



# Peace River Regional District MEETING REPORT

**To:** Chair and Directors

Date: February 10, 2017

**From:** Chris Cvik, CAO

**Subject:** Sub-Regional Building Inspection

## RECOMMENDATION:

1. That subject to the signature ALL of the signatories to the agreement, the Board enter into a five-year agreement for the provision of Building Inspection Services. **[All Directors - Corporate Weighted]**
2. That the Board Chair and CAO be authorized to sign the attached agreement on behalf of the regional district.

## BACKGROUND/RATIONALE:

The following motion was passed at the January 12, 2017, Board Meeting.

R-12  
December 20, 2016 – Chris  
Cvik, Chief Administrative  
Officer

### SUB-REGIONAL BUILDING INSPECTION

RD/17/01/30  
MOVED Director McPherson, SECONDED Director Johansson,  
That Resolution No. 16/11/26 from the November 10, 2016 Regional Board meeting which states:  
*"That the Building Inspection function remain as is and a sub-regional Building  
Inspection service not be pursued at this time."*

be replaced with the following:

*"That a draft resolution for sub-regional building inspection service be prepared for the Board's  
consideration at a future meeting."*

CARRIED.

RD/17/01/31  
MOVED Director Rose, SECONDED Director Hiebert,  
That any financial model for a sub-regional building inspection service will not add additional cost over required  
budgeted amounts for the electoral areas.

CARRIED.

RD/17/01/32  
MOVED Director Rose, SECONDED Director Hiebert,  
That a draft communication plan for the Sub-Regional Building Inspection Service be prepared.

CARRIED.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 3

February 23, 2017

**DISCUSSION:**

The PRRD currently has Building Bylaw 653, 1989, which is the service establishment bylaw. All four electoral areas participate under the bylaw. The PRRD currently has one full-time Level I Building Inspector paid for by the four rural areas. There is also a Level I Building Inspector who has been on medical leave since January 2015 with no confirmed return to work date.

All of the municipalities with the exception of Fort St. John who is not interested in participating at this time have agreed in principal to enter into a five-year agreement to hire a Level III Building Inspector who would be based out of the PRRD Office in Dawson Creek. The new position would be cost shared between the municipalities based on a formula that uses population and assessment.

As stated in prior reports on this subject, the reason that we are looking to create this new position is that qualifications for Building Inspectors are in the process of changing. A new Building Act goes into effect in February 2017. At that time, a Building Inspector will have six months to become a member of the Building Officials' Association of BC (BOABC) and three and one-half (3.5) years to become certified for the level of work they are performing (either Level I, II, or III). There has been no confirmation on whether this timeline will be changed.

Municipalities in the regional district are finding it increasingly difficult to attract and retain qualified Building Inspectors. The new changes to the Act will make it difficult to have a higher level qualified employee on staff at all times when they would not be utilized full-time. Contracting for these services is an option, but it is getting more difficult and expensive to find qualified Building Inspectors and requires a large amount of time to administer these contract services.

**OPTIONS:**

1. That subject to the signature of ALL of the signatories to the agreement, the Board enter into a five-year agreement for the provision of Building Inspection Services, and
2. That the Board Chair and CAO to sign on behalf of the regional district, or
3. That the Regional District Board not agree to enter into an agreement on sub-regional building inspection and provides further direction to Administration.

**STRATEGIC PLAN RELEVANCE:**Development Services Strategic Objective #4

1.4.1 Establish agreements with municipalities to implement shared services to provide required services in a cost effective manner.

**FINANCIAL CONSIDERATION(S):**

The rural directors would contribute \$5,000 towards the estimated \$150,000 annual costs of a Level III Building Inspector with the remaining \$145,000 being paid by the municipal partners. This is consistent with the Board resolution that any financial model for a sub-regional building inspection service not add additional cost over current budgeted amount for the electoral areas. As the Board may recall, the current budget for building inspection includes \$5,000 for contract building inspection costs to cover when the building inspector is on holidays, away sick or at training. The \$5,000 amount for contract inspection costs would be allocated towards the \$150,000 annual cost of the new position.

**COMMUNICATIONS:**

Draft communication plan is attached. The estimated cost for the communication plan is \$2,000.

**OTHER CONSIDERATION(S): N/A**

## Sub-Regional Building Inspection Communications Plan

**GOAL- Inform the public that The Peace River Regional District will be providing Sub Regional building inspection to The City of Dawson Creek, Village of Pouce Coupe, and the Districts of Hudson's Hope, Tumbler Ridge, Chetwynd and Taylor.**

**Audience:** The Region

**Primary Message:** The PRRD will enter into a five-year agreement to hire a Level III Building Inspector who would be based out of the PRRD Office in Dawson Creek. The Level III Building Inspector will provide Building Inspection Service on a shared model to the participating member municipalities. The new position will be cost shared between the municipalities based on a formula that uses population and assessment.

### **1. Options were developed through consultation with communities in the region.**

Administration met with all regional district communities in 2016 to discuss concept of sub regional inspection services. All of the municipalities with the exception of Fort St. John were interested in participating at this time.

### **2. Elements of the agreement**

The PRRD will enter into a five-year agreement to provide Level III Building Inspection service to the City of Dawson Creek, Village of Pouce Coupe, and the Districts of Hudson's Hope, Tumbler Ridge, Chetwynd and Taylor. The new position would be cost shared between the municipalities based on a formula that uses population and assessment.

The electoral areas will contribute \$5,000 towards the estimated \$150,000 annual cost of a Level III Building Inspector with the remaining \$145,000 being paid by the municipal partners. The \$5,000 contribution from the electoral areas will come from reallocation of funds and is not additional budget. This is consistent with the Board resolution that any financial model for a sub-regional building inspection service not add additional cost over current budgeted amount for the electoral areas.

### **3. Rational**

The reason to create this new position is that required qualifications for Building Inspectors are in the process of changing. A new Building Act goes into effect in February 2017. At that time, a Building Inspector will have six months to become a member of the Building Officials' Association of BC (BOABC) and three and one-half (3.5) years to become certified for the level of work they are performing (either Level I, II, or III). There has been no confirmation on whether this timeline will be changed.

Municipalities in the regional district are finding it increasingly difficult to attract and retain qualified Building Inspectors. The new changes will make it difficult to have a higher level qualified employee on staff at all times when they would not be utilized full-time. Contracting for these services is an option, but it is getting more difficult and expensive to find qualified Building Inspectors and requires a large amount of time to administer these contract services.

### **4. Link to strategic plan**

#### Development Services Strategic Objective #4

1.4.1 Establish agreements with municipalities to implement shared services to provide required services in a cost effective manner.

## Sub-Regional Building Inspection Communications Plan

**5. Other messages**

- Thank municipalities for their participation in developing agreement.
- Similar shared service delivery models are in place in several RD's across the Province; RDNO, TNRD, BNRD, FFGRD.
- Quote from the Chair- "This agreement is a win/ win for those all involved, effective cost sharing of a regional resource that meets the requirement of the new building act." Chair Brad Sperling went on to say, "This initiative links to the PRRDs Strategic plan goal to establish agreements with municipalities to implement shared services to provide required services in a cost effective manner."
- Actual motion once adopted.

**MEDIA PLAN**

Activity	Medium	Inputs	Time Frame	Cost	Outcomes
Inform public using Peace River Regional District Mediums- Webpage, board newsletter & Facebook  Inform public through participating municipalities websites and social media	Press release- PRRD PRRD News Feed PRRD Facebook Participating municipalities Post on community Facebook pages Board newsletter AHN/Mirror Board highlights	Fran		No cost	Information on PRRD Communication Mediums PR posted in the news on PRRD website  #of posts on PRRD Facebook  # of posts on community Facebook and webpages
Inform public through local media	Coffee Talk Express Tumbler Ridge News Mirror AHN Taylor Times Energeticcity.ca- 600 web views	Fran		To Be Finalized	Info disseminated through local media.

## Sub- Regional Building Inspection

On February XXX, 2017 the Peace River Regional District (PRRD) Board decided to enter into a five-year agreement to provide Building Inspection Services for the City of Dawson Creek, Village of Pouce Coupe, District of Hudson's Hope, District of Taylor, District of Chetwynd and the District of Tumbler Ridge.

The five-year agreement will result in the regional district recruiting a qualified Level III Building Inspector that will act as a shared resource for the participating members. The PRRD will reallocate \$5,000, from current budgeted amounts towards the position and the remaining costs will be paid by the participating member municipalities based on a formula that takes into account assessment and population.

Qualifications for Building Inspectors in the Province of British Columbia are changing due to a new Building Act coming into effect. Under the new Act, a Building Inspector will have six months to become a member of the Building Officials' Association of BC (BOABC) and three and one-half (3.5) years to become certified for the level of work they are performing (either Level I, II, or III).

Municipalities in the regional district are finding it increasingly difficult to attract and retain qualified Building Inspectors and changes to the Act will make this even more difficult. Sharing a qualified resource between participating municipalities will result better utilization of the skill across all participating municipalities. Contracting for these services was considered, but was rejected due to the difficulty and expense of administering for the contracted service.

"This agreement is a win/ win for all those involved, effective cost sharing of a regional resource that meets the requirement of the new building act." Chair Brad Sperling went on to say, "This initiative links to the PRRDs Strategic plan goal to establish agreements with municipalities to implement shared services to provide required services in a cost effective manner."

For more information on the sub regional building inspection service please call 250-784-3200.

THIS AGREEMENT, made in duplicate and dated for reference the \_\_\_\_ day of \_\_\_\_ 2017, is

BETWEEN

**The PEACE RIVER REGIONAL DISTRICT**, a regional district under the *Local Government Act*, and incorporated pursuant to the laws of the Province of British Columbia with an office located at 1981 Alaska Avenue, Box 810, Dawson Creek, BC, V1G-4H8  
(hereinafter referred to as “PRRD”)

and

**District of Chetwynd  
Box 357, Chetwynd, BC V0C 1J0**

and

**City of Dawson Creek  
Box 150, Dawson Creek, BC V1G 4G4**

and

**District of Hudson’s Hope  
Box 330, Hudson’s Hope, BC V0C 1V0**

and

**Village of Pouce Coupe  
Box 190, Pouce Coupe, BC V0C 2C0**

and

**District of Taylor  
Box 3000, Taylor, BC V0C 2K0**

and

**District of Tumbler Ridge  
Box 100, Tumbler Ridge, BC V0C 2W0**

(hereinafter referred to collectively as “the Signatories”)

February 23, 2017

**WHEREAS:**

- A. The PRRD may enter into agreements with a public authority respecting activities, works or services, including agreements to undertake, provide and operate activities, works and services and;
- B. The Signatories are desirous of, and have consented to, having the PRRD provide building and plumbing Inspection Services (“the Inspection Services”) across the entire Peace River Regional District including within municipal boundaries,

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises and the mutual covenants hereinafter contained and in consideration of the payment of \$5 by each of the signatories to the PRRD, receipt of which the PRRD acknowledges, the parties hereto agree as follows:

**Definitions**

In this agreement, the following terms have the following meanings:

“**Building Bylaw**” means a bylaw or bylaws adopted by any Signatory to the agreement to regulate building and plumbing within their jurisdiction and as may be amended from time to time.

“**Building Code**” means the *British Columbia Building Code* established pursuant to the Building Regulations of British Columbia, B.C. Regulations 351/92, as amended or re-enacted from time to time, and includes the British Columbia Plumbing Code.

“**Building Inspector**” means a Level 3 Registered Building Official pursuant to *the Building Officials Association Act*.

“**PRRD**” means Peace River Regional District.

**Term**

1. This Agreement shall commence on the \_\_\_\_ day of \_\_\_\_, 2017 for a five year term ending January 31, 2021. The agreement may be renewed for up to three additional five year terms.

**Review**

2. The funding model and service cost will be reviewed annually by the PRRD with the Signatories. Requests to opt-in to the service will be considered only at the annual review.

**Termination**

3. This agreement shall continue in force until it is terminated by any party. Notice of termination must be provided by written notice of the intention to terminate and is to be received by the PRRD no later than eighteen (18) months’ before the end of the term. Notice of Termination may be served by any party to the agreement by registered letter, to the address indicated at the beginning of this Agreement. Any such notice will be

February 23, 2017



deemed to have been delivered on the second business day following that on which it was mailed.

### Intent

4. This agreement shall set out the manner and the terms by which the sub-regional building inspection service shall operate. The PRRD will be the employer of the Building Inspector, and as such, shall direct, manage, and evaluate his work performance. The Building Inspector shall provide Inspection Services in accordance with the applicable Building Bylaw(s) in each jurisdiction services, and always in conformance with the Building Code. The Building Inspector shall not be responsible to ensure compliance with zoning bylaws, sign bylaws, development permit area regulations, or other associated regulations specific to each municipality. The Signatories agree that the Building Inspector shall provide the Inspection Services in their respective jurisdictions.
  
5. **“Inspection Services”** means and includes only the following:
  - a. Working with other local government staff to administer and implement the requirements of Building Bylaw;
  - b. Reviewing plans and applications for construction, repair and alteration of buildings and plumbing for conformance with the applicable Building Bylaw, and the Building Code;
  - c. Issuing permits pursuant to applicable Building Bylaw and other applicable regulations;
  - d. Inspecting permitted construction for compliance with applicable regulations, and preparing written inspection reports pursuant to Building Bylaw for submission to the applicable municipality;
  - e. Advising owners and contractors of required corrections or changes, and inspecting to confirm corrections have been made;
  - f. Issuance of stop work orders pursuant to applicable Building Bylaw;
  - g. Calculating building permit fees pursuant to applicable Building Bylaw;
  - h. Answering inquiries related to Building Bylaw matters, and Building Code compliance;
  - i. Receiving complaints and coordinating investigations of bylaw infractions related to building Inspection Services. Following municipal procedures and processes to ensure conformance to Building Bylaw. For clarity, the Building Inspector does not act as a bylaw enforcement officer for any bylaw other than the Building Bylaw.
  - j. Enforcing relevant provisions of the Building Code. May request inspections by the Health Inspector, Electrical Inspector, Gas Inspector, or Fire Commissioner, when deemed necessary.
  - k. Recommending action to be taken in cases of violations.

- l. Working with Bylaw Enforcement Officers as required, to investigate, report and enforce Building Bylaw contraventions.
- m. Assisting Fire Departments on plan reviews and site inspections.
- n. Submitting application review documentation, inspection reports and investigation reports.
- o. Ensuring that documentation as required by Building Bylaw is obtained.
- p. Submitting monthly activity reports and other reports when requested, including appearing before local government Council if necessary.
- q. Assisting with the preparation of annual operating budgets for the building inspection function if requested.

For clarity, Inspection Services do not include:

- r. Collecting fees;
  - s. Establishing and managing building permit files;
  - t. Issuing fines;
  - u. Reviewing applications for compliance with any municipal bylaws or regulations other than the Building Bylaw and the Building Code.
6. When requested by a Signatory, the PRRD agrees to dispatch the Building Inspector to provide the Inspection Services during normal workday hours, subject to maintaining previously scheduled commitments, but not unreasonably being withheld. The parties agree that the scheduling of the availability of the Building Inspector to provide the Inspection Services shall be mutually agreed upon by the parties following the signing of the agreement, and may be amended from time to time to accommodate special projects, workload adjustments, vacation coverage, and other factors which arise during the term of the contract. At all times the parties shall endeavor to cooperate fully in establishing and maintaining a reasonable schedule for the benefit of the public, the PRRD, and the Signatories to this agreement.
7. The PRRD and all Signatories agree that this agreement was drafted in good faith to govern the terms of the provision of Inspection Services by the PRRD to each Signatory; furthermore, the parties agree that issues may arise during the initial term of the agreement not contemplated by the parties nor addressed in this agreement. In such an instance, the parties agree to communicate and cooperate to attempt to resolve any such issues to the satisfaction of all parties. The PRRD and the Signatories reserve the right to propose modifications to the agreement during this initial term. Any proposed modification to the agreement must be made in writing, and circulated to all parties for a minimum of thirty days. Any modification to the agreement must be made in writing and signed by authorized representatives of all parties to the agreement.

**Service Costs**

8. The 2017 annual estimated cost for the service is \$150,000. Each municipality shall pay its proportionate share of the cost calculated using the calculation based on half of the cost (72,500 in 2017) apportioned based on provincial population figures from the previous year and half the costs apportioned according to the completed current year converted assessment values as of January 1<sup>st</sup>, as agreed upon by the parties and illustrated in the service cost calculation table shown in Appendix A. The service costs will be pro-rated if the service does not function for a full twelve months in 2017.
9. The service will also be funded by re-allocation of \$5,000 from the Electoral Area budgets currently targeted for contracted building Inspection Services.
10. The PRRD reserves the right to offer the Inspection Services to public authorities not named in this agreement, subject to an applicable hourly fee to be determined by the PRRD and invoiced upon provision of service. Any public authority who wishes to opt in to the service after the commencement of the service must indicate its intent in writing; such request only to be considered at the time of the annual review specified in Section 2 above. The cost to any new signatory to join the service shall be calculated in the same manner and using the same formula outlined in Appendix A attached hereto, and all other Signatories' costs shall be adjusted accordingly.
11. The PRRD shall deliver an annual invoice to each Signatory no later than the last day in February for the amount payable as per the cost allocation formula agreed upon by the parties and illustrated in Appendix A – Service Cost Calculation. The annual invoice shall be due and payable no later than August 31<sup>st</sup> annually.

**Insurance**

12. The PRRD and all of the Signatories are and will continue to be members of the Municipal Insurance Association of British Columbia (MIA BC). Each party to this agreement will provide at least 6 months' notice if membership in MIA BC will change. Upon such notice, either party may request review of the terms of contract.
13. The PRRD shall be added as an additional insured to each of the Signatories respective liability insurance policies for the purposes of building inspection. Confirmation shall be provided in writing with a copy from the insurance provider.
14. The PRRD shall indemnify and hold harmless the Signatories from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the Inspection Services under this Agreement but in any case excluding any claims, actions, causes of action, demands, or suits that arise from the gross negligence or willful default of the Signatories or its employees, servants, agents, volunteers and contractors.
15. The Signatories shall indemnify and hold harmless the PRRD from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the Inspection Services under this agreement, but in any case excluding any claims, actions, causes of action,

- demands, or suits that arise from the gross negligence or willful default of the Regional District or its employees, servants, agents, volunteers and contractors.
16. Each party agrees to procure and maintain in force at its own cost during the entire term of this Agreement, a comprehensive general liability policy, policies and/or program.
  17. The PRRD agrees to procure and maintain, as part of the service cost, during the entire term of this Agreement, automobile insurance on owned and/or leased vehicles as required by the laws of British Columbia, and as required under any motor vehicle lease agreement.
  18. The PRRD agrees to procure and maintain, as part of the service cost, during the entire term of this Agreement, workers' compensation coverage for all employees and volunteers employed by the PRRD to provide Inspection Services.
  19. The Signatories agree that they shall reimburse the PRRD for any deductible amount that the PRRD is obliged to pay in relation to a claim arising from services provided according to this contract in their respective municipality.
  20. The applicable Signatory shall reimburse the PRRD for any damages award or portion thereof that actually results from a claim and that is not covered by the PRRD's errors and omissions insurance.
  21. The applicable Signatory shall reimburse the PRRD for any staff costs actually incurred by the PRRD in dealing with a claim arising from the provision of the Inspection Services provided within the jurisdiction of its municipality, unless the claim, action, cause of action, demand, or suit arises from the gross negligence or willful default of the Regional District or its employees, servants, agents, volunteers and contractors. The PRRD shall provide reasonable proof of such costs upon request.

#### **Freedom of Information and Protection of Privacy**

22. The PRRD and the Signatories acknowledge and agree that the printed, electronic and other records produced and maintained by the Building Inspector for the purpose of or in connection with the provision of Inspection Services are submitted to the Signatories for their records and as such, are under the custody and control of the Signatory and governed by the *Freedom of Information and Protection of Privacy Act* (B.C.) ("FOIPPA"). The parties agree to meet all statutory requirements and obligations under FOIPPA. The Signatories shall process any requests under FOIPPA in a timely fashion and copy the PRRD on any such response in relation to requests which affect or involve the Inspection Services.

**Dispute Resolution**

23. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by any party, first written notice may be provided by any party to the other party (ies) describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:
- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
  - b. if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, then either party may serve a second written notice upon the other party that the matter is to be referred to binding arbitration; and
  - c. a single arbitrator shall be appointed by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Commercial Arbitration Act* to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

**General**

24. Time shall be of the essence in this agreement.
25. This agreement shall not be assigned by any party hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.
26. This Agreement enures to the benefit of and is binding upon the parties, their respective heirs, executors, administrators, trustees, receivers, successors and permitted assigns.
27. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
28. The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope of meaning of this Agreement or any provision of it.
29. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine of the body corporate or politic as the context so requires.
30. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity

31. If any term of this agreement is held to be invalid or illegal or unenforceable by a court having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this agreement, and the rest of this agreement remains in force unaffected by that holding or by the severance of that term.
32. This agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this agreement shall negate or fetter the legal authority of either party.
33. Any reference in this Agreement to an enactment, statute, regulation or order of Province, or the Government of Canada, means such enactment, statute, regulation or order as same may be amended, replaced or reenacted from time to time
34. This agreement is the entire agreement between the parties regarding its subject, and terminates and supersedes all other representations, warranties, promises and agreements both written and oral regarding its subject. This Agreement may not be modified except by an agreement in writing signed by both parties.

**APPENDIX A – SERVICE COST CALCULATION**

2017 Cost Information and Calculation

Just By Assessment			Population		Assessment		12 Month		9 Month	
145,000	Converted	Charge	Population	Half Budget	Population	Half Budget	TOTAL	Assessment & Population	TOTAL	Assessment & Population
	Assessment			72,500		72,500	Total		Total	
Tumbler Ridge	86,053,960	\$25,136	2,647 13%	9,351	12,568	17%	21,919 15%	16,439 15%		
Dawson Creek	253,588,120	\$74,073	11,944 58%	42,194	37,037	51%	79,230 55%	59,423 55%		
Hudson's Hope	38,510,683	\$11,249	1,033 5%	3,649	5,625	8%	9,274 6%	6,955 6%		
Taylor	43,289,497	\$12,645	1,500 7%	5,299	6,322	9%	11,621 8%	8,716 8%		
Pouce Coupe	10,906,068	\$3,186	713 3%	2,519	1,593	2%	4,112 3%	3,084 3%		
Chetwynd	64,055,122	\$18,711	2,686 13%	9,489	9,355	13%	18,844 13%	14,133 13%		
<b>Total</b>	<b>496,403,450</b>	<b>\$145,000</b>	<b>20,523 100%</b>	<b>72,500</b>	<b>72,500</b>	<b>100%</b>	<b>145,000 100%</b>	<b>108,750 100%</b>		

IN WITNESS WHEREOF the parties have caused its Corporate Seal to be affixed in the presence of its duly authorized officers as of the dates set out below:

The \_\_\_\_ day of \_\_\_\_\_ 2017,

The Corporate Seal of the PEACE RIVER REGIONAL DISTRICT has been affixed to this document in the presence of:

_____	)	
	)	
Bradley Sperling, Chair	)	c/s
	)	
_____	)	
Chris Cvik, Chief Administrative Officer	)	

The \_\_\_\_ day of \_\_\_\_\_ 2017,

The Corporate Seal of the DISTRICT OF CHETWYND has been affixed to this document in the presence of:

_____	)	
	)	
Merlin Nichols, Mayor	)	c/s
	)	
_____	)	
Carol Newson, Corporate Officer	)	

The \_\_\_\_ day of \_\_\_\_\_ 2017

The Corporate Seal of the DISTRICT OF TAYLOR has been affixed to this document in the presence of:

_____	)	
	)	
Rob Fraser, Mayor	)	c/s
	)	
_____	)	
Tyla Pennel, Corporate Officer	)	
	)	



