



## **NOTICE OF A SPECIAL MEETING**

**AGENDA** for the Special Meeting to be held on Friday, June 17, 2022 electronically and in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

### **CALLED TO ORDER AT 12:00 PM**

*We would like to begin by acknowledging the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.*

- 1. ADOPTION OF AGENDA**
- 2. PUBLIC COMMENT AND QUESTIONS**

*Please note that all comments and questions must pertain to items listed on the agenda.*

*Are there any members of the public in attendance this evening who wish to comment on the agenda?*

*Administration are there any members of the public attending through Zoom or Phone that wish to comment on the agenda?*

**3. ADMINISTRATION REPORTS**

- a) Paving Contract Award 3 - 6  
*THAT Council awards, by single source, the paving contract to Dynastar Blacktop in the amount of \$127,070 plus GST;*

*AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.*

**4. UNFINISHED BUSINESS**

**5. NEW BUSINESS**

**6. NOTICE OF MOTION**

**7. INQUIRIES**

- In-person
- Online (Zoom)/phone
- Written comments received

**8. ADJOURNMENT**

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Operations

**Date:** June 15, 2022

**Subject:** Paving Contract Award

---

**RECOMMENDATION:**

THAT Council awards, by single source, the paving contract to Dynastar Blacktop in the amount of \$127,070 plus GST;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

**BACKGROUND:**

Annually the District allocates capital reserve funding towards paving streets and sidewalks throughout the community. Staff have conducted a site review and are recommending the following priority paving projects be completed in 2022:

**Court House Parking Lot:** area = 530 sq. ft.

- to sawcut
- to remove existing failed asphalt
- to grade and compact
- to pave with 3 inches depth of hotmix asphalt

**Mackenzie Mall - South Entrance:** area = 1,200 sq. ft.

- to sawcut
- to remove existing failed asphalt
- to excavate and haul waste material from the site
- to install filter cloth
- to supply and place 9 inches depth of sub-base gravel
- to supply and place 3 inches depth of crushed base gravel
- to supply and place 3 inches depth of hotmix asphalt

**Mackenzie Mall – East Entrance:** area = 665 sq. ft.

- to sawcut
- to remove existing failed asphalt
- to grade and compact
- to pave with 3 inches depth of hotmix asphalt

**Mill Road Intersection (referred to as pothole):** area = 420 sq. ft.

- to sawcut
- to remove failed asphalt
- to grade and compact
- to pave with 4 inches depth of hotmix asphalt placed in 2 - two-inch layers

**FFI Road - East Fraser:** area = 368 sq. ft.

- to sawcut
- to remove failed asphalt
- to pave with 4 inches depth of hotmix asphalt placed in 2 - two-inch layers

**Dip on FFI Road:** area = 509 sq. ft.

- to grind perimeter of dip
- to apply tack glue
- to pave with asphalt hotmix in several two-inch layers as depth of dip varies
- to patch with hotmix asphalt areas on north end of dip area where previously laid asphalt is peeling off the joint

**Mill Road and Coquiwaldie (heavy truck turning):** area = 2,795 sq. ft.

- to sawcut
- to remove failed asphalt
- to install filter cloth and geo-grid
- to supply and place 8 inches depth of sub-base gravel
- to supply and place 3 inches depth of crushed base gravel
- to supply and place 4 inches depth of hotmix asphalt placed in 2 - two-inch layers

### **Pickleball/Tennis Court Paving**

In addition, staff had to cut the asphalt at our tennis court in order to replace the posts as they had fallen in disrepair and eliminate any ponding due to low spot. There are six holes of various sizes.

**Tennis Court:** area = 274 sq. ft. - (6 holes of various sizes)

- to supply and place crushed base gravel as required
- to pave with 3 inches depth of hotmix asphalt

**DYNASTAR BLACKTOP:**

Dynastar Blacktop is based in Fort St. John and has been serving the Peace Region since 2001. They have experience working on commercial, municipal, and residential paving projects. If awarded the paving work, the company is available to commence the work within one week or less of notice.

**PROCUREMENT POLICY:**

The District's Purchasing Policy 3.1 defines Single Source as the procurement of goods and services from one supplier despite there being competitors in the market. For purchases of goods and services for more than \$10,000, Single Source Purchases must be approved by the Chief Administrative Officer, and contract signing authority must be granted by Council.

In this case, Single Source has been selected as staff have reached out to other regional paving companies for quotes, but others were not available. Dynastar Blacktop has already conducted a site visit to Mackenzie and, if approved, is able to proceed with the project right away.

In particular, the tennis court project is time sensitive as the pickleball court surface treatment will need to be applied in good weather. This will allow us to finalize this summer and report on the grant application that is funding a portion of the project.

**BUDGETARY IMPACT:**

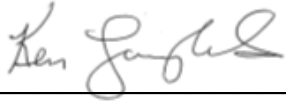
\$121,995.52 will be allocated from the Gas Tax Reserve Fund and \$5,074.48 will be allocated from the Recreation Services Operational Budget.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

Respectfully Submitted,



---

Ken Gawryluk  
Interim Director of Operations



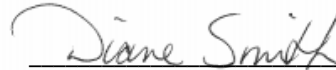
---

Terry Gilmer  
Director of Recreation Services



---

Kerri Borne  
Chief Financial Officer



---

Approved for Submission to Council