



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS COMMITTEE MEETING

A G E N D A

Thursday, August 16, 2018in the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC
10 a.m.

1. CALL TO ORDER: Director Goodings to Chair the meeting
2. DIRECTOR'S NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:
M-1 Electoral Area Directors' Committee Minutes of July 21, 2018 (Page 2)
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS
D-1 10:30 a.m., Barry Sollensbee, BC Grain Producers - Rural Roads
7. CORRESPONDENCE:
8. REPORTS:
R-1 July 16, 2018 - Claire Negrin, Acting General Manager of Development Services - Appointments to the Agricultural Advisory Committee (referred by the Board) (Page 4)
R-2 August 7, 2018 - Deborah Jones-Middleton, Protective Services Manager - Charlie Lake Fire Department Update (Page 22)
R-3 August 9, 2018 - Shawn Dahlen, Acting Chief Administrative Officer - Area B Potable Water Budget Update (Page 33)
9. DISCUSSION ITEMS:
10. NEW BUSINESS:
11. COMMUNICATIONS:
12. DIARY:
13. ADJOURNMENT:



ELECTORAL AREA DIRECTORS' COMMITTEE
MEETING MINUTES

DATE: July 19, 2018
PLACE: Regional District Office Boardroom, Dawson Creek, BC
PRESENT:

DIRECTORS: Karen Goodings, Electoral Area 'B' (Chair)
Brad Sperling, Electoral Area 'C'
Leonard Hiebert, Electoral Area 'D'
Dan Rose, Electoral Area 'E'

STAFF: Shawn Dahlen, Acting CAO
Crystal Brown, Electoral Area Manager
Tyra Henderson, Corporate Officer
Trish Morgan, General Manager of Community Services
Erin Price, Bylaw Enforcement Officer
Claire Negrin, Acting General Manager of Development Services
Fran Haughian, Communications Manager
Kelsey Bates, Executive Assistant

CALL TO ORDER: The Chair called the meeting to order at 11:35 a.m.

ADOPTION OF AGENDA:

July 19, 2018 Agenda

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Electoral Area Directors' Committee agenda for the July 19, 2018 meeting be adopted:
CALL TO ORDER: Director Goodings to Chair the meeting
DIRECTOR'S NOTICE OF NEW BUSINESS:
ADOPTION OF AGENDA:
ADOPTION OF MINUTES:
M-1 Electoral Area Directors' Committee Minutes of July 21, 2018
BUSINESS ARISING FROM THE MINUTES:
DELEGATIONS
CORRESPONDENCE:
REPORTS:
R-1 June 30, 2018 - Erin Price, Bylaw Enforcement Officer - Bylaw Enforcement Quarterly Update
R-2 July 3, 2018 - Trish Morgan, GM Community Services and Claire Negrin, Acting GM of Development Services - North Peace Fall Fair Improvements
DISCUSSION ITEMS:
NEW BUSINESS:
COMMUNICATIONS:
DIARY:
ADJOURNMENT:

CARRIED.

ADOPTION OF MINUTES:

M-1
June 21, 2018 EADC
meeting minutes

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors' Committee Minutes of June 21, 2018 be adopted.
CARRIED.

REPORTS:

- | | |
|--|--|
| <p>R-1
June 30/18 - Bylaw Enforcement Quarterly Update</p> | <p>MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors' Committee receive the June 30, 2018 Bylaw Enforcement Quarterly Update for discussion.</p> <p style="text-align: right;">CARRIED.</p> |
| <p>R-2
July 3/18 – North Peace Fall Fair Improvements</p> | <p>MOVED by Director Hiebert, SECONDED by Director Sperling,
That, due to recent ALC enforcement on the land, Bylaw Enforcement File 10-107 on land legally described as Lot 16, St John IR #172, Township 85, Range 18, W6M, PRD, PL 3986 EXC PL 18648 and PL EPP713 and locally known as the Samuel Ranch, be left open and referred to a future Electoral Area Directors' Committee meeting, after the ALC enforcement file is complete.</p> <p style="text-align: right;">CARRIED.</p> |
| <p>R-2
July 3/18 – North Peace Fall Fair Improvements</p> | <p>MOVED Directors Goodings, SECONDED Director Sperling,
That the Electoral Area Directors Committee recommend that the Regional Board direct staff to investigate what must be done in order to turn the North Peace Fall Fair Grounds over to the North Peace Fall Fair Society; further, that staff be directed to investigate protective measures for the PRRD in case the society becomes defunct in the future.</p> <p style="text-align: right;">CARRIED.</p> |
| <p>COMMUNICATIONS:</p> | <p>The Committee discussed the upcoming parade in Dawson Creek.</p> <p>The Communications Manager discussed regional election branding and communications efforts.</p> |
| <p>DIARY:</p> | <p>The Committee requested that the words "to be discussed at the June EADC meeting" be removed from the Electoral Area D Water Referendum notes.</p> |
| <p>ADJOURNMENT:</p> | <p>The Chair adjourned the meeting at 12:20 p.m.</p> |

Karen Goodings, Chair

Kelsey Bates, Executive Assistant



REPORT

To: Chair and Directors

Date: July 16, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: **Appointments to the Agriculture Advisory Committee**

RECOMMENDATION No. 1: *[All Directors – Corporate Unweighted]*

- a) That the Regional Board appoint the following individuals to the Agriculture Advisory Committee for a two year term:

BC Grain Producers

Primary – Sharla Pearce

Alternate – Rick Kantz

Peace River Regional Cattlemen's Association

Primary – Judy Madden

Peace River District Women's Institute

Primary – Katharina Keuth

Alternate – Maya Wenger

Horticulture Representative

Bess Legault

Member at Large – North Peace

Jennifer Gladysz

Kevin Penner

Michelle Schaeffer

- b) That staff be directed to forward an appointment letter to each participant of the Agriculture Advisory Committee.

BACKGROUND/RATIONALE:

The purpose of the Agriculture Advisory Committee (AAC), as stated in the Terms of Reference, is "to provide advice to the Regional Board on matters relating to, or influencing agriculture in the region."

Membership to the AAC consists of eleven (11) positions appointed by the Regional Board for a period of up to two (2) years. Membership is comprised of eight (8) members from area organizations as identified in the Terms of Reference, as well as three (3) members-at-large, one from each of the sub-regions within the Regional District (South, West and North Peace).

Membership on the AAC expired in 2018. The Regional District sent out a call for nominations for new membership.

Staff Initials:

Dept. Head:

August 16, 2018

CAO:

Page 1 of 2

On May 16, 2018 a letter of invitation was sent to the seven identified organizations (in the Terms of Reference) requesting a primary and alternate nomination, deadline for submissions was June 15, 2018. An extension, to June 30th, was given in order to meet organization meeting dates. The following groups were contacted after the extension, with no response to date:

Peace River Forage Association of BC
Peace Region Forage Seed Association
Peace River Organic Producers Association

Member at Large – South Peace
No submissions received

The Regional District is waiting for nominations from two additional organizations, North Pine Farmers Institute and Peace Region Forage Seed Association, who have indicated they are currently speaking with their membership to determine a nominee.

Advertising for nominations for the Member at Large positions included ads in the Mirror, Alaska Highway News and Coffee Talk Express. Three nominations have been received for the North Peace Member at Large position. No nominations have been received for the South Peace or West Peace positions.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide alternate direction to staff.
2. That the Regional Board not appoint Committee members and dissolve the Agriculture Advisory Committee

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☒ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Included in the Financial Plan: Development Services - Operations

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A

Attachments: Copies of nominations and AAC Terms of Reference

August 16, 2018



July 13, 2018

Peace River Regional District
 Attn: Chair Brad Sperling
 Box 810
 Dawson Creek, BC V1G 4H8

Via email: suzanne.garrett@prrd.bc.ca

Re : BC Grain Producers Association Agricultural Advisory Council Representative

Mr. Sperling,

Please accept this letter as nomination for Sharla Pearce to represent the BC Grain Producers Association on the Agricultural Advisory Committee. Mr. Rick Kantz will be our alternate.

Contact information for nominees:

Sharla Pearce	email: sharla@bcgrain.com	cell: 250-261-1861
Rick Kantz	email: rick@bcgrain.com	cell: 250-262-1954

All written materials that are sent out can be sent to the BCGPA Fort St John office at Box 6004, Fort St John, BC V1J 4H6.

Regards,

Rick Kantz
 President

Office

Suite 3 10421 100 Street
 Fort St John, BC V1J 3Z3

Contact

☎ 250.785.5774
 ✉ info@bcgrain.com

August 16, 2018

Mailing

Box 6004
 Fort St John, BC V1J 4H6

Research Department

401 114 Avenue
 Dawson Creek, BC V1G 2Z3

Peace River Regional Cattlemen's Association
c/o Bag 6017
Fort St. John, BC
V1J 4H6
May 21, 2018

Peace River Regional District
Box 81
1981 Alaska Avenue
Dawson Creek, BC
V1G 4H8

Attention: Claire Negrin
Peace River Regional District

Re: Agricultural Advisory Committee Representative

Hi Claire – to advise you the current President of the Peace River Regional Cattlemen's Association is Dave Harris – his email is dharris@pris.ca.

Please be advised that the Peace River Regional Cattlemen's Association have selected Judy Madden to continue as our representative for another term to the Agricultural Advisory Committee after her current term has expired.

Attached please find her resume. We are working on finding an alternate for this position.

Sincerely

Karen McKean
Secretary
Peace River Regional Cattlemen's Association

August 16, 2018

RESUME**R-1**

Madden, Judith M.
 RR#1, Site 3, Comp. 13,
 Dawson Creek, BC
 V1G 4E7
 Phone or fax: (250) 782-7875
 Email: doublem@pris.ca

CERTIFICATES HELD:

- Environmental Farm Planning Advisor
- Drive Smart Certified Instructor (Ed Fourchalk Safety Associates)
- BC Substitute teacher – Category “B”
- Quality Service BC/Client services
- BC Driver’s License – Class 2/3, Airbrakes Endorsement
- Propane Refueling ticket
- Occupational First Aid – Level 1
- Workplace Safety

EDUCATION:

Graduated South Peace Senior Secondary – Dawson Creek, BC – Academic program.

COURSES COMPLETED:BC Agriculture Council

- BC Environmental Farm Planning Advisor

Northern Lights College

- Computer applications
- CPR/Emergency First Aid

School District # 59

- Drive Smart – Level II
- Workplace Safety – WCB
- Occupational First Aid – Level I
- “Dealing with an Angry Public”
- Class “B” Substitute teacher
- Student Management/Conflict Resolution
- ADHD/FAS Strategies
- Typing 47 wmp on file with SD#59

BC Ministry of Agriculture and Lands

- “Kaset” customer service strategies
- Quality Service BC
- Crop Insurance/Adjusting Procedures

Alberta Lands Branch

- Range Management Short Courses

Peace River Forage Assn/Alberta Lands

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- Forage Management Short Course

BC South Peace Stockmen's Assn/PFRA

- Riparian Assessment Short Course

EMPLOYMENT:

Beef Industry Environmental Farm Planning Advisor Service (contracted) 2004 to 2016

- BC Agriculture Council recognized Farm Planning Advisor
 - Delivery of workshops introducing pertinent legislation and the value of environmental farm planning to landowners as risk management and practice of due diligence
 - One on one contact with agricultural producers to aide in completion and implementation of Environmental Farm Plans
 - Maintaining program and producer confidentiality
 - Provide on site assistance to landowners in application for Best Management Practices funding
 - Provide assistance to landowners to obtain necessary permits to implement BMPs from different levels of regulatory government
 - Monthly, quarterly, annual reporting

BC Ministry of Agriculture and Lands (contracted) – 1991 to date

- All categories of technical field work and crop adjusting, including all pertinent forms for all crops grown in the Peace
- Personal, confidential contact and consultation with producers, public, and MAL Risk Management staff. Requires an in-depth knowledge of the Peace River geographical area, culture, and landowners.
- Reporting to area product representatives any anomalies in field observations or data collected
- Underwriting Forage – collection of primary Schedules for new Forage Insurance files 2002 - 2004
- 1992 -1994 - development and delivery of informational meetings regarding amendments to risk management programs

School District #59 – 1988 to 2012

- Bus driver
- Driver trainer (sole trainer from 1998 – member of training team formed in 2004)
 - Development and delivery of theory and practical training for transportation department staff with emphasis on student/employee safety - (student management, conflict resolution strategies, driving skills, and district policies and procedures).
 - Member of Transportation Operational Guideline development team
- Member of Transportation Dept. Occupational Health and Safety Committee (from 1997)
 - Conduct worksite safety inspections
 - Participate in incident investigations and reporting
 - Attend safety committee training
 - Participate in monthly committee meetings and reporting

BC Cattlemen's Association –(contracted) 1979 to 1988

- South Peace River Coordinator for the Beef Farm Income Insurance Program.
 - Included informational meeting development and presentation, and program information dissemination on an individual producer basis

August 16, 2018

- Maintaining producer confidentiality while acting as liaison between program participants (cattle producers), and Kamloops and Victoria offices. Assisting producers to submit accurate and complete program documentation.

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OFFICES HELD AND COMMUNITY INVOLVEMENT

BC Cattlemen's Association

- Director

South Peace River Stockmen's Foundation

- Director
- Secretary/treasurer – 2005 to date

BC South Peace River Stockmen's Association

- Member
- Secretary/treasurer – 1979 to 2017
- Director

Peace River Regional Cattlemen's Association

- Member
- Secretary/treasurer – 1998 to 2004

Peace River Regional District

- Representative to Region "8" Economic Development Agriculture sub-committee
- Representative to Recreation "Grants in Aid" committee
- Agriculture Advisory Committee 2003 to date
- Solid Waste Advisory Committee 2007/08
- Director Remuneration Review Committee 2007/08

Agriculture in the Classroom Program

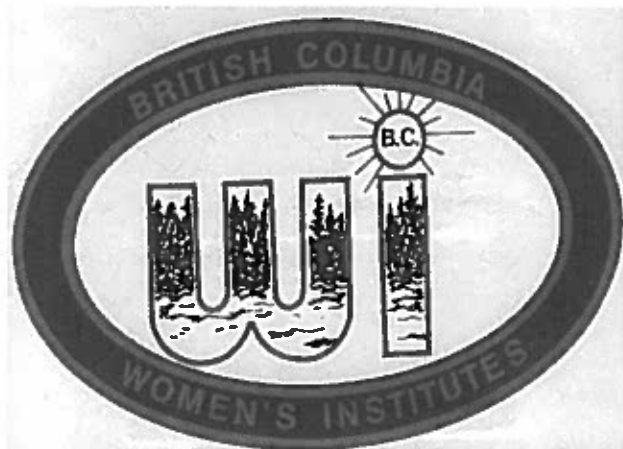
- Beef program coordinator, curriculum development, and classroom instructor

BC 4H Program

- Five years as a member, twelve years as leader, two years on Regional 4H Council (1 year as treasurer), seven years South Peace 4H Beef Clubs secretary, member of South Peace District Council, and ten years as South Peace Key Leader

Community

- Former member and held various executive positions with the Groundbirch Livestock Association, Groundbirch Recreation Commission, Groundbirch Women's Institute, and the McLeod Recreation and Social Services Society, Bear Mountain Grazing Association



Peace River District Women's Institute

c/o Ruby McBeth, President

6256 249 Road, Baldonnel, BC

V0C 1C2

June 5, 2018

General Manger of Development Services
Peace River Regional District
Agricultural Advisory Committee
Box 810, 1981 Alaska Ave,
Dawson creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

Dear Claire Negrin,

RE: Invitation to submit nominations for the Agricultural Advisory Committee (ACC)

Peace River District Women's Institute submits the following to be representatives on the Agricultural Advisory Committee: Katharina Keuth as the primary nomination and Maya Wenger as the alternate for a two year term.

Katharine Keuth, Box 4, North Pine, BC V0C 250-827-3305 No email address

Katharina and her husband came to Canada from Germany 30 years ago to farm in the North Pine area. Katharina is up to date on many issues regarding agriculture and would be an asset to the committee.

Maya Wenger, Box 129 , Cecil Lake, BC V0C 1G0 250-781-3382 Email: fmwenger@pris.bc.ca

Maya and her family are primary agriculture producers in the Flatrock area. She has been involved in 4-H and she is an active member of BCWI. Maya would make an excellent team member as she has a commitment to agriculture's future.

Sincerely For Home and Country

Ruby McBeth, President
Peace River District Women's Institute

August 16, 2018

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June 14, 2018

Jennifer Gladysz
Box 363
Charlie Lake, BC V0C 1H0

Claire Negrin
Acting General Manager of Development Services
Box 810
Dawson Creek, BC V1G 4H8

Dear Ms. Negrin,

My name is Jennifer Gladysz and I am interested in the volunteer position on the Agriculture Advisory committee as a member at large.

My husband Jason and I are currently in planning to become third generation farmers of a large grain farm in Charlie lake, BC. I am active in the family farm and as anyone who has been involved in farming, you know that comes with wearing many hats. I am very much interested in agriculture as it is our way of life and I am especially interested in our regions future plans for agriculture as it effects the future of my family. I would like to become a more active member of the Peace River Regional District as this is where I was born and raised and I have very deep roots in this region.

Thank you for your consideration.

Jennifer Gladysz

August 16, 2018

Kevin Penner
Box 100
Montney, BC V0C 1Y0

June 15, 2017

Peace River Regional District
Agriculture Advisory Committee
Leonard Hiebert, Chair

Hello;

My name is Kevin Penner and I am interested in filling the position of Member At Large-North Peace on the Agriculture Advisory Committee.

I have been a resident of the North Peace since 1979, when my parents came here to farm. I grew up on a grain farm in Montney, was gone for a few years, lived in Fort St John for numerous years, and am happy to once again be a resident of Montney.

My involvement in the agriculture industry goes beyond our family farm. I have worked at the Fort St John grain elevators, 4 years at Cargil and 1 year at Agricores United. I have done custom fertilizer spreading and crop spraying in the area as well. I was farming my land along with some rented land but I've taken a step back from actively farming. However, I am still involved with the local farming community and am a member of the North Pine Farmers Institute.

I believe I am well suited for this position. I know the North Peace farming areas very well. I have firsthand knowledge of the local issues facing farmers and ranchers. As well, I am involved in the local community. I am a member of the Montney Recreation Commission and the North Peace Fall Fair Society, currently serving as Secretary/Treasurer and Chair of the Grains and Forage. I feel I could make a positive contribution to the Agriculture Advisory Committee.

Thank-you for your consideration. Feel free to reach me at kbpenner69@gmail.com or 250-263-4263 if you have any questions or concerns.

Sincerely,

Kevin Penner

August 16, 2018

From: Michelle Schaeffer [<mailto:mrschaeffer@outlook.com>]
Sent: May-23-18 11:05 AM
To: prrd dc <prrd.dc@prrd.bc.ca>
Subject: Expression of interest - member at large - PRRD Agricultural Advisory Committee

Hello

Please find attached my expression of interest to join the PRRD Agricultural Advisory Committee as a member at large.

If there are any questions, please do not hesitate to contact me at your convenience.

Thank you,

Michelle Schaeffer
250.271.0441

August 16, 2018

May 23, 2018

Peace River Regional District
Agriculture Advisory Committee
PO Box 810
{1981 Alaska Avenue}
Dawson Creek, BC
V1G 4H8

Dear Peace River Regional District:

Greetings and thank you for the opportunity to express my interest in joining the Agricultural Advisory Committee as a member at large.

Since moving to the Fort St. John area in 2006, I have been directly and peripherally involved in matters affecting agriculture both in both personal and professional capacities.

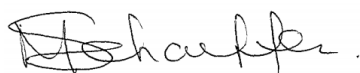
A summary of these experiences include my personal and professional experiences as a first generation producer in the North Peace, as a Professional Agrologist in both the private and public sectors, experience on projects under jurisdiction of the Agricultural Land Commission, and my energies spent on strengthening the local food economy through various initiatives such as small-scale meat production, on-farm slaughter and processing, regenerative agriculture, and building reliance on bio-regional food systems.

To this cover letter follows a more detailed outline of my experience and involvement in agriculture and agriculture related initiatives.

In summary, I am excited to continually learn about the complex relationships experienced by agriculture, feel strongly about agriculture's future role and opportunities available in the Peace region, and feel that my perspective and combined experience would contribute beneficially to the varied agricultural interests already at the table.

Thank you for your time and I look forward to hearing from you.

Sincerely,



Michelle Schaeffer
250.271.0441
mrschaeffer@outlook.com

August 16, 2018

AGRICULTURAL EXPERIENCE AND INVOLVEMENT - DETAILS

❖ WHISKEY CREEK RANCH, ROSE PRAIRIE -

With my husband and two young daughters, we own a small vertically integrated farm located in Rose Prairie, BC. We produce chicken (for meat and egg production), turkey, pork, and beef; all of which are grass fed and raised on pasture. We also have a niche market garden and a small number of hives that support the biodiversity and productivity on our land.

Although not certified organic, we strive to raise our stock naturally and align our principles of management towards building soil and biodiversity. Our Environmental Farm Plan and our drive to seek continued formal and information education and mentorship support our initiatives.

We hold a Class E license through the Ministry of Agriculture / Northern Health for on-farm poultry processing and sale. All of our sales are direct marketed.

We believe that connecting people to the land and the food it can produce is pivotal to educating our communities about the unique and strong capacity for amazing food in our region and through various on-farm events and Food Connect opportunities, we contribute to strengthening food security in our region.

❖ SMALL-SCALE MEAT PRODUCERS ASSOCIATION -

As an Executive member of the province wide Small-Scale Meat Producers Association, I have been involved in various initiatives to support small and medium scale farmers and ranchers who are raising meat outside of the conventional agricultural system. While in our infancy as a formal Society, our work to date has largely been focused on representing our members' interest(s) with the upcoming changes for Class D / E licenses in the Ministry of Agriculture Meat Inspection and Licensing department.

Overall, however, it is my view, the Peace River Regional District (PRRD) (and Northern Rockies Regional Municipality) is largely underrepresented by small to medium scale producers who aspire to produce and process on-farm meat products and through my work as the Regional Representative for the PRRD, I hope to contribute to strengthening and enhancing the current process to develop these areas.

❖ PROFESSIONAL AGROLOGIST, BRITISH COLUMBIA INSTITUTE OF AGROLOGY (BCIA) -

Since 2007 when I became a member-in-good-standing with the BCIA, I have been afforded significant opportunities to complete in-depth soil, water, and vegetation assessments, reclamation plans, and a variety of industry (BC OGC and MEMPR) and government (PRRD, ALC, FLNRORD) applications and consultations where impacts to agriculture have been assessed and evaluated.

❖ NORTHERN ENVIRONMENTAL ACTION TEAM (NEAT) -

Since mid-2017, I have held a seat on the Board of Directors for NEAT. NEATs role in contributing to food security in the North holds special interest for me and I am excited to be a part of their growing extents in this area.

Bess Legault
Owner Operator Hip Peace Produce
8816 101 Ave.
Fort St John, BC V1J 5G2

June 27, 2018

Claire Negrin
General Manager of Development Services
Peace River Regional District
Box 810, 1981 Alaska Highway Avenue
Dawson Creek, BC V1G 4H8

Dear Claire Negrin:

I am writing in response to an e-mail forwarded to me by Caitlin Vince detailing that the PRRD Agriculture Advisory Committee are looking for volunteers. I have direct farming experience in the Peace Region and am connected to up-and-coming initiatives to support existing and potential local food producers and believe I would bring a valuable perspective to the AAC.

I am the owner and operator of Hip Peace Produce, a 7 acre ecological farm/market garden located in Bear Flats, BC. I have been actively participating in multiple discussions conducted locally regarding the potential for a horticulture industry in the Peace Region, learning that many smaller scale producers are interested in connecting. Caitlin Vince and I presented to the Northern Environmental Action Team this spring on behalf of a connected group of producers. We proposed that NEAT hire a coordinator to utilize the findings of a study published by EcoTactix in 2017 titled "North Peace Horticulture Business Case and Marketing Strategy" to support applications for funding. Funding pending, I will be starting this initiative in the fall to support the identified needs of existing and future Peace Horticulture Producers. I believe that it would be beneficial to all parties if NEAT and the PRRD were aware of the programs and direction each other were taking in support of food production in the Peace Region.

I am aware that the deadline for applications has passed, however I request that you please consider my application to volunteer on the board for the AAC. I've enclosed my resume for your review. I look forward to hearing from you.

Sincerely,

Bess Legault

August 16, 2018

Bess Legault

8816 101 Ave.
Fort St John BC, V1J 5G2
778-256-3353
besslegault@gmail.com

Providing passion and experience toward engaging and supporting both existing and potential horticultural producers to develop a sustainable horticulture industry in the Peace Region.

Experience

FEBRUARY 2016 – PRESENT

Owner/Operator/Educator

Hip Peace Produce, Bear Flat, BC

- Start up of a 7 acre, chemical free, sustainable market garden highlighting a hip array of colorful vegetables.
- Provided high-quality culinary varieties of fruits, vegetables and herbs to the community of Fort St. John and Hudson's Hope through weekly market sales
- Grew business by offering our Hip Peace Box Program that provided a weekly share of our vegetables to 50 + families each week during the 2017 harvest season (8 weeks total).
- Provided educational opportunities and workshops to the community about sustainable horticulture practices conducted on our farm

SEPTEMBER 2013 – PRESENT

Environmental Scientist

Roy Northern Environmental, Fort St John, BC

- 3.5 years experience as field supervisor conducting pre-site soil, vegetation, fish-habitat, wetland and visual impact assessments for proposed oil and gas development in the region
- Prepared detailed technical reports to guide construction of proposed development to be conducted in adherence to both provincial and federal legislation and policy
- Specialized in on-site construction supervision, thriving in managing efficient environmental emergency response and implementing erosion and sediment control measures.

APRIL 2012 – OCTOBER 2012

Farm Management Intern

Greencroft Gardens, Gridrod, BC

- Gained a hands-on perspective and experience in the management of the first certified organic farm in the Okanagan, which has been in operation for over 30 years.
- Identified challenges and opportunities in the growth of a small-scale market garden expanding into new markets
- Connected to a network of mentors with decades of growing and marketing experience around the province

Education

JUNE 2011

Bachelor of Science

Trent University, Peterborough, ON]

Double major in Biology and Environmental Studies with a focus in sustainable agriculture

Skills

- 9 Years experience as a multi-crop field vegetable producer
- Passionate about building community around food
- Experienced in the implementation of sustainable farming practices
- Engaging communicator about concepts and ideas involved in sustainable food production
- Skilled in effective and efficient field work and technical report writing

Activities

Charlie Lake Conservation Society

Board Member since 2014

Fort St John Farmers Market

Board Member since 2017

Peace Bat Conservation Project

Coordinator since 2014

Peace Area Horticulture Discussions

Participating since summer 2017

Soil Mixing and Herb Planting Workshop

Facilitated for BCGEU Conference, Spring 2018

August 16, 2018

R-1



AGRICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 The general mandate of the Agricultural Advisory Committee (the “AAC”) will include, but not be limited to the following:
 - To provide advice to the Regional Board on matters relating to, or influencing agriculture in the region.
- 1.2 The AAC will advise the Peace River Regional District Board on agricultural issues within the region, including:
 - Assisting with comprehensive reviews in development of:
 - official community plans, by recommending ag sector participants for the review process;
 - agricultural area plans.
 - Development proposals with potential impacts on agriculture, as referred by the Regional Board.
 - Water management issues, relating to agriculture.
 - Examining and identifying infrastructure improvements to support agriculture.

2. MEMBERSHIP

- 2.1 It will be an objective to select members from a diversity of agricultural interests in the region represented by broadly based, non-government, regional organizations.
- 2.2 The Regional Board Chair will request the following organizations to nominate a primary and alternate delegate for participation on the AAC, from which the Chair will make recommendations to the Regional Board for appointment to the AAC for a period of up to two (2) years:

- | | |
|---|---|
| 1. Peace River Regional Cattlemen’s Association | 5. Farmers’ Institute |
| 2. BC Grain Producers Association | 6. Peace River Forage Association of BC |
| 3. Peace Region Forage Seed Association | 7. Peace River District Women’s Institute |
| 4. Peace River Organic Producers Association | 8. BC Bison Association |

*This list is not exclusive and may be amended or added to at the discretion of the Regional Board Chair.

- 2.3 The Regional Board Chair will publicly advertise for three (3) members at large from the region, (West Peace, South Peace and North Peace), who have an interest in agriculture, and appoint such members for a period of up to two (2) years. Applicants may also recommend an alternate.
- 2.4 Members shall be eligible for re-appointment to a maximum of three (3) successive terms, including partial terms. Former AAC members can re-apply for appointment after a minimum of one (1) year absence period following three (3) successive terms. This policy is to apply from the adoption date forward and will not apply to the time of existing members prior to adoption of this policy.
- 2.5 All four Electoral Area Directors will sit as non-voting liaison members of the AAC.
- 2.6 The Regional Board Chair will always be ex-officio to the AAC.
- 2.7 Advisors (non-voting) from provincial and federal government agencies may be invited as necessary.

- 3.1 The AAC is advisory and all recommendations will be forwarded to the Regional Board for consideration.
- 3.2 The AAC Chair shall be elected from the membership at the first meeting of each year. In the absence of the Chair an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote all meetings. In the event of an Electoral Area Director holding the position of Chair they shall be non-voting.
- 3.3 The AAC may meet quarterly, and/or at the call of the AAC Chair as necessary, unless there are no agenda items to be reviewed.
- 3.4 At all meetings five (5) members (not including Regional Board Directors), shall constitute a quorum, and are the minimum number required to hold a meeting.
- 3.5 In the event an appointed Member is unable to attend the AAC meeting his/her Alternate may attend. An Alternate may attend any AAC meeting but will not be reimbursed for travel expenses when the appointed Member is also in attendance. Alternates can only vote in the absence of the appointed Member.
- 3.6 Attendance Policy – if an appointed Member is absent from two (2) consecutive meetings, a letter from the Regional Board Chair will be forwarded to the individual and organization represented, informing them of the attendance policy and that their appointment will be rescinded if a third meeting in the calendar year is missed.
- 3.7 Meetings shall be open and will be held alternatively between the main office in Dawson Creek of the Peace River Regional District and in Fort St. John.
- 3.8 Executive and secretarial support for the AAC will be provided by the Peace River Regional District.
- 3.9 Operating procedures shall be established pursuant to procedures set out in “Peace River Regional District Procedure Bylaw No. 2200, 2015.”
- 3.10 AAC members having a proprietary interest in an application or who are personally affected by an application/applicant must step aside from the discussion and subsequent decision on the particular matter.
- 3.11 Agendas and minutes shall be provided to appointed members and their sponsoring organizations as applicable.

4. ANNUAL REVIEW

- 4.1 The Electoral Area Directors’ Committee (EADC) will review the Terms of Reference (ToR), procedures and effectiveness of the AAC on an annual basis, and report to the Regional Board with recommendations by December 31st of each year (starting in 2016).



REPORT

To: Chair and Directors

Date: August 7, 2018

From: Deborah Jones-Middleton, Protective Services Manager

Subject: **Charlie Lake Fire Department Update**

RECOMMENDATION #1:

1. That the Electoral Area Directors' Committee recommend that the Board direct staff to:
 - a. enter into discussions with Brant Tractor to determine access to the water cistern for fire fighting response once the Charlie Lake Fire Department is staffed with a Chief and Deputy;
 - b. enter into discussions with the City of Fort St. John regarding a Comprehensive Development Plan that would include not only zoning and land use matters but also the provision of services outside of City boundaries, including but not limited to fire protection and water services as requested in their letter of June 28, 2018;
 - c. enter into discussions with the District of Taylor regarding the extension of Mutual Aid into the additional expansion areas once the Charlie Lake Fire Department is staffed with a Chief and Deputy; and report back to the Electoral Area Directors' Committee with the results of the discussions.

BACKGROUND/RATIONALE:

Charlie Lake Fire Protection Review:

Staff presented the Dave Mitchell & Associates report titled "Charlie Lake Volunteer Fire Department Fire Protection Area Review" at the March 15, 2018 Electoral Area Directors' Committee (EADC) meeting. The EADC made the following recommendations:

EADC Recommendation 1 – Expansion of the Fire Protection Area

"That the Electoral Area Directors' Committee recommend to the Regional Board that staff report back to the Electoral Area Directors' Committee regarding the areas that could be included in the Charlie Lake Fire Protection Area using the existing infrastructure, equipment and personnel."

Discussion

Staff met with Director Sperling and Director Goodings to review the areas that could be included in the Charlie Lake Fire Protection Area using the existing infrastructure, equipment and personnel. The following nine areas were identified as potential expansion areas (see Map 1 attached):

- | | | |
|----------------|---------------------|---------------------|
| 1. Sawyer Road | 4. Welch Sub | 7. Highway 29 North |
| 2. Wolsey Sub | 5. Coffee Creek Sub | 8. Old Hope Road |
| 3. 250 Road | 6. Red Creek Sub | 9. Old Fort |

August 16, 2108

Staff Initials:

Dept. Head:

CAO:

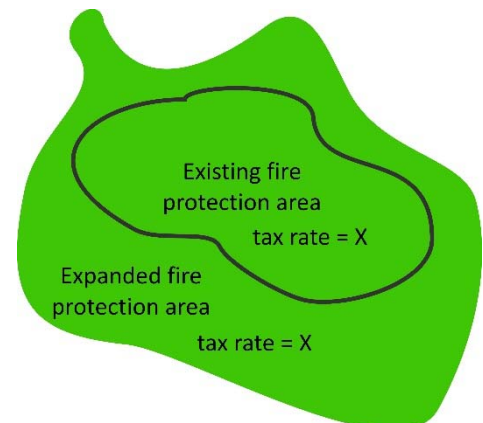
Page 1 of 7

The table shows the addition of all listed properties would result in an increase of \$11,556,738 in converted assessment for land and improvements. In 2018 this would have resulted in a decrease of \$0.054/\$1,000 or would have raised a further \$71,526 at the tax rate of \$0.62/\$1,000 in the 2018 budget.

Taxation is on Land & Improvements (Converted Hospital Assessment)				
Area		TOTAL Assessment	New Rate /\$1,000 Assessment	Reduction /\$1,000 Assessment
1	Sawyer Road	2,174,684	0.607930	0.010982
2	Wolsey Sub	984,992	0.613889	0.005023
3	250 Road	596,086	0.615862	0.003050
4	Welch Sub	431,845	0.616700	0.002212
5	Coffee Creek Sub	1,491,167	0.611339	0.007573
6	Red Creek Sub	2,059,283	0.608503	0.010409
7	Highway 29 North	826,351	0.614692	0.004220
8	Old Hope Road	64,500	0.618581	0.000331
9	Old Fort	2,927,830	0.604217	0.014695
Total		11,556,738	0.564700	0.054212
2018 Budget				
CLFD Converted Assessment is				120,380,605
CLFD 2018 Tax Requisition				745,050
CLFD Tax Rate per \$1,000 Assessment				0.618912
Based on 2018 Budget				
New Converted Tax Assessment				131,937,343
To raise the same requisition of \$745,050 the rate would have reduced to				0.564700
OR maintain the tax rate of \$0.618912 and raise				816,576

Option 1

Incorporate the nine new areas into the existing Charlie Lake Fire Protection Service Area as a boundary expansion and all properties pay the same rate(s). If the CLFD budget remains generally stable with typical 2% annual increases, then existing property owners will realize a savings of \$0.054/\$1,000.

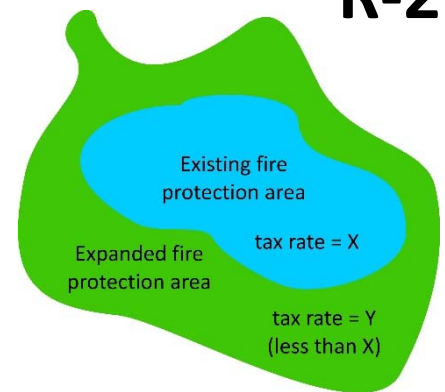


August 16, 2108

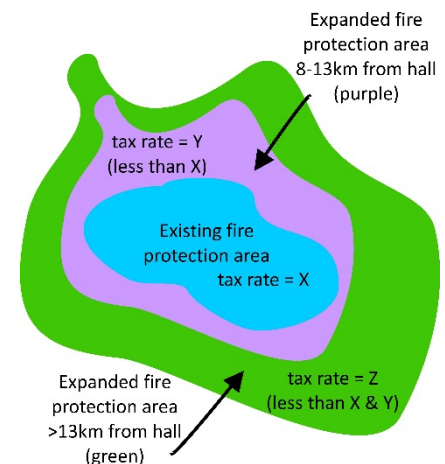
R-2**Option 2**

Create a separate fire protection service area for the new properties that are further out and are less likely to receive a discount on their home insurance. In this case the Regional District could charge out the service at a reduced percentage rate of the annual rate paid by the existing service area. For example 50% of the annual tax rate charged to the current Fire Protection Service Area.

Note that only some of the properties in the “green” would receive a reduction on their insurance as a result of being served by a fire department.

**Option 3**

Create two new separate fire protection service areas - one for properties within 13 km of the fire hall and one for properties further than 13 km from the fire hall. There is a better opportunity for residents within 13 km of the fire hall to negotiate a lower insurance cost than for residents that live further than 13km from the fire hall (see Map 2 attached for distance from the fire hall).

**EADC Recommendation 2 – Water Supply**

“That the Electoral Area Directors’ Committee recommend to the Regional Board that staff be directed to:

- 1. research the cost and locations of installing water sources in strategic locations within the current Charlie Lake Rural Fire Protection Area;*
- 2. research the cost of implementing a Superior Tanker Shuttle Service for the Charlie Lake Rural Fire Protection Area; and*
- 3. initiate discussions with the City of Fort St. John regarding the options and costs to utilize, improve and expand the fire hydrant system in the Charlie Lake Rural Fire Protection Area.”*

At the April 12, 2018 Board meeting the above resolutions were passed by the Board.

Discussion**Cost and Locations of Potential Water Sources**

To address the issue of providing water efficiently the Fire Chief recommended installing a minimum of five dry hydrant cisterns with a minimum capacity of 24,000 gallons of water throughout the Fire Protection Area, over a five year period (see the blue triangles on the attached Map 1).

The Fire Chief recommended installing the first cistern at the Charlie Lake Fire Hall there are two options for this installation:

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1. drilling a well that would provide consistent raw water supply to that cistern;
2. tapping into the existing water main that feeds the Charlie Lake Fire Hall to have the cistern continuously filled with potable water, this option will require entering into discussions with the City of Fort St. John.

The Charlie Fire Department land is owned by the Province, therefore, a decision to install a cistern on the property would have to be approved by the land owner.

The other four cisterns would be filled via water trucking companies when required. The cisterns are buried below the freezing level and provide a sealed space, therefore, water evaporation and freezing is very low to non-existent. Installation in the other four areas would require negotiating an easement with property owners.

Brant Tractor is currently installing a large well fed cistern (see pink triangle on attached Map 1). In preliminary discussions between the Fire Chief and Brant Tractor there was an indication they may grant access to Charlie Lake Fire Department to use the water for firefighting purposes upon completion of the building project, this would require further formal negotiations to confirm.

The capital and operating costs for installing the water sources is estimated as follows:

Project	Approximate Cost
Capital Projects	
Purchase 5 - 24,000 gallon cisterns	\$250,000
Install 5 cisterns	50,000
Drill well (20-50,000) depending on depth required	50,000
Tap into existing water main depending on location of water main	20,000
Capital Investment over 5 years	\$320,000 to \$350,000
Annual Operating Costs	
4 easements per annum ¹	10,000
Filling 4 cisterns per annum ²	8,000
Additional operating expense	\$18,000

¹ based on what the PRRD pays for the North Pine TV Tower

² based on filling four 24,000 gallon tanks per annum

Implementing a Superior Tanker Shuttle Service (STSS)

The Charlie Lake Fire Department now has three operational tenders:

- Tender 1 – 2014 Freightliner/Rosenbauer;
- Tender 2 – 1987 Ford 5000/Superior; and
- Tender 3 – 1996 International.

With three tenders to move water, the Charlie Lake Fire Department will be able to train for and execute the STSS, however, until all the tenders are under 20 years of age the Fire Underwriters Survey (FUS) will not accredit the department as a STSS service. Having the STSS accreditation may provide a further

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discount on insurance premiums for residents in the Fire Protections Area, however, being able to provide the service with the apparatus already owned is a benefit in providing water efficiently. Further investigation will need to take place once the Department is fully staffed so that appropriate training and research can take place to determine the costs (such as purchasing more water tankers under the age of 20 years) and benefits of whether pursuing STSS accreditation is worthwhile.

Discussion with Fort St. John

Staff phoned the City of Fort St. John on April 6, 2018 requesting a meeting to discuss the:

- current water supply to the Charlie Lake Fire Department;
- possibility of expanding the water supply further along the highway between Charlie Lake Fire Department and the City of Fort St. John;
- the impact of expanding the Charlie Lake Fire Protection Area on the existing Mutual Aid Agreement; and
- impact of expanding the services provided by Charlie Lake Fire Department to include road rescue within the Charlie Lake Fire Protection Area.

The following week the City of Fort St. John staff requested a letter outlining our request that they would take to their council.

On June 11, 2018 staff sent a letter to the City of Fort St. John formally requesting the meeting.

On June 28, 2018 The City of Fort St. John responded with a resolution from Council as follows:

"THAT, Council agree to enter into discussions with the Peace River Regional District regarding a Comprehensive Development Plan that would include not only zoning and land use matters but also the provision of services outside of City boundaries, including but not limited to fire protection and water services."

The letter expanding on the resolution is attached for your information. Please note that work on this project will require staff time and coordination from multiple departments – Community Services (fire, recreation, parks, etc.), Development Services and Environmental Services.

Impact to Mutual Aid

The PRRD has existing mutual aid agreements with the City of Fort St. John and the District of Taylor, however, both of these agreements require that any changes to the portion of the Charlie Lake Protection Service Area shown on Schedule 'B' of the agreements requires the consent, in writing, of the City of Fort St. John and/or the District of Taylor to be considered included in the service area, and that if consent is not given in writing, primary mutual aid will not apply to the additional area and emergency resources will not be provided. The PRRD also has a mutual aid agreement with the District of Hudson's Hope, this agreement does not have the same provision.

During the wildfire events of April and May 2016 the Charlie Lake Fire Department, Taylor Fire Department and Hudson's Hope Fire Department were all deployed responding to wildfires within their fire protection areas. The City of Fort St John was the only department in the North Peace that was available to provide mutual aid and thus provides it to both Charlie Lake and Taylor. Staff is concerned that expanding the

August 16, 2108

existing fire protection area without having mutual aid resources to assist the Department may result in Charlie Lake not being able to provide the required service within the expanded fire protection area.

Further Updates

1) Feasibility Study

The PRRD has engaged Dave Mitchell & Associates to do a feasibility study on all of Electoral Area 'C' and a portion of Electoral Area 'D'. The consultants travelled through the region with staff during the week of July 23rd and plan to have the report ready by mid-September. This study may offer further information on options for providing fire protection to the areas within Electoral Area 'C'.

2) Staffing

With both the Chief and Deputy Chief moving onto new positions, a number of projects have been put on hold at the hall. The following is a timeline associated with hiring new staff to date.

- April 26, 2018: Fire Chief submitted his resignation effective May 4th.
- May 4, 2018: Staff posted the position of Fire Chief that closed on June 8th. Staff interviewed three candidates.
- June 19, 2018: The Fire Chief position was awarded to Deputy Chief and staff posted the position of Deputy Fire Chief that closed on July 19th.
- July 16, 2018: New Fire Chief submitted his resignation effective August 3rd.
- July 17, 2018: Staff posted the position of Interim Fire Chief on the BC and Alberta Fire Chief's websites.
- July 20, 2018: Staff posted the position of Fire Chief that will close on August 13th.
- July 23, 2018: Interim Patrick McPhillips agreed to start on August 1st.
- August 7, 2018: Staff have conducted interviews and are currently assessing the candidates for Deputy Fire Chief position.
- August 13, 2018: Fire Chief position closes. Interviews will be arranged as soon as possible.

Start dates for both the Chief and Deputy will be dependent on the ability of the candidates to wrap up their current positions and move if required. As such a firm start date cannot yet be determined until candidates have been offered positions and they have accepted.

3) Fire Apparatus

In 2018 the Charlie Lake Fire Department budgeted \$700,000 to purchase a new engine and a new water tanker. Once the budget was approved staff started the process of drafting the specifications for the two apparatus in April. During this process it became clear that the budget would not allow the purchase of both apparatus. The increase in cost of steel and aluminum, due to the US trade issues, has decreased the PRRD's purchasing power for the apparatus.

Chief Widsten has developed a rough draft of specifications for a new engine. Tendering fire apparatus can have increased complexity and as such staff decided to hold off on the tendering process until the new Procurement Officer was hired to assist with the RFP process, which happen on July 23rd.

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Now that Chief Widsten has resigned staff are waiting for the new Fire Chief and Deputy to start to review the specifications drafted by Chief Widsten to ensure they meet the needs of the department – that it is not overbuilt or underbuilt, can handle the rural terrain, etc. Staff hope to have the project posted for tender by year end.

ALTERNATIVE OPTIONS:

- 1) That the EADC provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☒ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☒ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Please see the above.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Attachments:

1. Letter from Fort St. John dated June 28, 2018
2. Charlie Lake Rural Fire Protection Potential Area – Recommendations – Map 1
3. Charlie Lake Rural Fire Protection Potential Area – Recommendations – Map 2

August 16, 2108

R-2

Attachment 1



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

Peace River Regional District
1981 Alaska Avenue
Dawson Creek, BC
V1G 4N4

June 28, 2018

Via email: deborah.jones-middleton@prrd.bc.ca

Re: Discussions regarding the water supply to the Charlie Lake Fire Department and a portion of the Charlie Lake Fire Department and the City of Fort St. John/Peace River Regional District (Charlie Lake Fire Department) Mutual Aid Agreement

Dear Ms. Jones-Middleton,

Thank you for your letter dated June 11, 2018. Administration at the City discussed the PRRD request in a closed Council meeting on June 25th. Council passed the following resolution:

RESOLUTION NO. 39/18

"THAT, Council agree to enter into discussions with the Peace River Regional District regarding a **Comprehensive Development Plan** that would include not only zoning and land use matters but also the provision of services outside of City boundaries, including but not limited to fire protection and water services."

To provide you with more context, during Administration's discussions with Council, the four topics of discussion the PRRD had identified were acknowledged. However, it was felt that if we were to discuss and negotiate these four items it might be best and appropriate to enter into a broader discussion of a Regional Service Model. The PRRD's four items would then be discussed in the context of a Comprehensive Development Plan. In this way, both parties can come to a consensus on a full range of issues from hard infrastructure to fire services.

We will look forward to this opportunity to revisit and redevelop such a plan.

Sincerely,

Dianne Hunter
City Manager

August 16, 2108

R-2



City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

Peace River Regional District
1981 Alaska Avenue
Dawson Creek, BC
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Dianne Hunter
City Manager

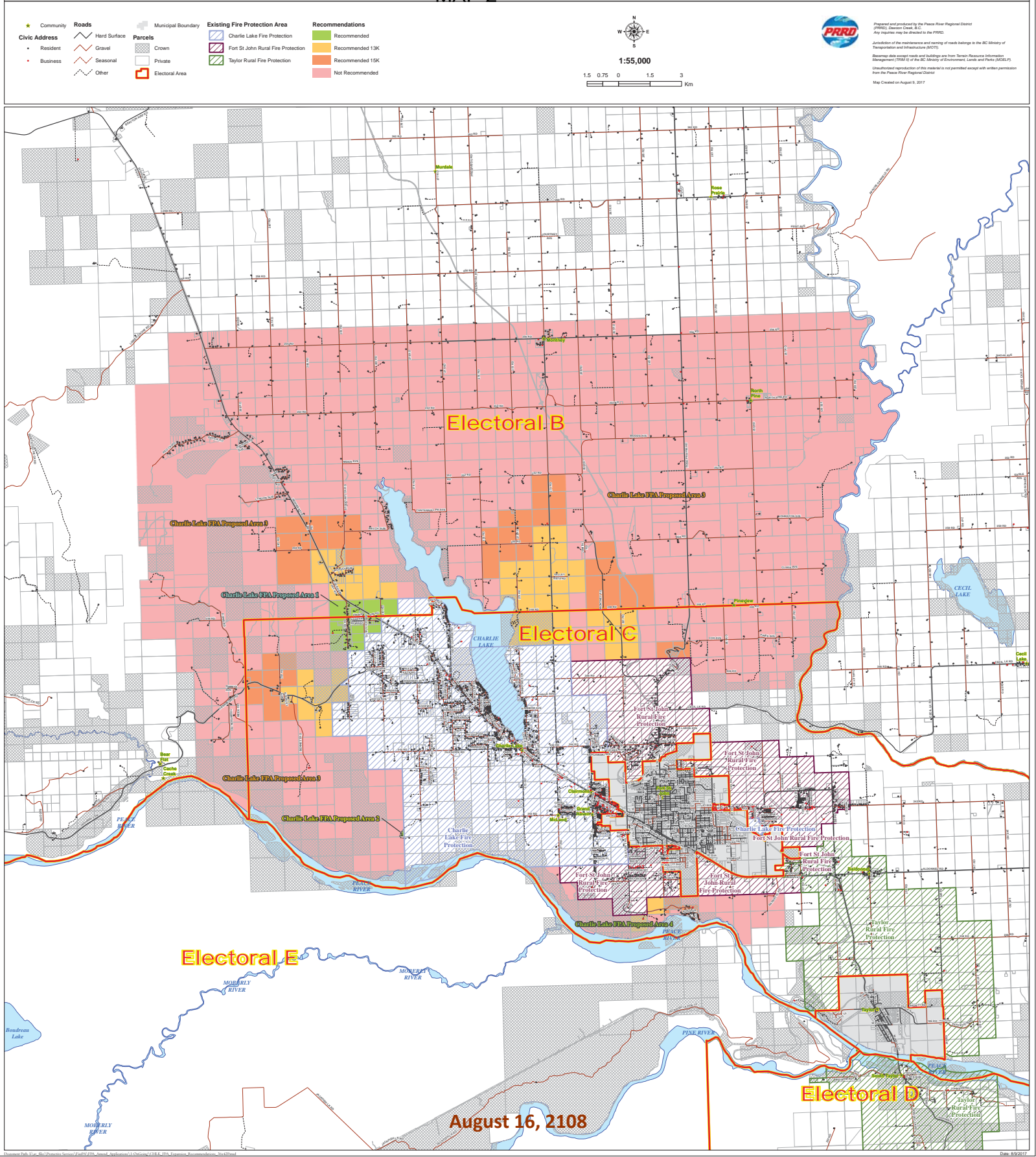
August 16, 2108



Charlie Lake Rural Fire Protection Potential Area -Recommendations

MAP 2

R-2





REPORT

To: Chair and Directors

Date: August 9, 2018

From: Shawn Dahlen, Acting Chief Administration Officer

Subject: **Area B Potable Water Budget Update**

RECOMMENDATION:

That the Electoral Area Directors Committee receive the Area B Potable Water Budget update for more information.

BACKGROUND/RATIONALE:

On August 124, 2017 the Regional Board awarded the contract for Public Water Tank Loader Facilities – Engineering Services to Urban Systems Ltd. in the amount of \$226,183.00, excluding taxes. It was noted under the Financial Consideration of the report that once a preferred concept was determined, the extent of optional items such as survey, geotechnical, environmental monitoring and an operation and maintenance plan would have to be determined. It was also noted that any additional optional items determined would add additional costs to the engineering services and project, based on the extent of the services required. These additional costs were not required as part of the request for proposal as a concept and final design determine the extent and viability of the aforementioned options.

Additional work required for the construction of the 5 Potable Water Bulk Loading Stations not included in the scope of the contract include:

• Additional survey for clearing at Buick and Feye Spring sites	\$4,992.89
• Rose Prairie Site- Site relocation and Pengrowth utility crossings	\$16,972.51
• Reject Water Issues	\$6000.00
• Request for Qualifications	\$2,500.00
• Additional Design Costs	\$12,200.00
• Flowpoint Additional Cost	\$21, 292.50
Total	\$63,957.90

Previous additional expenditures to date as a result of extra work include:

• Additional concept and cost estimate	\$7,500.00
• Site visits for the 72 hr well monitoring	\$2,300.00
• Separate RFP for building and treatment equipment	\$16,500.00
• Geotechnical investigation	\$42,309.00
• Topographic survey	\$23,654.00
• Water licensing	\$32,000.00
• Design Brief	\$5,000.00
Total	\$129,263.00

August 16, 2018

Staff Initials:

Dept. Head:

Shawn

CAO:

[Signature]

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R-3**ALTERNATIVE OPTIONS:**

N/A

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The Regional Board awarded the Engineering Services contract to Urban Systems Ltd. for \$226,183.00, excluding taxes. The next lowest qualified bidder was WSP who had done the original Bulk Tank Loader Facilities Feasibility Study. Their price came in at \$497,999.00. If they would have been successful, they would have also been pursuing optional items not required to be bid on in the request for proposal. The difference between the two bids is \$271,807.00.

COMMUNICATIONS CONSIDERATION(S):**OTHER CONSIDERATION(S):**

Attachments:

1. Memorandum July 3, 2018: Portable Water Bulk Loading Statins- budget update extra scope request

August 16, 2018

MEMORANDUM

Date: July 3, 2018
 To: Shawn Dahlen, Acting CAO, PRRD
 cc: Kimberly Zackodnik
 From: Jaime Adam
 File: 0601.0074.02 C
 Subject: Potable Water Bulk Loading Stations – budget update extra scope request

Urban Systems has been working with the PRRD since fall 2017 to complete the detailed design, tender documents and drawings for the 5 potable water stations within Area 'B' of the PRRD. The construction contract has now been awarded and it is anticipated that construction on the 5 stations will begin shortly once the contractor is ready and mobilized.

Last week during a meeting with yourself and our team we identified some additional scope of work that was required in order to get to project to where we currently are. Most of this work was unforeseen at the time we prepared our proposal and was determined necessary as we proceeded through the design and tender phases of the project. Below is a summary of the scope of the extra items.

1) Additional survey for clearing at Buick and Feye Spring sites

In order to avoid the bird nesting window and associated additional environmental monitoring work, the PRRD determined the best approach was to complete site clearing at the Buick and Feye Spring sites in advance of the bird nesting window. While the PRRD looked after the coordination of clearing work, Urban Systems was requested to ensure the property was marked out to ensure adequate clearing was completed within the project area. The extra fees outlined below were for Tryon Professional Group to complete the necessary survey layout.

Additional Scope – Survey for clearing at Feye Spring and Buick sites

Task	Additional Cost
Clearing survey – Feye Spring	\$2,394.95
Clearing survey – Buick	\$2,597.94
Subtotal Cost	\$4,992.89

2) Rose Prairie Site – Site relocation and Pengrowth utility crossings

The originally proposed location for the Rose Prairie truck fill station needed to be revised upon further involvement in the detail design of the project due to a number of constraints. These included:

- The proposed site area and storage pond encroached on an existing abandoned well site owned by Pengrowth that we were unable to obtain approval for;
- The reject water from the treatment system did not have an appropriate location to discharge to without significant capital and/or maintenance costs; and

August 16, 2018

MEMORANDUM

Date: July 3, 2018
 File: 0601.0074.02 C
 Subject: Potable Water Bulk Loading Stations – budget update extra scope request
 Page: 2 of 5

- There were significant conflicts with the buried utilities owned by Pengrowth, and permission to cross as well as construct infrastructure in close proximity to these utilities, despite numerous approaches, was not approved by Pengrowth

As a result of the site relocation, there were additional costs associated with the detailed design phase at the new site. This included site programming and grading re-design, communication and coordination with Pengrowth with utility locating and crossing permits. Pengrowth also required geotechnical recommendations and field locations completed prior to issuance of utility crossing permits. Additional topographic survey was also required in order to complete the design and grading plans. Below is a summary of the cost of each additional aspect:

Rose Prairie Site – Site Relocation and Pengrowth Utility Crossings

Task	Additional Cost
Tryon Professional Group - Topographic Survey	\$3,460.26
SNC Lavalin – Geotechnical Recommendations	\$2,719.82
Troyer – Field Line Locating	\$2,792.43
Urban Systems - Re-design Costs*	\$3,500.00
Urban Systems – Pengrowth Coordination	\$4,500.00
Subtotal Cost	\$16,972.51

*Re-design costs included two additional site visits, coordination of survey and geotechnical work, BC One call and base mapping, layout, site programming and grading re-design

3) Other Miscellaneous Costs

Below is a summary of the other additional work that was required that was not originally accounted for as part of our proposal:

a) Reject Water Issues

When our proposal was submitted, it was done so based on the scope of work identified in the previous feasibility work completed by WSP. Their report outlined the need for a storage pond, as well as a calculated size for reject water prior to disposal to the environment. Upon closer investigation, during the design phase, it was determined the reject water quality was unable to be discharged directly to the environment based on expected water quality and would likely required blending prior to disposal. Significant liaising was required with the representatives from Flowpoint who were providing the water treatment systems for each of the five sites to ensure the reject water quality could be met prior to discharge to the surrounding environment. This also resulted in the storage ponds being far larger than originally planned due to increased expected water volumes. A significant amount of effort was required by Urban

August 16, 2018

MEMORANDUM

Date: July 3, 2018
 File: 0601.0074.02 C
 Subject: Potable Water Bulk Loading Stations – budget update extra scope request
 Page: 3 of 5

Systems to determine a solution to the reject water quality issue, none of which was anticipated based on the WSP report results and at the time the proposal was prepared.

b) Request for Qualifications

When our proposal was prepared, it included fees to complete a Request for Proposal (RFP) for the system operations contract for the five sites. Upon review with the PRRD, the best course of action was determined to be a Request for Qualifications (RFQ) prior to the RFP to ensure all proponents were adequately qualified prior to the RFP stage. This stage, although valuable was not part of our original scope of work.

c) Additional Design Costs

Throughout the design phase of the project we encountered some additional scope of work that was not anticipated during our proposal preparation. This included the upgrades and design work for well upgrades to both Prespatou and Rose Prairie sites, coordination with Flowpoint of increased potable water storage at the Boundary and Prespatou sites, reconfiguration of the layout of the Buick sites, completion of sketches and provision of information for the land purchase at both Buick and Rose Prairie site, and two additional site visits that were not included in our original scope of work.

d) FlowPoint Additional Costs

On June 22, 2018, we received an email from Flowpoint requesting additional fees for the additional time and effort they have also spent on this project. According to their email (attached), they are requesting \$21,292.50 for additional time and effort spent on the following:

- Design change costs to address alternate equipment needed to address reject water quality and blending requirements
 - Buick Creek \$4,750
 - Rose Prairie \$4,940
 - Prespatou \$8,550
- Additional time and effort to change models to address reject water quality - \$3,052.50

We recognize that the fees for Flowpoint are billed directly to the PRRD and not the responsibility of Urban Systems to carry as a sub-consultant, however we have included their additional fees here in order to summarize the additional costs.

Other Miscellaneous Costs

Task	Additional Cost
Reject Water Issues	\$6,000.00
Request for Qualifications	\$2,500.00
Additional Design Costs	\$12,200.00
Flowpoint Additional Costs	\$21,292.50

August 16, 2018

MEMORANDUM

Date: July 3, 2018
 File: 0601.0074.02 C
 Subject: Potable Water Bulk Loading Stations – budget update extra scope request
 Page: 4 of 5

Subtotal Cost	\$41,992.50
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Below is a summary of all costs outlined above:

Task	Additional Cost
Additional Scope – layout for clearing at Feye Spring and Buick sites	\$4,992.89
Rose Prairie Site – Site Relocation and Pengrowth utility crossings	\$16,972.51
Other Miscellaneous Costs	\$41,992.50
Total Cost	\$63,957.90

Below is a summary of additional cost outlined above, separated by site:

Location	Additional Cost
Feye Spring site	\$10,793.45
Rose Prairie site	\$25,371.01
Buick site	\$10,996.44
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Boundary site	\$8,398.50
Total Cost	\$63,957.90

I trust this memo meets your needs in order to better understand, and evaluate the additional costs included herein. Should you have any questions or require any additional information, please feel free to contact us.

August 16, 2018

MEMORANDUM

Date: July 3, 2018
File: 0601.0074.02 C
Subject: Potable Water Bulk Loading Stations – budget update extra scope request
Page: 5 of 5

Sincerely,

URBAN SYSTEMS LTD.



Jaime Adam, P. Eng.
Project Leader

/jla
Enclosure

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August 16, 2018

Jaime Adam

R-3**Subject:** FW: PRRD Delivery**From:** Allan Bradley <abradley@flowpointsystems.com>**Sent:** June 22, 2018 8:24 AM**To:** Kimberly Zackodnik <kzackodnik@urbansystems.ca>**Cc:** Jason Boddez, M.Sc., P.Eng. <jboddez@flowpointsystems.com>; Dean Michael <dmichael@flowpointsystems.com>; Jay Morrison <jmorrison@flowpointsystems.com>**Subject:** PRRD Delivery

Kimberly,

There has been some expression of concern from your end as to the delivery dates of the building structures as per RFP. Not sure if you completely understand the sizable amount of work taken on by all contractors in order to deliver the best possible RFP they can. I have had this conversation with a number of contractors and vendors and they all speak to the same effect. The amount of information that is left up to the vendor/contractor to design and take responsibility for dramatically increases the design detail that we must go to in preliminary stages before we even have the work. We must do this design work in order to achieve the most accurate estimate we possibly can in order to A) Be competitive in a cost based RFP and B) Ensure that we will not lose money delivering the project. As a result, changes after the fact become a bit more involved.

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Based on this modified schedule listed above I feel that Flowpoint has made every effort to push this project along as quickly as possible. I understand and agree that it is not moving along as fast as either of us would like but we are trying to be thorough and ensure that we end up with a satisfied customer.

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As for the backup of the requested change amount of \$21,352.00, we spent nearly two months, from the time of award on January 18th to mid-March determining the course forward for the reject water quality.

R-3

I suppose it is my error if I should have pre-authorized a CCPR for the time spent by ourselves and Sapphire to discuss and assist in any possible design arrangements, whether you implemented them or not. We seemed to be working in good faith.

There are two major components, design change costs and the project management time to do so:

- Design change costs for alternate equipment from Sapphire with our markup, same markup as RFP
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 - 18.50 @ \$165/hr = \$3,052.50
- Total Amount \$21,292.50



Allan Bradley

President • Flowpoint Environmental Systems LP

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August 16, 2018

MEMORANDUM

Date: January 12, 2018
 To: Shawn Dahlen, Deputy CAO, PRRD
 cc: Kim Zackodnik, EIT., Urban Systems
 From: Jaime Adam, P. Eng.
 File: 0601.0074.02
 Subject: Area B Potable Water Truckloading Facility – Budget Update – Professional and Capital Fees

As requested this memo provides a budget update for the Area 'B' Potable Water Truckloading Facility project. It will provide a breakdown of the following information:

- Professional Fees (total and for each site)
 - Conceptual Design Phase – what fees have been spent, and remaining work for be done
 - Water System RFP (Optional Work) – what fees have been spent, remaining work to be done
 - Detailed Design Phase– Anticipated Fees including optional work
 - Tender Preparation Phase – Anticipated Fees including optional work
 - Construction Phase – Anticipated Fees including optional work
 - Schedule – Proposed schedule to complete all work outlined above
- Capital Fees (total and for each site)
 - Water Treatment Systems – Anticipated Fees – total and for each site
 - Civil and Site works – total and for each site

1.0 Professional Fees

1.1 Conceptual Design Phase - Fees

This phase of the project is now complete. Three options were prepared by Urban Systems and reviewed with PRRD staff. During the review it was determined the next best step was to complete an RFP for the water treatment systems to obtain best pricing for the 5 sites (proposed as optional work in section 4.1 of our proposal). The preparation of the RFP document was completed by Urban Systems for \$16,500 (plus GST). Some additional work was completed during this phase of the project, resulting in additional scope and fees. These additional fees are broken down below. These additional fees have not yet been approved by the PRRD or billed to the PRRD, and we are respectfully requesting approval of these fees.

Table 1. Conceptual Phase – Additional Work

Conceptual Design – Additional Scope Description	Additional Scope Associated Fees
Additional concept option sketches and cost estimates	\$7,500

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Additional Site Visits x 2 (with PRRD staff and to retrieve data loggers for Kala Groundwater)	\$2,300
Total Cost of Additional Work	\$9,800

Below is a summary of the costs associated with the Conceptual Design Phase. This includes the additional fees outlined above as well as the approved fees for the Water System RFP.

Table 2. Conceptual Design Budget Summary

Conceptual Design Phase – Tasks	Budgeted Fees	Fee Spent to December 31, 2017	Fee remaining to be billed
Concept Development and Cost Estimates	\$68,408	\$68,408	\$0
RFP for Water Treatment Systems – optional scope	\$16,500	\$15,874	\$626
Additional Scope (Table 1)	\$9,800	\$0	\$9,800
Total Fees	\$94,708	\$84,282	\$10,426

1.2 Detailed Design and Tender Preparation Phase - Fees

The detailed design phase of this project has not yet begun. Our proposed budget, as outlined in our proposal for this phase of the project (exclusive of optional work) is \$96,740. During recent conversations with the PRRD, we were requested to identify fees for proposed optional work as outlined in our proposal. Table 3 below outlines the proposed fees for the optional work.

Table 3. Detailed Design and Tender Preparation Phase – Optional Work Proposed Fees

Detailed Design and Tender Preparation Phase – Optional Work Tasks	Proposed Professional Fees
Geotechnical Investigation – SNC Lavalin	\$42,309*
Topographic Survey – Tryon Group	\$23,654*
Water Licencing	\$32,000**

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Design Brief	\$5,000
Total Cost of Optional Items	\$102,963

*Please note – this cost includes a 5% mark up for Urban Systems to administer the subconsultant invoices as well as an allowance of \$1,000 for Urban Systems to coordinate the subconsultant as needed.

**Please note – this includes licencing for 4 sites as the PRRD has completed an application for the Prespatou site already. It also includes an allowance of \$4,000 for each site's licensing fees with the Ministry.

Table 4 below outlines a summary of all fees for the Detailed Design and Tender Preparation Phase fees, including all optional items outlined in Table 3 above.

Table 4 – Detailed Design and Tender Preparation Phase – Professional Fees Summary

Detailed Design and Tender Preparation Phase – Tasks	Proposed Professional Fees
Proposed Fees – as outlined in our submitted proposal	\$96,740
Proposed Fees – Optional Items	\$102,963
Total Professional Fees	\$199,703

1.3 Construction Management Services Phase - Fees

This phase of the project has not yet begun. Our proposed budget, as outlined in our proposal for this phase of the project (exclusive of optional work) is \$60,985. This fee estimate was made with the following assumptions outlined in our proposal:

- 12 week construction schedule for all five sites;
- The PRRD uses the same contractor for all 5 sites;
- Part time inspection of 2 full days per week
- Commissioning will require 1 day per site

This includes fees for contract administration, inspection services, station commissioning, record drawings as well as preparation of an RFP document for procurement of operator services for the PRRD for the 5 stations. Our proposal also included some optional items for the PRRD to consider for the construction phase of the project. Below is a summary of the optional items along with the associated fees.

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Table 5 – Construction Management Services Phase – Optional Work Proposed Fees

Construction Services Phase – Optional Work Tasks	Proposed Professional Fees
Operation and Maintenance Plan	\$6,600
Maintenance Management Plan	\$6,600
Emergency Response Plan	\$6,600
Contract Preparation between PRRD and successful operations contractor	\$7,800
Total Cost of Optional Items	\$27,600

Table 6 below provides a summary of all fees associated with the Construction Services phase of this project. It also includes all optional items.

Table 6 – Construction Services Phase – Professional Fees Summary

Construction Management Phase – Tasks	Proposed Professional Fees
Proposed Fees – as outlined in our submitted proposal	\$60,985
Proposed Fees – Optional Items	\$27,600
Total Professional Fees	\$88,585

1.4 Professional Fees Summary

Below provides a summary of the proposed professional fees for all phases of the project outlined above, including all optional items. It also includes a summary of all fees spent to December 31, 2017 as well as proposed fees outstanding.

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Table 7 – Professional Fees Summary

Professional Scope	Proposed Professional Fees	Fees Billed to December 31, 2017	Remaining Fees to be billed
Conceptual Design – proposal scope	\$68,408	\$68,408	\$0
Conceptual Design – additional work	\$9,800	\$0	\$9,800
Conceptual Design – optional scope	\$16,500	\$15,874	\$626
Detailed Design and Tender – proposal scope	\$96,740	\$0	\$96,740
Detailed Design and Tender – optional scope	\$102,963	\$0	\$102,963
Construction Services – proposal scope	\$60,985	\$0	\$60,985
Construction Services – optional scope	\$27,600	\$0	\$27,600
Total Professional Fees	\$382,996	\$84,282	\$298,714

1.5 Professional Fees Summary – Based by Site

Below is a breakdown of the fees for each site based on the total Proposed Professional Fees of \$382,996 shown above.

Table 8 – Summary of Professional Fees – Based on Site

Project Site	Professional Fees per Site
Prespatou Site	\$53,616
Boundary Lake Site	\$61,280

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Feye Spring Site	\$61,280
Rose Prairie Site	\$103,410
Buick Creek Site	\$103,410
Total Professional Fees	\$382,996

1.6 Project Schedule

Along with the budget update for this project, we have included an update to the project schedule. Due to the addition of some optional items, the schedule has been revised to reflect the time required to complete all tasks. A summary table is provided below to highlight key milestone dates. It only includes from detailed design onward, as the conceptual design phase is now considered complete

Table 9 – Proposed Project Schedule

Key Milestone	Proposed Schedule Milestone Date
Topographic Survey	February 5 th , 2018
Geotechnical Investigation complete with report	February 26 th , 2018
Detailed Design 90% Complete – meeting with PRRD staff	February 16 th , 2018
Draft Tender Document to PRRD staff	February 23 rd , 2018
Finalize Design Drawings (once Geotech report received)	February 28 th , 2018
Tender Document Finalization and Post to MERX	March 5 th , 2018
Class 'B' Construction Cost Estimate	March 5 th , 2018
Agency Review and Permit Application Submission	March 5 th , 2018
Tender Closing and Project Award	April 2 nd – 6 th , 2018
Construction Management Services	June 2018 – September 2018
Commissioning, Project Closeout and Record Drawings	October, 2018
Preparation of RFP and Contract for facility operations	August – October 2018

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2.0 Capital Costs

Class 'D' Cost Estimates were developed during the conceptual design phase of the project. After the RFP for treatment suppliers was completed, the estimates were updated to reflect the revised water treatment cost components. Detailed cost estimates and assumptions for each site are attached in Appendix B. The Water Treatment category below includes the Flowpoint scope of work, offloading, site installation, electrical servicing, well development (as required) and general requirements (bonding and mobilization). The Civil and Site Works category below includes building preparation, site gravels, ditching and culverts. A summary of the cost estimates for each site are identified in Table 9 below, including a 25% contingency.

Table 10 – Capital Cost Estimates – Based on Site

Project Site	Water Treatment	Civil and Site Works	Contingency (25%)	Total Cost
Prespatou	\$ 407,000	\$ 101,800	\$ 127,200	\$ 636,000
Boundary Lake	\$ 403,000	\$ 33,120	\$ 109,100	\$ 545,300
Feye Spring	\$ 314,500	\$ 132,400	\$ 111,800	\$ 558,700
Rose Prairie	\$ 352,000	\$ 192,100	\$ 136,100	\$ 680,200
Buick Creek	\$ 396,100	\$ 170,600	\$ 141,700	\$ 708,400
Grand Total - 5 Sites	\$ 1,874,600	\$ 690,100	\$ 641,300	\$ 3,128,600

3.0 Total Project Cost

Below is a summary of the total cost of this project. This includes both professional fees and capital fees for all five sites.

Table 11 – Total Project Cost

Cost Component	Cost
Professional Fees – All Sites	\$382,996
Capital Costs – All Sites	\$3,128,600
Total Cost – All Sites	\$3,511,596

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Below is a summary of total cost of the project based on the sites.

Table 12 – Total Project Cost – Based on Site

Project Site	Professional Fees	Capital Costs	Total Cost
Prespatou Site	\$53,616	\$636,000	\$689,616
Boundary Site	\$61,280	\$545,300	\$606,580
Feye Spring Site	\$61,280	\$558,700	\$619,980
Rose Prairie Site	\$103,410	\$680,200	\$783,610
Buick Creek Site	\$103,410	\$708,400	\$811,810
Total Costs	\$382,996	\$3,128,600	\$3,511,596

We trust this meets your needs for budgeting purposes. Should you have any questions or require any additional information, please feel free to contact us.

We look forward to working together on the next phase of the project.

Sincerely,

URBAN SYSTEMS LTD.



Jaime Adam, P. Eng
 Project Leader



Kimberly Zackodnik, E.I.T.
 Project Engineer

/jla
 Enclosure

August 16, 2018

MEMORANDUM

Date: July 3, 2018
 To: Shawn Dahlen, Acting CAO, PRRD
 cc: Kimberly Zackodnik
 From: Jaime Adam
 File: 0601.0074.02 C
 Subject: Potable Water Bulk Loading Stations – budget update extra scope request

Urban Systems has been working with the PRRD since fall 2017 to complete the detailed design, tender documents and drawings for the 5 potable water stations within Area 'B' of the PRRD. The construction contract has now been awarded and it is anticipated that construction on the 5 stations will begin shortly once the contractor is ready and mobilized.

Last week during a meeting with yourself and our team we identified some additional scope of work that was required in order to get to project to where we currently are. Most of this work was unforeseen at the time we prepared our proposal and was determined necessary as we proceeded through the design and tender phases of the project. Below is a summary of the scope of the extra items.

1) Additional survey for clearing at Buick and Feye Spring sites

In order to avoid the bird nesting window and associated additional environmental monitoring work, the PRRD determined the best approach was to complete site clearing at the Buick and Feye Spring sites in advance of the bird nesting window. While the PRRD looked after the coordination of clearing work, Urban Systems was requested to ensure the property was marked out to ensure adequate clearing was completed within the project area. The extra fees outlined below were for Tryon Professional Group to complete the necessary survey layout.

Additional Scope – Survey for clearing at Feye Spring and Buick sites

Task	Additional Cost
Clearing survey – Feye Spring	\$2,394.95
Clearing survey – Buick	\$2,597.94
Subtotal Cost	\$4,992.89

2) Rose Prairie Site – Site relocation and Pengrowth utility crossings

The originally proposed location for the Rose Prairie truck fill station needed to be revised upon further involvement in the detail design of the project due to a number of constraints. These included:

- The proposed site area and storage pond encroached on an existing abandoned well site owned by Pengrowth that we were unable to obtain approval for;
- The reject water from the treatment system did not have an appropriate location to discharge to without significant capital and/or maintenance costs; and

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- There were significant conflicts with the buried utilities owned by Pengrowth, and permission to cross as well as construct infrastructure in close proximity to these utilities, despite numerous approaches, was not approved by Pengrowth

As a result of the site relocation, there were additional costs associated with the detailed design phase at the new site. This included site programming and grading re-design, communication and coordination with Pengrowth with utility locating and crossing permits. Pengrowth also required geotechnical recommendations and field locations completed prior to issuance of utility crossing permits. Additional topographic survey was also required in order to complete the design and grading plans. Below is a summary of the cost of each additional aspect:

Rose Prairie Site – Site Relocation and Pengrowth Utility Crossings

Task	Additional Cost
Tryon Professional Group - Topographic Survey	\$3,460.26
SNC Lavalin – Geotechnical Recommendations	\$2,719.82
Troyer – Field Line Locating	\$2,792.43
Urban Systems - Re-design Costs*	\$3,500.00
Urban Systems – Pengrowth Coordination	\$4,500.00
Subtotal Cost	\$16,972.51

*Re-design costs included two additional site visits, coordination of survey and geotechnical work, BC One call and base mapping, layout, site programming and grading re-design

3) Other Miscellaneous Costs

Below is a summary of the other additional work that was required that was not originally accounted for as part of our proposal:

a) Reject Water Issues

When our proposal was submitted, it was done so based on the scope of work identified in the previous feasibility work completed by WSP. Their report outlined the need for a storage pond, as well as a calculated size for reject water prior to disposal to the environment. Upon closer investigation, during the design phase, it was determined the reject water quality was unable to be discharged directly to the environment based on expected water quality and would likely required blending prior to disposal. Significant liaising was required with the representatives from Flowpoint who were providing the water treatment systems for each of the five sites to ensure the reject water quality could be met prior to discharge to the surrounding environment. This also resulted in the storage ponds being far larger than originally planned due to increased expected water volumes. A significant amount of effort was required by Urban

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Systems to determine a solution to the reject water quality issue, none of which was anticipated based on the WSP report results and at the time the proposal was prepared.

b) Request for Qualifications

When our proposal was prepared, it included fees to complete a Request for Proposal (RFP) for the system operations contract for the five sites. Upon review with the PRRD, the best course of action was determined to be a Request for Qualifications (RFQ) prior to the RFP to ensure all proponents were adequately qualified prior to the RFP stage. This stage, although valuable was not part of our original scope of work.

c) Additional Design Costs

Throughout the design phase of the project we encountered some additional scope of work that was not anticipated during our proposal preparation. This included the upgrades and design work for well upgrades to both Prespatou and Rose Prairie sites, coordination with Flowpoint of increased potable water storage at the Boundary and Prespatou sites, reconfiguration of the layout of the Buick sites, completion of sketches and provision of information for the land purchase at both Buick and Rose Prairie site, and two additional site visits that were not included in our original scope of work.

d) FlowPoint Additional Costs

On June 22, 2018, we received an email from Flowpoint requesting additional fees for the additional time and effort they have also spent on this project. According to their email (attached), they are requesting \$21,292.50 for additional time and effort spent on the following:

- Design change costs to address alternate equipment needed to address reject water quality and blending requirements
 - Buick Creek \$4,750
 - Rose Prairie \$4,940
 - Prespatou \$8,550
- Additional time and effort to change models to address reject water quality - \$3,052.50

We recognize that the fees for Flowpoint are billed directly to the PRRD and not the responsibility of Urban Systems to carry as a sub-consultant, however we have included their additional fees here in order to summarize the additional costs.

Other Miscellaneous Costs

Task	Additional Cost
Reject Water Issues	\$6,000.00
Request for Qualifications	\$2,500.00
Additional Design Costs	\$12,200.00
Flowpoint Additional Costs	\$21,292.50

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Subtotal Cost	\$41,992.50
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Below is a summary of all costs outlined above:

Task	Additional Cost
Additional Scope – layout for clearing at Feye Spring and Buick sites	\$4,992.89
Rose Prairie Site – Site Relocation and Pengrowth utility crossings	\$16,972.51
Other Miscellaneous Costs	\$41,992.50
Total Cost	\$63,957.90

Below is a summary of additional cost outlined above, separated by site:

Location	Additional Cost
Feye Spring site	\$10,793.45
Rose Prairie site	\$25,371.01
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Prespatou site	\$8,398.50
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Sincerely,

URBAN SYSTEMS LTD.



Jaime Adam, P. Eng.
Project Leader

/jla
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August 16, 2018

Jaime Adam**Subject:** FW: PRRD Delivery**From:** Allan Bradley <abradley@flowpointsystems.com>**Sent:** June 22, 2018 8:24 AM**To:** Kimberly Zackodnik <kzackodnik@urbansystems.ca>**Cc:** Jason Boddez, M.Sc., P.Eng. <jboddez@flowpointsystems.com>; Dean Michael <dmichael@flowpointsystems.com>; Jay Morrison <jmorrison@flowpointsystems.com>**Subject:** PRRD Delivery

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- Total Amount \$21,292.50



Allan Bradley

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August 16, 2018

Updated: June 21, 2018

ELECTORAL AREA DIRECTORS' COMMITTEE

D I A R Y I T E M S

	<u>Topic</u>	<u>Notes</u>	<u>Diarized</u>
1.	Internet		November 16, 2017
2.	Tour for the Water Advisory Committee Members	<p>Arrange a final meeting 6 to 8 months after operation begins; to close the loop.</p> <p>New addition: Arrange a tour and ribbon cutting/grand opening event upon completion of the water station</p>	<p>November 16, 2017</p> <p>June 21, 2018</p>
3.	Meetings with Ministers and MLA's		November 16, 2017
4.	Cell Towers within the Region		December 14, 2017
5.	Electoral Area D Water Referendum		February 14, 2018