



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY APRIL 23, 2018**

1. CALL TO ORDER

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held on Monday, April 9, 2018 P. 1-8

3. DELEGATIONS

3.1. None

4. CORRESPONDENCE

**4.1. Ash-Creek TV Society
- Request for 2018 Grant In Aid P. 9-10**

**4.2. Gold Country Communities Society
- 3rd Annual Gold Country Tourism Symposium, May 25 & 26, 2018 P. 11-12**

**4.3. BC Bottle & Recycling Depot Association
- Campaign to have mile classified as a beverage in BC P. 13**

**4.4. Marina Papais and Daniel Collett
- Elephant Hill Wildfire Mosaic P. 14-15**

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

**6.1. Water Treatment Plant Project
- Award of Construction Contract to Maple Reinders P. 16-36**

**6.2. Water Treatment Plant Project
- Construction Stage Work Program and Fee Schedule P. 37-44**

7. **BYLAWS**

7.1. **Introduction and First Three Readings**

7.1.1. Bylaw No. 818 – Five Year Financial Plan Bylaw, 2018 P. 45-48

7.1.2. Bylaw No. 819 – Tax Rates Bylaw, 2018 P. 49-50

7.2. **Reconsideration and Final Adoption**

7.2.1. None

8. **INFORMATION CORRESPONDENCE**

8.1. Information Correspondence Listing for April 23, 2018 P. 51

9. **REPORTS**

Council Reports

9.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**

9.2. **Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy**

9.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**

9.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**

9.5. **TNRD – Mayor Jeyes & Councillor Kormendy**

9.6. **Tourism – Councillor Roden & Councillor Lambert**

9.7. **School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**

9.8. **Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes**

9.9. **Historic Hat Creek– Mayor Jeyes & Councillor Trill**

9.10. **Heritage – Councillor Roden & Councillor Kormendy**

9.11. **Transit – Councillor Kormendy & Councillor Roden**

9.12. **Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden**

9.13. **Seniors' Liaison – Councillor Lambert & Councillor Roden**

9.14. **Communities in Bloom – Councillor Trill & Councillor Roden**

9.15. **Health Care – Mayor Jeyes & Councillor Lambert**

9.16. **Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert**

9.17. Other

(Motion to receive both verbal and written reports)

9.18. Administration

Chief Administrative Officer

9.18.1. None

Chief Financial Officer

9.18.2. Memo from Chief Financial Officer
- 2018 Collection of Utility Billings

P. 52

10. INCAMERA

10.1. Motion to go In-Camera to discuss an item under the *Community Charter* Section 90.1(c)
– Labour Relations

11. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT
REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, APRIL 9, 2018

PRESENT: Mayor John C. (Jack) Jeyes
Councillor Helen A. Kormendy
Councillor Doreen E. Lambert
Councillor Barbara H. Roden

J. Michelle Allen Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer

Press

EXCUSED: Councillor Wm. Alfred Trill

1. **CALL TO ORDER**

Mayor Jeyes called the meeting to order at 4:30 pm.

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, March 26, 2018**

Mayor Jeyes declared the minutes adopted as presented.

2.2. **Minutes of the Regular Meeting of Council held on Monday, March 26, 2018**

Mayor Jeyes declared the minutes adopted as presented.

3. **DELEGATIONS**

3.1. None

4. **CORRESPONDENCE**

4.1. **Rachael Pollard, District Manager, Thompson Rivers Natural Resource District – Invitation for Mayor to attend Forest Sector Community Breakfast, April 19, TRU CAC**

M/S Councillor Roden / Councillor Kormendy

“That Mayor Jeyes be authorized to attend the Forest Sector Community Breakfast on Thursday, April 19 at Thompson Rivers University.”

Carried. (01-04-18)

4.2. Senator Nancy Greene-Raine – National Health & Fitness Day, Saturday, June 2, 2018

M/S Councillor Roden / Councillor Kormendy

“That the Village send a letter to Senator Nancy Greene-Raine advising that the Village supports National Health & Fitness Day and further that a Memorial Charity Run will be held on Sunday, June 3rd in which a large number of residents participate.”

Carried. (02-04-18)

4.3. Ashcroft & District Lions Club – 8th Annual Skips Memorial Charity Run, Sunday, June 3, 2018

“That the Village approve the route for the 2018 8th Annual Skips Memorial Charity Run on Sunday, June 3rd subject to the provision of necessary insurance and approvals and further that the Village close Evans Road on June 3 from 9:00 am – 1:00 pm to allow the participants to safely travel along this route and that appropriate signage be in place for this closure.”

Carried. (03-04-18)

4.4. South Cariboo Minor Soccer Association – Soccer League Schedule and Tournament Dates

M/S Councillor Roden / Councillor Lambert

“That the Village approve the use of the soccer fields for the South Cariboo Minor Soccer Association as outlined in their request dated March 26, 2018.”

Carried. (04-04-18)

4.5. Sandra Stashuk, BC Trucking Association – Invitation for Mayor to attend Lunch & Learn even, April 25, Sandman Signature Hotel

M/S Councillor Roden / Councillor Lambert

That the BC Trucking Association be advised that Mayor Jeyes is unable to attend the Lunch and Learn event on April 25 as he and all members of Council have a previous commitment however he appreciates the invitation.

Carried. (05-04-18)

4.6. Sgt. K. Thain, NCO i/c, Ashcroft RCMP Detachment – Public Engagement on the Promotion of Unbiased Policing

M/S Councillor Roden / Councillor Kormendy

“That the Public Engagement on the Promotion of Unbiased Policing information received from Sgt. K. Thain be received and filed.”

Carried. (06-04-18)

M/S Councillor Kormendy / Councillor Lambert

“That the Village send a letter to Sgt. Thain advising that Council unanimously supports the recommendations from the Missing Women Commission of Inquiry regarding Equality-Promoting Measures.”

Carried. (07-04-18)

4.7. Kamloops Southwest Community Church Serve 2018 – Opportunity for youth work groups in Ashcroft, July 2-16, 2018

M/S Councillor Roden / Councillor Lambert

“That the Village forward the correspondence from Serve 2018 to the South Cariboo Elizabeth Fry Society, the Ashcroft HUB and the Cache Creek Equality Project so that they may recommend appropriate work projects for the group and further that this item be included in our April newsletter.”

Carried. (08-04-18)

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Ashcroft Pool Park – Installation of Parking Restriction and Signage

M/S Councillor Roden / Councillor Lambert

“That staff be authorized to install parking restriction signage along Elm and Government Streets to regulate angle parking and parallel parking areas and further that the South Cariboo Soccer Association be advised of these changes and that the local RCMP detachment will be assisting with the education and enforcement of these changes.”

Carried. (09-04-18)

6.2. South Cariboo Minor Soccer Association – Off Street Parking for Special Events

M/S Councillor Roden / Councillor Lambert

“That staff contact Mr. Robert McCullough and request permission for the Village to enter onto the property to clean and level it at the start of each park season.

Defeated.

M/S Councillor Roden / Councillor Lambert

“That the Village send a letter to Mr. Robert McCullough thanking him for the generous offer to use the vacant land as off street parking however we will not be requiring it and further that the Village send the South Cariboo Soccer Association a letter advising that off street parking is no longer an option as we were unable to reach a mutually suitable agreement.”

- 6.3. Carried. (10-04-18)**
South Cariboo Minor Soccer Association
- **Crosswalks on Elm Street**
- **4 way stop @ intersection Elm & Government Streets**

M/S Councillor Roden / Councillor Lambert

“That staff be directed to have a cross walk installed across Government Street at Elm Street and further that appropriate signage be installed.”

Carried. (11-04-18)

Council discussed the option of making the Government and Elm Street intersection a 4 way stop but agreed that it was not suitable at this time.

- 6.4. Development Variance Permit Application – Home Hardware Building Centre – Request for variance on signage requirements**

M/S Councillor Roden / Councillor Lambert

That the Development Variance Permit Application for Home Hardware Building Centre to allow sign variances be addressed as follows:

- Vinyl decals to be attached to the coverall building are approved
- 7 small signs that hang under the canopy may be wooden signs with aluminum faces in a style similar to those at Nature’s Gifts
- The rooftop sign must be wooden with exterior lights
- The aluminum sign to be attached to the wood storage building is not approved
- The two large “Home Building Centre” signs to be mounted above the canopy must be made out of wood and may be sandblasted cedar

M/S Mayor Jeyes / Councillor Roden

“That the rooftop is grandfathered under previous legislation and therefore an acrylic update will be permitted.”

Carried. (12-04-18)

The amended motion was voted on.

Carried. (13-04-18)

6.5. UBCM Resource Sector Breakfast – Schedule of Topics

M/S Councillor Roden / Councillor Lambert

“That members of Council are authorized to attend the UBCM Resource Sector Breakfasts on Tuesday, September 11, Wednesday, September 12 and Thursday, September 13.”

Carried. (14-04-18)

6.6. UBCM, Local Government Program Services – Approval of our EOC Upgrade – Generator Funding Application

M/S Councillor Kormendy / Councillor Lambert

“That staff be authorized to proceed with the purchase and installation of a diesel generator at 601 Bancroft Street which will provide backup power for the Village Office/EOC during extended power outages as outlined in the 2018 Emergency Operations Centres and Training Grant Application.”

Carried. (15-04-18)

6.7. BC Assessment Authority – Invitation to meet during UBCM, September 11, 2018

M/S Councillor Kormendy / Councillor Lambert

“That the invitation to meet with BC Assessment Authority during the UBCM Convention on September 11, 2018 be received and filed.”

Carried. (16-04-18)

7. BYLAWS

7.1. Introduction and First Two Readings

7.1.1. Bylaw No. 817 – Village of Ashcroft Procedure Bylaw, 2018

M/S Councillor Roden / Councillor Kormendy

That Bylaw No. 817, cited as the Village of Ashcroft Procedure Bylaw, 2018 be introduced and read first two times.

Carried. (17-04-18)

7.2. Reconsideration and Final Adoption

7.2.1. None

8. **INFORMATION CORRESPONDENCE**

8.1. **Information Correspondence Listing for April 9, 2018**

M/S Mayor Jeyes / Councillor Kormendy

“That the information correspondence listing for April 9, 2018 be received and filed.”

Carried. (18-04-18)

9. **REPORTS**

Council Reports

9.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**

M/S Mayor Jeyes / Councillor Kormendy

“That the 2017 Audited Financial Statement be approved as presented.”

Carried. (19-04-18)

9.2. **Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy**

No report.

9.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**

No report.

9.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**

Staff was directed to invite John Hamilton, new COO for GCCS to the next Committee of the Whole meeting to welcome him to the area.

9.5. **TNRD – Mayor Jeyes & Councillor Kormendy**

Council reviewed The Current – Highlights of the Board of Directors’ meeting held March 30, 2018. The annual Free Disposal Days and Household Hazard Waste Roundup dates have been established.

9.6. **Tourism – Councillor Roden & Councillor Lambert**

Councillor Roden advised that she had met with Val Parks who is organizing the volunteers for the Visitors Centre. They expect to be open every day from June – September.

9.7. **School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**

Council reviewed the Board Bulletin.

9.8. Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes

Councillor Roden presented a modified proposal for a Mayor's Walk for spring 2018. Rather than engage each business in a survey the teams would inquire if there were items that Council should be aware of and suggestions on how to improve the community. The Committee will bring back a more detailed report at the next meeting.

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

No report.

9.10. Heritage – Councillor Roden & Councillor Kormendy

No report.

9.11. Transit – Councillor Kormendy & Councillor Roden

No report.

9.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden

No report.

9.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

Council was advised that the Executive has advised that they will be resigning over the next few months and unless new people step forward to fill the positions the centre may close. The seniors are considering changes to their bylaws that may assist in filling the executive positions.

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

No report.

9.15. Health Care – Mayor Jeyes & Councillor Lambert

No report.

9.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert

No report.

9.17. Other

M/S Councillor Roden / Councillor Lambert

"That Council receive the verbal and written reports as presented."

Carried. (20-04-18)

9.18. Administration

Chief Administrative Officer

9.18.1. No report.

Chief Financial Officer

9.18.2. No report.

10. INCAMERA

**10.1. Motion to go in-camera to discuss an item under Community Charter Section 90.1.(c)
– Labour Relations**

M/S Councillor Roden / Councillor Lambert

“That the meeting of Council move In-Camera to discuss as item under Section 90.1(c) of the Community Charter at 6:19 pm.”

Carried. (21-04-18)

11. TERMINATION

M/S Councillor Roden / Councillor Lambert

“That the Regular Meeting of Council terminate at 6:45 pm.”

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of
the Minutes of the Regular Meeting of Council
held Monday, April 9, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

From: Damian Couture [<mailto:damiancouture@hotmail.com>]

Sent: April-12-18 3:06 PM

To: admin@ashcroftbc.ca

Subject: Ashcreek TV Grant In Aid 2018

Hello,

It is that time of year again! Attached is the Ashcreek TV Societies Report and Budget for 2018. In it you will find that we are requesting \$816.98 from each of the two villages. If possible, I would like to present this budget to council at the Apr 23rd meeting. I would give a brief summary of what has happened lately with the group then can table any questions that council or staff may have.

Please let me know if this would work and if it does what time you would like for me to present. I am not the best at remembering procedure with councils to ensure I am not too early or late!

Thank you for your time,

Damian Couture

President – Ashcreek TV Society

2018 Ashcreek TV Society Report and Budget

2017 was a trying year for both the communities of Ashcroft and Cache Creek. Many hardships were endured, but we all came together and made it through. In this time, the Ashcreek TV Society members were busy with many endeavors, so as a group we had a relatively quiet year. During the course of the year we took the final steps to decommissioning our TV Broadcasting. At our AGM a course of action was determined for the direction of the Society – a focus on FM radio broadcasting. Our goal is to continue to maintain the service that everyone knows and loves, but slowly adjust it to accommodate volunteer’s abilities and newer technologies. As mentioned in previous years we also wish to meet with the two villages to discuss our agreement (originally signed in March of 1988!) and re-focus it to meet our and the Villages future goals.

Below is an outline of our budget for the year to come. If you have any questions about it or about the society in general, please let me know and I would be happy to discuss it with everyone.

Sincerely,



Damian Couture

President – Ashcreek TV Society

Budget 2018

Hydro	3900.00
Insurance / Licencing	2400.00
Tower / Site Maintenance	1000.00
• New A/C Unit	
• Provisions for anything that arises at the sites	
Glen Yakumchuk Service Call	500.00
• Includes time and labour for a technician to come from Prince George to service the equipment and/or troubleshooting	
Studio Upgrades / Maintenance	1000.00
• Includes provisions for new equipment for audio recording and broadcasting to accommodate increased use.	
• Replace legacy equipment and gear.	
Contingency	1000.00
• Covers in the event of unexpected expense, such as major computer failure or electrical issues.	
Office Supplies	500.00
• Includes purchase of supplies and renewal of yearly data services	
Total:	10,300.00
Carry over from 2016:	4016.04
Expected Site Income:	4650.00
Grant In Aid Requested:	1633.96
Grant In Aid From Each Village:	816.98

Michelle Allen

From: Gold Country Communities Society <geotour@telus.net>
Sent: Thursday, April 12, 2018 7:50 AM
To: michelle@ashcroftbc.ca
Subject: Gold Country Tourism Symposium

Gold Country Tourism Symposium

WWW.EXPLOREGOLDCOUNTRY.COM

You're Invited
MAY 25TH & 26TH, 2018
Cache Creek BC

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GOLD COUNTRY
— BRITISH COLUMBIA, CANADA —

Cache Creek

*3rd Annual Gold Country
Tourism Symposium*

Excellence in Gold Country Networking Evening
Familiarization Tour • Keynote Speakers • Tourism Workshops
and more

For more information
exploregoldcountry.com/symposium or email geotour@telus.net

Gold Country will be hosting their 3rd Annual Tourism Symposium in Cache Creek May 25th & 26th, 2018. This is an excellent event for Gold Country Stakeholders and will include the award presentations for the businesses nominated through our Excellence in Gold Country Program at our networking evening. All the details are found on our website www.exploregoldcountry.com/symposium.

SUPERHOST

Saturday May 26th, 2018

A free one day workshop sponsored by Gold Country to Gold Country Stakeholders. This course introduces the principles of providing a quality service experience in the workplace and provides an understanding of the importance of exceptional customer service. Students will learn about workplace communication, problem-solving, customer and employer expectations, and more.

9:30am-4pm, Certificate upon completion

Registration is required, seats are limited

Please visit www.exploregoldcountry.com/symposium
or email geotour@telus.net for more information

[Register Here](#)

Gold Country Communities Society | Po box 933, 1095 Todd Rd, Cache Creek, British Columbia
V0K 1H0 Canada

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BC bottle group fights to classify milk as beverage

by The BC Bottle & Recycling Depot Association March 27, 2018

[RSS](#) [Print](#)

The BC Bottle & Recycling Depot Association has launched a campaign to classify milk as a beverage in British Columbia to boost recycling and promote a healthy environment.

In an effort to have milk classified as a beverage, the BC Bottle & Recycling Depot Association (BCBRDA) is advising the public, and bringing to the government's attention, that the fact that milk is not considered a beverage in BC is hurting recycling efforts as well as the environment, but is rewarding big business.

"If the government of British Columbia were to classify milk as a beverage, milk containers would become part of the deposit system, and that would increase collection rates," said Corinne Atwood, Executive Director of the BCBRDA. "This is imperative, as there hasn't been any increase in bottle refund deposit levies over the past 20 years or any additional containers added to the deposit system, and it is having a negative impact on recycling."

If milk were classified as a beverage, and deposit levels were increased to match Alberta's deposit system, people would get a larger overall refund at a depot and be more inclined to bring other materials back as well. This would reduce what goes to landfill. When milk containers were included in the Alberta deposit system in 2009, the volumes at Alberta bottle depots almost doubled within six months. As such, the BCBRDA would also like to see that other containers like soup, detergent, etc. should also be put in the deposit system.

The BC government lets Extended Producer Responsibility (EPR) agencies (agencies that represent big business manufacturers) keep 100% of the over 400 million dollars annually paid by consumers in deposits and eco fees, but EPR agencies are only required to recover 75% of their materials. "One has to assume then that the other 25% of the EPR recyclable materials that are not recovered have gone to the landfill at the taxpayer's expense," noted Atwood. "Collectively, BC's EPR stewardship programs have kept over \$100 million of consumer-paid eco fees as windfall revenue. Add to that the cost of disposing the 25% of uncollected EPR materials and you could easily estimate that consumers and taxpayers are gifting hundreds of millions of dollars in disposal costs to agencies of big business."

The BC government has no access or control over the deposits and eco fees charged by stewardship agencies under EPR recycling programs. BCBRDA has tried to get municipal governments to charge the stewards for materials that are disposed of at landfill but they refuse. So the more that goes to landfill, the more money the stewardship agencies keep.

"This counter-productive approach benefits big business financially for not encouraging recycling and is a disastrous scheme for the environment," concluded Atwood. "Without any financial incentive to return recyclable materials, with cities restricting what you can put out at the curb and substantial rises in landfill fees, people are abandoning materials outside depots after hours, on road sides and vacant properties."

About British Columbia Bottle & Recycling Depot Association

For over 20 years the B C Bottle & Recycling Depot Association, a membership based non profit organisation founded by depot owners, has promoted sustainable recycling programs that support a healthy environment and benefit independently owned depots and local communities. For more information, please call (604) 930-0003, visit us on www.facebook.com/bcbrda or at www.bcbrda.com



April 16th, 2018

Re: Elephant Hill Wildfire Mosaic

Dear Michelle, Wayne and Council,

Thank you for the letter we recently received, expressing your wish to move forward with the Elephant Hill Wildfire Mosaic.

When we first presented our proposal to you, more than half a year ago, we had the time to take on this project. However, since then, we have committed to eight other mosaic projects and would have to complete those projects before having space for yours.

Each of our current projects will take an estimated two to four months to complete. Generally, we have two projects being worked on at any one time, with each piece taking four or five hundred man hours to complete.

The overall length of time also depends on the number of willing and able community members working on the pieces and how dedicated they are in doing so. As you can see, it will be some months now until we can start your project.

However, in the meantime there are many things you can do to prepare. We realize you want this project to be grass roots, for there to be a committee of dedicated First Responders who will steer the project and come up with

and realize the actual design. That in itself will take countless hours of preparation, something that you all can start and even bring close to completion before coming back to us.

Since we are so busy and you want this project to be one of Village ownership, the right thing to do, for us, is to leave all these preliminary preparations in your capable hands. Once you have struck up a committee of willing community members and have gone through the process of figuring out what you want represented in this mosaic mural and once all the artwork and decisions are complete, we can then better fit you into our schedule and our studio space.

At that time, and when we are able to fit you in, we would be willing to share our studio space, and cost, with your committee; teaching them how to do the mosaic art, consulting on how best to go about the project and oversee them doing the art. Daniel would also be willing to help them build a frame for their project.

Please let us know when all these things have taken place so that we can schedule a space in our studio for this exciting new project.

Sincerely,

Marina Papais and Daniel Collett

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 18, 2018

SUBJECT: WATER TREATMENT PLANT – AWARD OF CONSTRUCTION CONTRACT

Background

As Council is aware the Village undertook a prequalification process for the Water Treatment Plant project and five (5) contractors were preselected. The bidding documents were provided to these companies in late February with a closing date of April 5th. All five contractors submitted complete bid packages and the amounts were very close.

Discussion

The Village, under the guidance of Urban Systems Ltd., undertook a prequalification process for the general contractor for the Water Treatment Plant project. A total of five companies were selected and invited to submit bids. The bidding period closed at 2:00 pm on Thursday, April 5th and the bids were opened at USL offices in Kamloops. A summary of the bid submissions is included in the attached report from USL.

USL has done a review of the submissions and is recommending that Maple Reinders be awarded the contract for the Water Treatment Plant project for the amount of \$6,116,000, excluding GST. As mentioned in the USL report dated April 17, 2018, the TNRD is insisting that the plant be constructed to post-disaster standards. When this project was in the initial design stages Council made the decision to not build to this standard based on the fact that we are in a low earthquake zone and if there was a disaster that resulted in the river backing up or severe landslides the facility would likely be damaged anyway. Changes to the BC Building Code indicate that this is not an option that the Village can choose unless we wish to file an appeal. This process will cause delays and the outcome is not guaranteed to be in our favour. Fortunately the majority of the building meets the post-disaster design standards and will require minimal design changes to fully meet the requirements. USL advises that the cost to upgrade the design will be covered by the contingency. This will require a discussion with Maple Reinders to reach an acceptable contract amount to build the plant to the higher standard.

Also mentioned in the USL report dated April 17, 2018 is the suggestion to proceed with the Optional Work portion of the contract which was Phase 2 of the solar array. The cost for the optional work is included in the above total bid price.

Administration is very pleased that the Village received five complete bids for this project with four of the five within \$45,000 from top to bottom. The project is falling within budget and the work program indicates that it will be completed approximately one year prior to the funding deadline.

Recommendation

Administration recommends that the village award the Water Treatment Plant project contract to Maple Reinders in the amount of \$6,166,000, excluding GST, which includes the Optional Work for the Phase 2 solar array and further that this award is subject to negotiating a reasonable increase in the contract amount to meet post-disaster standards.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Attachment

April 17, 2018

File: 1093.0041.02

The Village of Ashcroft
 P.O. Box 129
 Ashcroft B.C. V0K 1A0

Attention: Michelle Allen, Chief Administrative Officer

**RE: VILLAGE OF ASHCROFT – WATER TREATMENT PLANT
 TENDER REVIEW LETTER**

Five (5) bid submissions were received at the Urban Systems Kamloops Office by 2:00 pm on April 5th, 2018, for the above referenced project. We reviewed the Bid submissions for compliance with the contract documents and mathematical errors. All Bid submissions were found to be compliant. Please find below a summary of our review:

Submitted By		Option Work Price (Included in Total Bid)	Total Bid Price (Including Contingency and Optional Work)
1)	Maple Reinders	\$32,000	\$ 6,116,000
2)	Tritech Group	\$32,000	\$ 6,120,000
3)	Carver Construction	\$40,889	\$ 6,133,095
4)	Pomerleau	\$32,781	\$ 6,161,773
5)	Wildstone Construction	\$37,860	\$ 7,058,200

The lowest Bid price, received from Maple Reinders, was \$ 6,116,000 (including contingency, excluding GST). A CCDC 2 lump sum contract was selected for this project, so a detailed breakdown of project costs is not available at this time. This will be requested as part of the Notice of Award that will be forwarded to MRI, once we have received Council approval. In the interim, we have attached a copy of the Maple Reinders Bid for you review.

Based on the above summary, Maple Reinders, should be awarded the Contract for the Village of Ashcroft, Water Treatment Plant for the amount of \$ 6,116,000, excluding GST. Since the project is within budget, it is assumed that the Village would proceed with the Optional Work (Phase 2 of the Solar Array). Please confirm this.

As discussed recently, it appears that the TNRD are going to insist on the project being completed to post-disaster standards. Our recommendation is that we comply with this. Once we have confirmed the additional scope, we will advise you accordingly. Our recommendation is that the award to Maple Reinders, be subject to negotiating a reasonable increase to the contract amount, for the inclusion of this additional work in the contract.

Attention: 1093.0041.02
File: Michelle Allen, Chief Administrative Officer
Date: 17 April 2018
Page: 2 of 2



Please confirm that you are in agreement with the above. Once you have notified us, we will forward a Notice of Award to Maple Reinders.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink that reads "Travis Pahl".

Travis Pahl, P. Eng.
Process Engineer

TP/crb

Enclosure

A handwritten signature in blue ink that reads "Peter Coxon".

Peter Coxon, P.Eng.
Project Manager and Senior Engineer

U:\Projects_KAM\1093\0041\02\T-Tenders-Contracts\Tender Submissions\2018-04-17-LET-Tender Summary.docx



April 5, 2018

Village of Ashcroft
c/o Urban Systems Ltd.
200 - 286 St. Paul Street
Kamloops, BC V2C 6G4

fax: (250) 374-5334

RECEIVED
APR 05 2018

1:50pm

Attention: Travis Pahl, P.Eng.

Reference: Village of Ashcroft Water Treatment Plant
Reference No. 1093-0044-02-T
Tender Adjustment No.01

We the undersigned wish to amend our Bid which we submitted for the above referenced Contract by modifying our Bid Price (excluding GST) as set out in the STIPULATED PRICE BID FORM item 1.4 as follows:

INCREASE / DECREASE by 3,884,000 (excluding GST)

Optional Work (Phase 2 Solar Array as described in Section 4B 14 00):

INCREASE / DECREASE by 0 (excluding GST)

Additionally, we wish to amend Appendix 'A' - LIST OF SUBCONTRACTORS per the following:

Item of Work	Name of Subcontractor
Concrete Reinforcing	<u>K. Rod</u>
Masonry	<u>Robinson Masonry</u>
Roofing	<u>Intertion Roofing</u>
Building Mechanical	<u>Charman</u>
Electrical and Instrumentation	<u>Houle Electric</u>

We trust you will find all in good order.

Yours truly,
Maple Reinders Constructors Ltd.

Andrew Ambroz, P.Eng. GSC
National Business Development Manager

Maple Reinders Constructors Ltd.
225 Highway 960, Kamloops BC V1V 2A1
T 250-765-5662 F 250-765-6822

www.maple.ca
Business | Campaign | Calgary | Edmonton | Kelowna | Vancouver

Apr. 5, 2018 1:41PM

STIPULATED PRICE BID FORM

Page 1 - Revised Addendum 5

Contract: WATER TREATMENT PLANT

Reference No: 1093.0041.02-T

TO: VILLAGE OF ASHCROFT

(Hereinafter called "the Owner")

1.0 WE, THE UNDERSIGNED:

- 1.1. have received and carefully reviewed all of the *Bid Documents*, including the Instructions to Bidders, and the following addenda:

Addenda # 1 - 5

(ADDENDA, IF ANY)

- 1.2. have full knowledge of the *Place of the Work*, and the *Work* required; and
- 1.3. have complied with the Instructions to Bidders; and
- 1.4. hereby offer to perform the *Work* in accordance with the documents, for the *Bid Price* of
\$ 10,000,000.00 in Canadian dollars,

- Excluding *Value Added Taxes*.
- Including a *Contingency Allowance* of \$ 350,000.00
- Including *Optional Work* (Phase 2 Solar Array as described in Section 48 14 00) in the amount of \$ 32,000.00
- Including a Prime Cost Sum (Electric Fork Lift) in the amount of \$35,000.00
- Including a Prime Cost Sum (Office equipment) in the amount of \$10,000.00
- Including cost to install Owner Supplied Equipment, as per Appendix F
- Including Owner Pre-Ordered Equipment, as described in Section 46 22 00
- Including a Prime Cost Sum (Washer/Dryer) in the amount of \$5,000.00
- Including a Cash Allowance of \$15,000 for irrigation system, as per Drawing L01

2.0 ACCORDINGLY, WE HEREBY AGREE:

- 2.1. to perform and complete all of the *Work* and to provide all the labour, equipment and material all as set out in the *Bid Documents*, in strict compliance with the *Bid Documents*; and

STIPULATED PRICE BID FORM

~~February 20, 2019~~ April 30th, 2019 ADD#1

2.2. to achieve *Substantial Performance of the Work* on or before; ~~February 20, 2019~~.

3.0 WE CONFIRM:

- 3.1. that the *Bid Deposit* as required by Article 8.0 of the Instructions to Bidders is enclosed; and
- 3.2. this Bid is made without any connection, collusion, knowledge, comparison of figures or arrangement with any person or persons submitting a Bid for this same *Contract*.

4.0 WE AGREE:

4.1. that this Bid shall be irrevocable and open for acceptance by the *Owner* for a period of forty-five (45) calendar days following the end of the day of the *Bid Closing*, even if the Bid of another Bidder is accepted by the *Owner*. If within this period, the *Owner* delivers a *Notice of Award* by which the *Owner* accepts our Bid, we shall:

4.1.1 within fifteen (15) calendar days of receipt of the written *Notice of Award*, be required to deliver to the *Owner* the following:

- (a) a Construction Schedule, as provided by GC 3.5 of the General Conditions of the *Contract*;
- (b) a letter of account, from the Workers Compensation Board indicating that the Bidder's account with the Workers' Compensation Board is in good standing. This letter is to be current and dated within 14 calendar days prior to the *Bid Closing*;
- (c) a copy of the insurance policies as specified in GC 11-INSURANCE of the General Conditions of the *Contract* indicating that all such insurance coverage is in place;
- (d) such bond(s) as set out in Article 9.0 of the Instructions to Bidders; and
- (e) such further and other documents as required by the *Bid Documents*;

4.1.2 within fifteen (15) calendar days of receipt of the written *Notice of Award*, execute the *Contract Documents*.

4.1.3 within two (2) calendar days of receipt of written *Notice to Proceed*, or such longer time as may be otherwise specified in the *Notice to Proceed*, commence the *Work*.

4.2. that, if we receive written *Notice of Award* of this *Contract* and, contrary to Article 4.1 of this Stipulated Price Bid Form, we:

4.2.1 fail or refuse to deliver the documents as specified by Article 4.1.1 of this Stipulated Price Bid Form; or

STIPULATED PRICE BID FORM

- 4.2.2 fail or refuse to commence the *Work* as required by the *Notice to Proceed*,
- 4.2.3 fail or refuse to execute the *Contract Documents* as specified by Article 4.1.3 of this Stipulated Price Bid Form, then such failure or refusal will be deemed to be a refusal by us to enter into the *Contract* and the *Owner* may, on written notice to us, award the *Contract* to another party. Furthermore, the *Owner* shall be at liberty to enforce its rights, both as against the *Bid Deposit*, and as available at law to the fullest extent.
- 4.3. that, if we receive written *Notice of Award* of this *Contract*:
- 4.3.1 we shall be required to furnish at our expense a *Performance Bond* and *Labour and Materials Payment Bond*. For the purposes of this Article, both of these bonds shall be referred to as the "Bonds";
- 4.3.2 the *Performance Bond* shall guarantee the faithful performance of the *Contract*, and in default thereof, shall protect the *Owner* against any losses or damage arising by reason of our failure to faithfully perform the *Contract*;
- 4.3.3 the Bonds are to be issued by a Surety Company licensed in the Province of British Columbia and satisfactory to the *Owner* – each in the amount of 50% of the *Contract Price*; and
- 4.3.4 the *Performance Bond* shall remain in force as a maintenance Bond for the Warranty Period as defined in the General Conditions to the *Contract*.

5.0 OUR ADDRESS AND CONTACT INFORMATION is as follows:

Address: Maple Reinders Constructors Ltd.
225 Lougheed Road
Kelowna, BC V1V 2M1

Phone: (250) 765-8892 - _____

Fax: (250) 765-8832 - _____

Email aambrozy@maple.ca

Attention: Andrew Ambrozy, P.Eng, GSC

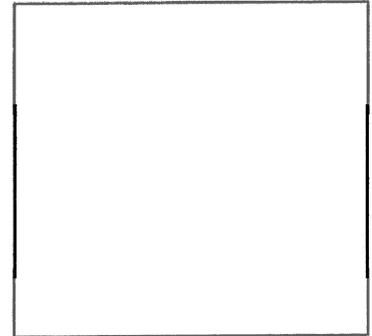
STIPULATED PRICE BID FORM

This Bid is executed this 3rd day of April, 2018.

Contractor:

Maple Reinders Constructors Ltd.

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR
INDIVIDUAL)



Corporate Seal Affixed Hereto



(AUTHORIZED SIGNATORY)

Andrew Ambrozny, P.Eng. GSC.

(AUTHORIZED SIGNATORY)

STIPULATED PRICE BID FORM

Appendix 'A' - LIST OF SUBCONTRACTORS

Contract: Village of Ashcroft – Water Treatment Plant

From (Bidder): Maple Reinders Constructors Ltd.
Company name

We, the above named Bidder, propose to use for the above named project/contract, the *Subcontractors* named below:

<u>Item of Work</u>	<u>Name of Subcontractor</u>
Civil Works	Own Estimate
Concrete Forming	Own Estimate
Concrete Reinforcing	TBA
Masonry	TBA
Roofing	TBA
Process Mechanical	Own Forces
Building Mechanical	TBA
Electrical and Instrumentation	TBA

STIPULATED PRICE BID FORM

Appendix 'B' - ALTERNATIVE PRICES

Contract: Village of Ashcroft – Water Treatment Plant

From (Bidder): Maple Reinders Constructors Ltd.
Company name

We, the above named Bidder, offer the *Alternative Prices* described below. The amount to be added to, or deducted from, our *Bid Price* (as entered in the Bid Form) is entered for each *Alternate* noted. These prices do NOT include *Value Added Taxes*. If there is no change to the *Bid Price* for an *Alternate*, we have so indicated. It is understood that:

- the *Owner* may accept any of the *Alternate* and corresponding *Alternative Prices* in any order or combination, including all or none,
- alternatives and alternative prices are open for acceptance by the *Owner* for the same period of time as the *Bid Price*, notwithstanding the award of the *Contract*.
- the Work of the *Contract* and the *Contract Price* will reflect the *Alternates* and *Alternative Prices*, if any, accepted by the *Owner* at the time of contract award, and
- acceptance of any *Alternates* will not affect the *Contract Time*, unless we have specifically indicated an increase or decrease in time, in number of days, on account of a particular *alternate*.

Description of Alternate

Effect on Bid Price

Alternative Price No. 1

Add Deduct
\$ _____ \$ _____

Time (in Days) _____

Alternative Price No. 2

\$ _____ \$ _____

Time (in Days) _____

STIPULATED PRICE BID FORM

Appendix 'C' – BIDDER'S KEY PERSONNEL

Contract: Village of Ashcroft – Water Treatment Plant

Project/Contract No.: 1093.0041.02-T

1. This document is intended to provide information on the key personnel for this project. Applicant may supplement information with additional sheets if required.
5. Key office personnel proposed for the project, attach resume of qualifications and experience: (e.g. Principal in Charge, Project Manager, Estimator, etc.)

Name: Felix Morin-Dutil, AScT, GSC

Title / Position: Project Manager

Name: Jenn Racine, AScT, GSC

Title / Position: Project Manager (alternate)

Name: _____

Title / Position: _____

6. Key site personnel proposed for the project, attach resume of qualifications and experience: (e.g. Project Manager, Superintendent, Foreman, etc.)

Name: Victor Zoller

Title / Position: Superintendent

Name: Pat Hewko

Title / Position: Mechanical Foreman

Name: _____

Title / Position: _____

Felix Morin, AScT, GSC

Project Manager



PROFILE

Felix graduated from the Okanagan College in 2008 with Dean's List honours in the Civil Engineering Technology program. Working as a Project Coordinator for his first four years with Maple Reinders Inc., Felix excelled in many areas of the Construction industry and has proven to be a quick learner, a good problem-solver and an effective communicator. Felix was promoted to Project Manager in 2012 to reflect his experience and abilities.

PROJECT EXPERIENCE

Arrow Creek Water System Upgrades **\$ 2.6M**

Project Manager for the design and construction of two 2,700m³ bolted steel reservoirs and a control building housing control valves, electrical panels and instrumentation. The project also includes 270m of 600dia HDPE piping connecting the reservoirs to the control building.

Academy Way Booster Station **\$ 1.1M**

Project Manager for a booster pump station building including all finishes, site preparation, site civil works including new watermains and tie-ins to existing watermains, process piping and mechanical equipment, HVAC, electrical, instrumentation and programming.

McKinley Reservoir UV Facility **\$ 2.5M**

Project Manager for a 70 MLD UV disinfection facility which includes associated site piping and tie-ins to existing 900mm dia watermains. The work included a 400m long HDPE pipe by-pass of McKinley reservoir which was floated and sunk in place with the assistance of concrete ballast weights and scuba divers.

Canadian Pacific Industrial WWTF Golden Yard **\$ 2.8M**

Project Manager for an industrial waste water treatment facility that included the supply and installation of pumps, piping, chemical feed systems, lift station and installation of owner supplied equipment.

Kamloops STP Upgrade Contract 4 **\$27M**

Project Manager for the construction of a new administration building, new headworks facility, upgrades to existing lagoons, addition of two new 44m diameter secondary clarifiers, a new river outlet, dissolved air floatation thickening, new sludge extraction, sludge storage and centrifuge and ultraviolet disinfection.

Penticton Wastewater Treatment Plant Upgrade **\$20M**

Project Coordinator for the upgrades to the existing wastewater treatment plant, including construction of new primary clarifiers and equalization tanks, UV disinfection, sludge treatment and dewatering building, and biofilter complete with foul air collection system.

EDUCATION

- Civil Engineering Technology, Okanagan College, Kelowna, BC
- Association for Technology Professionals in British Columbia
- Gold Seal Certified – Project Manager

YEARS OF EXPERIENCE

- 9 years

ROLE & RESPONSIBILITIES

- Planning, project administration and project scheduling
- Project budget and cost control
- Project procurement
- Input to co-ordinate the design and constructability reviews
- Coordination between subtrades, suppliers and GC.
- Implementation of Health, Safety and Environmental policies



Kelowna WWTF Stage II Phase I \$39M

Project Coordinator for upgrades to the existing wastewater treatment plant, including construction of a new screening facility, two new primary clarifiers, conversion of two existing primary clarifiers to equalization tanks, a new bioreactor with two process trains, modification of the existing bioreactor aeration system to fine bubble and two new secondary clarifiers.

Salmon Arm Water Treatment Plant \$14M

Project Coordinator for the construction of a new 44 ML/D WTP including a 280 m³ filtered water clearwell. Treatment train included coagulation and granular media filtration w/plate settler thickener for waste stream.

Kelowna Wastewater Treatment Plant - Effluent Filters \$2M

Project Coordinator of the project which included the Addition of Aqua Aerobic Disk Filters to replace aging sand filters. Work included construction of Concrete tankage, installation of Owner supplied Disk Filters and tie-in to existing flow.

Jenn Racine, AScT, GSC

Project Manager



PROFILE

Jenn graduated from the Okanagan College in 2010 with a diploma in the Civil Engineering Technology program. Jenn is proficient in all aspects on construction including estimating, scheduling, costing, administration, technical review, quality control and management. Jenn has proven to be a quick learner, an effective communicator and is able and willing to adapt to various challenges.

PROJECT EXPERIENCE

Regneck Warehouse **\$3.0M**

Project Manager for the design-build new construction of a 12,000sqft refrigeration warehouse with 6 loading bays in West Kelowna. The warehouse includes freezer/cooler space, dry storage space and an office/mezzanine area. The building consists of an outer shell of 34' tall precast panels and an inner independent system of cooler/freezer refrigeration panels. The building panels are designed to easily allow for future expansion.

Trinity NextGEN Youth Center **\$3.1M**

Project Manager for the design-build new construction of 2 story youth center complete with gymnasium, stage, lounge areas and meeting rooms/offices. The building is connected to the existing Trinity church located next door by an elevated, enclosed walkway. The building design includes a mix of tilt-up concrete and steel framed walls.

Mara Lake Water Treatment Plant **\$6.7M**

Project Manager for the new construction of a 8MLD membrane filter water treatment plant for the District of Sicamous. The facility includes 4 skids containing a total of 132 GE ultrafiltration membranes, CIP chemical system including a 5000L storage tank, sodium hypochlorite generation system including 3x1000L storage tanks, 400KW emergency power backup equipment and a centralized SCADA system for the Districts existing water system.

Adams Reservoir & UV Facility **\$3.8M**

Project Manager of the upgrade to provide new chlorine contact tank together with 3200sf UV Facility including new control room, laboratory, sodium hypochlorite system and pipe gallery. Excavation for new buildings comprised of approximately 7000m³ of material removal and extensive deep water main trenching.

Penticton AWWTP Screw Pump Replacement **\$120K**

Project Manager for the removal and replacement of the existing screw pumps at the Penticton AWWTP. Project involved select demolition, removal of the existing helical screw pump, modification of channel and concrete bases and supply & install new pumps and motors.

Loran Water Storage Water Reservoir **\$2.5M**

Project Manager for the construction of a 1 Million US Gallon water reservoir and associated yard piping.

EDUCATION

- Civil Engineering Technology, Okanagan College, Kelowna, BC
- Association for Technology Professionals in British Columbia
- Gold Seal Certified – Project Manager

YEARS OF EXPERIENCE

- 7 years

ROLE & RESPONSIBILITIES

- Planning, project administration and project scheduling
- Project budget and cost control
- Project procurement
- Input to co-ordinate the design and constructability reviews
- Coordination between subtrades, suppliers and GC.
- Implementation of Health, Safety and Environmental policies
- Execution of commissioning and training activities.



Okanagan Lake Pump Station **\$3M**
Project Manager for construction of a 6,000 sf pumping station comprised of a two level structure incorporating a pump room, electrical room and office space. The pump room houses four 700Hp vertical turbine pumps and associated mechanical piping.

Nanaimo Wastewater Treatment Plant Digester Upgrade **\$10M**
Project Coordinator for a new sludge digester, mixed sludge tank, sludge control building, electrical room and service tunnel. Construction included supply and installation of a low pressure gas membrane gasholder, various pumps, mixers and heat exchanger.

Homely Road Reservoir Upgrade **\$961K**
Project Coordinator for the construction of a 1,800m³ additional reservoir and re-chlorination building. Demo of existing pump station building and access road relocation is included in the upgrade.

Penticton Advanced Wastewater Treatment Plant **\$20M**
Project Coordinator for the upgrades to the existing wastewater treatment plant, including construction of new primary clarifiers and equalization tanks, UV disinfection building, sludge treatment and dewatering building, and a biofilter complete with a foul air collection system.

Victor Zoller

Site Superintendent

PROFILE

Vic's construction experience has given him a solid background in the management of sub-trades and own forces construction crews.

With over the 13 years of experience, Vic has developed as a General Foreman and Site Superintendent providing leadership in the construction of a variety of projects. He has gained great insight into the scheduling of work and management of Maple Reinders' QA/QC program.

SELECT PROJECT EXPERIENCE

Arrow Creek Water System Upgrades **\$2.6M**

Site Superintendent on a project that included two 2,700m³ bolted steel reservoirs and a control building housing control valves, electrical panels and instrumentation. The project also includes 270m of 600dia HDPE piping connecting the reservoirs to the control building.

Mara Lake Water Treatment Plant **\$6.7M**

Site Superintendent in the construction of a membrane water treatment building with a membrane process room, two below-floor balancing tanks, a blower, and compressor room. A hypochlorite generation room, laboratory, electrical room, and office space were also added. New balancing tanks connect to the existing low lift pump house, and the water treatment plant discharge pipe connects to the existing high lift pump house.

Northwest Langley WWTP Secondary Clarifiers **\$29M**

Site Superintendent overseeing construction of a WWTP including site clearing, pre-load removal, excavation, tubular piles, mass structural reinforced concrete raft slab foundation, three 28m diameter reinforced concrete secondary clarifiers, blower building, mixed liquor transfer pump station, secondary sludge pump station, control building ,associated electrical & instrumentation, 25KV switchgear, back-up power generator and associated piping and roadworks.

Kamloops Sewage Treatment Plant **\$27M**

Assistant Superintendent of main plant upgrade and included the construction of a new Administration building, new headworks facility, upgrades to existing lagoons, addition of two new 44m diameter secondary clarifiers, a new river outlet, dissolved air floatation thickening, new sludge extraction, sludge storage and centrifuge, and ultraviolet disinfection.

Duteau Creek Water Treatment Plant **\$21.6M**

Assistant Superintendent of the 160 ML/d clarification facility which included a 10,000 m³ treated water reservoir, complete with on-site generation of hypochlorite facility for disinfection.

Salmon Arm Water Treatment Plant **\$14M**

EDUCATION

- Certified Journeyman Carpenter, 2009
- Foundations for Health & Safety, BCCSA
- Confined Space Entry, Domcor Health, Safety & Security Inc
- Fall Protection, CSTS, WHMIS.

YEARS OF EXPERIENCE

- 13 years

ROLE & RESPONSIBILITIES

- Manage our Health and Safety Policies and Procedures, conduct Risk Assessments, Lead Safety and Toolbox Meetings and aid in all aspects of Safety onsite.
- Manage and coordinate all on-site activities, ensuring completion as scheduled
- Scheduling weekly & daily work, coordinating the various groups & subcontractors
- Forecast the need for crews to ensure that staffing matches the operations schedule
- Ensure all work complies with applicable codes, bylaws, regulations and acts, with an emphasis on safety and environmental issues
- Ensure crews complete & submit all required documentation (equipment, personnel and materials)
- Track and document daily work productions
- Co-ordinate pick-up and delivery of materials to the field
- Quality control



Assistant Superintendent for the construction of a new 44 ML/D WTP including a 280 m³ filtered water clearwell. Treatment train included coagulation and granular media filtration w/plate settler thickener for waste stream.

Westside WWTP Stage II Upgrade & East Trunk Lift Station Upgrade **\$10.9M**

Assistant Superintendent for upgrades to existing plant which included a new biofilter, Primary Clarifier 3, Fermenter 2, Secondary Clarifiers 3 & 4, a new bioreactor, final effluent pump station (screw pumps) and related civil, chemical and electrical works. Upgrades to the ETLs included an expanded building and the installation of new above-grade pumps, related piping as well as ferric chloride system and standby power.



Pat Hewko

Mechanical Foreman - Millwright

PROFILE

Pat has 10 years' construction site experience in varying capacities with increasingly responsible roles from lead hand to his current position as Mechanical Foreman. Pat has been involved in a variety of project assignments in BC, with water and wastewater treatment process work being his special expertise. His varied construction experience has given him a solid background in the safe, efficient management of company resources and enabled him to develop productive, mutually beneficial relationships with sub trades, consultants, and clients. His diligent approach with our crews and trades ensures delivery of a quality project on time and on budget. Pat is conscientious and attentive to detail.

SELECT PROJECT EXPERIENCE

Sechelt Wastewater Treatment Plant **\$22M**
Mechanical Foreman of the new Design-Build process to provide the District of Sechelt with an innovative wastewater treatment solution. The first of its kind in North America, the team selected the unique Organica FBR™ system. Using plants and a greenhouse to treat wastewater, the facility lends itself to serving as an environmental teaching facility and a botanical garden

Kamloops Sewage Treatment Plant **\$27M**
Mechanical Foreman of main plant upgrade and included the construction of a new Administration building, new headworks facility, upgrades to existing lagoons, addition of two new 44m diameter secondary clarifiers, a new river outlet, dissolved air floatation thickening, new sludge extraction, sludge storage and centrifuge, and ultraviolet disinfection

Nanaimo Wastewater Treatment Plant Digester Upgrade **\$10M**
Millwright for a new sludge digester, mixed sludge tank, sludge control building, electrical room and service tunnel. Construction included supply and installation of a low pressure gas membrane gasholder, various pumps, mixers and heat exchanger.

Powell River Reservoir & UV Facility **\$5.2M**
Millwright of a 10,000 m³, two cell, concrete reservoir and UV facility, which was constructed on a green field site. Scope included process mechanical piping and equipment installation, ancillary equipment, relocation of existing chlorination equipment, supply and installation of new watermains and inlet and outlet piping, road restoration and a chlorine contact tank complete with baffles.

Duteau Creek Water Treatment Plant, Vernon **\$21.6M**
Millwright of the 160 ML/d clarification facility which included a 10,000 m³ treated water reservoir, complete with on-site generation of hypochlorite facility for disinfection.

Kelowna WWTF Stage II Phase I **\$39M**

EDUCATION

- Trade Qualification – Journeyman Millwright
- Trade Qualification – Apprentice Steamfitter – Pipefitter
- Emergency First Aid OFA Level 1

YEARS OF EXPERIENCE

- 10 years

ROLE & RESPONSIBILITIES

- Close liaison on a daily basis with the Project Manager, Site Superintendent and engineer
- Supervision of all process mechanical installations
- Management of mechanical own forces and/or subtrades on site
- Quality Control / Project Safety
- Commissioning, start-up and close-out procedures
- Procurement



Millwright for upgrades to the existing wastewater treatment plant, including construction of a new screening facility, two new primary clarifiers, conversion of two existing primary clarifiers to equalization tanks, a new bioreactor with two process trains, modification of the existing bioreactor aeration system to fine bubble and two new secondary clarifiers.

Summerland Water Treatment Plant \$15.1M

Millwright for construction of a two-storey, 72 ML/day water treatment plant including approximately 5,900 m³ of finished water clearwell construction, installation of owner-supplied equipment, supply and installation of chemical equipment, main process pumps, process piping and equipment and sitework including 1 slow sand filter, 1 infiltration pond, and 2 lined settling ponds. This project achieved LEED® Silver Certification.

Salmon Arm Water Pollution Control Plant Stage III \$4M

Millwright for the construction and start-up of a disk filtration system, UV disinfection, trains A & B foul air systems, solids handling improvements, electrical expansion and ancillary works.

Westside Wastewater Treatment Plant \$10.9M

Millwright for upgrades to existing plant which included a new biofilter, Primary Clarifier 3, Fermenter 2, Secondary Clarifiers 3 & 4, a new bioreactor, final effluent pump station (screw pumps) and related civil, chemical and electrical works. Upgrades to the ETLs included an expanded building and the installation of new above-grade pumps, related piping as well as ferric chloride system and standby power.

Powers Creek Water Treatment Plant \$17.8M

Millwright of the new build facility and includes a filtration building with offices and a 6 million litre reservoir to store water for emergency use. The WTP has become a model facility for future treatment solutions, with a capacity of 54 ML/day, which is expected to be sufficient for more than 20 years.

BID BOND

Standard Construction Document
CCDC 220 - 2002

No. 100012500-8 Bond Amount 10% of Tender Price
MAPLE REINDERS CONSTRUCTORS LTD.

_____ as Principal,
hereinafter called the Principal, and Travelers Insurance Company of Canada
a corporation created and existing under the laws of Canada and duly authorized to transact
the business of Suretyship in Canada as Surety, hereinafter called the Surety, are held and firmly bound unto
Village of Ashcroft

as Obligee, hereinafter called the Obligee, in the amount of
Ten Percent of Tender Price (10% of Tender Price)
lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs,
executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated April 05, 2018 for
Village of Ashcroft - Water Treatment Plant - Reference No. 1093.0041.02-T

The condition of this obligation is such that if the Principal shall have the bid accepted within the time period
prescribed in the Obligee's bid documents, or, if no time period is specified in the Obligee's bid documents, within
Forty-five (45) days from the closing date as specified in the Obligee's bid documents, and
the Principal enters into a formal contract and gives the specified security, then this obligation shall be void;
otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the
Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the
Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter
amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this
Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee
named herein, or the heirs, executors, administrators or successors of the Obligee.

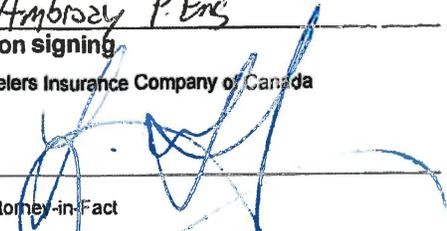
IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this Bond dated March 14, 2018

SIGNED and SEALED
in the presence of

MAPLE REINDERS CONSTRUCTORS LTD.


Principal

Andrew Ambroszy P. Eng
Name of person signing
Travelers Insurance Company of Canada


Lisa Gierl, Attorney-in-Fact

(CCDC 220 - 2002 has been approved by the Surety Association of Canada)



Copyright 2002

Canadian Construction Documents Committee

Travelers Insurance Company of Canada

Bond No: 100012500-8

SURETY'S AGREEMENT TO BOND

WHEREAS

MAPLE REINDERS CONSTRUCTORS LTD.

(the "Principal") has submitted a written tender to
Village of Ashcroft

(the "Obligee") dated April 05, 2018 (the "Tender Date") concerning:
Village of Ashcroft - Water Treatment Plant - Reference No. 1093.0041.02-T

and the condition of this obligation being such that the Principal shall have the bid accepted within the time period prescribed in the Obligee's bid documents, or if no time period is specified in the Obligee's bid documents, within Forty-five (45) days from the closing date of the tender.

We Travelers Insurance Company of Canada (Surety Company), a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in **Canada** as Surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Obligee, the following bond(s):

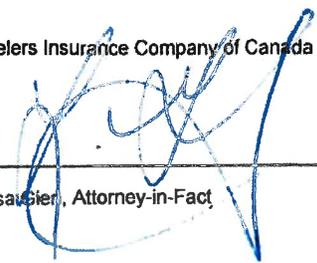
1. a Contract Performance Bond in favour of the Obligee for
Fifty Percent of the contract price (50%)
conditioned for the performance of the work described herein and the contract between the Contractor and Obligee.

2. a Labour & Material Payment Bond in favour of the Obligee for
Fifty Percent of the contract price (50%)
with respect to the above mentioned project.

Provided, however, this consent shall be null and void unless an application for such bond(s) is delivered to the Surety by the Principal within thirty (30) days following the date the contract is awarded to the Principal or executed by the Principal, whichever is earlier.

SIGNED, SEALED AND DATED March 14, 2018

Travelers Insurance Company of Canada



Lisa Sier, Attorney-in-Fact

b.002

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 18, 2018

SUBJECT: WORK PROGRAM – CONSTRUCTION PHASE OF WATER TREATMENT PLANT

Background

As Council is aware the Village is entering into the final stage of the Water Treatment Plant project with the tendering of the contract being completed. The construction stage will require more supervision and consultation with the Engineers to ensure that the project is being constructed in accordance with the design and the building code requirements.

Discussion

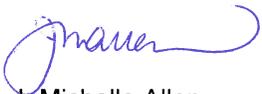
Attached is a Construction Services and Work Program memo from Urban Systems Ltd. (USL) outlining the various tasks that will be required and the associated budget. As outlined in the memo the budget is based on best estimates but a project of this size and complexity has a number of inherent unknown factors that could impact the construction schedule and ultimately the engineer's budget.

Administration is confident that the engineers will work closely with the Village's Administration and Public Works team and will keep their fees to a minimum. To date the project is under budget and there are sufficient funds in some areas to cover any cost overrun in this area excluding a major unforeseen obstacle.

Recommendation

Administration recommends that the Village approve the Water Treatment Plant Project Construction Services Work Program and total fee in the amount of \$398,000 as outlined in their memo dated April 17, 2018.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Attachment

April 17, 2018

File: 1093.0041.02

The Village of Ashcroft
P.O. Box 129
Ashcroft B.C. V0K 1A0

Attention: Michelle Allen, Chief Administrative Officer

RE: CONSTRUCTION SERVICES

1.0 BACKGROUND INFORMATION AND PROJECT UNDERSTANDING

The Village of Ashcroft (Village) was successful in receiving funding through the New Building Canada Fund – Small Communities Fund for a new water treatment plant (WTP). The proposed WTP will address two key aspects of water quality that currently do not meet the Guidelines for Canadian Drinking Water Quality:

1. Turbidity, and
2. Microbiological parameters including protozoa, bacteria and viruses.

Detailed design and tendering of the project was completed through fall of 2017 through to the spring of 2018. Bids were received for the project in April 2018 and the next phase of the project will be construction.

The scope of required supervision and contract administration as detailed below, is based upon our experience of what is typically required to provide construction services for these types of projects. We would like to suggest that the associated costs outlined in the work program are our best estimates of the level of effort required. For example, the construction inspection efforts have been estimated based on some assumptions on the contractor schedule and experience. If that schedule is shorter or longer the inspection needs may also shift. As the project proceeds, we will work with the Village to ensure we are being efficient in the need for supervision and we will bill Village on an as-needed basis.

2.0 WORK PROGRAM

Task 1 – Prepare Issued for Construction Drawings

The Issued for Tender drawings will be updated to reflect any changes resulting from questions during the tender period, as well as the five addenda. Issued for Construction Drawings will be prepared by Urban and our sub-consultants to provide a complete set for the Contractor.

Attention: Michelle Allen, Chief Administrative Officer
Date: April 17, 2018
File: 1093.0041.02
Subject: Detailed Design for Water Treatment Plant
Page: 2 of 6



Task 2 – Shop Drawing Review

Urban will coordinate with the Contractor for shop drawing submittals and review all process mechanical shop drawings. We will coordinate with our sub-consultants to ensure any electrical, structural and other shop drawings are reviewed.

Task 3 – Project Management and Contract Administration

Contract Administration for the WTP will be provided by the Urban Systems Contract Administer and will include the following items:

- Scheduling, attending and recording the pre-construction site meeting;
- Attendance at regular site meetings, as required;
- Direct technical queries to the appropriate design team member;
- Ensure co-ordination of owner pre-ordered equipment delivery;
- Schedule design specialist visits as necessary;
- Review and resolve disputes between the contractor and the Owner;
- Review and issue CCOs, COs, SIs, respond to RFIs and the like.
- Review progress reports from the on-site inspector; and
- Review monthly progress claims prior to submission to Owner.

Task 4 – Site Inspection

Part time site inspection will be completed throughout the construction period to review and document construction progress and provide quality assurance to the Village that the construction is completed generally in accordance with the construction drawings.

- Ensure conformance with design intent and specifications;
- Co-ordinate materials testing (concrete, soils);
- Instigate and prepare scope change notices as necessary (review and pass on to contract administrator);
- Monitor safety procedures and advise the Contractor of any issues;
- Take progress photos;
- Weekly (or as applicable) progress reports;

Attention: Michelle Allen, Chief Administrative Officer
Date: April 17, 2018
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- General Inspection of all the Work;
- Oversee leakage and pressure testing for piping installation;
- Take and distribute meeting notes at regular on-site meetings.
- Review progress with respect to Startup and commissioning, and review progress reports.

The Electrical, Structural, and Mechanical sub-consultants will also be required to complete in-person field reviews of the work.

It is anticipated that the construction period will start in mid May and last until spring of 2019. The goal will be to complete commissioning of the WTP before April 2019. As indicated above, the effort in this work plan can be adjusted based on the Contractor's submitted schedule, their experience and past work history. We have assumed a part time construction inspection schedule for the purposes of this work plan (an average of 6 days per month, not including sub-consultant inspections).

Most of the activities do not require full time supervision on the site, but rather periodic quality control checks. There are some tasks such as the installation of buried piping and works adjacent to the Thompson River that may require more oversight. The level of effort will be minimized where possible.

Task 5 – Commissioning and Programming

Commissioning for this project will likely be completed in one phase. Urban will review the Contractor's commissioning plan and coordinate with sub-consultants. The Contractor will coordinate with BC Hydro and the equipment vendors to schedule and complete the commissioning. There will also be operator training programs undertaken as part of the commissioning, to allow for existing operators to become familiar with the new plant. The main portion of this commissioning will cover the membrane filters and ancillary equipment.

This task also includes a significant portion of ICI Electrical's work for electrical programming and commissioning. Programming is often included in the overall Contractor's costs but in this case, we have included an allowance in this program, as it is typically cost effective for the Village to undertake this work directly, instead of allowing the Contractor to mark up a sub-contractor's fee. This will include:

- General system integration, programming and integration of the controls/set points;
- Integration of the PALL supplied equipment with the Village's control system;
- On-site configuration, programming and testing of system, PLC's equipment; and
- Staff training for system control operations during commissioning.

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Task 6 – Final Documentation & Project Wrap-up

After commissioning, Urban will work with the Contractor to wrap-up the project, including the following items:

- Collect information and review/prepare O&M manuals;
- Review & Issuance of Substantial Performance;
- Deficiency Walkthrough;
- Builder's Lien Holdback and Release; and
- Preparation of Record Drawings.

3.0 PROJECT TEAM

Our proposed project team includes the following members:

Project Manager and Senior Engineer	Peter Coxon, P.Eng.
Design Engineer	Travis Pahl, P.Eng.
Contract Administrator	Mark Hall, AScT
Process Designer	Jen Adair, AScT
Project Coordinator	Connie Blair
Architect	Richard Hunter Architects
Structural Engineer	CWMM Consulting Engineers
Geotechnical Engineer	Thurber Engineering
Electrical and HVAC Engineer	ICI Electrical Engineering

4.0 PROJECT SCHEDULE – DETAILED DESIGN

The various tasks of the predesign will be completed as per the following timing:

Task 1 – Prepare IFC Drawings	May 2018
Task 2 – Shop Drawing Review	May – September 2018
Task 3 – Contract Admin and Project Management	May 2018 – April 2019
Task 4 – Site Inspection	May 2018 – April 2019

Attention: Michelle Allen, Chief Administrative Officer
 Date: April 17, 2018
 File: 1093.0041.02
 Subject: Detailed Design for Water Treatment Plant
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Task 5 – Commissioning February – April 2019

Task 6 – Final Documentation and Project Wrap-up April – June 2019

5.0 FEE ESTIMATE

Based on the tasks outlined in the Section 2.0, the fee estimate to complete this work is outlined in Table 5.1. This fee estimate exceeds the sum of Tasks 8 and 9 (as per the attached Water Treatment Plant Budget, that we have been using to track the overall project costs) by \$58,000. However, the approved detailed design costs were \$107,500 below the detailed design/tendering budgets (Tasks 5 and 7). So overall, the combined activities of detailed design and construction services are under budget by \$ 49,500.

Table 5.1 – Fee Estimate

TASK		FEE
1	Issued for Construction Drawings	\$ 6,000
2	Shop Drawing Review	\$ 20,000
3	Contract Administration and Project Management	\$ 130,000
4	Site Inspection	\$ 145,000
5	Commissioning	\$ 70,000
6	Final Documentation & Project Wrap-up	\$ 27,000
TOTAL¹		\$ 398,000

¹ Please note the cost estimate above excludes taxes but includes all disbursements and travel costs.

6.0 NEXT STEPS

The next project phase that is identified in the overall program to follow construction, is the uni-directional flushing program. This intent of a flushing program is to clear the water system of particulate with clean water. The flushing program will include cleaning of reservoirs and systematically flushing pipes throughout the water system, to remove any build up of particulate in the water system. Flushing programs are typically conducted during spring and fall when water demands are low and freezing is not an issue.

A separate work program will be prepared for this phase of the project. The planning/design for the flushing program can begin at any time, to be implemented once the WTP is operational.

As noted in PALL's membrane RFP, post-construction support services contracts are available from PALL for a fee. We suggest that during this next phase of the project (but prior to start-up /commissioning) we

Attention: Michelle Allen, Chief Administrative Officer
Date: April 17, 2018
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review these together and decide how the Village would like to proceed (if at all) with any of these support service offerings.

We look forward to working with the Village on this project. Should you have any questions regarding this work program and the information contained within, please feel free to contact us.

Best Regards,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink that reads "Travis Pahl".

Travis Pahl, P.Eng.
Design Engineer

A handwritten signature in blue ink that reads "Peter Coxon".

Peter Coxon, P. Eng.
Project Manager and Engineer

/TP

Enclosure

U:\Projects_KAM\1093\0041\02\C-Correspondence\C1-Client\2018-04-05-WP-Const\2018-04-17 LET WTP WP - Construction.docx

Village of Ashcroft - Water Treatment Plant Budget

Original Budget: \$8,586,036 (As Per Approved Infrastructure Grant)

Activity	Budget
Tasks 1 - 4 (1 - Water Treatment Plant Concept Design; 2 - AIB/VOA Servicing Agreement; 3 - Predesign; and 4 - Piloting)	\$276,800.00
Task 5 - Detailed Design	\$580,000.00
Task 6 - WTP Construction	
6.1 PALL Group	\$827,562.00
6.2 Construction Contract	\$5,034,438.00
6.3 Construction Contingency	\$880,000.00
.1 Change Orders	
Task 7 - Tendering	\$20,000.00
Task 8 - Construction Services	\$240,000.00
Task 9- Record Drawings, Commissioning and Post Construction	\$100,000.00
Task 10 - UDF Flushing	\$75,000.00
Task 11 - Reporting	\$50,000.00
Taks 12 - Project Contingency	\$502,236.00

Total Budget \$8,586,036.00

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 818

Being a bylaw for the Corporation of the Village of Ashcroft to adopt the Five Year Financial Plan commencing the year 2018.

The Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "Five Year Financial Plan Bylaw No. 818, 2018."
2. Schedule "A" and Schedule "B" attached hereto and made part of this bylaw are hereby adopted and are the Five Year Financial Plan of the Village of Ashcroft commencing January 1st, 2018.

READ A FIRST TIME THIS DAY OF , 2018

READ A SECOND TIME THIS DAY OF , 2018

READ A THIRD TIME THIS DAY OF , 2018

RECONSIDERED AND ADOPTED THIS DAY OF , 2018

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No.818 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 818 - SCHEDULE "A"

FIVE YEAR FINANCIAL PLAN 2018 - 2022

	Year 1 2018	Year 2 2019	Year 3 2020	Year 4 2021	Year 5 2022
Revenues					
Property Taxes	1,219,593	1,250,083	1,281,335	1,313,368	1,346,202
Parcel Taxes	168,500	168,500	241,561	241,561	241,561
Fees and Charges					
Sales of Services	227,175	227,175	227,175	227,175	227,175
Other					
User Fees	673,010	758,562	855,406	855,406	855,406
Borrowing Proceeds - MFA	0	0	2,408,000	0	0
Other Revenue					
Interest	41,000	41,000	41,000	41,000	41,000
Grants/Other Gov'ts.	4,013,646	2,516,667	850,000	850,000	850,000
Other	72,750	73,250	73,250	73,250	73,250
Services to Other Gov'ts.	22,000	24,000	26,000	28,000	30,000
Transfers from Funds					
Reserve Funds	0	0	0	0	0
DCC	0	0	0	0	0
Transfer form Equity	296,146	296,146	296,146	296,146	296,146
Accumulated Surplus	1,938,605	833,333	0	0	0
Total Revenue	8,672,425	6,188,715	6,299,873	3,925,906	3,960,740
Expenses					
Debt Interest	6,000	6,000	81,160	81,160	81,160
Debt Principal	18,550	18,550	65,215	65,215	65,215
Capital Expenditure	5,380,322	2,744,104	240,561	237,314	234,122
Deficiency	0	0	0	0	0
Other Municipal Purposes	0	0	0	0	0
General Municipal	1,791,649	1,827,482	1,864,032	1,901,312	1,939,338
Fire Protection	137,015	139,755	140,000	140,000	140,000
Water	398,620	400,000	390,000	450,000	455,000
Sewer	370,962	375,000	380,000	380,000	380,000
Transfer to	0	0	0	0	0
Reserve Funds	273,161	381,679	292,497	374,759	369,759
Amortization Expense	296,146	296,146	296,146	296,146	296,146
Accumulated Surplus	0	0	2,550,262	0	0
Total Expenses	8,672,425	6,188,716	6,299,873	3,925,906	3,960,740

**Village of Ashcroft
2018-2022 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 818**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Ashcroft (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- Over the next five years, the Village of Ashcroft will balance the proportion of revenue that is received from user fees and charges with the projected funds operations require.

Policies

- The Village will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Sources	% of Total Revenue	Dollar Value
Property Taxes	14%	\$ 1,219,593
Parcel Taxes	2%	\$ 168,500
Sales of Service	10%	\$ 900,185
Grants/Transfers	72%	\$ 6,270,397
Borrowing Proceeds	0%	\$ -
Other Sources	1%	\$ 113,750
Total	100%	\$ 8,672,425

* contains 17.65% (\$176,744) Capital Replacement Reserve funds

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- Maintain the property tax rate as low as possible while still providing for future needs.

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community. New investment from these areas will help offset tax increases while providing more revenue for the Village.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village of Ashcroft's tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	61%	\$ 743,283
Utilities (2)	10%	\$ 126,354
Light Industrial (5)	0%	\$ 3,232
Business and Other (6)*	27%	\$ 329,892
Recreation/Non-profit (8)	0%	\$ 633
Farmland (9)	1%	\$ 16,199
Total	100%	\$ 1,219,593

Permissive Tax Exemptions

- The Annual Municipal Report for 2017 contains a list of permissive exemptions granted for the taxation year and the amount of revenue foregone. The list demonstrates the policy of council that permissive exemptions are granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions and some recreational facilities and service organizations.

Objective

- To ensure permissive tax exemptions are utilized to maximize the benefit to the municipality and citizens.

Policy

- To maintain permissive exemptions for religious institutions, recreational facilities, and service organizations.

Capital Asset Reserve

- In 2011 the Village recognized the need to accumulate funds to pay for future replacement of infrastructure. Accordingly a separate tax was established and funds collected are accounted for separately from general municipal taxes.

Objective

- To establish a reserve to fund future infrastructure replacement.

Policy

- To supplement revenues from government grants wherever possible to lessen the amount of funds utilized from the reserve fund.
- To seek out projects which will reduce the operating costs of the Village enabling them to repay funds back into the reserve over time.

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 819

Being a bylaw for the levying of rates for municipal, hospital, and regional district purposes for the year 2018.

The Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2018:
 - a. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general and municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b. For capital asset reserve purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of the schedule attached hereto and forming a part hereof.
 - c. For hospital purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in column "C" of the schedule attached hereto and forming a part hereof.
 - d. For Thompson-Nicola Regional District purposes on the assessed value of land and improvements for hospital district purposes, rates appearing in column "E" of the schedule attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be one dollar (\$1.00).
3. This bylaw may be cited as "Tax Rates Bylaw No. 819, 2018".

READ A FIRST TIME THIS DAY OF , 2018

READ A SECOND TIME THIS DAY OF , 2018

READ A THIRD TIME THIS DAY OF , 2018

RECONSIDERED AND ADOPTED THIS DAY OF , 2018

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of Bylaw No. 819 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

J. Michelle Allen, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 819

SCHEDULE A - TAX RATES 2018

Property Class	Tax Rates (dollars of tax per \$1000 taxable value)					
	A General Municipal	B Capital Reserve	C Regional Hospital District	D Improvement District	E Regional District	F Specified Area
1. Residential	4.295247	0.758111	0.475269		1.116915	0
2. Utility	31.730506	5.600434	1.663441		3.909203	0
2. Utility (Tax Limit Area)	4.776359	0.843027	1.663441		3.909203	0
5. Light Industry	18.931771	3.341458	1.615914		3.797512	0
6. Business	15.990144	2.822260	1.164409		2.736442	0
8. Rec/Non Profit	8.693457	1.534395	0.475269		1.116915	0
9. Farm	9.404408	1.659878	0.475269		1.116915	0

**INFORMATION CORRESPONDENCE
FOR THE APRIL 23, 2018 COUNCIL MEETING**

Village of Clinton

- Village of Clinton hosting the screening of: The Era of Megafires, April 24, 2018

Senator Nancy Greene Raine

- National Health & Fitness Day

Robyn Johansen, Co-op Student, University of Victoria

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

- Long-term Food Security Initiatives Information Packages

NDIT

- 2018 Economic Development Capacity Building Project No. 5406 20
- 2017 Economic Development Capacity Building Project No. 4982 20

Interior Savings

- Members to receive \$1.4 Million in Rewards

FCM

- Municipal Guide to Cannabis Legalization – A roadmap for Canadian local government

Municipal World

- April 2018 Edition

/kw

MEMO TO: Michelle, Chief Administrative Officer
MEMO FROM: Yoginder Bhalla, Chief Financial Officer
DATE: April 10, 2018
SUBJECT: COLLECTION OF UTILITY BILLINGS

Background

The Village of Ashcroft issues utility billings in January of each year. There is a 10% discount permitted if the account is paid in full on or before March 31st. This year the deadline was extended to April 3rd due to stat holidays.

Discussion

The April 3rd deadline has passed and the summary of payments is outlined below:

2018 Invoices Issued	\$933,499.00
Balance outstanding @ April 5	\$171,975.20
% Outstanding	18.42%

This is one the higher end of our normal range. This is driven by a couple of business invoices which were not paid by the discount deadline. Excluding those, our collections were well within the normal collection range. By offering a discount, we encourage residents to pay the invoices earlier and provide cash flow to carry us to July when tax inflows start coming in

Recommendation

This is provided for your information.

Respectfully submitted,



Yoginder Bhalla
Chief Financial Officer

/ysb