



COMMITTEE OF THE WHOLE AGENDA

Monday, April 8, 2024
to follow the Regular Council Meeting
Council Chambers
325 Wallace Street, Hope, British Columbia

For those in attendance at District of Hope Open Council Meetings, please be advised that the Hope Ratepayers Association is recording these meetings. The District, in no way, has custody or control of the recordings. Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the April 8, 2024, Committee of the Whole Meeting Agenda be adopted as presented.

3. ADOPTION OF MINUTES

(a) Committee of the Whole Meeting (1)

Recommended Resolution:

THAT the Minutes of the Committee of the Whole Meeting held March 11, 2024, be adopted, as presented.

4. STAFF REPORTS

(a) Report dated April 2, 2024 from the Director of Operations Re: Gardner Drive Construction Completion (3)

Recommended Resolution:

THAT Council receive this report for information and discussion.

5. QUESTION PERIOD

Call for questions from the public for items relevant to the agenda.

6. CLOSE COMMITTEE OF THE WHOLE

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, March 11, 2024
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Scott Medlock
Councillor Angela Skoglund
Councillor Pauline Newbigging
Councillor Heather Stewin
Councillor Dusty Smith
Councillor Zachary Wells

Staff Present: Kevin Dicken, Director of Operations/Deputy CAO
Donna Bellingham, Director of Corporate Services
Robin Beukens, Director of Community Development
Mike Olson, Director of Finance
Branden Morgan, Deputy Corporate Officer
Gurvinder Sodhi, Communications and Network Analysis Advisor

Others Present: 2 members of the Public

1. CALL TO ORDER

Mayor Smith called the meeting to order at 6:35 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the March 11, 2024 Committee of the Whole Meeting Agenda be adopted, as presented. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Committee of the Whole

Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held February 26, 2024 be adopted, as presented. **CARRIED.**

4. OTHER PERTINENT BUSINESS

(a) Report dated March 7, 2024 from the Director of Operations

Re: *District of Hope Cross Connection Control Bylaw No. 1574, 2024, Bylaw Notice Enforcement Amendment Bylaw No. 1575, 2024, and Municipal Ticket Information Amendment Bylaw No. 1576, 2024*

The Director of Operations provided an overview of the bylaws being considered. Council inquired as to whether the District will provide a list of recognized devices

that satisfy the requirements that are set in the bylaw regarding cross connections. The Director of Operations advised that there are standards set by the American Water Works Association that must be met for all devices. He added that these standards are based on risk levels and the size of the water service that is being connected. Council inquired as to whether the bylaw will determine the minimum standard of technology that will be required. The Director of Operations advised that the District will not prescribe the type of device that must be installed, but a list of criteria that must be met will be included in the bylaw. He added that the criteria will include a requirement that the device is certified.

Council inquired as to where the devices are installed in residential and business locations. The Director of Operations advised that the backflow device is typically installed in the utility room, but that new water connections involve the installation of meter setters that come with a pre-installed backflow prevention device. He noted that these devices are not testable, but it helps to protect the system. Council inquired as to the timeline that will be given for the installation of the backflow prevention devices. The Director of Operations advised that a reasonable amount of time will be provided, and noted that it is likely 75% of the industrial, commercial, and institutional sector have these devices installed already.

Council inquired as to the definition of a private water system as it is used in the bylaw. The Director of Operations advised that the definition included in the bylaw is common language, where everything beyond the curbside valve is considered a private water system. Council noted that they would like to see the definition cross-referenced for consistency across the District's other water and sewer bylaws.

Council directed staff to bring back a revised bylaw with the requested private water system definition change to a Committee of the Whole meeting.

5. QUESTION PERIOD

There were no questions raised.

6. CLOSE

Moved / Seconded

THAT the March 11, 2024 Committee of the Whole Meeting adjourn at 6:47 p.m.
CARRIED.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on March 11, 2024 in Council Chambers of the District of Hope, British Columbia.

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COUNCIL

REPORT DATE: April 2, 2024

FILE:5330-20

SUBMITTED BY: Director of Operations

MEETING DATE: April 8, 2024 – Committee of the Whole

SUBJECT: Gardner Drive Construction Completion

PURPOSE:

The purpose of this report is to provide the Committee with costing for options to complete the construction of Gardner Drive.

RECOMMENDATION:

Recommended Resolution:

THAT Council receive this report for information and discussion.

OCP PUBLIC CONSULTATION:

Not applicable.

ALTERNATIVES & IMPLICATIONS:

As an alternative to proceeding with either Option 1 or Option 2, Council could authorize staff to undertake minimal roadwork improvements consisting of bringing the existing gravel roadway and turnaround (remaining as gravel surface) up to an appropriate elevation to match the adjacent developer upgrades. The cost of this work would mirror item 4.1 in Option 2 and with contingency is estimated at \$10,000.

ANALYSIS:

A. Rationale:

As directed by Council, staff have provided cost estimates for two options to complete Gardner Drive:

Option 1 involves completing the road to a standard matching that of the adjacent developer works. This option is estimated at \$377,925.

Option 2 provides for a lower standard of construction, without concrete curbing and catchbasins and a reduced road design with roadway drainage to be conveyed to open ditch and/or infiltrated. This option is estimated at \$296,000.

Both options include the provision of water and sanitary sewer services to 65751 and 65771 Gardner Drive.

It should be noted that:

Properties provided with a water service must connect to the water service within one year in accordance with section 3(b) of Water Regulation Bylaw No.1271, 2009.

Properties provided with a sanitary sewer service must connect to the sanitary sewer service in accordance with section 17 of District of Hope Sanitary Sewer Regulation Bylaw No.1563, 2023.

B. Attachments:

TRUE Consulting Option 1 Full Municipal Standard Construction Cost Estimate
TRUE Consulting Option 2 Reduced Standard Construction Cost Estimate

C. Strategic Plan Objectives:

Not Applicable

D. Policy (Existing/Relevance/None):

IOCP Policy 1.4.2 Where feasible, ensure that Urban/Suburban development provides for paved road access, management of stormwater, potable water supply, sanitary sewage collection and treatment, solid waste collection, street lighting, and underground utilities, in an ecologically responsible manner.

IOCP Objective 9.2 To require that the costs of upgrading infrastructure and servicing new development are borne by those who benefit.

IOCP Policy 9.2.1 When feasible, the District will enter into latecomer agreements to require benefitting parcels to pay their proportionate share of infrastructure costs when connecting to the extended service.

IOCP Policy 9.2.2 Support infrastructure improvements that benefit the municipality as a whole. Where possible, seek provincial cost sharing to reduce the financial impact on ratepayers.

IOCP Policy 9.2.3 The costs of upgrading services will be borne primarily by the property owners who benefit. A variety of tools may be used including but not limited to: local service areas, utility charges, and development works service agreements.

IOCP Policy 9.2.4 Continue to require new development to contribute to the costs of infrastructure capacity improvements that benefit the entire community. A variety of tools may be used including but not limited to: development works servicing agreements, amenity negotiations, and comprehensive development agreement.

E. For OCP Amendments only

Not applicable.

F. Relevant History:

At the February 26, 2024 In-Camera Council Meeting, Council passed and declassified the following resolution:

THAT Council commits to working towards paving Gardner Drive through to the end of the road up to and including the existing gravel turnaround adjacent to 65771 Gardner Drive; and

FURTHER THAT Council directs Staff to report back with options and costs that are in keeping with the current paved road, and the option for a minimum acceptable standard no later than April 8, 2024.

G. Committee/Commission/Board Recommendations:

Not applicable.

H. Resources:

Proceeding with either of the options or the alternative, there will be a demand on staff time to manage the project.

I. Budget Implications

The construction completion of Gardner Drive is not captured in the current year municipal budget and therefore a budget amendment would be required to authorize the works. Please refer to the listed attachments for the associated budget implications by option.

Prepared by:

Approved for submission to Council:

Original Signed by Kevin Dicken
Director of Operations

Original Signed by John Fortoloczky
Chief Administrative Officer



**Gardner Road Extension
Option 1: Full Municipal Standard**

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PAYMENT
PART 1.0 - WATER					
1.1	Relocate blowoff assembly	LS	1		\$5,000
1.2	Extend 150mm dia watermain	l.m.	40	300	\$12,000
1.3	Tie-in to existing	LS	1		\$10,000
1.4	Water servicing (saddle, corp stop, curb stop and servicing pipes)	ea.	2	12,500	\$25,000
Subtotal Part 1.0					\$52,000
PART 2.0 - SANITARY SEWER					
2.1	Tie-in to existing	LS	1		\$7,500
2.2	Extend 200mm dia sanitary sewer	l.m.	35	350	\$12,250
2.3	1050mm dia manhole assembly	ea.	1		\$10,000
2.4	Sewer servicing (wye, cleanout, service piping)	ea.	2	10,000	\$20,000
Subtotal Part 2.0					\$49,750
PART 3.0 - STORM SEWER					
3.1	Tie-in to existitng	LS.	1		\$7,500
3.2	Extend 250mm dia sanitary sewer	l.m.	35	400	\$14,000
3.3	1050mm dia manhole assembly	ea.	1		\$10,000
3.4	Catchbasin assembly	ea.	2	7500	\$15,000
Subtotal Part 3.0					\$46,500
PART 4.0 - ROADWORKS					
4.1	Clearing and grubbing	m ²	60	\$200.00	\$12,000
4.2	Earthworks to subbase elevation	LS.	1		\$20,000
4.3	Crushed base course	m ²	600	\$15.00	\$9,000
4.4	Curb and gutter	l.m.	100	\$300.00	\$30,000
4.5	Asphalt surfacing	m ²	545	\$60.00	\$32,700
Subtotal Part 4.0					\$103,700

SUMMARY

Part 1.0 - Water	\$52,000
Part 2.0 - Sanitary Sewer	\$49,750
Part 3.0 - Storm Sewer	\$46,500
Part 4.0 - Roadworks	\$103,700
Subtotal Parts 1.0 to 4.0	\$251,950
Contingency Allowance (35%)	\$88,183
Engineering Allowance (15%)	\$37,793
Total Estimated Cost (excludes taxes)	\$377,925

Prepared by: Dave Underwood, P. Eng.



**Gardner Road Extension
Option 2: Reduced Standard**

ITEM	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL PAYMENT
PART 1.0 - WATER					
1.1	Relocate blowoff assembly	LS	1		5000
1.2	Extend 150mm dia watermain	l.m.	40	300	12000
1.3	Tie-in to existing	LS	1		10000
1.4	Water servicing (saddle, corp stop, curb stop and servicing pipes)	ea	2	12,500	25000
				Subtotal Part 1.0	52000
PART 2.0 - SANITARY SEWER					
2.1	Tie-in to existing	LS	1		7500
2.2	Extend 200mm dia sanitary sewer	l.m.	35	350	12250
2.3	1050mm dia manhole assembly	ea.	1		10000
2.4	Sewer servicing (wye, cleanout, service piping)	ea.	2	10,000	20000
				Subtotal Part 2.0	49750
PART 3.0 - STORM SEWER					
3.1	Tie-in to existng	LS.	1		\$7,500
3.2	Extend 250mm dia sanitary sewer	l.m.	35	400	\$14,000
3.3	1050mm dia manhole assembly	ea	1		\$10,000
				Subtotal Part 3.0	\$31,500
PART 4.0 - ROADWORKS					
4.1	Crushed base leveling course	m ²	480	15	\$7,200
4.2	0.5m wide gravel shoulder	l.m.	100	150	\$15,000
4.3	Asphalt surfacing	m ²	435	60	\$26,100
4.4	Ditching	l.m.	100	150	\$15,000
				Subtotal Part 4.0	\$63,300

SUMMARY

Part 1.0 - Water	\$52,000
Part 2.0 - Sanitary Sewer	\$49,750
Part 3.0 - Storm Sewer	\$31,500
Part 4.0 - Roadworks	\$63,300
Subtotal Parts 1.0 to 5.0	\$197,000
Contingency Allowance (35%)	\$69,000
Engineering Allowance (15%)	\$30,000
Total Estimated Cost (excludes taxes)	\$296,000

Prepared by: Dave Underwood, P. Eng.