

**MINUTES OF A SPECIAL
COMMITTEE OF THE WHOLE MEETING**

July 11, 2016
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, BC

Council Members Present: Mayor Wilfried Vicktor
Councillor Scott Medlock
Councillor Gerry Dyble
Councillor Heather Stewin
Councillor Dusty Smith
Councillor Donna Kropp
Councillor Bob Erickson

Staff Present: John Fortoloczky, Chief Administrative Officer
Dale Courtice, Director of Finance
Donna Bellingham, Director of Corporate Services
Kevin Dicken, Director of Operations
Wendy Dalman, Deputy Corporate Officer

Public Present: 15

- 1. MAYOR VICKTOR CALLED THE MEETING TO ORDER AT 6:30 PM**
- 2. APPROVAL OF THE AGENDA**

Moved by Councillor Dyble / Seconded by Councillor Smith

THAT the July 11, 2016 Special Committee of the Whole agenda be adopted as presented.

CARRIED.

- 3. ADOPTION OF MINUTES**

Moved by Councillor Stewin / Seconded by Councillor Medlock

THAT the Minutes of the Committee of Whole Meeting held June 13, 2016 be adopted as presented.

CARRIED.

- 4. STATION HOUSE PROJECT**

The Director of Finance provided an overview of the report presented to Council, outlining costs spent to date on the Station House Project, and available funding remaining in the 2016 budget.

To date, the District has spent \$173,608.42 on renovations, leaving \$215,391.58 in the current years' budget. There is one reserve that is available for use for this project and that is the Future Expenditures Reserve, which has a current balance of \$227,690 (\$419,690 opening balance, less the \$192,000 in the 2016 budget for Station House). There is \$100,000 in Unallocated Capital which could also be used.

Mayor and Council discussed options and ideas for the Station House:

- Mayor Vicktor noted the importance of repairing the exterior envelope of the building first to high quality standards, prior to focusing on the inside.
- Retaining the services of an architect to obtain detailed drawings and cost estimates for the project.
- Issuing an RFQ for architectural drawings.
- Issuing a design/build RFP, including conceptual drawings; various options were discussed, including RFP to repair the exterior of the building only, RFP for phased approach (interior and partial exterior), and RFP for total completion of the project in one phase.
- Budget options for the project.

Staff will prepare information to be presented at the Public Consultation and bring to Council for endorsement.

Moved by Councillor Smith / Seconded by Councillor Medlock

THAT staff prepare and issue a design/build RFP, including conceptual drawings, to repair the exterior of the Station House building; and

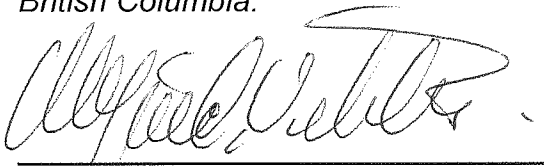
FURTHER THAT the heating system within the Station House be brought up to service; and

FURTHER THAT the Director of Operations confirm if Kerkhoff Engineering has the capability in-house to provide conceptual or architectural drawings and if so, provide a cost estimate for such drawings.

CARRIED.

5. MAYOR VICKTOR CLOSED THE SPECIAL COMMITTEE OF THE WHOLE MEETING AT 8:05 P.M.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting of Council held on July 11, 2016, in the Council Chambers of the District of Hope, British Columbia.



MAYOR
Wilfried Vicktor



CORPORATE OFFICER
Donna Bellingham