

# MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, April 8, 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:** John Fortoloczky, Chief Administrative Officer  
Kevin Dicken, Director of Operations/Deputy CAO  
Donna Bellingham, Director of Corporate Services  
Branden Morgan, Deputy Corporate Officer  
Gurvinder Sodhi, Communications and Systems Analysis Advisor

**Others Present:** 6 members of the Public

## 1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:31 p.m.

## 2. APPROVAL OF AGENDA

**Moved / Seconded**

THAT the April 8, 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 March 11, 2024 be adopted, as presented. **CARRIED.**

## 4. STAFF REPORTS

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

Council inquired as to whether both property owners at the end of Gardner Drive had been notified of the solutions being presented; completing the road to the standard matching the adjacent development or a lower standard of construction, without concrete curbing, catchbasins and reduced road design. The Director of Operations confirmed that he had spoken to both property owners. Council inquired as to how the storm sewer system would work if the second option is selected.

Director of Operations advised that the roadway would shed water to the shoulders to a lawn basin or infiltrated system. He added that there is no significant water during a standard rain event and it is easily absorbed into the ground.

The Director of Operations advised that the cost estimates provided are liberal, with a standard 35% contingency included. He noted that we will not know the true costs until the works have been designed and tendered but added that it is likely the work will come in lower. Council inquired as to whether the District had approached the contractor that is currently doing work on Gardner Drive to obtain a quote. The Director of Operations advised that the District had not, but advised that TRUE Consulting uses unit rates that represent local pricing based on recent projects.

Council inquired as to whether the property owners should be consulted as to whether they want both sewer and water extended to their property lines. The Director of Operations advised that it is ultimately the District's decision to extend the utilities, and noted that the District prefers to avoid having to install utilities under the paved roadway at a later date if it is requested by the property owners. He added that the District's bylaws require a property owner to connect to utilities that are available at their property line. Council inquired as to where the funds for the project would come from. The Director of Operations advised that it may come out of the Growing Communities Fund, specifically the Infrastructure Reserve.

Council inquired as to whether the project would need to go to tender, given that there is a contractor currently working on Gardner Drive. The Director of Operations advised that Council could waive the requirements of the Purchasing Policy and could sole-source the work from the existing contractor. Council inquired as to the timeline of the project and when it would be brought to tender. The Director of Operations advised that the works will likely take place in the Fall, as the District and their consultants will have to design the works, prepare the tender package, advertise, and collaborate with BC Hydro regarding the relocation of their pole. He advised that while the goal is to complete this process as soon as possible, it will likely be a project that takes place in the Fall and added that the Richmond Hill Pathway project is the current priority.

**Moved / Seconded**

THAT Council directs Staff to proceed with Option #1, completing the Gardner Drive Road construction that fronts 65751 and 65771 Gardner Drive, to match the standard of the adjacent developer works;

AND FURTHER THAT Council rise and report the direction to the April 22, 2024 Regular Council Meeting. **CARRIED.**

**5. QUESTION PERIOD**

There were no questions raised.

**6. CLOSE**

**Moved / Seconded**

THAT the April 8, 2024 Committee of the Whole Meeting adjourn at 7:53 p.m.  
**CARRIED.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on April 8, 2024 in Council Chambers of the District of Hope, British Columbia.*

*Original Signed by Victor Smith*  
**Mayor**

*Original Signed by Donna Bellingham*  
**Director of Corporate Services**