

**TOWNSHIP OF WEST LINCOLN  
PUBLIC WORKS/RECREATION/ARENA  
COMMITTEE AGENDA**

**MEETING NO. FOUR HELD: \*\*TUESDAY\*\***, May 20, 2014 Township Administration Building, 318 Canborough Street, Smithville - Immediately following the Administration/Finance/Fire Committee Meeting

1. **CHAIR:** Councillor Luciano DiLeonardo
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS:**  
**NOTE: Procedural By-law Section 6.5(c) - Scheduled Appointments and/or Presentations**  
(c) Each scheduled appointment or presentation shall be allocated a **maximum of ten minutes**, exclusive of the time required to answer questions from Members of Council (some exceptions apply)
5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**  
**NOTE: Section 10.14(5) – General Rules** - One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five minutes** to address their issue. A response may not be provided and the matter may be referred to staff.

The Chair to inquire if there are any members of the public present who wish to address any items on the Planning/Building/Environmental Committee agenda.

6. **CONSENT AGENDA ITEMS:**
7. **COMMUNICATIONS:**

- (a) **ITEM PW23-14**  
Mr. Mike Firmin, Chairman – Poultry Fest Niagara  
Re: Fourteenth Annual Poultry Fest Niagara – June 28, 2014

**Page 1-2**

**RECOMMENDATION:**

- (1) That, the correspondence dated April 8, 2014 from Mr. Mike Firmin, Chairman, Poultry Fest Niagara, regarding the 2014 Poultry Fest Niagara Event, be received; and

- (2) That, Poultry Fest Niagara complete the appropriate application for a Special Event; and
- (3) That, the Centennial Parkette at the corner of Station Street and West Street be used for the promotion of Poultry Fest prior to the event and for an exhibit area during Poultry Fest; and
- (4) That, the opening of the north end of Brock St be opened to shuttle traffic for the day of the festival, and,
- (5) That, the Council of the Corporation of the Township of West Lincoln hereby declare the Poultry Fest Festival as a "Community Festival" in accordance with the Liquor License Act of Ontario and the Alcohol and Gaming Commission of Ontario, which festival is to be held on Saturday, June 28, 2014 at the West Lincoln Community Centre/Arena and Fairgrounds.

**8. STAFF REPORTS:**

**(a) ITEM PW24-14**

Carolyn Langley, Clerk and Bob Denison, Supervisor of Arena & Parks  
Re: Report RFD-C-07-14 – Termination of 1985 Lease with Royal Canadian Legion and establishment of new Lease for the garage at Hank MacDonald Park, Mill Street

**Page 3-8**

**RECOMMENDATION:**

- (1) That, the Clerk's Report RFD-C-07-14, regarding "Termination of 1985 Lease with Royal Canadian Legion and establishment of new Lease for the garage at Hank MacDonald Park, Mill Street", dated May 20, 2014 be received; and,
- (2) That, a By-law be presented to Council to authorize the Mayor and Clerk to execute the necessary document to terminate the 1984 lease agreement with the Royal Canadian Legion for the Hank MacDonald Park; and,
- (3) That a By-law be presented to Council to authorize a new lease agreement which will be limited to only the area of the property on which the garage is situated.

**(b) ITEM PW25-14**

Director of Public Works & Engineering  
Re: Report RFD PW-19-2014, 2014 Bituminous Surface Treatment Program Tender Authorization

**Page 9-11**

**RECOMMENDATION:**

1. THAT, Report RFD PW-19-2014, re: 2014 Bituminous Surface Treatment Program Tender Authorization, dated May 20, 2014 be received; and,
2. THAT, Council accept the tender submission by Norjohn Contracting and Paving Limited in the amount of \$200,571.39 (net of HST); and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Norjohn Contracting and Paving Limited.

- (c) **ITEM PW26-14**  
Director of Public Works & Engineering (Brent Julian)  
Re: Report RFD PW-20-2014, Northridge Drive Reconstruction Tender Authorization

**Page 12-16**

**RECOMMENDATION:**

1. That, report RFD PW-20-2014, re: "Northridge Drive Reconstruction Tender Authorization", dated May 20, 2014 be received; and,
2. That, Council accept the tender submission by Centennial Infrastructure (Niagara) Inc. for the reconstruction of Northridge Drive, in the amount of \$729,725.00 (plus HST); and,
3. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Centennial Infrastructure (Niagara) Inc.
4. That, Council accept the proposal submission by Associated Engineering (Ont.) Ltd. for engineering services for the construction of Northridge Drive in the amount of \$67,749.00, and \$15,000.00 for contingencies (plus HST); and,
5. That, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Associated Engineering Ltd; and,
6. That, Council approve the project budget in the total amount of \$903,146.20 (including HST).

9. **OTHER BUSINESS:**

- (a) **ITEM PW27-14**  
West Lincoln Public Library Board  
Re: April 8, 2014 Minutes

**Page 17-19**

**RECOMMENDATION:**

That the minutes of the West Lincoln Public Library Board meeting held on April 8, 2014, be received for information.

- (b) **ITEM PW28-14**  
Director of Public Works & Engineering  
Re: Construction/Road Condition Update  
**VERBAL UPDATE**

- (c) **ITEM PW29-14**  
Members of Committee  
Re: Referred Matters List  
**UNDER SEPARATE COVER**

- (d) **ITEM PW30-14**  
Members of Council  
Re: Other Business Items of an Informative Nature

10. **NEW BUSINESS:**

**NOTE:** Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

11. **CONFIDENTIAL MATTERS:**

12. **ADJOURNMENT:**

That Chair declared the meeting adjourned at the hour of \_\_\_\_\_.

April 8, 2014

Township of West Lincoln  
P.O. Box 400  
Smithville, ON  
L0R 2A0

Dear Mayor and Council:

The fifteenth annual Poultry Fest Niagara will take place on June 28, 2014.

We respectfully request the following items to allow us to provide a well organized safe festival for the enjoyment of the citizens of West Lincoln and the many guests that attend from other parts of the region and province.

**Road closures and use of public facilities -**

1. Use of the Centennial Parkette at the corner of Station Street and West Street for promotion of Poultry Fest prior to the event and for an exhibit area during PoultryFest; and,
2. Use of Township recreation facilities to hold Poultry Fest events including the Community Centre Arena, fairgrounds, and,
3. Opening of the north end of Brock St. to shuttle traffic for the day of the festival, and,

**Township staff assistance -**

4. Removal by the Public Works Department of the barricades at the north end of Brock Street for the day of the festival; and,
5. Assistance of Public Works Department with grading of the track for the Antique Tractor Pull and,
6. Provision of Recreation Department employees for the duration of the festival to assist with maintenance for the event; and,

**Other -**

7. Declaration of Poultry Fest Niagara as a "Community Festival" in accordance with the Liquor License Act of Ontario and the Alcohol and Gaming Commission of Ontario so that we can apply for a liquor license to operate a beer tent on fairgrounds and serve wine in the culinary experience, and,
8. Assistance with obtaining liability insurance from the Township's insurance provider; and,

9. Financial support in the amount of \$5,000 to be applied to our insurance premiums and/or other staffing, equipment, and permit costs.

10. Support of the Canada Day fireworks after the evening concert by donating half the cost through heritage grants.

The Poultry Fest committee is very enthusiastic about Poultry Fest Niagara 2014, our fifteenth anniversary, and hope that we can continue to work with Council to promote our township.

I would also like to invite all Council members who are interested in volunteering to work at Poultry Fest for a few hours to contact me. You will find it to be rewarding and a great opportunity to meet some of the other great volunteers we have in our community.

Thank you,

A handwritten signature in black ink, appearing to read 'M. Firmin', with a long horizontal flourish extending to the right.

Mike Firmin, Chairman

Poultry Fest Niagara

PO Box 895

Smithville, ON

L0R 2A0

**DATE:** May 20, 2014

**REPORT NO:** RFD-C-07-14

**SUBJECT:** Termination of 1985 Lease with Royal Canadian Legion and establishment of new Lease for storage building/garage at Hank MacDonald Park, Mill Street

**CONTACT:** Carolyn Langley, Clerk and Bob Denison, Supervisor of Arena & Parks

**OVERVIEW:**

The Royal Canadian Legion has requested to revise their lease with the Township authorized under By-law 84-37, for lands they lease which contained a small park area, garage and horseshoe pit, located on Mill Street, adjacent to the Legion Villa apartment (called Hank MacDonald Park). The Legion's insurance provider will no longer provide coverage for the park area of the property. The Legion still wishes to lease the storage building/garage (hereinafter referred to as the garage) for storage purposes.

Staff have reviewed the documentation and are now prepared to propose a new lease for the Garage only.

The current long term lease was registered on title due to the extended term and will need to be removed from title through authorization by By-law.

**RECOMMENDATION:**

- (1) That, the Clerk's Report RFD-C-07-14, regarding "Termination of 1985 Lease with Royal Canadian Legion and establishment of new Lease for the garage at Hank MacDonald Park, Mill Street", dated May 20, 2014 be received; and,
- (2) That, a By-law be presented to Council to authorize the Mayor and Clerk to execute the necessary document to terminate the 1984 lease agreement with the Royal Canadian Legion for the Hank MacDonald Park
- (3) That a By-law be presented to Council to authorize a new lease agreement which will be limited to only the area of the property on which the garage is situated.

**BACKGROUND:**

A representative from the Royal Canadian Legion (the Legion) approached staff requesting to terminate the lease for the Hank MacDonald Park due to their inability to continue maintaining the grounds and inability to retain adequate insurance coverage for the portion of the land that was recreational. The Legion does, however, wish to retain use of the garage for storage purposes.

**REPORT:**

In 1984, a lease agreement was authorized by By-law 83-37 for lands on which was established what is known as the Hank MacDonald Park located on Mill Street in Smithville. The lease agreement was for an indefinite period and therefore was registered on title.

In order to enter into a new lease agreement for the portion of the land at the Hank MacDonald Park on which the garage is located, the old lease agreement will have to be terminated, removed from title at the Registry Office and a new lease agreement executed (attached as Appendix A). It is noted that the new lease agreement will not have to be registered on title.

**FINANCIAL IMPLICATIONS:**

There are no significant financial impacts resulting from this report with the exception of legal fees relating to the lease and discharge thereof at the Registry office, which will be absorbed in the operating budget.

**INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the Treasurer/Director of Finance, Supervisor of Arena & Parks, the Director of Public Works and the CAO.

**CONCLUSION/PROPOSED RECOMMENDATION:**

Staff recommends that a By-law be adopted to execute the necessary document to terminate the 1984 lease agreement with the Royal Canadian Legion for the Hank MacDonald Park and authorize a new lease agreement which will be limited to the garage that is situated on the property.

**Prepared & Submitted by:**

**Prepared & Submitted by:**

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**Carolyn Langley, Clerk**

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**Bob Denison, Supervisor of Arena & Parks**

**Approved by:**

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**Chris Carter, CAO**



**APPENDIX A TO REPORT RFD-C-07-14**

**LEASE AGREEMENT**

**THIS AGREEMENT** made this \_\_\_ day of \_\_\_\_\_, 2014.

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

Hereinafter referred to as the "Lessor"  
of the FIRST PART

- and -

**CAISTOR GAINSBOROUGH AND SOUTH GRIMSBY BRANCH NO. 393 OF THE  
ONTARIO COMMAND OF THE ROYAL CANADIAN LEGION**

Hereinafter referred to as the "Lessee"  
of the SECOND PART

**WHEREAS** the Lessor is the registered owner of the property described as PCL 45-1 SEC M89; Lot 45, Plan M89 as confirmed by PL 30BA1686; West Lincoln (PIN 46051-0052 LT) (the "Property");

**AND WHEREAS** the Lessor has agreed to lease to the Lessee the storage building/garage situated on the Property and identified as "The Garage" on the sketch attached as Schedule A, subject to the terms and conditions set out herein;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual covenants and agreements hereinafter contained, the parties agree with each other as follows:

1. The Lessor hereby leases The Garage to the Lessee for the Term set out in paragraph 2, subject to the terms and conditions of this Lease. During the Term, the Lessee shall have access to The Garage over the Property in such location as designated by the Lessor from time to time.
2. The term of the lease shall be for one (1) year from \_\_\_\_\_ to \_\_\_\_\_, 2014 and shall renew automatically for additional one year periods, under the same terms and conditions, and shall continue until such time as the Lessee or the Lessor provide ninety (90) days written notice to terminate this lease agreement.
3. The Lessee shall pay to the Lessor the sum of one dollar (\$1.00), which constitutes rent for the entire term of this agreement including any renewals. The rent shall be due and payable upon the signing of this lease.

4. The Lessor shall be responsible for maintaining the Property, in accordance with existing Township policy and practice, save and except for maintenance of The Garage, which shall be the responsibility of the Lessee. The Lessee shall maintain, repair and keep The Garage in good condition during the Term of this Lease.
5. The Lessor shall, upon advance notice of twenty four (24) hours to the Lessee, have the right, at all reasonable times, to enter The Garage to examine the condition thereof or for such other purposes as may be deemed necessary by the Lessor. Such entry by the Lessor shall not constitute re-entry or retaking of possession by the Lessor. Notwithstanding the requirement for twenty four (24) hours' notice, the Lessor shall be permitted to enter The Garage without notice in cases of emergency.
6. The Lessee shall maintain property damage and public liability insurance on The Garage throughout the entire term of this agreement, with the Lessor named as an additional insured and shall provide proof of such insurance annually to the Lessor.
7. Any notice required in accordance with the terms of this agreement shall be sufficiently given if delivered or if mailed, postage pre-paid and registered, addressed to the Lessee at:  
  
Caistor Gainsborough and South Grimsby Branch No. 393  
of the Ontario Command of the Royal Canadian Legion  
172 St.Catherines Street  
Smithville, Ontario LOR 2AO  
Attention: The President  
  
and addressed to the Lessor at:  
The Corporation of the Township of West Lincoln  
Box 400, 318 Canborough Street  
Smithville, Ontario LOR 2AO  
Attention: Carolyn Langley – Clerk
8. This agreement constitutes the entire agreement between the Lessee and the Lessor pertaining to the subject matter hereof and there are no other written or verbal agreements or representations between the parties pertaining to the subject matter hereof. Any amendments to this agreement shall be in writing signed by all parties hereto.

- 9. If any term, clause or provision of this agreement is judged to be invalid, it shall be considered separate and severable from this agreement and the remaining provisions of this agreement shall remain in full force and effect and shall be binding upon the parties hereto as though the said invalid term, clause or provision had never been included.
  
- 10. This agreement shall be governed by and construed in accordance with the law of the Province of Ontario.
  
- 11. This agreement shall endure to the benefit of and be binding upon the parties hereto and the respective heirs, executors, administrators, successors, transferees and permitted assigns.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

SIGNED, SEALED AND DELIVERED )  
in the presence of: )

) THE CORPORATION OF THE  
) TOWNSHIP OF WEST LINCOLN  
) Per:  
)

) \_\_\_\_\_  
) Douglas Joyner – Mayor  
)

) \_\_\_\_\_  
) Carolyn Langley – Clerk  
) We have authority to bind the Corporation  
)

) CAISTOR GAINSBOROUGH AND SOUTH  
) GRIMSBY BRANCH NO. 393 OF THE  
) ONTARIO COMMAND OF THE ROYAL  
) CANADIAN LEGION  
) Per:  
)

) \_\_\_\_\_  
) Helmut Wiebe – President  
)

) \_\_\_\_\_  
) Don DeWitt – Vice President  
) We have the authority to bind the Legion  
)

# Location Map



South Street

St. Catharine Street


Mill Street

Roll # 2602-030-015-46100  
0.94 acres+/-

Approximately 48m south from  
Mill Street is zoned R1 &  
remaining is zoned H.

Twenty Mile Creek

## Legend

-  The Garage
-  Subject Parcel

**DATE:** May 20, 2014  
**REPORT NO:** RFD PW 19-2014  
**SUBJECT:** **2014 Bituminous Surface Treatment Program Tender Authorization**  
**CONTACT:** Kaveh Etezadi CET, CRS,  
Manager of Roads Operations, Water and Wastewater  
Brent Julian C. Tech., rcji, Director of Public Works & Engineering

**OVERVIEW:**

- As part of the approved 2014 Capital Works Budget, 10.0 kilometers made up of six (6) roads were approved for resurfacing of single surface treatment for a total estimated cost of \$204,250.00
- A shared public tender between the Township, the Town of Pelham, and the Town of Wainfleet closed on April 24<sup>th</sup>, 2014.
- Two (2) tender submissions were received.
- A low bid in the amount of \$197,102.00 (before taxes) was received by Norjohn Contracting and Paving Limited for West Lincoln's tendered work.
- Norjohn Contracting and Paving Limited has successfully completed similar works within the Township.
- Staff recommends acceptance of the tender submitted by Norjohn Contracting and Paving Limited.

**RECOMMENDATION:**

1. THAT, Report RFD PW-19-2014, re: 2014 Bituminous Surface Treatment Program Tender Authorization, dated May 20, 2014 be received; and,
2. THAT, Council accept the tender submission by Norjohn Contracting and Paving Limited in the amount of \$200,571.39 (net of HST); and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Norjohn Contracting and Paving Limited.

**ALIGNMENT TO STRATEGIC PLAN:**

Key Actions (reference page 25):

3. Develop a Capital Plan to ensure infrastructure capacity will have required capacity and resources to maintain existing service demands, as well as future service capacity demands.

Key Actions (reference page 29):

1. Explore infrastructure processes and materials to improve the durability of rural roads and bridges and begin to incorporate in future renewal projects.

**BACKGROUND:**

As part of the 2014 Capital Budget, various roads were identified for resurfacing of bituminous surface treatment. The roads identified require re-sealing to provide extended service life. The industry standard requires the application of a seal coat every eight years.

**CURRENT SITUATION:**

Each year, a number of roads for resurfacing are selected for either a first time application or a re-sealing application. The 2014 Capital Work Budget approved surface re-sealing treatment of 10.0 kilometers of roads.

The tender bid submissions were as follows:

<b>Company</b>	<b>Tender Price</b>	<b>Corrected Bid</b>
1. Norjohn Contracting & Paving	\$197,102.00	N/A
2. Circle 'P' Paving Ltd.	\$229,420.00	N/A

A cost comparison of surface treatment from the previous year of 2012 to present is as follows:

	2013	2014	Increase/Decrease
Surface Treatment Emulsion(\$/Litre)	\$1.00	\$1.04	+4.0%
Surface Treatment Aggregate (\$/tonne)	\$30.50	\$34.30	+12.4%

The proposed roads for the 2014 Re-Sealing program are as follows:

**Single Surface Treatment of Existing Surface Treated Roads**

<b>ROAD</b>	<b>FROM</b>	<b>TO</b>	<b>(km)</b>
Caistor/Gainsborough Townline Road	Bridge	Regional Road 63	1.0
Fifteen Road	Crown Road	Rosedene Road	0.8
Concession 3 Road	Regional Road 14	Caistor/Gainsborough Townline Road	3.1
Westbrook Road	Regional Road 65	Concession 3 Road	1.5
Boyle Road	Wiley Road	Township Boundary	1.1
Sixteen Road	Allen Road	Regional Road 14	2.5
<b>Total</b>			<b>10.0</b>

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

The 2014 Capital Budget had originally proposed works on Young Street from South Grimsby Road 6 to Regional Road 14 – approximately 1.4 kilometres. Due to pending construction by Niagara Region on Young Street, this was substituted for Boyle Road, from Wiley Road to the Township Boundary – approximately 1.1 kilometres. This road was proposed for the 2015 year.

The Town of Pelham will administer the 2014 Tender Contract. Staff will monitor the works and work closely with the Town of Pelham staff. The Contractor has successfully completed similar works for the Township of West Lincoln.

**FINANCIAL IMPLICATIONS**

The 2014 Capital Budget was approved in the amount of \$204,250.00. The total tendered amount of \$200,571.39 for this project, (net of HST) is within the approved budget amount.

**CONCLUSION**

In summary, Staff recommends that the bid submission from Norjohn Contracting and Paving Limited for the 2014 Surface Treatment Program be accepted, and that Council approve Capital Works expenditures in the amount of \$200,571.39 (net of HST).

**Prepared by:**

**Submitted by:**

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**Kaveh Etezadi CET, CRS**  
Manager of Road Operations,  
Water & Wastewater

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**Brent Julian C. Tech., rcji**  
Director of Public Works & Engineering

**Approved by:**

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**Chris Carter**  
Chief Administrative Officer

**DATE:** May 20, 2014

**REPORT NO:** RFD PW 20-2014

**SUBJECT:** **Northridge Drive Reconstruction Tender Authorization**

**CONTACT:** Brent Julian, C.Tech., rcji, Director of Public Works & Engineering

**OVERVIEW:**

- As part of the 2013 Capital Projects, the design for reconstruction of Northridge Drive has been completed
- The tender document was circulated and closed on May 1<sup>st</sup>, 2014, with the lowest bid received from Centennial Infrastructure (Niagara) Inc.
- As part of the design portion of the project, Staff had previously circulated Requests for Proposals, for the inspection and administration of the project, and the lowest qualified bidder was Associated Engineering (Ont.) Ltd.
- The total project funding for the construction phase of the project is \$903,146.20, as outlined below in this report
- Staff recommends that the Mayor and Clerk be authorized to enter into an agreement with Centennial Infrastructure Inc. for the reconstruction of Northridge Drive
- Staff also recommends that the Mayor and Clerk be authorized to enter into an agreement with Associated Engineering (Ont.) Ltd. for the inspection and administration of the project

**RECOMMENDATION:**

1. That, report RFD PW-20-2014, re: “Northridge Drive Reconstruction Tender Authorization”, dated May 20, 2014 be received; and,
2. That, Council accept the tender submission by Centennial Infrastructure (Niagara) Inc. for the reconstruction of Northridge Drive, in the amount of \$729,725.00 (plus HST); and,
3. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Centennial Infrastructure (Niagara) Inc.
4. That, Council accept the proposal submission by Associated Engineering (Ont.) Ltd. for engineering services for the construction of Northridge Drive in the amount of \$67,749.00, and \$15,000.00 for contingencies (plus HST); and,
5. That, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Associated Engineering Ltd; and,
6. That, Council approve the project budget in the total amount of \$903,146.20 (including HST).



**ALIGNMENT TO STRATEGIC PLAN**

Key Actions (reference page 25):

3. Develop a Capital Plan to ensure infrastructure capacity will have required capacity and resources to maintain existing service demands, as well as future service capacity demands.

**BACKGROUND:**

The reconstruction of Northridge Drive was approved as part of the 2014 Capital Works Budget. The design was part of the 2013 Capital Budget and was completed by Associated Engineering. The tender documents were prepared and circulated for tender.

**CURRENT SITUATION:**

The project opened for tender April 17<sup>th</sup>, 2014, and the tender closed on May 1<sup>st</sup>, 2014. The tender was also advertised in the local newspaper and on the Township website. Ten (10) tender packages were picked up, with four (4) tender submissions received by the tender closing date. One submission was disqualified prior to opening. All qualified bids were accompanied by the required 'Agreement to Bond' and 'Bid Security'. All bids were in accordance with the tender documents.

The tender bid values were as follows:

Company	Tender Price	Corrected Bid
1. Catalina Excavating Inc.	\$834,344.00	
2. Centennial Infrastructure Inc.	\$729,775.00	
3. Demar Construction Ltd.	\$984,867.02	\$984,867.84

The Engineer has reviewed and evaluated the tender submissions, and noted only minor corrections in the tender submissions. The lowest bidder did receive positive references from an area municipality for two projects. There were some concerns regarding the large spreads between the tender values, and the Engineer's estimated cost of construction. However, this could be as a result of better than usual tender pricing. Considering the tender values, Staff believes a higher project contingency funding for construction and engineering is required to ensure a successful project. These costs are shown in the table provided in the 'Financial Implication' section of this report. Contingency expenditures will only be used if required.

***"The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life"***

As part of the Request for Proposal (RFP) circulation for a design portion of the project, Staff included a request for provisional pricing for the site inspection and administration of the construction phase of the Northridge Drive Reconstruction Project.

The RFP was advertised in the local newspaper as well as posted on the Township's web site. Six (6) firms requested and received the proposals. Four (4) proposals were received by the closing date of January 7<sup>th</sup>, 2014. Two (2) did not meet all of the requirements within the Request for Proposal and were disqualified.

Below is a summary of the submission of cost proposals from the remaining proponents for the Construction Inspection and Administration portion of the project:

<b>FIRM</b>	<b>AMEC</b>	<b>ASSOCIATED ENGINEERING</b>
<b>Totals</b>	\$91,016.88	\$67,749.00

The proposals were evaluated with the following criteria, which were identified in the Request for Proposal:

- Technical Expertise & Resources
- Past Performance Record
- Local Expertise Factor
- Cost
- Team Strength & Leadership
- Project Understanding
- Interview Results (Optional)
- Same or Very Similar Project Experience
- Methodology
- Quality Assurance Program

Total scoring is shown below, out of a maximum possible 900 points:

<b>FIRM</b>	<b>AMEC</b>	<b>ASSOCIATED ENGINEERING</b>
	<b>710</b>	<b>775</b>

Both firms have had past successful projects with the Township. The evaluation process identified the highest evaluation score for the Associated Engineering Ltd. (AE) submission, at 775 points.

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As with the construction tender portion of this project, engineering contingencies may be required to ensure a successful project. These costs are shown in the table provided in the 'Financial Implication' section of this report. Overall the project is well within the approved Capital Budget.

**FINANCIAL IMPLICATIONS**

Project costs are as follows:

	<b>Project Costs</b>
<b>Construction Tender</b>	\$ 729,775.00
<b>Construction Contingency</b>	\$ 75,000.00
<b>Sub-Total</b>	\$ 804,775.00
<b>Construction Inspection and Administration</b>	\$ 67,749.00
<b>Engineering Contingency</b>	\$15,000.00
<b>Sub-Total</b>	\$887,524.00
<b>Approximate Net HST</b>	\$15,622.20
<b>Total</b>	<b>\$903,146.20</b>
<b>Approved Capital Project Budget</b>	<b>\$1,199,000.00</b>
<b>Projected Budget Surplus</b>	<b>\$295,853.80</b>

**INTER-DEPARTMENTAL COMMENTS**

This report has been reviewed by the Treasurer/Director of Finance.

**CONCLUSION**

In summary, Staff recommends that the tender bid from Centennial Infrastructure (Niagara) Inc. and the proposal from Associated Engineering (Ont.) Ltd. be accepted.

Staff also recommends that that the Mayor and Clerk be authorized to enter into an agreement with Centennial Infrastructure Inc. for the reconstruction of Northridge Drive.

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

Finally, Staff also recommends that the Mayor and Clerk be authorized to enter into an agreement with Associated Engineering (Ont.) Ltd. for the construction inspection and administration of the reconstruction of Northridge Drive.

**Prepared and Submitted by:**

**Approved by:**

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**Brent Julian, C. Tech., rcji**  
Director of Public Works & Engineering

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**Chris Carter**  
Chief Administrative Officer

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***“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”***

**WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING  
Tuesday, April 8, 2014  
10:30am at the Caistorville Library**

**PRESENT:**

**BOARD MEMBERS** – Deborah Coon -Peterson, Cheryl Ganann, John Glazier, Gus Grandmont,  
Pat Nelson, Joan Packham, Jennifer Smith

**LIBRARIANS** – Janet Ruczay, Catharine Vaughan, Colleen Young

**ABSENT WITH NOTIFICATION** – Sue Langdon, Lynne Hatzlhoffer

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**MINUTES FROM THE MEETING OF MARCH 18, 2014**

Moved for acceptance by Gus Grandmont, **seconded** by John Glazier - **carried**.

**LIBRARY BUSINESS**

1. John has asked for clarification of 'In Camera' Sessions and asked if the Board is following procedure. Some council members would like to know if more information can be made available. Catharine will talk to Carolyn Langley for an update on procedures.
2. Following the Township of West Lincoln budget deliberations on March 17<sup>th</sup> the Library Budget was passed. The Pay Equity Funding will be applied to Library Staff wages over a 3 year period with the first payment being included with next staff wages.
3. Catharine has been discussing a Library operational review with Helene Golden, a representative at SOLS. She should be available some time in May. Catharine has also been <sup>reviewing the</sup> talking to a contact at the Pelham Library System as they are currently in the process of having an operational review done. Catharine should have more information available such as scope of the review, costs, etc. for discussion at the May 13<sup>th</sup> meeting. John has suggested that an Operational Review committee may be a benefit to the Board and Council. He suggests possibly Helene Golden from SOLS, a representative from the Library Board and possibly a West Lincoln Council member. Catharine will be talking to Helene in a few days to determine the procedure.
4. A policy committee has been set up to review the current Library policies. Joan Packham, Janet Ruczay, Jennifer Smith, Colleen Young, Catharine Vaughan will be on the committee. A date will be established soon. *John Glazier*
5. It is hoped that an Ad Hoc Facility committee can be re-established. Catharine will talk to Chris Carter about this to see if a meeting could be held soon.

**FINANCIAL MATTERS**

There is no Financial Report available for this meeting.

*Joan Packham  
Chair*

*Secretary  
Lynne Hatzlhoffer*  
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## **CORRESPONDENCE**

1. Auditors, Grant Thornton, are requesting all financial information be available for submission by May 20<sup>th</sup> to conduct the Library audit.
2. Books that do not sell at Friends of the Library books sales are donated to Better World Books. On behalf of the Friends of the Library, Catharine has received a cheque in the amount of \$55 for the recent donation. This cheque will be forwarded to the Friends of the Library treasurer.
3. The Library chequing account with the CIBC has a current balance of \$553. This account is a prior Library fundraising account. Catharine deposits small amounts into this account periodically to keep the account active. All fundraising is now conducted through Friend's of the Library. These funds will be saved for an item needed at the new Wellandport Library Branch.

## **LIBRARIAN'S REPORT**

1. Librarians' Report dated April 8, 2014 was presented to the Board by Catharine Vaughan. A copy of this document is attached to these minutes and is to be included with all copies of these minutes.
2. March was a busy program month at the West Lincoln Libraries. We ran 25 programs with 267 in attendance.

**NEXT MEETING:** The next meeting will be held on Tuesday, May 13<sup>th</sup> at 7:30pm at the Smithville Library Branch. An attempt will be made to hold West Lincoln Public Library Board meetings on the second Tuesday of each month.

**Motion** for adjournment by John Glazier

Librarians' Report May 13th, 2014.

**Circulation: April 2014:**

Books	Computers	Total
6585	377	6585 + 377 + 403 + 83 = 7448

Circulation of e-books: 403 Freegal: 83

**Circulation: April 2013:**

Books	Computers	Total
6535	402	6536 + 401 + 344 + = 7280

Circulation of e-books: 344

Programs/ Events Held/ Library News

**Preschool Story Times: Total sessions (Wellandport, Smithville, Caistorville): 22**  
**Total Attendance: 235**

**Adult Book Clubs at Smithville and Caistorville:**  
**Attendance at both Book Clubs: 19**

**Junior Book Club at Smithville:**  
**Total Attendance: 25**

**Read, Learn Grow at Caistorville**  
**Total Attendance: 62**

**Coffee & Conversation at Smithville**  
**Total Attendance: 9**

**Easter Egg Hunt at Caistorville:**  
**Total Attendance: 11**

**Balloon Workshop at Caistorville:**  
**Total Attendance: 12**

**Total Attendance in April for all Programs: 373**

**The Easter Colouring Contests at Smithville and Caistorville Branches drew nearly 100 entries. There were many happy winners.**

**Babies, Books and Bubbles**, a program for infants from 0 to 18 months, began at the Smithville Branch on May 1<sup>st</sup>. Enrollment was cut off at eight mothers and babies. There will be a total of four sessions in May.

There will be a **Spring Book Sale** at the Wellandport Branch on Saturday, May 17<sup>th</sup>. Gently used donations are now being sought.

We have received the **Service Ontario Grant** - \$1275.00 (\$425 per branch) for Public Access sustainability.

A West Lincoln Public Library Board Policy Meeting was held on Tuesday, May 6<sup>th</sup> at the Smithville Library. Four policies were reviewed. The next Policy Meeting is June 3<sup>rd</sup> at Smithville.

**The TD Summer Reading Club** supplies have started to arrive at the Libraries. We are still awaiting the posters. School presentations will begin soon. This year's theme is **Eureka! ... I made it!**

I presented the **genre of Science Fiction** to the Covenant Christian School Grade Three Class on Friday, April 25<sup>th</sup>. The class will travel to the Smithville Branch in June for a **TD Summer Reading Club** presentation. Grade One from College Street School will come on Thursday, May 29<sup>th</sup>, and we will visit St. Martin's on June 3<sup>rd</sup>.

\$56.00 was put in the Wellandport Building Fund from April's **Silent Auction** at Smithville.

Sarah Lister of **"U-Quilt-It"** has a display in Smithville's display case until June 15<sup>th</sup>.

All branches of the West Lincoln Public Library will be closed on **Monday, May 19<sup>th</sup> for Victoria Day.**