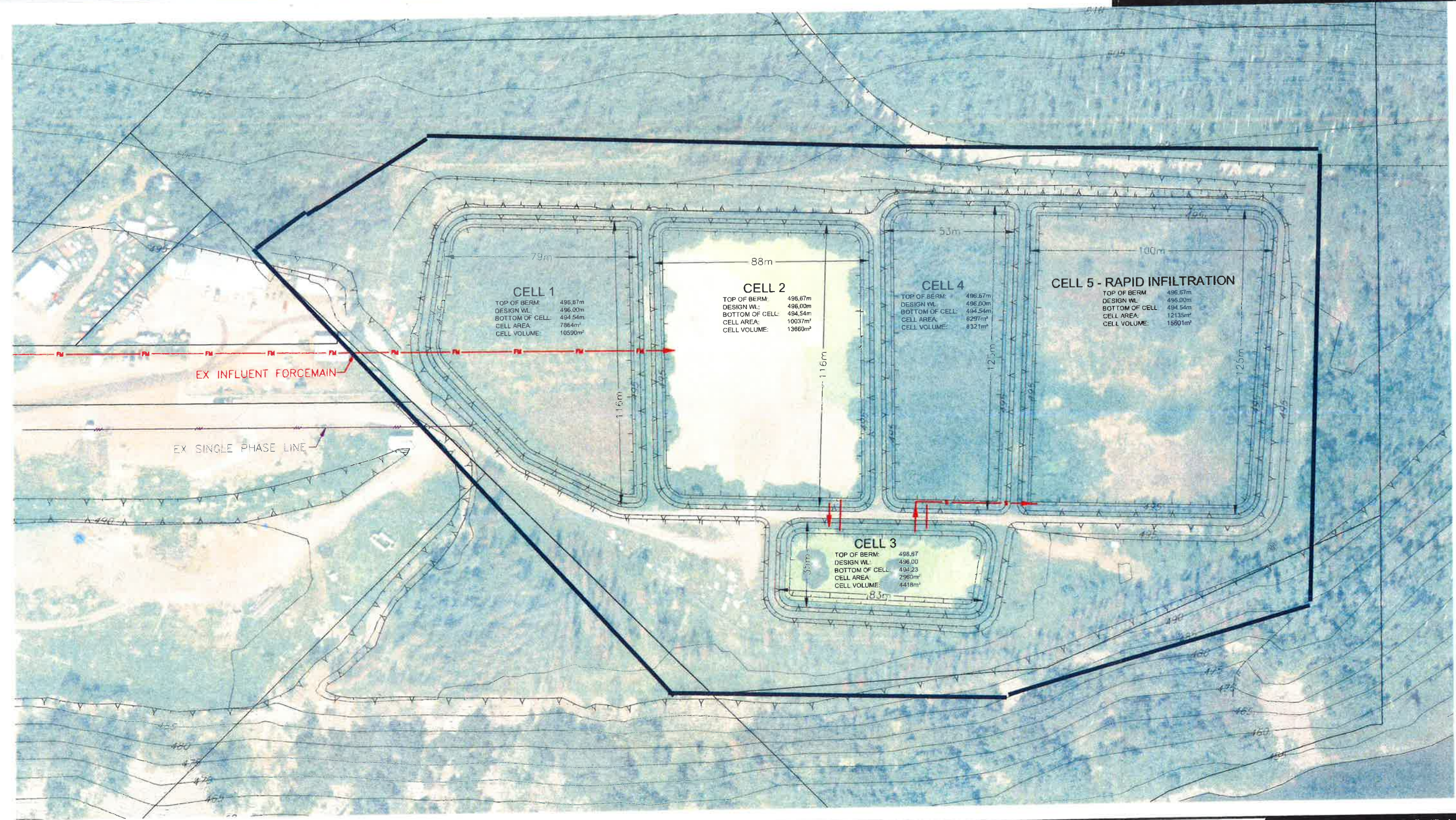
Thanks

Eric

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

From: Tom Matus [mailto:cao@hudsonshope.ca]

Sent: November-05-15 1:08 PM



Client/Project		
District of Hudson's Hope Wastewater Facility Upgrades		
Scale	Date (yyyy-mm-dd)	Figure
1:1500 (11x17)	2014-05-06	2.1
Title		
Wastewater Facility Upgrades Existing Facilities		

REQUEST FOR DECISION

RFD#:	Date: November 6, 2015
Meeting#: CM11062015	Originator: Tom Matus, CAO
RFD TITLE: BCF-SCF Funding Agreement	

BACKGROUND:

The Provincial and Federal Building Canada Fund- Small Communities Fund had approved the funding for the District of Hudson's Hope's Wastewater Facility Upgrade project.

DISCUSSION:

We have received the BCF-SCF funding agreement.

BUDGET:

Revenue: \$1,585,322.00 receipted to Sewer Capital Works, M&E Reserve Fund.

RECOMMENDATION / RESOLUTION:

That Council approve The Government of Canada and the Province of British Columbia New Building Canada Fund – Small Communities Fund Funding Agreement in the amount \$1,585,332.00.



Tom Matus, CAO

New Building Canada Fund – Small Communities Fund

MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

Local Government Infrastructure and Finance

Location: 4th Floor, 800 Johnson Street

Mailing: PO Box 9838 STN PROV GOVT, Victoria, BC V8W 9T1

Telephone: (250) 387 - 4060 Facsimile: (250) 387 - 7972

Website: www.gov.bc.ca/smallcommunitiesfund

November 2, 2015

Tom Matus
Chief Administrative Officer
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

Dear Tom Matus:

Re: New Building Canada Fund – Small Communities Fund
Project #N20075 – Wastewater Facility Upgrades

Enclosed is the agreement between the Ministry of Community, Sport and Cultural Development (MCSCD) and your local government in relation to the above mentioned project.

Please take time to familiarize yourself with the requirements of the agreement in its entirety.

A web link in the Communications portion of the agreement (Section 22) provides detailed direction on the Communications Protocol including but not limited to media events, announcements, signage and advertising. The Province is to be given at least 20 working days' notice of any scheduled communications material or public events relating to your Project.

All public information material pertaining to the project shall clearly and prominently indicate that the project is funded pursuant to the New Building Canada Fund, which includes tendering. Contracts will be awarded in a way that is transparent, competitive and consistent with value for money principles.

In addition, Schedules B and C "Payment Terms and Conditions" and "Reporting Requirements", outline the claims process and the various reports to be submitted as a condition of funding.

The reports must be completed and forwarded to the Province as required and on time. Submission of these reports is mandatory whether or not physical construction of the project has started. Failure to submit any required reporting as stipulated in the funding agreement may affect the Province's ability to assess claims for re-imbursement.

... /2

This Shared Cost Agreement dated for reference the 2nd day of November, 2015.

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Community, Sport and Cultural Development (the "Province")

AND

the **DISTRICT OF HUDSON'S HOPE** (the "Recipient")

for the Wastewater Facility Upgrades Project No. N20075

WHEREAS:

- A. The Government of Canada ("Canada") and the Province entered into the New Building Canada Fund – Small Communities Fund Funding Agreement (the "NBCF-SCFA") made March 12, 2015.
- B. Funding has been approved under the NBCF-SCFA to be paid by the Province to the Recipient for the Project defined in this Agreement, on the terms and conditions set out in this Agreement.
- C. The participation and performance of the Recipient play a critical role in achieving the purposes of the NBCF-SCFA.
- D. The parties wish to delineate their respective responsibilities in this Agreement to ensure compliance with the NBCF-SCFA.

NOW THEREFORE, in consideration of the sum of One Dollar and other valuable consideration, the receipt and sufficiency of which is acknowledged by each party, the parties agree as follows:

DEFINITIONS

1. In this Agreement and its recitals the following definitions apply:

"Agreement" means this Shared Cost Agreement and any attached schedules;

"Applicable Laws" means all laws (including the common law), statutes, regulations, treaties, judgments and decrees and all official directives, bylaws, rules, consents, approvals, authorizations, guidelines, and orders of any governmental authority having

the force of law from time to time including those affecting, applicable to or otherwise relating to the Project, the Recipient or any Third Party;

"Commencement Date" means the date identified in Schedule A on which the Project was approved;

"Completion Date" means the date identified in Schedule A upon which the Recipient will complete the Project;

"Contract" means a contract between the Recipient and a Third Party whereby the Third Party agrees to contribute a product or service to the Project in return for financial consideration which may be claimed as an Eligible Expenditure;

"Eligible Expenditures" are those expenditures set out in Schedule D;

"Federal Co-Chair" means the individual appointed by Canada pursuant to section 4.2 of the NBCF-SCFA;

"Fiscal Year" means the period beginning April 1 of a year and ending March 31 of the following year;

"Ineligible Expenditures" are those expenditures set out in Schedule D;

"NBCF-SCFA Staff" means employees of the Ministry of Community, Sport and Cultural Development who are directly involved in the administration of the NBCF-SCFA, and includes anyone authorized to act on their behalf;

"Oversight Committee" means the Committee established under the authority in section 4 of the NBCF-SCFA;

"Project" means the project described in Schedule A;

"Provincial Minister" means the Minister of Community, Sport and Cultural Development and includes anyone authorized to act on his/her behalf; and

"Third Party" means any person, employee or agent, other than a party to this Agreement, that is involved in the implementation of the Project.

SCHEDULES

2. The Schedules to this Agreement are:

Schedule A	Project Information
Schedule B	Payment Terms and Conditions
Schedule C	Reporting Requirements
Schedule D	Eligible and Ineligible Expenditures

TERM

3. Notwithstanding the actual date of execution of this Agreement, the term of this Agreement begins on the Commencement Date, and expires on March 31, 2023.

OBLIGATIONS OF THE RECIPIENT

4. The Recipient agrees to:
 - (a) carry out the Project in a diligent and professional manner;
 - (b) commence carrying out the Project within one year of the date of reference of this Agreement;
 - (c) complete the Project no later than the Completion Date;
 - (d) provide evidence satisfactory to the Province that the Recipient has commenced the Project in accordance with section 4(b) of this Agreement. Such evidence may consist of verification that construction has started, or other evidence deemed appropriate by the Province;
 - (e) submit its claims for reimbursement of Eligible Expenditures in accordance with the provisions of Schedule B of this Agreement; and
 - (f) be responsible for any and all costs, expenses and liabilities (other than Eligible Expenditures which are reimbursed in accordance with the terms of this Agreement) including all Ineligible Expenditures, unapproved expenditures, and cost overruns.
5. If, in the opinion of the Province, the Recipient has failed to provide evidence satisfactory to the Province in accordance with section 4(d) of this Agreement to demonstrate the Project has commenced, the Province will inform the Federal Co-Chair and the Oversight Committee will examine the issue.
6. The Recipient and any Third Party will comply with all Applicable Laws.
7. The Recipient agrees to:
 - (a) establish and maintain accounting and administrative records which clearly disclose the nature and amounts of the different items of cost pertaining to the Project, to be used as the basis for the calculation of the claims by the Recipient for reimbursement of Eligible Expenditures and which shall include the Contracts, invoices, statements, receipts and vouchers in respect of the Project;

- (b) permit the Province, Canada, or any member of the Oversight Committee, for contract monitoring and audit purposes, to inspect at all reasonable times both before and after the Completion Date, any books of account or records (both printed and electronic, including, but not limited to, hard disk or diskettes), and any other information reasonably required by the Province or Canada, whether complete or not, that are produced, received or otherwise acquired by the Recipient as a result of or in connection with this Agreement;
 - (c) maintain all such accounts, records and information for a period of six years after the Completion Date;
 - (d) ensure that all Contracts entered into by the Recipient with any Third Parties contain the provisions in section 6 above; and
 - (e) adhere to all environmental mitigation measures, if any, identified during the environmental assessment process.
- 8. The Recipient is solely responsible for all aspects of the Project, including without limitation, the planning, design, construction, operation, maintenance, worker and public safety, completion and ownership of the infrastructure, and nothing in this Agreement shall be deemed to give the Province interest in, or responsibilities for the Project, unless otherwise expressly provided in this Agreement.
- 9. The Recipient will ensure that the federal/provincial contribution is to be used solely for the purpose of defraying the Eligible Expenditures incurred by the Recipient in carrying out and completing the Project as described in Schedule A.
- 10. The Recipient acknowledges that Eligible Expenditures that have received funding from any other federal or provincial sources may not be reimbursed under this Agreement, and the Recipient agrees to promptly notify the Province through NBCF-SCFA Staff in writing of any and all such funding received.
- 11. The Recipient will not knowingly permit any member of the House of Commons of Canada or the Senate of Canada or the Legislative Assembly of British Columbia to be admitted, directly or indirectly to any share or part of any Contract, agreement or commission made pursuant to this Agreement or in relation to the Project or to obtain any benefit arising therefrom.
- 12. The Recipient acknowledges and agrees that it is not an agent of Canada or the Province and that it will not hold itself out as such and will not do any act or thing which might be construed as authorizing any contract or permitting any other liability or obligation to be incurred on behalf of either Canada or the Province.
- 13. For the purposes of this section “significant change” in respect of a Project includes:
 - (a) any material change to its location, scope or timing; or

(b) any change that would trigger a further environmental assessment.

Any requests for changes or variations to the Project, including significant changes, will be made in writing and will be reviewed by the Province.

14. The Recipient will retain title to, and ownership of infrastructure resulting from the Project for at least five (5) years after the Completion Date.
15. If at any time within five (5) years from the Completion Date, the Recipient sells, leases, or otherwise disposes of, directly or indirectly, any asset purchased, acquired, constructed, rehabilitated or renovated, in whole or in part, with funds contributed by Canada or the Province under this Agreement, other than to Canada, the Province, a local government, or otherwise with Canada's consent, the Recipient may be required to reimburse Canada and the Province, any funds received for the Project.

The Recipient will immediately notify the Province in writing if at any time during the five (5) year period following the Completion Date, any transaction triggering the above-mentioned repayment occurs.
16. The Recipient will ensure that any Contracts it awards to any Third Party will be awarded in a way that is transparent, competitive, and consistent with value for money principles.
17. All Contracts for works associated with the Project will be publicly tendered. If this is not feasible or practicable, the Recipient agrees to notify the Province in writing before proceeding with the Project.
18. The Recipient acknowledges that the Province reserves the right to review the Recipient's procurement and tendering policies and practices relating to the Contracts at any time from the date of approval of the Project to three years after the Completion Date.

OBLIGATIONS OF THE PROVINCE

19. Provided the Recipient is in compliance with its obligations under this Agreement, and subject to the terms of this Agreement, the Province will pay the Recipient the amount and in the manner set out in Schedule B of this Agreement.
20. Without prejudice to the generality of section 19, the Province will not have any obligation to make a contribution under section 19 unless the Recipient has complied with the provisions set out in Schedule B.
21. Notwithstanding any other provision of this Agreement, the payment of money by the Province to the Recipient under this Agreement is subject to satisfactory implementation of all environmental mitigation measures, including the requirements of the *Canadian Environmental Assessment Act*, 2012 and the *BC Environmental Assessment Act*, if any, identified during the environmental assessment process.

COMMUNICATIONS

22. The Recipient agrees to comply with the communications protocol set out in Schedule H of the NBCF-SCFA which can be found at http://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-programs/grants-and-funding-opportunities/new-building-canada-fund-small-communities-fund/pdf/150312_nbcf-scf_signedagreement.pdf. The Recipient acknowledges it has reviewed the Provincial Communications Protocol prior to the execution of this Agreement.
23. The Recipient acknowledges that the eligibility of expenditures related to communication activities will be subject to Schedule D of this Agreement.
24. The Recipient agrees to be responsible for all required Project signage.
25. The Recipient agrees to follow signage guidelines as provided by the Province. Pursuant to section D.1 (e) of Schedule D of this Agreement, Project signage costs are an Eligible Expenditure.
26. The Recipient agrees to install in a visible location at the Project site, temporary signage 30 days prior to the start of construction which will remain in place until 30 days after construction is completed and the infrastructure is fully operational or opened for public use.

INDEMNIFICATION

27. The Recipient shall indemnify and save harmless Canada, the Province, and their respective elected officials, officers, servants, employees or agents from and against all actions, whether in contract, tort or otherwise, claims and demands, losses, costs and expenses, damages, suits or other proceedings by whomsoever brought or prosecuted in any manner that Canada, the Province, and their respective elected officials, officers, servants, employees, or agents may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement by the Recipient or a Third Party, or their respective employees, officers, directors, sub-contractors, servants, or agents, related to or arising from this Agreement or the Project including without limitation the on-going operation, maintenance and repair of the infrastructure resulting from the Project, except always liability arising out of the independent negligent acts of the Province or Canada.

INSURANCE

28. The Recipient will, without limiting its obligations or liabilities herein, purchase and maintain insurances with insurers licensed in Canada with coverage of a type, and in amounts, that any similar business, acting reasonably, would procure for a project of

the scope, size and exposure of the Project, during the term of this Agreement and for any subsequent ongoing operations and maintenance of the resulting infrastructure.

29. The Recipient shall require and ensure that each Third Party maintains insurances comparable to those required above.
30. Upon request by the Province, the Recipient will deliver a certified copy of the policies of insurance applicable under this Agreement. No review or approval of any insurance policy by the Province derogates from or diminishes the Province's rights or the Recipient's liability under this Agreement.

DEFAULT

31. Any of the following events will constitute an Event of Default, whether any such event is voluntary, involuntary or results from the operation of law or any judgment or order of any court or administrative or government body:
 - (a) the Recipient fails to comply with any provision of this Agreement;
 - (b) any representation or warranty made by the Recipient in connection with this Agreement is untrue or incorrect;
 - (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is untrue or incorrect;
 - (d) the Recipient ceases, in the opinion of the Province, to carry on business as a going concern;
 - (e) a change occurs with respect to one or more of the properties, assets, conditions (financial or otherwise), business or operations of the Recipient which, in the opinion of the Province, materially adversely affects the ability of the Recipient to fulfill its obligations under this Agreement;
 - (f) an order is made or a resolution is passed or a petition is filed for the liquidation or winding up of the Recipient;
 - (g) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency; or
 - (h) a bankruptcy petition is filed or presented against the Recipient, or a proposal under the *Bankruptcy and Insolvency Act* (Canada) is made, or a receiver or receiver-manager of any property of the Recipient is appointed.

TERMINATION

32. Upon the occurrence of any Event of Default and at any time thereafter the Province may, notwithstanding any other provision of this Agreement, at its sole option, elect to do any one or more of the following:
- (a) terminate this Agreement and in which case the Province's obligation to make any further payment of the money remaining unpaid under this Agreement is also terminated and discharges the Province of all liability to the Recipient under this Agreement;
 - (b) require that the Event of Default be remedied within a time period specified by the Province;
 - (c) suspend any installment of payment due to the Recipient by the Province while the Event of Default continues;
 - (d) waive the Event of Default;
 - (e) pursue any other remedy available at law or in equity.
33. If the Province terminates this Agreement under section 32, then upon the request of the Province any and all funding paid by the Province to the Recipient pursuant to the terms of this Agreement shall be repaid by the Recipient forthwith to the Province.
34. If the Province terminates this Agreement under section 32(a), then such termination may take place on ninety (90) days written notice.
35. The Province may, at its sole option, terminate this Agreement at any time without cause upon one hundred and twenty (120) days written notice to the Recipient.

REMEDIES NON-EXCLUSIVE

36. The rights, powers and remedies conferred on the Province under this Agreement or any statute or law are not intended to be exclusive and each remedy shall be cumulative and in addition to and not in substitution for every other remedy existing or available to the Province.
37. The exercise of any one or more remedies available to the Province will not preclude the simultaneous or later exercise by the Province of any other right, power or remedy.

APPROPRIATION

38. Notwithstanding any other provision of this Agreement, the payment of money by the Province to the Recipient under this Agreement is subject to:

- (a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act*, to enable the Province, in any fiscal year or part thereof when any payment by the Province to the Recipient falls due under this Agreement, to make that payment; and
- (b) Treasury Board, as defined in the *Financial Administration Act*, not having controlled or limited expenditure under any appropriation referred to in subsection (a) of this section.

NO FURTHER OBLIGATIONS

39. The Recipient acknowledges that nothing in this Agreement will bind Canada or the Province to provide any financing for any addition or improvement to the Project, or any cost overruns of the Project and that no partnership, joint venture or agency will be created or will be deemed to be created by this Agreement or any action of the parties under this Agreement.

TERMS APPLICABLE TO CANADA

40. The Province and the Recipient acknowledge the financial contribution to the Project by Canada under this Agreement and, in consideration of that contribution and notwithstanding that Canada is not a signatory to this Agreement, the parties agree that the terms of this Agreement applicable to, or with respect to, Canada are for her sole benefit.

JOINT AND SEVERAL OBLIGATIONS

41. In the event the Recipient is comprised of more than one entity, then the covenants and obligations of each of such entities with the others will be both joint as well as several.

AMENDMENTS

42. Unless otherwise specified in this Agreement, this Agreement may be amended only by further written agreement between the parties.

SURVIVAL OF TERMS

43. Sections 7(c) and (d), 14, 15, 24 and 27, continue in force indefinitely, even after this Agreement ends.

NOTICE

44. Any written communication from the Recipient to the Province must be mailed to the following address:

Ministry of Community, Sport and Cultural Development
Local Government Infrastructure and Finance Branch
P.O. Box 9838, STN PROV GOVT
Victoria, British Columbia V8W 9T1

Attention: Director, Infrastructure and Engineering

45. Any written communication from the Province to the Recipient must be mailed to the following address:

District of Hudson's Hope
Box 330
Hudson's Hope British Columbia V0C 1V0

Attention: Chief Administrative Officer

46. Any written communication from either party will be deemed to have been received by the other party on the tenth business day after mailing in British Columbia.
47. Either party may, from time to time, notify the other party in writing of a change of address and, following the receipt of such notice, the new address will, for the purposes of sections 44 or 45 of this Agreement, be deemed to be the mailing address of the party giving notice.

LOBBYISTS AND AGENT FEES

48. The Recipient warrants:
- (a) that any person it has hired, for payment, to speak to or correspond with any employee or other person representing Canada or the Province on the Recipient's behalf, concerning any matter relating to the contribution under this Agreement or any benefit hereunder and who is required to be registered pursuant to either the *Lobbying Act*, R.S.C. 1985, c. 44 (4th Supp.) or the *Lobbyists Registration Act*, S.B.C. 2001, c. 42, as amended, is registered pursuant to one or both of those acts; and
 - (b) it has not and will not make a payment or other compensation to any legal entity that is contingent upon or is calculated upon the contribution hereunder or on negotiating the whole or any part of the terms of this Agreement.

In the event of a breach of subsections (a) or (b), the Province may either terminate this Agreement or recover from the Recipient the full amount of the compensation from its contribution amount.

MISCELLANEOUS

49. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable in British Columbia.
50. The Schedules to this Agreement are an integral part of this Agreement as if set out at length in the body of this Agreement.
51. If any provision of this Agreement or the application to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstance will not be affected or impaired thereby and will be enforceable to the extent permitted by law.
52. Nothing in this Agreement operates as a consent, permit, approval or authorization by the Province or any ministry or branch thereof to or for anything related to the Project that pursuant to Applicable Laws, the Recipient is required to obtain unless it is expressly stated herein to be such a consent, permit, approval or authorization.
53. All disputes arising out of or in connection with this Agreement will be referred to and finally resolved by arbitration pursuant to the *Arbitration Act*, R.S.B.C. 1996, c. 55.

IN WITNESS WHEREOF each of the parties has executed this Agreement on the dates set out below.

SIGNED by the Minister of Community,
Sport and Cultural Development or his or her
duly authorized representative on behalf of
HER MAJESTY THE QUEEN IN RIGHT OF
THE PROVINCE OF BRITISH COLUMBIA

)
)
)
)
)

Minister or his/her authorized representative

Date: _____

DISTRICT OF HUDSON'S HOPE (the "Recipient"):

Per: _____
Authorized Signatory

Date: _____

Name/Title

Schedule A: PROJECT INFORMATION

- A.1 Project Title: Wastewater Facility Upgrades Project No. N20075.
- A.2 The Wastewater Facility Upgrades Project will consist of the following:
- influent screen and truck waste receiving facility;
 - air diffusion system for two lagoon cells (Cell 1 and Cell 4);
 - deepening and lining Cell 1 and Cell 4;
 - blower building and equipment;
 - separation of rapid infiltration basin into 6 cells;
 - civil, mechanical and electrical works and supplies; and
 - related works.
- A.3 The Commencement Date of the Project is July 2, 2015, which is the date the Project was approved.
- A.4 The Completion Date of the Project shall be no later than March 31, 2018.

Schedule B: PAYMENT TERMS AND CONDITIONS

B.1 Financial Contribution by the Province:

The Province will make a financial contribution to the Eligible Expenditures properly incurred by the Recipient for the Project which will not exceed the lesser of 2/3 of the total Eligible Expenditures of the Project or One Million Five Hundred and Eighty Five Thousand Three Hundred and Thirty Two Dollars and Zero Cents (\$1,585,332) being the maximum amount approved.

B.2 Timing of Eligible Expenditures:

The Province will not make any payment for Eligible Expenditures incurred before the Commencement Date or after the Completion Date.

B.3. Timing of Claims:

B.3.1 The Recipient will deliver to the Province through NBCF-SCFA Staff, as required by the Province, claims setting out the amount of Eligible Expenditures actually incurred and paid by the Recipient to the date of such claims.

B.3.2 Claims for reimbursement will be submitted in accordance with the forecast detailed in the Recipient's most current budget forecast report, or at a time otherwise acceptable to the Province.

B.3.3 Claims must be submitted with an up-to-date progress report and a summary of expenditures which includes the name of the payee, date paid, work rendered start/end dates, invoice number, and invoice date.

B.3.4 In the event a claim for Eligible Expenditures submitted by a Recipient in a Fiscal Year is less than the amount set out in the forecast detailed in the recipient's most current budget forecast report for that Fiscal Year, the Province is not obligated to pay the unclaimed amount to the Recipient. The Province may, at its sole discretion, choose to add the unclaimed amount to a payment in the next Fiscal Year, in which case the forecast provided in the most current budget forecast report is deemed to be amended to reflect the change.

B. 3.5 The Eligible Expenditures included in each claim must all be incurred and paid in one Fiscal Year. Claims submitted that include Eligible Expenditures incurred and paid in more than one Fiscal Year will not be accepted by the Province.

B.3.6 No reimbursement of a claim of the Recipient may be paid by the Province unless it is received by the Province on or before March 31 of the year

following the year in which the Eligible Expenditures referred to in such claim were incurred, and in all cases, no reimbursement will be paid if a claim is received later than March 31, 2023.

B.4 Payment of Claims:

No reimbursement of a claim of the Recipient will be paid to the Recipient unless the following have been submitted to the Province:

- a) a current Periodic Progress Report;
- b) a current Budget Forecast Report; and
- c) any other additional technical reporting requirements as required under Schedule C of this Agreement.

Schedule C: REPORTING REQUIREMENTS

C.1 Periodic Progress Reports:

The Recipient will deliver to the Province through NBCF-SCFA Staff on a quarterly basis and/or upon request by the Province, periodic progress reports ending March 31, June 30, September 30, and December 31 of each year of the term of this Agreement commencing on the first quarter following the date of execution of this Agreement and ending on the date of Project completion. The periodic progress reports will be in a form established by the Province and are to be completed and submitted within a time frame as stipulated by the Province.

C.2 Budget Forecasting Report:

The Recipient will deliver to the Province through NBCF-SCFA staff on a monthly basis and/or upon request by the Province, budget forecast reports ending the last day of each month for each year of the term of this Agreement commencing on the first month following the date of execution of this Agreement. The budget forecast reports will be in a form established by the Province.

C.3 Final Report:

In order to receive final payment when the Project is completed, the Recipient will deliver to the Province through NBCF-SCFA Staff a Final Report, in a form established by the Province.

C.4 Project Audit Report:

Prior to payment of the final claim for Eligible Expenditures, the Recipient may also be required to provide a Project audit report from a person authorized to be an auditor under section 169 of the *Community Charter* confirming that the Project expenditures have been made in compliance with this Agreement and the NBCF-SCFA guidelines. If required by the Province, the audit is to be in accordance with the form and reporting standards recommended by the Canadian Institute of Chartered Accountants.

C.5 Additional Reporting Requirements:

The additional reporting requirements are:

Proposed Equipment and Energy Systems

Prior to payment in excess of 25% of approved funding amount, the Recipient must submit documentation to the Province listing all energy features of this project

including equipment/devices containing energy efficiency features and design (e.g. pumps, lighting, controls, HVAC, etc.).

Wastewater Requirements

Prior to payment in excess of 75% of approved funding amount, the recipient must provide the following to the Province:

a) Demonstration that the project complies with the British Columbia Environmental Management Act, and is authorized under:

- The Municipal Wastewater Regulation; or
- An approved Liquid Waste Management Plan.

b) Confirmation that the:

Wastewater facility has been classified by the British Columbia Environmental Operations Certification Program (BCEOCP); and

- That the operator(s) of the wastewater facility are either:
 1. certified to the level required by the wastewater facility classification under the BCEOCP; or
 2. a plan is in place and is submitted to the Province to ensure operators will receive their required training (includes both education and experience) to enable BCEOCP certification.

Wastewater Management

Prior to payment in excess of 75% of approved funding amount, the Recipient must submit an outline to the Province demonstrating how the community is working towards and planning for sustainable wastewater management. The following describes recommended components to include in outline:

System Profile

- Identify the existing wastewater flow entering the wastewater treatment facility;
- Identify existing wastewater flows per capita per day;
- Identify or estimate the inflow and infiltration entering the wastewater collection system (e.g. % of total flow and/or volume, the frequency or occurrence of overflow events, etc.);
- Identify current total drinking water demand by year (total volume per capita per year and/or total volume per year, e.g. 100 M m3) and daily drinking water demand (e.g. 600 L/capita/day);
- Identify industrial, commercial or institutional toxins and/or chemical contaminants that are introduced into the sewer system and that are known to negatively impact the treatment process or receiving environment; and
- Identify the amount of energy consumed by the entire wastewater system (e.g. wastewater treatment plant, pump stations).

Targets

- Identify and/or establish a wastewater flow reduction target (% or volume annually and/or per capita by xxxx year);

- Identify a drinking water reduction target (e.g. 350 L/capita/day by xxxx year, % reduction) from your water conservation plan;
- Compare wastewater flows and drinking water demands and explain how the wastewater flow reduction target supports the drinking water reduction target; and
- Identify an energy reduction target for the wastewater system.

Planning

- Identify current and planned activities to reduce wastewater flows (e.g. inflow and infiltration programs, water and wastewater rate structures, water conservation including low flow fixtures, reclamation and re-use, etc.);
- Identify current and planned activities to reduce toxins and chemical contaminants introduced to the environment (e.g. source-control bylaws, upgraded treatment, etc.);
- Outline current and planned strategies/initiatives that support integrated resource management, as well as climate change adaptation and mitigation. This can include biosolids composting and reuse, rainwater management, wastewater heat recovery, water reclamation, asset management, energy efficiency, etc.;
- Detail how strategies/initiatives will be implemented to support the management of the wastewater system (e.g. schedule to meet current and planned strategies, financing, staff responsibility, etc.); and
- Link wastewater management strategies to relevant policies and plans (e.g. Official Community Plan, Regional Growth Strategy, BC Climate Action Charter, watershed management plans, water conservation plan, stormwater/rainwater drainage plans, liquid waste management plans, bylaws, etc.).

Asset Management

Prior to payment in excess of 75% of approved funding amount, the Recipient must submit to the Province the following:

- A summary of the current state of asset management practice within the organization as related to the asset group which corresponds with the project (ex. for a water supply project, the asset group would be 'all water assets'); and
- A summary of the activities (related to the same asset group) that the organization intends to carry out to improve asset management practice within the organization.

The Asset Management BC Roadmap and/or AssetSMART 2.0 can be referred to: www.assetmanagementbc.ca. Responses relying upon different formats or resources may also be accepted at the discretion of the program lead.

Asset Renewal Profile

Prior to final payment, the Recipient must complete and submit an asset renewal profile for the asset group which corresponds with the project for which the grant was awarded (ex. for a water supply project, the asset group would be 'all water assets'). The profile should show the annual expenditures required to renew existing assets, including those assets constructed as part of the project, over the next 30 (or more) years. The renewal profile should be in the form of a vertical bar graph (year on the x axis and total replacement costs on the y axis) and should draw on data regarding expected remaining life and replacement value for individual assets from the community's asset data register.

Installed Equipment and Energy Systems

Prior to final payment, the Recipient must submit documentation to the Province listing all energy features of this project including equipment/devices containing energy efficiency features and design (e.g. pumps, lighting, controls, HVAC, etc.). The documentation must identify the degree to which the equipment met the expected energy efficiency and/or renewable energy performance (include the amount and type of energy estimated to be saved and/or amount/type of renewable energy produced).

Reports submitted by the Recipient under this section are for the Province's information and NBCF-SCFA guidelines accountability only, and their review by the Province in no way endorses, approves or verifies the findings, technical data, results, quality statements, representations or recommendations therein, and the Recipient warrants that all information contained in any report is true and correct.

C.6 Other Information:

The Recipient will provide the Province through NBCF-SCFA Staff, upon request, all such other information concerning the progress of the Project to completion and payment of Eligible Expenditures, as may be required by the Province from time to time.

Schedule D – ELIGIBLE AND INELIGIBLE EXPENDITURES

D.1 ELIGIBLE EXPENDITURES

Subject to Section D.2, Eligible Expenditures will be all direct expenditures which are, in the Province's opinion, properly and reasonably incurred and paid by the Recipient for goods or services necessary for the implementation of the Project. Eligible Expenditures will include only the following:

- a) the capital expenditures for acquiring, constructing, renewing, rehabilitating, materially enhancing or renovating an Asset, as defined and determined according to accounting principles generally accepted in Canada;
- b) expenditures directly associated with joint federal communication activities (press releases, press conferences, translation, etc.) and with project signage related to funding recognition set out in Schedule H (Communications Protocol) of the NBCF-SCFA;
- c) all planning (including plans and specifications) and assessment expenditures specified in the Agreement such as the expenditures for environmental planning, surveying, engineering, architectural supervision, testing and management consulting services. Canada will contribute no more than 15% of its funding to these expenditures;
- d) the expenditures for engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the expenditures of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the expenditures for Project-related signage, lighting, Project markings and utility adjustments;
- f) expenditures for Aboriginal consultation;
- g) recipient audit and evaluation expenditures as specified in the Agreement;
- h) the incremental expenditures of the Recipient's employees or leasing of equipment may be included as eligible expenditures under the following conditions:
 - i. The Recipient is able to demonstrate that it is not economically feasible to tender a contract;
 - ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - iii. The arrangement is approved in advance and in writing by the Province.
- i) leasing of equipment related to the construction of the Project; and,
- j) other expenditures that, in the opinion of the Province, are considered to be direct and necessary for the successful implementation of the Project and have been approved in writing prior to being incurred.

D.2 INELIGIBLE EXPENDITURES

The following expenditures are ineligible:

- a) expenditures incurred before the Commencement Date;
- b) expenditures incurred after the Project Completion Date with the exception of expenditures related to audit and evaluation requirements pursuant to the Agreement;
- c) the expenditures related to developing a business case or proposal for funding;
- d) the expenditures related to purchasing land, buildings and associated real estate and other fees;
- e) financing charges and interest payments on loans;
- f) leasing land, buildings, equipment except those noted under D.1(i) above and other facilities;
- g) furnishings and non-fixed assets which are not essential for the operation of the Project;
- h) general repairs and maintenance of a Project and related structures, unless they are part of a larger capital expansion project;
- i) services or works normally provided by the Recipient, incurred in the course of implementation of the Project, except those specified as eligible expenditures;
- j) the expenditures related to any goods and services which are received through donations or in kind;
- k) any overhead expenditures, including salaries and other employment benefits of any employees of the Recipient, direct or indirect operating or administrative expenditures of Recipients, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff except in accordance with subsections D.1 (c) and D.1 (h) in the Eligible Expenditures above;
- l) taxes for which the Recipient is eligible for a tax rebate and all other expenditures eligible for rebates; and,
- m) legal fees.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: MAYOR JOHANSSON and COUNCIL
SUBJECT: ACTION and other UPDATES
DATE: November 9, 2015
FROM: Tom Matus, CAO

CAO Anticipated Travel:

Explorer Solutions Airport Familiarization Seminar, FSJ
TCA Regional Meeting, DC

November 9th
November 10th

GPS Cadastral Tie Survey

Work completed on September 17th. Awaiting confirmation from FLNRO that contractor has complied with contract. Close-out Report from McElhanney is attached.

New Horizons Lease Agreement

Assessing insurance documents vis-à-vis requirements re Agreement and Associate Member insurance coverage provided by MIA.

Bullhead Mountain Curling Club

Sent draft agreement for their review and am awaiting their reply.

Atkinson Property

Received services cost estimates for both the Atkinson Property and the Light Industrial Area. Details attached to the Light Industrial Committee minutes: includes Crown Grant Offer for Light Industrial Area.

Wastewater Treatment Facility Upgrade

Survey of the area being done on Friday, November 6th, details attached. Completed discussions with Urban Systems on final consultant's proposal for project management from Urban Systems. RFD recommending appointing US as lead consultant on this project is attached.

Shop Site Preparation Tender

Urban Systems is continuing to vet documents, to-date tender documents attached.

Shop RFP

Urban Systems is continuing to vet RFP documents.

Water Comptroller – Site C Water Licence Application

Spoke to WMB in Fort Nelson: will recommend that BCH water licence not be issued prior to BCH-CMA finalized with the District of Hudson's Hope

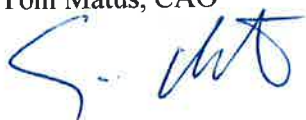
Diarized Items:

05/01/15: We do not have an Herbicide/Pesticide Bylaw/Policy in place.

Peace River Agreement: \$1M Funding for Partnership Committee

For information only: as required by Ministry of CSCD – PRRD draft bylaw to govern the funds is attached.

Tom Matus, CAO



Clerk

From: Northern BC Tourism <tasha@nbctourism.com@mail207.atl81.rsgsv.net> on behalf of Northern BC Tourism <tasha@nbctourism.com>
Sent: Tuesday, October 27, 2015 11:12 AM
To: Clerk
Subject: Northern BC Tourism Wins Tourism Impact Award

News from Northern BC Tourism Association

[View this email in your browser](#)

Northern BC Tourism Wins Tourism Impact Award

The Prince George Chamber of Commerce hosted their 2015 Business Excellence Awards on Saturday, October 24th at the Prince George Civic Centre. Ten awards were handed out in categories ranging from the prestigious Business Person of the Year to the popular Service Excellence Award.

Northern British Columbia Tourism Association (NBCTA) was the recipient of the Tourism Impact Award. The award recognizes a Prince George based business or organization that has delivered a top quality product or service which had worked to promote tourism and hospitality for Prince George and the region.

NBCTA received this award for the design and activation of the Northern BC Tourism Plaza during the 2015 Canada Winter Games. The Plaza saw more than 20,000 visitors from across Canada over a two-week period and brought together a team of 18 communities and 2 regional districts from north and central British Columbia.

"Northern BC Tourism is thrilled to receive this award and be recognized on a local level for our work during the Canada Winter Games. We would like to congratulate all the winners of

the evening as well as all the nominees in our category for their contribution to tourism within the community and the region. Thanks to all of our partners for helping with the site activation and of course, the Prince George Chamber and members for their continued support", said Clint Fraser, CEO, NBCTA

The Tourism Impact Award is sponsored by Tourism Prince George and was presented to the NBCTA by Manager of Marketing and Communications, Annie Doran.

Northern BC Tourism Plaza was an initiative of the Northern BC Tourism Association, Official Community Tourism Marketing Partner of the 2015 Canada Winter Games. In partnership with Tourism Prince George, Aboriginal Tourism British Columbia, Cariboo Chilcotin Coast Tourism Association and Destination British Columbia.



More than 350 people attended the 1920s mobster-themed event at the Prince George Civic Centre.



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Northern British Columbia Tourism Association · 1274 Fifth Ave · Prince George, British
Columbia V2L 3L2 · Canada

Prince Rupert Gas Transmission Project Receives Oil and Gas Commission Approvals

Final permits issued for construction and operation of pipeline project

Vancouver, British Columbia – **October 27, 2015** – TransCanada Corporation (TSX:TRP) (NYSE:TRP) (TransCanada) announced today that it has received final permits from the BC Oil and Gas Commission (BCOGC), giving regulatory approval for the construction and operation of the Prince Rupert Gas Transmission pipeline project (PRGT).

"Receiving the full complement of 11 pipeline and facility permits is a major milestone for the project, and concludes an exhaustive regulatory process that we embarked on more than two years ago," said Tony Palmer, PRGT president. "Along with the B.C. Environmental Assessment Certificate received last November, the BCOGC permitting process was the last major regulatory step for PRGT. At the same time, we continue to work towards securing more Project Agreements with First Nations, which provide significant financial benefits while addressing cultural and environmental interests."

The BCOGC permits cover the entire 900 kilometre route from just north of Hudson's Hope, B.C. to Lelu Island, off the coast of Port Edward, near Prince Rupert. As well, the permits approve construction of three compressor stations and a meter station where the gas is to be delivered to the Pacific NorthWest (PNW) LNG facility. The PRGT project – approximately 780 kilometres of land pipeline and 110 kilometres of marine pipeline - will connect the natural gas production in the Montney fields of northeastern B.C. with the proposed PNW LNG liquefaction facility on Lelu Island.

In order for PRGT to proceed with construction, PNW LNG must receive a positive decision from the federal government under the Canadian Environmental Assessment Act, 2012. Once approval is received, and PNW LNG has confirmed its decision to proceed with the project, PRGT will begin site preparation for camp locations and right-of-way clearing, with commencement of pipeline construction activities shortly thereafter.

The BCOGC pipeline permits include approximately 70 conditions, which will govern implementation of the project, related to:

- Notification and reporting
- Environment
- Heritage conservation
- First Nations
- Land clearing
- Wildlife
- Marine life and sensitive benthic (ocean floor) habitat
- Terrain stability
- Stream crossings
- Engineering

The PRGT project will provide significant economic benefits for British Columbians, local and provincial governments and Aboriginal communities as it supports the export of surplus natural gas to global markets, including:

- Thousands of short-term jobs directed at B.C. residents;
- Opportunities for local and Aboriginal businesses;

- Millions of dollars in annual taxes to help support local services such as schools, policing, fire protection, and waste management;
- Billions of dollars in new investments for the province.

TransCanada is advancing the development of approximately \$13 billion in natural gas projects in B.C. which will generate significant construction spending in the province plus taxation, jobs and other benefits.

With more than 65 years' experience, TransCanada is a leader in the responsible development and reliable operation of North American energy infrastructure including natural gas and liquids pipelines, power generation and gas storage facilities. TransCanada operates a network of natural gas pipelines that extends more than 68,000 kilometres (42,100 miles), tapping into virtually all major gas supply basins in North America. TransCanada is one of the continent's largest providers of gas storage and related services with 368 billion cubic feet of storage capacity. A growing independent power producer, TransCanada owns or has interests in over 10,900 megawatts of power generation in Canada and the United States. TransCanada is developing one of North America's largest liquids delivery systems. TransCanada's common shares trade on the Toronto and New York stock exchanges under the symbol TRP. Visit TransCanada.com and [our blog](#) to learn more, or [connect with us on social media and 3BL Media](#).

FORWARD LOOKING INFORMATION

This publication contains certain information that is forward-looking and is subject to important risks and uncertainties (such statements are usually accompanied by words such as "anticipate", "expect", "believe", "may", "will", "should", "estimate", "intend" or other similar words). Forward-looking statements in this document are intended to provide TransCanada security holders and potential investors with information regarding TransCanada and its subsidiaries, including management's assessment of TransCanada's and its subsidiaries' future plans and financial outlook. All forward-looking statements reflect TransCanada's beliefs and assumptions based on information available at the time the statements were made and as such are not guarantees of future performance. Readers are cautioned not to place undue reliance on this forward-looking information, which is given as of the date it is expressed in this news release, and not to use future-oriented information or financial outlooks for anything other than their intended purpose. TransCanada undertakes no obligation to update or revise any forward-looking information except as required by law. For additional information on the assumptions made, and the risks and uncertainties which could cause actual results to differ from the anticipated results, refer to the Quarterly Report to Shareholders dated July 30, 2015 and 2014 Annual Report filed under TransCanada's profile on SEDAR at www.sedar.com and with the U.S. Securities and Exchange Commission at www.sec.gov.

- 30 -

Media Enquiries:
Mark Cooper/Davis Sheremata
403.920.7859 or 800.608.7859

Investor & Analyst Enquiries:
David Moneta/ Lee Evans
403.920.7911 or 800.361.6522

NEWS RELEASE

October 28, 2015
For Immediate Release

Workplace health and safety programs front and centre at Northern Health board meeting

The Northern Health Board recognized the work underway by Workplace Health and Safety to reduce staff injuries and lost time in health care facilities across northern B.C. during their regular meeting in Prince George on October 21, 2015.

From 2010 to 2015, Northern Health has seen a decrease in the duration of lost time for WorkSafeBC claims. This has also resulted in a decrease in the amount of overall claim dollars. Since 2010, the programs that have been put in place have prevented people from becoming injured in the workplace and this has saved Northern Health over \$1.1 million.

"We want our staff and physicians to work in a safe environment, and for them to know that there is support available if they are injured at work," said Dr. Charles Jago, Northern Health Board Chair. "A focus on our people is a pillar of the Northern Health Strategic Plan and these results are a reflection of the work that is being done."

Programs that have been implemented include the Violence Prevention Program, the WorkSafeBC High Risk Strategy, Workplace Health and Safety Orientation for new hires and their managers, improving inspection guidelines for Workplace Health and Safety, and a work alone check-in program.

The Regional Dysphagia Management Team presented to the Board of Directors about the work they have been doing with clinicians and patients. Dysphagia is a term used to describe difficulty, discomfort and disorders associated with swallowing. The regional team has created better methods for screening people who live in long term care facilities to identify those who are experiencing dysphagia. The team provides education and support for care providers as they care for people with dysphagia.

"We want to ensure the people we serve are getting the best care possible," said Cathy Ulrich, Northern Health's President and Chief Executive Officer. "The interprofessional collaboration in the Regional Dysphagia Management Team helps us to improve the quality of life for the people experiencing this condition."

The Northern Health board also celebrated award nominations and accolades for:

- HEABC Golden Apple Awards
 - Health Care Hero golden apple- Heather Floris - Head Nurse St John Hospital in Vanderhoof
 - Award of Merit - Duty to Accommodate Pilot Project: A Collaboration with HR Operations and Disability Management for Northern Health and Interior Health
- Canadian HR Awards 2015
 - Nominated as a finalist for The Winds of Change Award for Best Health and Wellness Strategy for corporate health and well-being.

The next Northern Health Board Meeting will be held in Prince George on December 7 and 8, 2015.

Media Contact:
NH media line - 250-961-7724

Clerk

From: MCF Correspondence Management MCF:EX
<MCF.CorrespondenceManagement@gov.bc.ca>
Sent: Friday, October 30, 2015 2:54 PM
To: Clerk
Subject: Adoption Awareness Month

Ref: 224850

Her Worship Mayor Gwen Johannson and Council
District of Hudson's Hope
E-mail: district@hudsonshope.ca

Dear Mayor Johannson and Council:

November is Adoption Awareness Month in British Columbia. The month offers an opportunity to celebrate the many families in the province who have opened their hearts and homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past 10 years, an annual average of approximately 270 children have been adopted in British Columbia, but there are still more than 1,000 children and youth in government care who are waiting for a forever family. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with the Adoptive Families Association of British Columbia (AFABC), we are working to find those 1,000 families. The 1000familiesbc campaign is our joint effort to connect waiting children with caring families. Please help us raise awareness on Facebook and Twitter by using the hashtag #1000familiesbc or by directing members of your community to 1000familiesbc.com.

There are many other ways you can celebrate adoptive families and help raise awareness of adoption. Your council could proclaim Adoption Awareness Month in your community; you could create an adoption display in your office, using a copy of the Provincial Proclamation and Adoption poster; or you could help promote some of the many events to celebrate our adoptive families in communities across British Columbia throughout the month of November.

The AFABC's representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

The Ministry of Children and Family Development (MCFD) has created an information kit, with printable posters, fact sheets, and the Provincial Proclamation to help raise awareness of adoption in your community. To access this information and to find out more about adoption, I encourage you to visit the MCFD Web site regularly at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

On behalf of the MCFD, thank you for helping us raise awareness about adoption and find loving homes for British Columbia's children and youth.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development

Alaska Highway Corridor Nomination Submitted

Fort St. John, 21 October 2015 –Alaska Highway Corridor nominated as a National Historic Site of Canada in the category of ‘place’

"We are extremely grateful to the Peace River Regional District for having the foresight to fund this initiative since September 2011, and we are proud of the fact that this project has been driven by the people and communities off Northeastern BC and Yukon. Their hard work has helped us get to this point - the submission of the nomination of the Alaska Highway Corridor," stated Bud Powell, Chair, Alaska Highway Community Society.

The Alaska Highway Community Society (AHCS) in BC and the Alaska Highway Heritage Society (AHHS) in Yukon are pleased to announce that the nomination of the Alaska Highway Corridor as a National Historic Site of Canada was submitted to the Historic Sites and Monuments Board of Canada on 15 October 2015.

The Alaska Highway Corridor is a cultural landscape that traverses 1,900 km from Dawson Creek, through northeastern BC and Yukon, to the Alaska border. Within this cultural landscape, 12 discrete sites in BC and Yukon have been recommended for inclusion in the nomination. As with the nomination, the AHCS and AHHS recognize that local initiative is key, and that the sites included in the nomination represent only a fraction of the many places that are enjoyed and appreciated by residents and visitors alike. For more information on the nomination specifics, please see the enclosed Media Backgrounder.

National Historic Sites of Canada tell the story of defining moments in Canada's history, and help Canadians celebrate their shared cultural heritage. The Alaska Highway Corridor should be part of that story, and the designation will provide a platform on which to commemorate and promote the shared history of the Alaska Highway's cultural landscape – especially with the upcoming 75th anniversary of the Alaska Highway, and the 150th anniversary of Canada in 2017.

The AHCS and AHHS are also looking past 2017, and plan to continue work to raise the profile of the Alaska Highway Corridor through economic development, tourism, and built heritage preservation. In order to create a sustainable foundation for promoting the Alaska Highway's cultural heritage resources and opportunities, the AHCS and AHHS are now seeking ideas and support for projects that will deepen our understanding of the highway's history, contribute to interpretation of places within the corridor, and encourage visitors to spend more time seeing places that bear witness to thousands of years of history.

In BC, funding through the Peace River Regional District is the foundation for this work, including research, the BC engagement program, communications, and developing Yukon partners. In Yukon, funding for the initial phase of the project was provided by the Yukon Tourism Product Development Partnership Program, the Community Development Fund and CanNor, with support from Northwestel and Yukon Energy.

The AHCS has been raising awareness about the importance of the Alaska Highway for over 30 years. Formed of representatives from local governments located along or near the Alaska Highway in northeastern BC, the AHCS works to raise awareness of and protect the history and heritage of the Alaska Highway's cultural landscape and to improve the traveler's experience. Administrative support for the AHCS is provided by the Northern British Columbia Tourism Association (NBCTA). Bud Powell is the Chair of the AHCS; April Moi is the Coordinator.

The AHHS was established in August 2013 by individuals interested in the conservation and promotion of the Alaska Highway's history and heritage in Yukon. The core purpose of the AHHS is to commemorate the Alaska Highway Corridor as a National Historic Site of Canada by 2017 and to seek collaboration and partnerships along the corridor to further economic development, tourism, heritage and cultural preservation. Janna Powell is the President of the AHHS.

Contact: April Moi, Administrator
Alaska Highway Community Society (BC)
PO Box 6850, Fort St. John, BC V1J 4J3
T: 250-793-0062 | Toll Free: 1-888-785-2544
E: april@nbctourism.com

Janna Powell, President
Alaska Highway Heritage Society (Yukon)
30 Electra Crescent, Whitehorse, YK Y1A 0M7
T: 867-667-4704 | E: ahhsyukon@gmail.com

Clerk

From: Gwen Johansson
Sent: Thursday, November 05, 2015 8:28 PM
To: Clerk
Subject: Fwd: Thank You

A nice email. Can we fit it in to the correspondence section? Gwen

Mayor Gwen Johansson
Sent from my iPhone

Begin forwarded message:

From: Samantha MacDonald <macdonaldsamantha1@gmail.com>
Date: November 5, 2015 at 11:02:13 AM MST
To: <mayor@hudsonshope.ca>, <arena@hudsonshope.ca>
Subject: Thank You

November 5, 2015

Dear: Mayor, Council & Arena Staff,

I am not a regular attendee of the arena most likely due my skating skills. However, I recently saw an arena schedule and am thrilled about the new additions made to the schedule. I love how there is a parent and tot skate, a "tween" skate and a teen only skate (a demographic that tends to get left out), but there is a basic adult skate! If I can gather up my courage, I might actually go and try to skate this year. The theme skates are a great idea too. I have heard only good things about the last one (Scary Skate).

I just wanted you to know that your new ideas are much appreciated and keep up the great job ☺
!

Sincerely,

Samantha MacDonald



November 5, 2015

Ref 164949

To: Mayors and Councillors
Chairs and Directors of Regional District Boards
Chairs and Directors of Greater Boards

I am pleased to introduce myself as British Columbia's new Auditor General for Local Government (AGLG). I am excited by the opportunity to lead this office, to work with local governments and to assist you in your operations through performance audits and other reports that provide advice and recommendations. I believe we share a common goal - to deliver the best possible services to taxpayers in the most cost efficient way.

By way of background, I am a professional accountant, a FCPA, FCGA with more than 25 years of experience that includes an extensive background working in local government at the regional level here in British Columbia. I strongly believe in this office's potential to add value for local governments and while I know there were challenges during the first two years of AGLG operations, there have been significant changes over recent months and we are now well positioned to deliver on that potential.

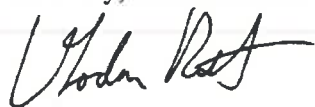
This is a year of transition for our office. We have made changes in response to a review carried out for the Audit Council (Trumpy Report) and to the recommendations in a report published by the Union of British Columbia Municipalities. These changes included re-balancing the use of internal staff resources with that of external consultants and releasing an updated 2015/16 Annual Service Plan that set reasonable expectations for the office and is consistent with our capacity and budget. I intend to work hard, with the office's capable staff, to achieve these goals.

As you know, performance audits are quite different from financial audits. They can be valuable tools for local governments by pointing out areas that could be improved while – equally importantly – also providing assurance in areas where a local government already has good practices. We can play a constructive role by highlighting such practices and recommending them to other local governments.

I believe that the best way to meet our objectives is to work together. While the office is independent, success almost always depends on collaboration. Over coming weeks and months, I intend to become better acquainted with local governments and begin actively working in collaboration with you.

I very much look forward to working with you and welcome any questions or feedback that you may have.

Sincerely,



Gordon Ruth, FCPA, FCGA
Auditor General for Local Government

cc: Chief Administrative Officers

Clerk

From: Gwen Johansson
Sent: Thursday, November 05, 2015 2:07 PM
To: Clerk
Subject: FW: BC Natural Resource Forum - Register Now, Special Events Selling Fast!

Dwyla, if we don't have anything on the agenda about this conference, please include the information available in the email I'm forwarding, would you please? Thanks.

Gwen

From: BC Natural Resource Forum [mailto:info=bcnaturalresourcesforum.com@mail63.suw11.mcdlv.net] **On Behalf Of** BC Natural Resource Forum
Sent: Tuesday, November 03, 2015 8:11 AM
To: Gwen Johansson <mayor@hudsonshope.ca>
Subject: BC Natural Resource Forum - Register Now, Special Events Selling Fast!

BC Natural Resource Forum - [Register Now!](#)

[View this email in your browser](#)



2016 BC Natural Resource Forum

MLA MIKE MORRIS INVITES YOU TO ATTEND THE 13TH ANNUAL BCNRF!

Prince George Civic Centre, January 19-21, 2016



British Columbia is poised for historic growth and responsible resource development will lead the way. The result will be new investment and job creation never before seen in BC. You won't want to miss the excitement of what 2016 will

hold for BC so register now to ensure you have tickets to all the key events during the Forum.

We will once again kick-off the BCNR Forum on Tuesday evening, Jan 19 with a *Reception* and the *Celebrating Natural Resources Dinner* featuring keynote speaker, well known Canadian conservationist, Shane Mahoney. Mr. Mahoney is an international expert in natural resource management and will share his thoughts and research on the important topic of 'Cumulative Impacts', a question many British Columbians have been asking in recent years. Wednesday, Jan 20 will begin with the Ministers' Breakfast where our audience gets to ask questions directly to several of BC's key resource Ministers. After a morning of panels and speakers on Finances and Energy, we will have another Keynote Speaker address our luncheon audience on a topic of importance to BC. Our afternoon panels and speakers will look at Resource Technology and Mining before we enjoy some networking at the *BCNR Forum Reception* in the Trade Show area. Thursday, Jan 21 will begin with an exciting new addition to our Program, the Junior Achievement Leadership Breakfast. We will next hear from a panel on Forestry and then another on Resource Diversification before our Keynote Speaker addresses our Thursday Luncheon. We'll wrap up the 2016 edition of the Forum on Thursday afternoon with a power-packed panel on Resource Partnerships with First Nations.

Registration is open, and tickets for the meals are limited and selling quickly so don't delay!

For additional details, please read our first [BCNRF NEWSLETTER](#), and visit our website at www.bcnaturalresourcesforum.com to review the preliminary [PROGRAM](#).

There are still a limited number of Sponsorship Opportunities and a few Exhibitor Booths available in the Tradeshow; again please visit our website for details.

Exciting New Addition: The Junior Achievement Leadership Breakfast!

Building Tomorrow's Workforce Today!

The competition for skilled labour across BC is increasingly intense. Companies in the North face a unique set of added challenges. How will the natural resource sector attract and retain young talent? In what ways will companies need to adapt and build leadership potential? [Junior Achievement](#), the world's leading non-profit organization dedicated to inspiring and preparing youth to succeed in today's global economy, is pleased to host a Leadership Breakfast on Thursday morning to share how industry can work strategically to impact the future workforce. Featured speaker, [Tracey Arnish](#), Senior Vice President, People & Culture at [Canfor](#), will address the rise of Millennials and Generation Z in the workforce and how all companies should reassess their methods to recruit, train, and retain them. Join an interactive discussion with a panel of government, education and natural resource leaders. Hear their thoughts on the labour and skills shortages in the North and steps industry can take today to build competitive advantage tomorrow.

If you have already registered for the Forum, but are interested in attending this event, you can make the changes to your registration through the link provided in your confirmation email. Please [contact us](#) if you need to be re-issued your confirmation.

To view the Forum program, registration instructions, speaker bio's, sponsorship opportunities, Trade Show details, accommodation and flight discounts and more, please visit the [BC Natural Resource Forum WEBSITE](#), or click here to proceed directly to the registration site for the Forum and ticketed events such as the Junior Achievement Breakfast:



Thank You to our 2016 Sponsors To Date!



We would like to keep the lines of communication open between you and the BC Natural Resource Forum, BC's premier annual resource forum in Prince George. Canada's new anti-spam law, which came into effect July 1, 2014, outlines the need to have your formal consent to continue providing emails about the BC Natural Resource Forum, key dates, exciting speakers, Forum content and registration and sponsorship processes. We would also like to ensure that you receive timely updates from our BC Natural Resource Forum newsletter.

*If you haven't already, please confirm your consent to receiving our emails by clicking the **"I Consent"** button!*

I consent

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Our mailing address is:

BC Natural Resource Forum
#408-688 West Hastings St

Vancouver, BC V6B 1P1
Canada

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[unsubscribe from this list](#) [update subscription preferences](#)



October 23, 2015

Tom Matus
Chief Administrative Officer
District of Hudson's Hope
Box 330, 9904 Dudley Drive
Hudson's Hope V0C 1V0

Dear Mr. Matus,

Re: Agriculture Monitoring and Follow-up Program

BC Hydro is pleased to provide you with the draft Agriculture Monitoring and Follow-up Program (AMAFP) for the Site C Clean Energy Project for your review and comment. This draft plan has been prepared in accordance with Condition 31 of the Project's Environmental Assessment Certificate (EAC #E14-02), issued to BC Hydro on October 14, 2014.

Monitoring plans described within the AMAFP are:

- Wildlife Habitat Utilization Monitoring;
- Monitoring Potential Effects on Crop Drying;
- Monitoring Potential Groundwater Effects; and
- Monitoring to Estimate Irrigation Water Requirements.

In accordance with EAC Condition 7, the draft AMAFP is being submitted to the Ministry of Agriculture, Peace River Regional District, and District of Hudson's Hope within 90 days following the commencement of construction (July 27, 2015). The final plan will be submitted within 150 days following the commencement of construction. BC Hydro, therefore, requests your comments on the draft plan in writing by December 1, 2015.

Consideration of Comments in the Development of Final FAHMF

Comments received on the draft AMAFP will be considered and the plan will be amended as appropriate. When submitting the final plan, BC Hydro will also submit a document describing how the input, views and information provided were appropriately considered in finalizing the programs.

We look forward to receiving your feedback on the draft plan as soon as possible. Please don't hesitate to contact me if you have any questions.

Sincerely,



Bettina Sander
Regulatory Manager
Site C Clean Energy Project
BC Hydro

CC: Shane Ford, Project Assessment Manager, EAO
Chris Parks, Senior Compliance and Enforcement Officer, EAO
Autumn Cousins, Manager of Compliance, EAO
Monica Perry, Executive Project Director, EAO
Diane McSherry, Vice President and Project Director, BC Hydro
Erin Harlos, Senior Environmental Coordinator, BC Hydro
Siobhan Jackson, Environmental Program Delivery Manager, BC Hydro

Report to Mayor and Council

To be presented at November 9th, 2015 Regular Council Meeting

From: Councillor Nicole Gilliss

Regarding: Welcome Wagon Program

One of my campaign ideas and thoughts during our last election was to start a Welcome Wagon Initiative/Program here in Hudson's Hope. This program I believe will have to be planned, ran and funded by DOHH, as there is not enough Business to develop or sustain a Welcome Wagon program which is often how they are ran elsewhere.

The idea behind this initiative is to be welcoming, seriously, first impressions are so important, many people move to Hudson's Hope for what they think will be short term, however, some fall in love with some aspect of community and stay. One of our priorities during Strat Planning last February was to grow our population by 20% this initiative falls under that priority. There is also an Economic Development aspect to the program, as businesses will be able to advertise their services to new residents quickly and efficiently. As a district there will be other benefits such as controlling information regarding, bylaws, Emergency Response Plans, Sirens, Evacuations etc. are communicated accurately and quickly to new residents.

I would like council to pass a motion if needed which will give me access to some DOHH staff time and DOHH resources to begin developing and researching what "our" Welcome Wagon Program will look like.

Once some of the ground work is laid out I will bring a report back to council for consideration during Budget time 2016. As the program will undoubtedly need funding for swag, advertising, staff resource, printing etc. etc.