

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

MEETING NO. TWO HELD: Monday, April 20, 2015 Township Administration Building, 318 Canborough Street, Smithville - Immediately following the Administration/Finance/Fire Committee Meeting

*****NOTE TO MEMBERS OF THE PUBLIC***:** All Cell Phones, Pagers and/or PDAs to be turned off. Additionally, no Audio or Video Recordings is Permitted Without the Express Approval of Council***

1. **CHAIR:** Councillor Dave Bylsma
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS:**
 - (a) **ITEM PW08-15**
Dave Willis **Page 1**
Re: New Arena Complex
 - (b) **ITEM PW09-15**
Lou Di Leonardo **Page 2-3**
Re: Community Centre
 - (c) **ITEM PW10-15**
Brenda Walker **Page 5**
Re: New Community Center
 - (d) **ITEM PW11-15**
Dana Plazek and Mary Newton **Page 6-7**
Re: New Community Center
5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**

NOTE: Section 10.13(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 Public Works/Recreation/Arena Committee agenda

6. CONSENT AGENDA ITEMS:

NOTE: All items listed below are considered to be routine and non-controversial and will be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

(a) ITEM PW12-15

- (1) West Lincoln Public Library Board Minutes – March 10, 2015 **Page 8-12**
- (2) Recommendation Report RFD-C-05-2015 - Approval of Drainage Apportionment due to Land Severance **Page 13-14**

RECOMMENDATION:

The Public Works/Recreation/Arena Committee hereby approve the following Consent Agenda Items:

- 1. Item 1 be and is hereby received; and
- 2. Item 2 be and is hereby received and the recommendations contained therein be adopted with the exception of Items #(s)_____

7. COMMUNICATIONS:

8. STAFF REPORTS:

(a) ITEM PW13-15

Director of Public Works & Engineering (Brent Julian)
Re: Report RFD-PW-10-2015 – Authorization to Award Project Management Services for a Design/Build for a New Community Centre and Arena **Page 15-22**

RECOMMENDATION:

- 1. That, report RFD PW-10-201, re: “Authorization to Award Project Management Services for a Design/Build for a New Community Centre and Arena, dated April 20, 2015 be received; and,
- 2. That, Council accept the proposal submission by Kalos Engineering Inc. for Project Management Services for the completion of a Design/Build for a New Community Centre and Arena within the Township in the amount of \$158,120.00, (plus HST); and,
- 3. That, Council approve and authorize Staff to initiate the process of financing of a Design/Build for a New Community Centre and Arena **in 2017**, as outlined in Schedule ‘A’ as attached as Attachment ‘A’ of this report; and,
- 4. That, Council approve and authorize Staff to proceed with the establishment of a Working Group and Sub-Committees as outlined in this report; and,
- 5. That, Council approve and authorize Staff to proceed with a Fund Raising Plan for the completion of a Design/Build for a New Community Centre and Arena

6. That, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Kalos Engineering Inc.

9. OTHER BUSINESS:

(a) ITEM PW14-15

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:

There are no confidential matters.

12. ADJOURNMENT:

That, this Committee does now adjourn at the hour of _____ p.m.

From: Joanne Scime
Sent: March-31-15 1:40 PM
To: 'Dave and/or Diane Willis'
Cc: Carolyn Langley; Brent Julian; Chris Carter
Subject: RE: Public Works meeting

Dear Mr. Willis,

Thank you for your email and I have included your appointment request on the April 20th, 2015 Public Works/Recreation/Arena Committee agenda.

Joanne Scime
Deputy Clerk
Township of West Lincoln
905-957-3346, Ext 5136
Direct Line: 905-957-5136
Fax: 905-957-3219

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From: Dave and/or Diane Willis
Sent: Tuesday, March 31, 2015 1:37 PM
To: Dave and/or Diane Willis; Joanne Scime
Subject: Public Works meeting

Joanne
Please put me on the agenda for the Public Works/Recreation/Arena meeting Apr 20/15
for a presentation to the committee about the new arena complex
THX Dave Willis

From: Luciano Di Leonardo
Sent: Thursday, April 09, 2015 9:31 AM
To: Joanne Scime
Subject: RE: April20th and 27th

Hi Joanne,

On the 20th I want to speak to matters on the community center, that would be public works, and 27th Council.

Best Regards,
Lou Di Leonardo

From: jscime@westlincoln.ca
To: lucianodileonardo@hotmail.com
CC: djoyner@westlincoln.ca; clangley@westlincoln.ca; ccarter@westlincoln.ca
Date: Thu, 9 Apr 2015 09:08:44 -0400
Subject: RE: April20th and 27th

Hi Lou,

Thank you for your email and I will include you as a speaker on both the April 20th Administration Committee agenda and the April 27th, 2015 Council Agenda. Can you please advise as to what you are speaking to so that I can put the subject matter on the agenda.

Also, please let me know if you will require visual/electronic aids such as the laptop and/or projector. Also, if you are reading from a prepared statement, it is greatly appreciated if you could provide the Committee Secretary with a copy, which I believe will be Carolyn.

Thank you and I look forward to hearing from you.

Joanne Scime
Deputy Clerk
Township of West Lincoln
905-957-3346, Ext 5136
Direct Line: 905-957-5136
Fax: 905-957-3219

From: Luciano Di Leonardo
Sent: Wednesday, April 08, 2015 4:27 PM
To: Joanne Scime
Cc: Douglas Joyner
Subject: April20th and 27th

Hi Joanne,

Hope all is well, may you please include me to speak at the April 20th Public Works and 27th Council meetings.

Best Regards,
Lou Di Leonardo

The information contained in this e-mail message, including any attached documents, is confidential and may be privileged. It is intended for the sole use of the recipient(s) to whom it is addressed. If you are not the intended recipient(s), any review, use, copying, distribution or disclosure is strictly prohibited. You must take all measures reasonably necessary to secure and protect any personal information contained in this e-mail and you must not retain it for longer than necessary. If you have received this e-mail in error, we ask that you notify us immediately and delete all copies of this e-mail, and your reply e-mail, and not retain any of its contents.

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From: brenda walker
Sent: Thursday, April 09, 2015 8:42 AM
To: Joanne Scime
Subject: April 20th Agenda

I am requesting that my name would be placed on the Agenda in regards to the new Community Center. My name is Brenda Walker, please confirm to this email or by telephone. Thank you

Brenda

"Practice one random act of kindness every day!"

From: Joanne Scime
Sent: April-10-15 9:20 AM
To: 'Dana Plazek'
Cc: Carolyn Langley
Subject: RE: council meeting

Thank you Dana for your response back to my email. Please be advised that we will include yourself and Ms. Newton on the Public Works Agenda as an appointment (you will have a maximum of 10 minutes to speak) and Alison and Madelyn can come forward to the speakers table when the Chair asks if there is any members of the Public that wish to address items on the agenda, they will be provided 5 minutes to speak.

Please note that our Administration Committee meeting commences at 6:30 p.m. followed by our Public Works committee meeting. At this time we are unsure as to the commencement time of the Public Works Committee meeting as I stated above it follows the Administration Committee meeting, therefore, we can only guess as to what time you should be in attendance.

Carolyn Langley, the Township Clerk, will email you on Friday, April 17th, 2015 to advise you of an approximate time that you should be in attendance at the meeting on April 20th, 2015.

Also, please let me know if you will require any visual/electronic aids such as the laptop and/or projector. Also, if you are reading from a prepared statement, it is greatly appreciated if you could provide the Committee Secretary with a copy, which I believe will be Carolyn.

If you have any questions or concerns regarding the above, please do not hesitate to contact either myself or Carolyn Langley.

Thank you.

Joanne Scime
Deputy Clerk
Township of West Lincoln
905-957-3346, Ext 5136
Direct Line: 905-957-5136
Fax: 905-957-3219

From: Dana Plazek
Sent: Thursday, April 09, 2015 5:40 PM
To: Joanne Scime
Subject: Re: council meeting

Ok Thank you. I will put myself and Mary Newton to speak please. And Alison and Madelyn would like to request to address items on the agenda.

Sent from Dana Plazek

On Apr 9, 2015, at 4:35 PM, Joanne Scime <jscime@westlincoln.ca> wrote:

Dear Dana,

Thank you for your email regarding your request to speak at the April 20th, 2015 Public Works Committee meeting.

Please be advised that we are only able to accept 1 of your requests for appointment, being the appointment for either yourself and Mary Newton or for Alison Plazek and Madelyn Newton as we are not accepting any additional appointments as we have reached our maximum of 4 appointments. Please let me know which of the two appointments you would like include on the agenda.

With respect to your other request for appointment, please be advised that there is an opportunity to provide comments under Section 5 of the Agenda (Request to Address Items on the Agenda), which provides individuals with 5 minutes to address items on the agenda (if they don't have a scheduled appointment).

If you have any further questions or concerns, please do not hesitate to contact me or Ms. Carolyn Langley, Clerk.

We look forward to hearing back to you. Thank you.

Joanne Scime
Deputy Clerk
Township of West Lincoln
905-957-3346, Ext 5136
Direct Line: 905-957-5136
Fax: 905-957-3219

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From: Dana Plazek
Sent: Thursday, April 09, 2015 10:01 AM
To: Joanne Scime
Subject: council meeting

Hello,

We would like to speak at the council meeting on April 20. Can you please add~ Dana Plazek and Mary Newton as a pair to speak and also Alison Plazek and Madelyn Newton as a pair to speak to the agenda.

Can you please confirm so I know I have emailed the proper person.

Thank you,
Dana Plazek

WEST LINCOLN. PUBLIC LIBRARY
BOARD MEETING
Tuesday, March 10, 2015
7:30pm at the Caistorville Library

PRESENT:

BOARD MEMBERS – Lynne Hatzlhoffer, Lisa Kaplaniak, Pat Nelson, Joan Packham,
Karen Parker, Jennifer Smith

LIBRARIANS – Peggy-Jo Madsen, Colleen Young

MINUTES FROM THE MEETING OF FEBRUARY 10, 2015

Moved for acceptance by Jennifer Smith, **seconded** by Pat Nelson - **carried**.

LIBRARY BUSINESS

1. As Gina La Force has been away and Council has been dealing with budget details Peggy-Jo has not been able to secure a date for presentation of the Library **Core Services Review**, prepared by La Force & Associates, to Council. A date for this presentation will be set as soon as possible.

2. Not many members were in attendance at the Ad Hoc Facilities Committee Meeting on March 9th. There are no updates to report from this meeting.

3. The Policy Committee met on March 5th and presented the following draft Policies for review:

- Tuition Reimbursement Policy
- Succession Planning for Interim Measures Policy
- Inventory Policy
- Membership Policy

Motion by Lynne Hatzlhoffer to accept policies as reviewed or amended by the Board, **seconded** by Karen Parker - **carried**.

4. The Board reviewed amended job descriptions for Clerk/IT Technician and Chief Executive Officer.

Moved by Jennifer Smith, **seconded** by Lisa Kaplaniak to accept the job descriptions as presented - **carried**.

5. All budgets, including the Library Budget, will be presented to Council on Wednesday, March 11th. The meeting starts at 7pm. Many Library Board members are planning to attend this meeting.

6. A Retirement Tea will be held at the Smithville Library for Catharine Vaughan on Saturday, March 28th from 2pm to 4pm.

Motion by Pat Nelson that \$1500 be drawn from General Reserves to cover expenses for Catharine Vaughan's Retirement Tea, **seconded** by Karen Parker - **carried**.

7. Dean Allison, MP for Niagara West-Glanbrook, met with Joan Packham and Catharine Vaughan and toured the Wellandport Library Facility. He has suggested that the Township prepare a Wellandport Library and Facility proposal for submission to his office for consideration.

Cheryl Samann
Vice-Chair

Lynne Hatzlhoffer
Secretary

FINANCIAL MATTERS

1. There was no Budget Status Report for review at this meeting.
2. On February 18th Catharine Vaughan deposited \$5 to the CIBC Fundraising Account to keep the account active. The current balance of the account is \$555.00.

LIBRARIANS' REPORT

The Librarians' Report dated March 10, 2015 was presented to the Board by Peggy-Jo Madsen. A copy of this document is attached to these minutes and is to be included with all copies of these minutes.

1. All West Lincoln Library Branches will be holding March Break programming.
 - Monday - Smithville - Balloon Show
 - Tuesday - Caistorville - afternoon Drop In Program
 - Wednesday - Wellandport - all day Drop In Programming
 - Smithville - 1pm Story and Activities
 - Thursday - Smithville - 1pm Story and Activities
 - Friday - Caistorville - 2pm Balloon Workshop
2. Peggy-Jo Madsen will be proctoring an exam at the Smithville Library Branch on Tuesday, March 24th.

CORRESPONDENCE

1. Joan has received confirmation that the January 13, 2015 Library Board Minutes were received by Council on February 17th for information purposes.
2. Library service provider Whitehots is presenting a Children's and Young Adult Book Display at the Mississauga Central Library of Friday, April 24th. Those interested in attending please contact Peggy-Jo Madsen so she can RSVP.
3. Southern Ontario Library Service (SOLS) is asking area Library Boards to appoint a representative for the area Trustee Council. "Trustee Councils provide library board members with opportunities to share information and hear how other boards deal with issues similar to the ones you face in governing your library. Trustee Councils also offer suggestions and support for trustee training and service as a communication link between SOLS and Boards".
4. West Lincoln Library Board members will be attending OnBoard, a joint Board orientation hosted by the Lincoln Public Library in Beamsville on Saturday, April 11th. Programming runs from 8:30am to 1:30pm at a cost of \$250 per Library.

IN CAMERA SESSION

Moved by Lynne Hatzlhofer, seconded by Jennifer Smith that the next portion of this meeting be closed to the public due to personal matters about an identifiable individual - carried.

The Board moved to "in-camera" session at 8:35pm.

Moved by Lynne Hatzlhofer, seconded by Jennifer Smith that the Board end the "in-camera" session

at 8:50pm - carried.

Motion by Cheryl Ganann that, under the provisions of the Urgent Matters Policy 3.12 the Library Board approve the hiring of acceptable candidates for the positions of Clerk/IT Technician and Mature Part Time Help as recommended by the Hiring Committee, seconded by Lynne Hatzlhooffer - carried

NEXT MEETING: The next meeting of the West Lincoln Library Board will be held at 7:30pm on Tuesday April 14th at the Caistorville Library Branch or will be called at the discretion of Library CEO.

Motion for adjournment by Karen Parker at 8:55pm.

Librarians' Report April 14, 2015.

Circulation: March 2015:

Books	Computers	Total
6787	101*	6787 + 101 + 373 = 7261

Circulation of e-books: 373 (No longer subscribe to Freegal)

*(Migrating to a new Accessibility compliant website interfered with our Analytics site for computer usage at the Smithville Branch.)

Circulation: March 2014:

Books	Computers	Total
6552	436	6552+ 436 + 445 + 105 = 7538

Circulation of e-books: 445 - Freegal: 105

Programs Held in March:

Adult Book Club at Caistorville: Attendance: 4
Adult Book Club at Smithville: Attendance: 10
Coffee and Conversation: Attendance: 6
Adult Computer Lessons: Attendance: 6

Story Times: All 3 Branches: 13 Sessions: Attendance: 85

March Break Programs: All 3 Branches: Attendance: 101

Total Attendance at all Programs in March: 212

March break programs were held at each of the three branches and were well attended.

All three branches were closed for Easter on Good Friday and Easter Monday.

I visited a grade 2/3 class with 23 students at Covenant Christian School on Monday March 30th and read a story about farm animals to them.

On Monday April 13th, I visited a kindergarten class at College Street School to read a story about a mouse who writes stories.

Story times have resumed at all three branches for the spring session.



The Caistorville branch held an Easter Egg Hunt on Thursday April 2nd which was also well attended.

The AD HOC Facilities meeting was held on Monday April 13th. The AD HOC Facilities Committee recommends to the West Lincoln Public Library Board to go forward with the stand alone building of the Wellandport Public Library utilizing the same Svedas plans as the Caistorville Public Library. The second recommendation is to proceed in such a way as to minimize future infrastructure needs. The third recommendation is that the Library staff work with the Township staff to develop an approved site plan.

There will be a spring book sale at the Caistorville Public Library on Saturday April 18th.

The presentation to Council by Gina La Force has been rescheduled on Tuesday May 19th.

The Niagara Media Arts Guild has a display of needlepoint, cross-stitch and other fine work in the display cases in the Smithville branch.

 **Did you know?** 

In March, 416 people viewed the West Lincoln Public Library website with a total of 855 visits.

DATE: April 20, 2015
REPORT NO: RFD-C-05-2015
SUBJECT: Approval of Drainage Apportionment Agreements due to Land Severance
CONTACT: Carolyn Langley, Clerk

OVERVIEW:

This report is written to obtain approval of Drainage Apportionment Agreements resulting from Land Severance.

RECOMMENDATION

- (1) That, Report RFD-C-05-2015 dated April 20, 2015 regarding the “Approval of Drainage Apportionment Agreements due to Land Severance”; be received; and
- (2) That, the following drainage apportionment agreements relating to the following properties/files, be and are hereby approved by Council:
 - (a) Ron & Doreen Mikolasek and the Estate of Ann Mikolasek
 - (b) Daryl and Leah Haanstra
 - (c) John & Angela Verdonk and John & Maria Verdonk and John Verdonk Construction Inc.

ALIGNMENT TO STRATEGIC PLAN

Not applicable to this report.

BACKGROUND

The Drainage Act provides a means by which property owners who are experiencing drainage/water issues can petition the Council and request that drainage works/construction of a municipal drain be undertaken to address drainage/water issues in specific areas. Once the Engineer’s Report relating to construction of a municipal drain has been approved and all the necessary steps in the process have been undertaken, the owner is assessed his share of the cost associated with the construction of the drain. Any future maintenance on the drain is also assessed to each owner at the same percentage amount as outlined in the approved Engineer’s report.

Occasionally, a parcel of land in a drainage area is the subject of a land severance. When this occurs the affected owner can enter into an agreement on Share of Assessment which is prepared by the Drainage Superintendent and subsequently, must be approved by Council as required by subsection 65(2) of the Drainage Act, R.S.O. 1990, c. D.17.

CURRENT SITUATION

It recently came to staff’s attention that three (3) Drainage Apportionment Agreements which were signed by land owners, were not forwarded to Council for approval. Staff are now submitting the following three Drainage Apportionment Agreements for approval:

- i) Ron & Doreen Mikolasek and the Estate of Ann Mikolasek – Roll # 2602 020 006 01200 and 2602 020 006 00900 - Watershed of Cyruss Nunn Drain
- ii) Daryl and Leah Haanstra – Roll # 2602-020-005-20410 and 2602-020-005-20415 – Watershed of Sixteen Mile Drain
- iii) John & Angela Verdonk and John & Maria Verdonk and John Verdonk Construction Inc.- Roll # 2602-020-004-25500 and 2602-202-004-25510 and 2602-020-004-25515 – Watershed of Sixteen Mile Drain

FINANCIAL IMPLICATIONS

There are no financial implications.

INTER-DEPARTMENTAL COMMENTS

The Planning Department provided the verification of severed properties that required a drain apportionment agreement.

CONCLUSION

Staff are recommending approval of the attached three Drainage Apportionment Agreements.

Respectfully submitted by:

Approved by:

Carolyn Langley, Clerk

Chris Carter, CAO

Reviewed by:

Reviewed by:

**Brent Julian,
Director of Public Works & Engineering**

**Brett Jackson,
Drainage Superintendent**

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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”

DATE: April 20, 2015

REPORT NO: RFD-PW-10-2015

SUBJECT: **Authorization to Award Project Management Services for a Design/Build for a New Community Centre and Arena**

CONTACT: Brent Julian, C.Tech., rcji, Director of Public Works & Engineering
Chris Carter, CAO

OVERVIEW:

- As part of Report PW 25-2014, and Item PW38-14 (AS AMENDED), Council approved and authorize Staff to initiate the Request for Proposal/Tender process to solicit a Project Management Consultant
- The RFP closed on March 31, 2015
- Three (3) proposals were submitted and evaluated
- Staff have provided an evaluation within this report
- The lowest qualified proposal is being recommended, which was submitted by Kalos Engineering Inc. in the amount of \$158,120, plus HST.
- Staff require Council's approval to proceed with the project as outlined in this report

RECOMMENDATION:

1. That, report RFD PW-10-201, re: "Authorization to Award Project Management Services for a Design/Build for a New Community Centre and Arena, dated April 20, 2015 be received; and,
2. That, Council accept the proposal submission by Kalos Engineering Inc. for Project Management Services for the completion of a Design/Build for a New Community Centre and Arena within the Township in the amount of \$158,120.00, (plus HST); and,
3. That, Council approve and authorize Staff to initiate the process of financing of a Design/Build for a New Community Centre and Arena in 2017, as outlined in Schedule 'A' as attached as Attachment 'A' of this report; and,
4. That, Council approve and authorize Staff to proceed with the establishment of a Working Group and Sub-Committees as outlined in this report; and,
5. That, Council approve and authorize Staff to proceed with a Fund Raising Plan for the completion of a Design/Build for a New Community Centre and Arena
6. That, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Kalos Engineering Inc.

ALIGNMENT TO STRATEGIC PLAN

Key Actions (reference page 15):

5. Undertake a review of the Parks and Recreation Master Plan to incorporate a longer-term development of the LeisurePlex Park and Fairground that could attract tourists and further enhance services to the citizens of West Lincoln.

BACKGROUND:

As part of Report PW 25-2014, and Item PW38-14 (AS AMENDED) from the July 16, 2014 Special Public Works/Recreation/Arena Committee, and at the Council meeting of July 21, 2014, Council passed the following resolution:

ITEM PW38-14

That, Item PW38-14 (AS AMENDED) from the July 16, 2014 Special Public Works/ Recreation/Arena Committee meeting be approved:

(ITEM PW38-14

1. THAT, Report RFD PW 25-2014, re: West Lincoln Community Centre and Arena Upgrade Options be received; and,
2. THAT, Staff be and are hereby directed to proceed with Option # 2.

(OPTION 2):

That Council be and hereby direct Staff to proceed with Alternative # 4, as outlined in Report PW 22-2014 (West Lincoln Community Centre and Arena Report / Engineering Study), and that Staff initiate the Request for Proposal/Tender process to solicit a Project Management Consultant.)

(ALTERNATIVE 4):

Alternative four follows the recommendation of the 2013 Fairgrounds Master Plan and Arena Feasibility Study to replace the existing facility with a new complete facility with an NHL regulation single pad and a new multi-use community centre. As per the 2013 Fairgrounds Master Plan and Arena Feasibility Study, the estimated cost to construct this facility was \$12,696,000.00 (in 2013 dollars – excluding taxes). It is important to note that the study costs provided were considered a Class ‘D’ estimate. Class ‘D’ estimates have a precision magnitude of -25% to +75 %.)

AMENDMENT #1:

That Alternative 4 as outlined in Report PW 22-2014, be amended to add construction of a splash pad at an estimated cost of \$150,000 and construction of a skate board facility at an estimated cost of \$350,000.

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AMENDMENT #2:

That, the new facility project be undertaken as a design build project, at a cost of \$10,580.000 plus 30% for soft costs and contingencies.

- Carried AS AMENDED (see below)

AMENDMENT (at Council):

That, the recommendation relating to Item PW38-14 be amended to add:

“And that staff be directed to explore all potential funding sources including: Grants, Partnering, Infrastructure Funding, Donations, and Fund Raising with the intention of eliminating the cost differential between a rebuild and a new build Community Centre and Arena and report back to Council. “

Staff have since circulated a Request for Proposal for a Project Management Consultant and received proposal submission.

CURRENT SITUATION:

The Request for Proposal was circulated on Merx Electronic Tendering Services, was advertised in the local newspaper, as well as posted on the Township's web site. Thirty-eight (38) firms requested and received the proposals. Three (3) proposals were submitted by the closing date of March 31st, 2015

Below is a summary of the submission cost proposals from the qualified proponents (plus HST):

FIRM	CBRE Global Corporate Services	Kalos Engineering Inc.	mhpm Project Leaders
Total	\$445,289.00	\$158,120.00	\$330,225.00

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

Evaluation scoring is shown below:

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Decision Model		Alternatives					
		CBRE		Kalos Engineering		mhpm	
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score
Technical Expertise & Resources	10	8	80	8	80	8	80
Team Strength / Leadership	10	9	90	9	90	9	90
Same or Very Similar Experience	10	9	90	9	90	9	90
Past Performance Record	15	9	135	9	135	9	135
Project Understanding	10	9	90	9	90	9	90
Methodology	10	8	80	8	80	7	70
Local Expertise Factor	5	9	45	8	40	9	45
Interview Result (Optional)	5	7	35	8	40	9	45
Quality Assurance Program	5	8	40	5	25	7	35
Cost	20	4	80	9	180	6	120
Total	100	80	765	82	850	82	800

The three proposals scored consistent through project evaluation. However; one received a higher score under the “Cost” criterion.

The evaluation process identified the highest evaluation score for the Kalos Engineering submission, at 850 points.

The low bidder, Kalos Inc. has extensive experience completing similar works, including projects successfully completed in surrounding municipalities. The Kalos proposal has identified a design and construction schedule of eighteen (18) months to complete. Letters of reference were included in the proposal submission. Staff has contacted references to confirm their satisfaction and ability to successfully complete this project.

As part of the next steps to be taken in order to proceed, Staff recommends the establishment of a Steering Committee and sub-committees to include, but not be limited to, a Design/Build Advisory Group, Technical Advisory Group, Communications Advisory Group, and a Fund Raising Advisory Group.

Staff recommends the establishment of a fundraising plan that will be an essential component of the financing strategy.

FINANCIAL IMPLICATIONS

Item PW38-14(as amended) from the July 16, 2014 Special Public Works/Recreation/Arena Committee meeting approved the following costs as related to the West Lincoln Community Center Project:

“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

New Arena and Recreation Facility	\$10,580,000
Skate Board Park	\$ 350,000
Splash Pad	\$ 150,000
Soft Costs at 30%	<u>\$ 3,324,000</u>
Total Projected Costs	<u>\$14,404,000</u>

The cost for the Project Management Services are included in the Soft Costs of \$3,324,000. Staff have reviewed the funding sources for the overall project and the analysis is included as Schedule A to this report. Schedule A is recommending that the amount of \$12,643,510 be debentured and paid back over 20 years, with a semi-annual payment estimated at \$410,774, which equates to an annual payment of \$821,548. The amount of borrowing recommended falls within the Township's Annual Debt Repayment Limit which was \$2,385,739 in 2014.

Debt would be issued in early 2017, as directed by Council during Budget deliberations (see portion of related budget amendment below) with the first payment being due in late 2017. Schedule A outlines the cash balances available to finance the project, as well as the projected amounts of Development Charges (DCs) that will be available over the term of the debenture. Development Charges to be collected have been estimated and are being shown as a payment against the debt. Contributions to the Arena Building Fund have also been estimated for the term of the debenture and are also shown as a payment against the debt.

RELATED BUDGET AMENDMENT:

BUDGET AMENDMENT #3-RELATES TO SECTION 4 OF RECOMMENDATION IN REPORT RFD-T-02-2015 (RELOCATE UNFUNDED PORTION OF NEW ARENA TO 2017):

That, Page 66 of the proposed 2015 Budget binder (relating to Report RFD-T-02-15 - 2015 Budget) be amended by relocating the unfunded amount of \$14,304,000 for the new arena from 2016 to 2017 and that no further funding commitments be made until after the April, 2015 update from Staff; at which time a determination can be made relating to the appropriate way to move forward regarding the new arena.

It is important to note that the current Development Charge Background Study expires on July 19, 2019. In 2019, a new Background Study will be developed and a revised costing for the Arena and Recreation Center will be developed which will include financing costs. This will most likely result in a larger DC amount to be collected towards the Center. For the purposes of Schedule A, a conservative approach was taken, with the assumption that the current DC amounts would only increase by an annual index estimated at 1.5% annually. In addition, the DC revenue has been based on 55 new housing starts per year, which the current Background Study was based on. Once the debenture is paid, DCs can still be collected towards the Arena and Recreation Center. Those payments may be allocated towards the operating fund in each future years. The 2014 Development Charge Background Study indicated that 63%, or approximately \$8,000,000 of the estimated cost of the Centre, would be recoverable from Development Charges. It should be noted that this full recovery

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may take up to an additional 10 to 20 years after the debenture is paid off.

At this point, staff are not able to estimate the impact the New Arena and Recreational Facility will have on future operating costs. The 2015 approved budget included a subsidy of \$390,100 towards Arena Operations. We do not anticipate that this subsidy would change significantly if the same level of programming continues. If the proposed facility lends itself to new programming opportunities, those programs would be budgeted for appropriately.

INTER-DEPARTMENTAL COMMENTS

This report has been compiled in cooperation with the Treasurer and CAO.

CONCLUSION

In summary, Staff recommends that the proposal submission in the amount of \$158,120.00 (plus HST), by Kalos Engineering Inc. be accepted.

Staff further recommends that Council approve (1) the establishment of a Steering Committee and sub-committees; (2) the establishment and implementation of a fund raising plan for the completion of a Design/Build for a New Community Centre and Arena; and (3) the initiation of the process of financing a Design/Build project for a New Community Centre and Arena **in 2017**.

Finally, Staff also recommends that the Mayor and Clerk be authorized to enter into an agreement with Kalos Engineering Inc. for the Project Management Services for the administration of a Design/Build project for a New Community Centre and Arena.

Prepared and Submitted by:

Approved by:

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

Chris Carter
Chief Administrative Officer

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Schedule A to Report PW-10-2015

Proposed Financing for New Arena and Recreation Center, including Splash Pad and Skateboard Park

The following parameters and assumptions have been used in the analysis below:

- Potential Fundraising Amounts **have not** been included
- Grants from other Government Levels or Agencies **have not** been included
- Interest Rate on Debt is estimated at 2.69% which is the current rate posted by Infrastructure Ontario
- Development Charge Revenue estimates have been made based on 55 “new builds’ annually
- A rate of 1.5% has been used as the index for increasing Development Charge Amounts each year
- The value of \$303,103 has been used in for an average assessed home in the estimate of the tax impact

Analysis:

New Arena and Recreation Facility	\$ 10,580,000
Skate Board Park	\$ 350,000
Splash Pad	\$ 150,000
Soft Costs at 30%	\$ 3,324,000
Total Projected Cost	\$ 14,404,000
Cash Balances Available as of December 31, 2016	
Amount in Recreation Reserve previously committed to Splash Pad	\$ 10,595
Balance in Arena Building Reserve as of December 31, 2014	\$ 114,855
Funding from Development Charges Reserve Fund based on December 31, 2013 balances	\$ 1,381,080
Development Charges collected in 2014 that are attributable to the project	\$ 82,660
Estimate of 2015 & 2016 Development Charges that are attributable to the project	\$ 154,400
Estimate of 2015 & 2016 Contributions to the Arena Building Fund	\$ 16,900
Total Cash Available	\$ 1,760,490
Amount to be Debentured in Early 2017	12,643,510
Total Additional Financing Available Over the Term of the Debt:	
Estimate of Development Charges to be collected from 2017 to 2037	1,931,458
Estimate of Arena Building Fund Contributions (from user fees) to be collected from 2017 to 2037	199,508
Total Estimated Development Charges up to the end of 2037	3,549,598
Total Estimated Arena Building Fund collection up to end of 2037	331,263

The following is the Amortization Table that is applicable to debt of \$12,643,510. This Table indicates the annual repayment amount; the estimated Development Charge Revenue that will be used to offset the Debt repayment; the Estimated Arena Building Fund Revenue collected from User Fees which will also be used to offset the Debt repayment, and finally the Net Cost, which represents the amount to be funded annually from the Operating Fund. Based on the Table Below, the impact on taxes is estimated as follows:

Increase to 2017 Taxes	\$65.00
Increase to 2018 Taxes	\$82.00
Cumulative Increase	\$147.00

Taxes will not increase after 2018 due to debt repayment. The annual contribution from the Operating Fund will decrease slightly each year after 2018 as the amount of Development Charges collected increases.

Year	Debt Repayment	Estimated Development Charges	Estimated Arena Building Fund	Net Cost
2017	410,774	78,930	8,585	323,259
2018	821,548	80,114	8,671	732,763
2019	821,548	81,316	8,758	731,475
2020	821,548	82,535	8,845	730,167
2021	821,548	83,773	8,934	728,841
2022	821,548	85,030	9,023	727,495
2023	821,548	86,305	9,113	726,129
2024	821,548	87,600	9,204	724,744
2025	821,548	88,914	9,296	723,338
2026	821,548	90,248	9,389	721,911
2027	821,548	91,601	9,483	720,463
2028	821,548	92,976	9,578	718,994
2029	821,548	94,370	9,674	717,504
2030	821,548	95,786	9,771	715,992
2031	821,548	97,222	9,868	714,457
2032	821,548	98,681	9,967	712,900
2033	821,548	100,161	10,067	711,320
2034	821,548	101,663	10,167	709,717
2035	821,548	103,188	10,269	708,091
2036	821,548	104,736	10,372	706,440
2037	410,774	106,307	10,475	293,991
Total	16,430,960	1,931,458	199,508	14,299,993