



COMMITTEE OF THE WHOLE AGENDA

Monday, February 22, 2021

following the Regular Council Meeting

**Council Chambers (via Zoom video conference)
325 Wallace Street, Hope, British Columbia**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

THAT the February 22, 2021 Committee of the Whole Agenda be adopted as presented.

3. ADOPTION OF MINUTES

(a) Minutes – November 23, 2020 (1)

THAT the Minutes of the Committee of the Whole Meeting held November 23, 2020 be adopted as presented.

4. DELEGATIONS

(a) District of Hope Facilities Master Plan (4)

Mr. Henry Ahking from Cascade Facilities Management Consultants will be in attendance to present the District of Hope Facilities Master Plan to Council.

5. QUESTION PERIOD

Due to the COVID-19 Pandemic, Council Meetings are closed to the public; however, the public can email questions and/or comments to the Director of Corporate Services, dbellingham@hope.ca

6. CLOSE

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

November 23, 2020
Via Video Conference, District of Hope Municipal Office
325 Wallace Street, Hope, BC

Council Members Present: Mayor Peter Robb
Councillor Scott Medlock

Via Zoom Conference: Councillor Bob Erickson
Councillor Dusty Smith
Councillor Victor Smith
Councillor Heather Stewin
Councillor Craig Traun

Staff Present: John Fortoloczky, Chief Administrative Officer
Tammy McLaren, Confidential Executive Assistant

Via Zoom Conference: Dale Courtice, Director of Finance
Tom DeSorcy, Fire Chief (*Zoom Operator*)

1. CALL TO ORDER

Mayor Robb called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the November 23, 2020 Committee of the Whole Agenda be adopted, as presented.

CARRIED.

3. ADOPTION OF MINUTES

Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held June 8, 2020 be adopted, as presented.

CARRIED.

4. PERMITS AND BYLAWS

(a) 2020 – 2024 Financial Plan Amendment Bylaw No. 1495, 2020

The Director of Finance provided an overview of the *District of Hope 2020-2024 Financial Plan Amendment Bylaw* noting that the amendment reflects the budget-to-actual year-to-date amounts and reallocates or reassigns some of the revenues and expenses.

It was noted that reference to Schedule “A” in the draft amendment bylaw, as presented, should read Schedule “B”.

The Director of Finance led Council through the Financial Plan Amendment worksheet providing summary comments for the minor changes, and specific details for the larger items. He noted that many of the budget-to-actual expense variances relate to savings in travel budgets due to COVID, adding that revenues were up in the planning-building department even with the pandemic.

The Director of Finance highlighted the following:

Revenues:

- Conditional Grant Revenue - receipt of \$1.833M COVID-19 Safe Restart Grant.
- Asset Management Grant - \$15,000.
- Interest Revenue – decrease of \$42,000 (due to COVID).
- Tax Penalties – decrease of \$18,000.
- Miscellaneous Revenues – \$185,000 for paving Beacon Rd. development project.
- Building Permits & Fees – increase of \$31,000.

Expenses:

- Council - UBCM Convention – Budget reduced by \$21,000 (online this year).
- Transfer to COVID Restart Reserve - \$1.833M (offset).
- Dyke Maintenance Contracts - \$75,000 expense, other half and grant moved to 2021.
- Roads/Contracts - \$185,000 offset (expenditure side of the Beacon Rd. project).
- Residential Collection Contracts – increase of \$42,000 (first full year of contract).
- Planning Contracts – reduction of \$40,000 (being carried forward to 2021).
- Tourist Info Centre – reduction of \$75,000 building contract (building is now demolished).
- Rec. Centre Contracts – reduction of \$75,000 (due to COVID).

The Director of Finance commented on the water and sewer funds noting that the sewer reserve fund is lacking—operating costs are going up, yet the rates have remained stagnant. The Director of Finance will do some analyses of the water and sewer rates and will bring forward some scenarios for Council’s consideration in January.

A question was raised regarding Transfers from Other Governments which shows a year-over-year reduction from \$2,976,500 in 2020 to \$1,051,200 in 2024. The Director of Finance commented that the amounts are based on what can be confirmed at this point in time; 2022-2024 is a bit too far in advance so those figures are only based on what is known right now.

Council thanked the Director of Finance for his presentation.

The *District of Hope 2020 – 2024 Financial Plan Amendment Bylaw No. 1495, 2020* appears later this evening on the Regular Council agenda to commence the bylaw reading process.

5. QUESTION PERIOD

Due to the COVID-19 Pandemic, Council Meetings are closed to the public; however the public can email questions and/or comments to the Director of Corporate Services, at dbellingham@hope.ca ,

6. CLOSE

Moved / Seconded

THAT the November 23, 2020 Committee of the Whole Meeting adjourn at 6:56 p.m.

CARRIED.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on November 23, 2020 in Council Chambers (via video conference) of the District of Hope, British Columbia.

Mayor

Director of Corporate Services

HOPE FMP – Overview of Major Tasks



HOPE FMP – Completed Tasks

□ Current Tasks Underway/Completed

- Review of relevant information resources
- Population Projections
- Establish facility condition and project scope for future
- Analyse and develop Space Needs / Proposed Building Programs
- Review suitability of vacant lands for redevelopment
- Development of options and proof-of-concept schematic diagrams

HOPE FMP – Population Projections

- ❑ BC Stats shows a robust increase to 6,600 by 2021, followed by a slow rate of decrease over the next 20 years
- ❑ FVRD shows a more favourable population projection to 2041

FVRD Population Growth Estimates 2011-2041

	2011	2016	2026	2041
Abbotsford	137,817	144,848	168,932	212,770
Chilliwack	79,673	85,702	100,396	126,511
Mission	37,347	39,508	45,227	56,845
Hope	5,985	6,194	6,520	8,119
Kent	5,947	6,195	6,492	8,080
Harrison	1,467	1,468	1,630	2,042
EA's	9,907	10,452	11,629	14,686
IR's	6,726	7,884	8,036	11,079
FVRD	284,869	302,251	349,743	440,131

extracted from FRASER VALLEY FUTURE 2041 FVRD Regional Growth Strategy Monitoring Report - December 2018 and confirmed by Alison Stewart, Manager of Strategic Affairs, FVRD in October 2020

HOPE FMP – Facility Condition

FCI Approach

Industry standard is to rate the condition of a building based on the total cost for needed repairs and renewal of all its components and systems divided by the current replacement cost of the building.

FCI Rating Chart

Best Practices for Facility Condition Index	
Facility Condition Index	Condition
0.0 – 0.05	Very Good
0.06 – 0.10	Good
0.11 – 0.30	Fair
0.31 – 0.50	Poor
0.51 – 1.00	Unsatisfactory

HOPE FMP – Facility Condition

Alternative Approach:

Based on:

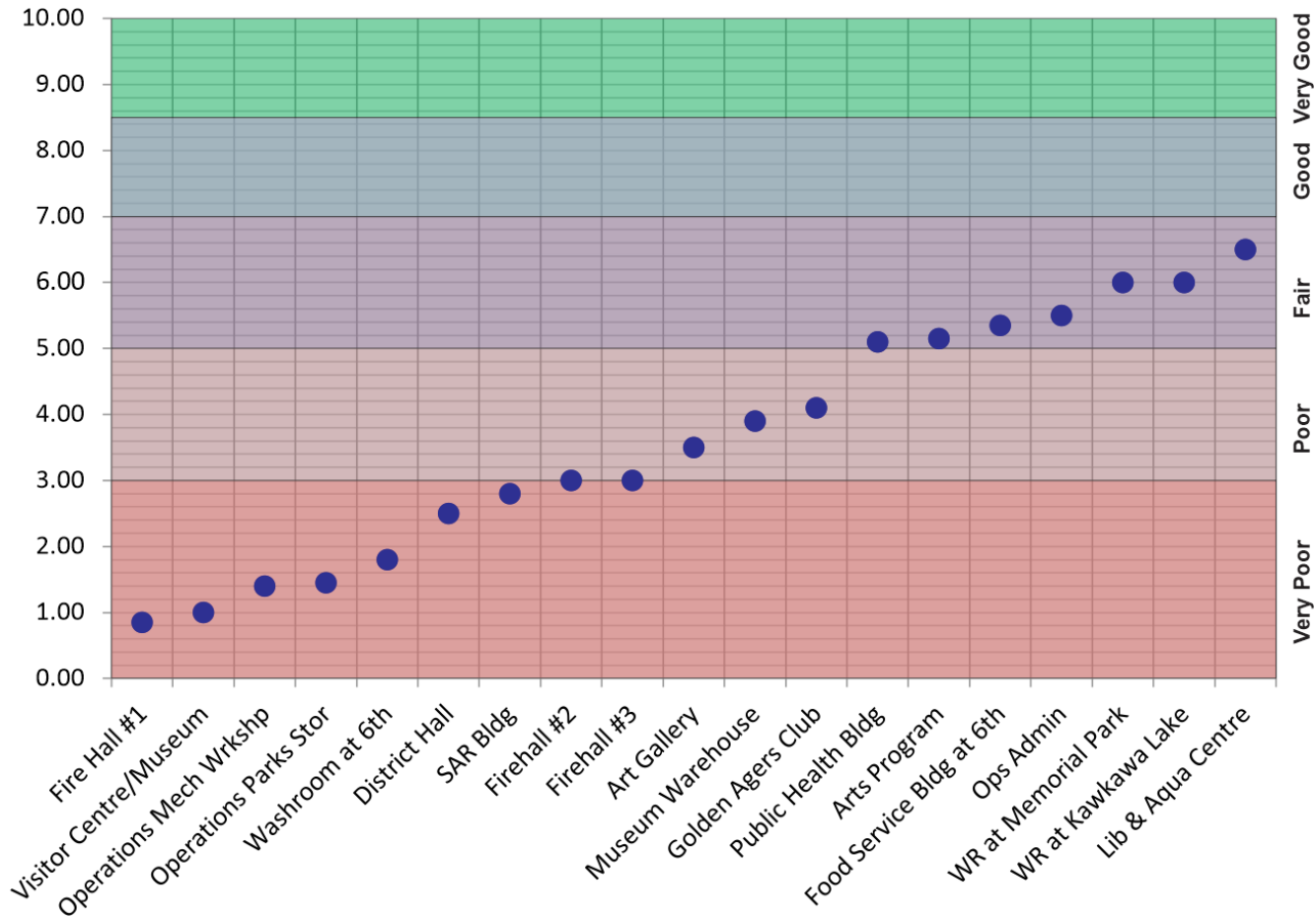
- Available Assessment Reports
- High Level Visual Inspection
- Known Building Issues
- Age of Building and Remaining Useful Life
- Functional Space Efficiency and Adjacency

Applicable Score Rating

Score (1-10)	Condition	Remarks	Requirements
8.5-10	Very Good	No improvement required; like new or equivalent	Normal maintenance
7-8.5	Good	Minor improvement required; minor deficiencies with marginal effect on system functions	Normal maintenance
5-7	Fair	Moderate improvement required; deficiencies cause intermittent problems or affect multiple users; if uncorrected, will result in premature failure or accelerated deterioration of component or system	Possible remedial work or replacement of building components depending on criticality
3-5	Poor	Major improvement required; critical deficiencies affecting function, health or safety	Start planning for replacement or rebuild considering risk and consequences of failure
0-3	Very Poor	Improvements not cost effective, complete failure or loss of function requiring 100% replacement	Replace or rebuild

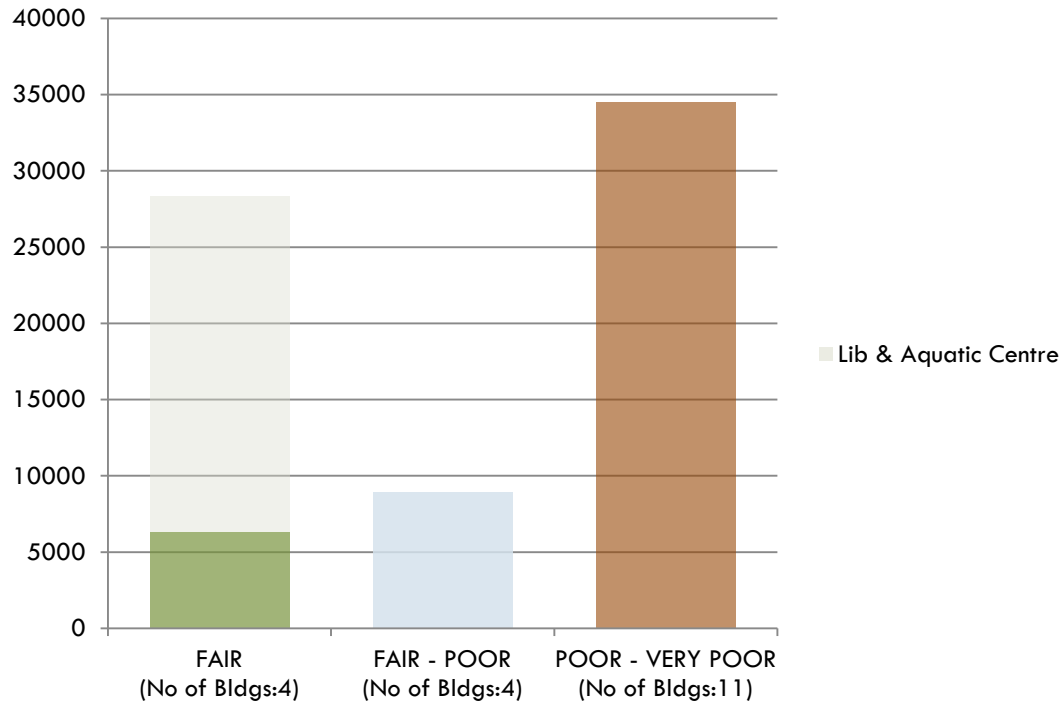
HOPE FMP – Facility Condition

SUMMARY OF FACILITY CONDITION



HOPE FMP – Facility Condition

FACILITY CONDITION PROFILE BY AREA



HOPE FMP – Space Needs

□ Building Program for District Hall

Schedule of Accommodation - District Hall		
Room Type	Area (sq ft)	Remarks
Office	120	Mayor
Council Chamber	1200	incl public seating
Office	150	CAO
Offices	600	
Workstations	936	11 ex +2 new staff
Meeting Room	115	up to 4
Meeting Room	200	up to 8
Reception	244	
Waiting Area	120	
Workroom	150	
Staff Room	250	
Vault	90	
File Storage Room	500	
General Storage	250	incl Recycling
Elec/Mech Rooms	150	
Janitor's Closet	50	
Staff WR		
Public WR		
Gross Up	2375	
Parking		assume 15
Proposed Total Area	7500	
Existing Total Area	5225	

HOPE FMP – Space Needs

□ Building Program for Visitor Center & Museum

Rm_ Name	Proposed Area	Remarks
Lobby/Displays/Sales Area	400	1 staff + 2 summer PT
Offices	330	2 + 1 future
Meeting Room		shared w other colocated
Workrm/Break/Stor	100	
Museum Area	1500	
Museum Stor	2000	can be offsite
Washrooms	150	
Gross Up	250	
Parking		2 bus bays + 10 oversized spaces for RVs

Proposed Total Area 4730

HOPE FMP – Space Needs

□ Building Program for Arts Gallery & Programming

Schedule of Accommodation: Arts Gallery		
Room Name	Proposed Area	Remarks
Info/Lobby/Displays/Sales	150	
Gallery Areas	750	
Office	90	
Workroom	60	
Kitchenette	75	
Washrooms	90	
Storage	300	
Gross Up	189	
Proposed Total Area	1704	

Schedule of Accommodation: Arts Programming		
Room Name	Proposed Area	Remarks
Lobby/Displays	200	
Admin/Workroom	100	
Painting Studio	400	
Pottery Studio	500	
Washrooms	90	
Storage	300	
Gross Up	207	
Proposed Total Area	1797	

HOPE FMP – Space Needs

□ Building Program for Fire Services

Schedule of Accommodation: Fire Services

Room Name	Area (sq ft)	Remarks
Apparatus Bays	3300	3 x double-length bays
Gear Stor/Decontamination	250	
Ancillary rooms	150	Lockers, Hose/Stor
Training/EOC	500	
Communications Room	65	
Office	90	
Break Room	250	Lounge, Kit, Mtg
Gym	250	
Elec/Mech Rooms	150	
General Storage	100	
Washrooms	85	
Gross Up	1265	
Parking		assume 15 reserved

Proposed Total Area	6455
Existing Fire Hall #1	3175
Existing Fire Hall #2	2007
Existing Fire Hall #3	2808

HOPE FMP – Space Needs

□ Building Program for SAR

Schedule of Accommodation: Search & Rescue		
Room Name	Proposed Area	Remarks
Apparatus Bays	2500	6 bays: 32', 24', 22', 3 x 18'
Gear Stor	200	
Ancillary	200	
Training		
Break Room	240	Lounge, Kit,
Planning/Training	180	
Net Area	3320	
Circulation & WR		
Stor & Service Rooms		
Gross Up	700	
Parking		assume 8 reserved
Proposed Total Area	4000	
Existing Total Area	2736	

HOPE FMP – Vacant Lands

Assessment of Vacant Lands

- ❑ **Not suitable for development of civic facilities**
 - location away from CBD
 - zoned mainly residential
 - site area insufficient



- A: bounded by Cariboo St, Rupert St and 4th Ave; could be subdivided into 3 RS-1 lots**
- B: road dedication; could be subdivided into 2 RS-1 lots**
- C: 455 Coquihalla St; previous location of ESSO station; may require site remediation if contaminated; may be rezoned to to RT-1**
- D: 20935 Park St; east portion fronting river subject to Erosion Hazard; west portion could be subdivided into 10 RS-1 lots, or more with smaller lot size**
- E: 12 lots at 4th Ave and Ryder St; currently zoned RT-1, could be rezoned to RM-1**

HOPE FMP – Sites in Downtown HOPE



F 560 Douglas St; Golden Agers Society
Zoned RM-1; part of HOPE Seniors' Home

E 444 Park St; HOPE Public Health
Zoned CBD; 649.3 sq m

A 325 Wallace St; District Hall
Zoned P-2; 2382.4 sq m

C 349-357 Fort St; Arts Gallery
Zoned CBD; 981.7 sq m

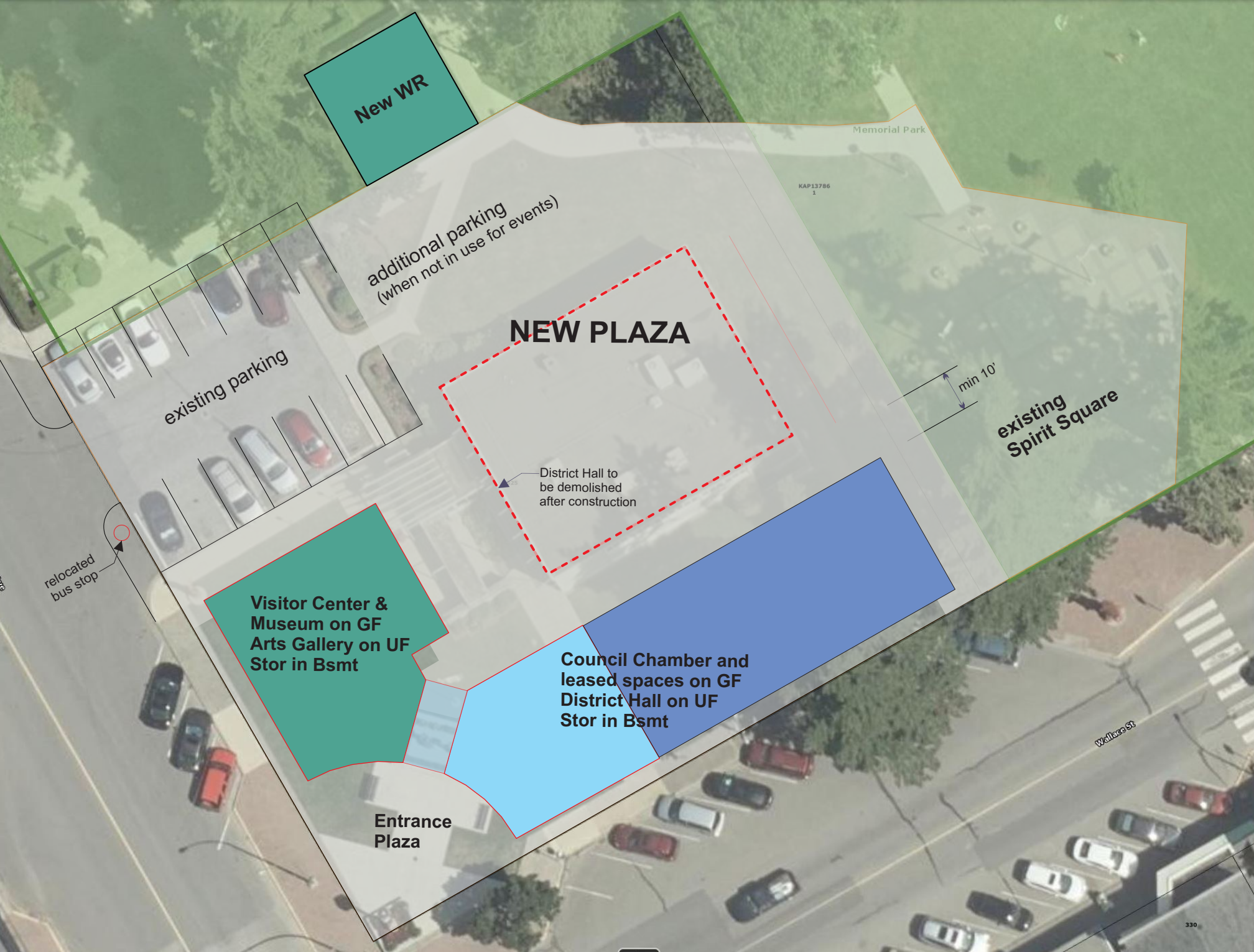
B 863 3rd Ave; Firehall #1
Zoned P-2; 764.3 sq m

D 919 Water St; Visitor Centre and Museum
Zoned P-2; 4588.7 sq m

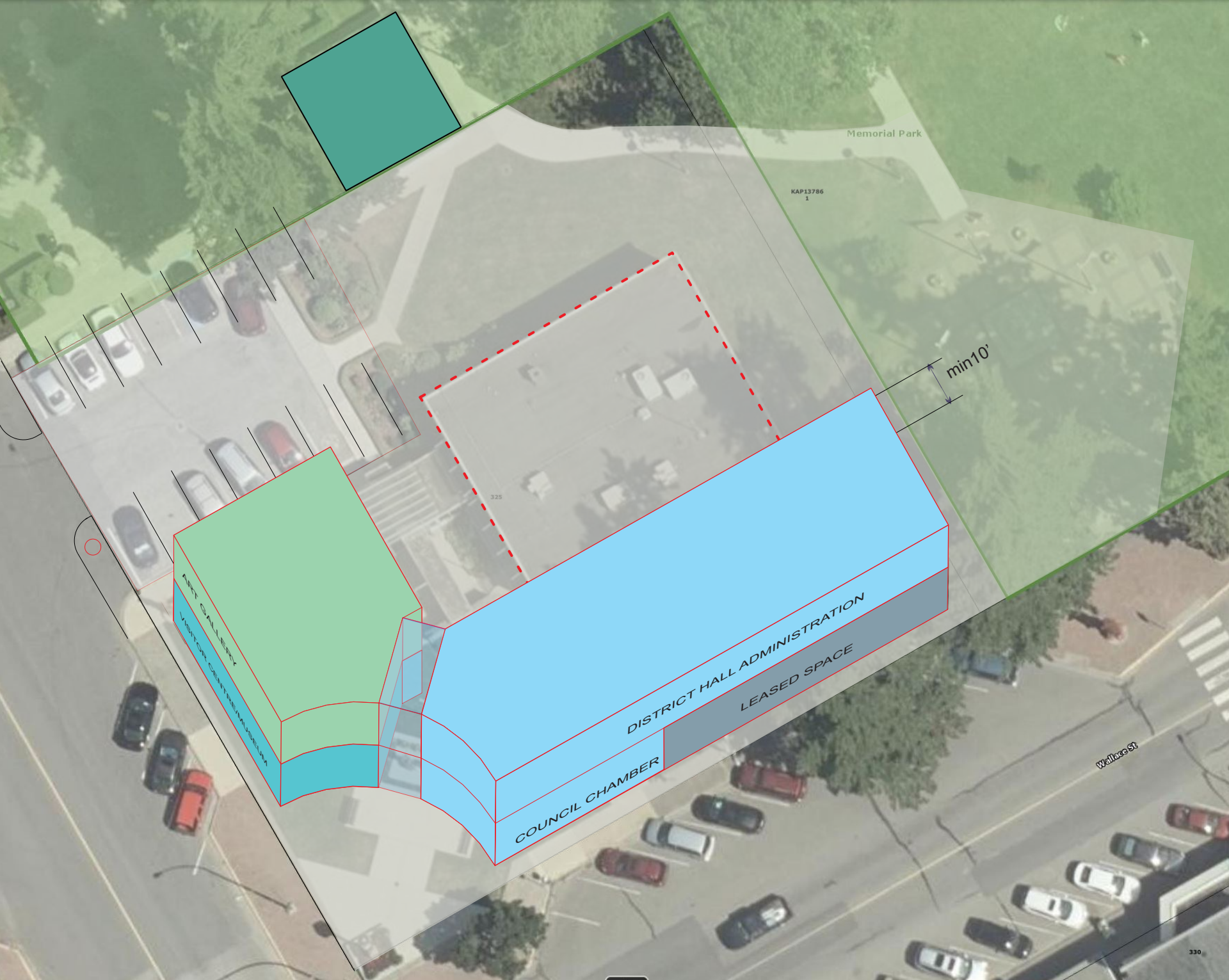
Planning Principles

District Hall Site at 325 Wallace St

- ❑ **Redevelopment to be a catalyst to revitalize CBD**
- ❑ **Building close to the edge of the property on 3rd Ave and Wallace St consistent with other CBD buildings to animate street front**
- ❑ **Proposed co-location of Visitor Centre, Museum and Arts Gallery to bring in additional out-of-town visitors and community**
- ❑ **Construction to be phased; maintain use of existing District Hall until completion of new facility**
- ❑ **New Plaza to be created and combined with Spirit Square to be used for sculpture display, music, theatre and other celebration events**
- ❑ **Visitors' Centre parking for buses and RV vehicles to be along northeast 3rd Ave and Park St; bus stop to be relocated**
- ❑ **Basement to provide additional space for storage**
- ❑ **Site to be rezoned Comprehensive Development (CD)**
- ❑ **Arts Gallery site at Fort St to be disposed for capital expenditures**



SCHEMATIC FEASIBILITY STUDY
325 Wallace - District Hall, Visitor Center & Museum and Arts Gallery



AXONOMETRIC VIEW - 325 Wallace Street

Planning Principles

Fire Services & SAR at Water Ave Site

- ❑ **Site to have close access to highway**
- ❑ **Lot to be double-fronting to allow for double-length apparatus bays and for ease of quick access to and from both streets**
- ❑ **Co-location of FS and SAR for opportunity to share spaces**
- ❑ **Opportunity for remnant lot to be rezoned and disposed for capital expenditures**
- ❑ **Construction to be phased; existing SAR Building to remain in use until after completion of new building**
- ❑ **FH #1 site at 3rd Ave to be disposed of for capital expenditures after completion of new building and relocation of existing pump station**
- ❑ **FH #2 site to be rezoned and subdivided into 3 RS-1 lots and disposed of for capital expenditures; FH #3 to be repurposed as storage facility for cemetery, Museum, Parks and FS vehicles**



REM SITE
(for disposal)

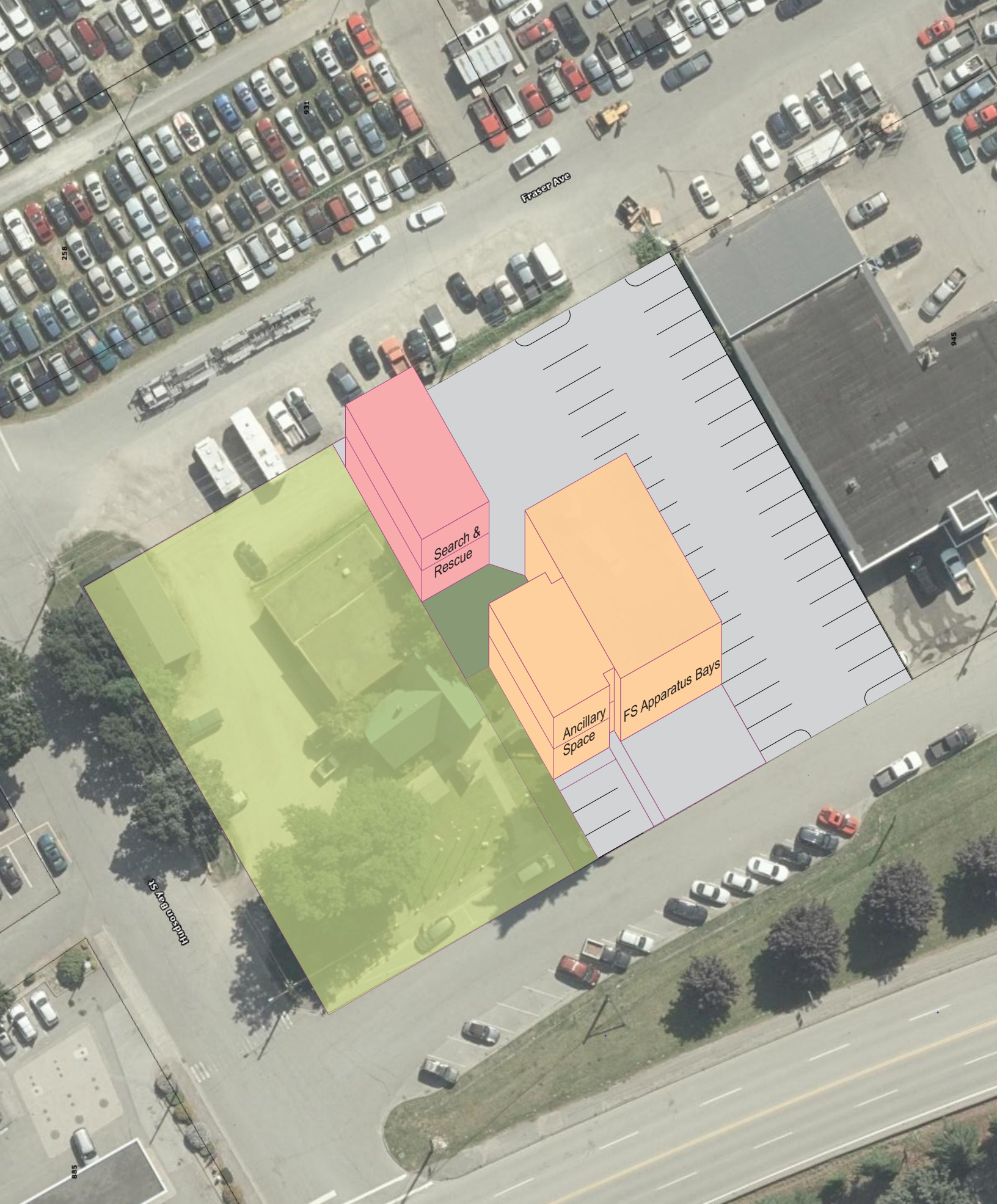
SAR
w pkg below
for rescue vehicles

Amenity
Patio

New Fire Hall
support
facilities
(2 storeys)
3 double-length
apparatus bays
(double height)

Parking for
FS & SAR
Volunteers

ex SAR bldg
to be demolished
after completion
of new building



AXONOMETRIC VIEW - WATER STREET SITE

Order of Magnitude Estimate

Note: not a “Class D” estimate based on conceptual design and systems; based on square foot cost determined from historical data compiled for each asset class throughout Canada by Altus Group published in 2021 Canadian Cost Guide.

UNIT RATE ESTIMATE

District Hall	Est Area	Est Cost
District Hall	7,500	2,250,000
Lease Space	4,500	1,125,000
Visitor Centre/Museum	2,800	1,330,000
Arts Gallery/Programming	2,800	1,330,000
Basement	8,800	1,980,000
Total Construction	26,400	8,015,000
Site Dev & Services		840,000
Demolition		80,000
Soft Costs		1,094,538
Contingency		2,032,713

TOTAL ESTIMATED COST 12,062,250

UNIT RATE ESTIMATE

FS & SAR	Est Area	Est Cost
Fire Services	6,455	2,582,000
SAR	4,000	1,200,000
Total Construction	10,455	3,782,000
Site Dev & Services		880,000
Demolition		44,000
Soft Costs		576,485
Contingency		1,070,615

TOTAL ESTIMATED COST 6,353,100