

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

**MEETING NO. THREE HELD: \*\*\*TUESDAY\*\*\***, May 19, 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 PW15-15**  
Dave Willis  
Re: Arena/Community Centre Complex

**Page 1**

(b) **ITEM PW16-15**  
Carl Ensor  
Re: Deplorable condition of my Road (Concession 5 Road)

**Page 2**

5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**

**NOTE: Procedural By-law 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.

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 PW17-15**

- (1) Report RFD PW-12-2015 - 2015 Dust Control Tender Authorization **Page 3-4**
- (2) Report RFD PW-14-2015 - Appointment of Weed Inspectors **Page 5-6**
- (3) Report RFD PW 13-2015 - Young Street Rehabilitation Tender Authorization **Page 7-8**

**RECOMMENDATION:**

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

1. Items 1, 2 & 3 be and are hereby received and the recommendations contained therein are adopted with the exception of Items #(s)\_\_\_\_\_

**7. COMMUNICATIONS:**

(a) **ITEM PW18-15**

The Battersby Family

Re: Request for Speed Limit change on South Grimsby Road 6

**Page 9**

**RECOMMENDATION:**

That the correspondence received from the Battersby Family (via internet) on May 11, 2015, regarding their request for a speed limit reduction on South Grimsby Road 6, be received and referred to staff for a report.

**8. STAFF REPORTS:**

(a) **ITEM PW19-15**

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 (REFERRED FROM APRIL 27, 2015 COUNCIL MEETING)

**Page 10-17**

**RECOMMENDATION:**

1. That, report RFD PW-10-2015, 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 PW20-15**

Councillor Terry Bell & Councillor Joann Chechalk  
Re: West Lincoln Arena/Community Center (Referred from April 27 Council)  
FOR DISCUSSION

(b) **ITEM PW21-15**

West Lincoln Public Library Board  
Re: April 14, 2015 Minutes

**Page 18-21**

**RECOMMENDATION:**

That the minutes of the West Lincoln Public Library Board meeting held on April 14, 2015, be received for information.

(c) **ITEM PW22-15**

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:** Dave and/or Diane Willis  
**Sent:** April-29-15 11:17 AM  
**To:** Joanne Scime  
**Cc:** Carolyn Langley  
**Subject:** Re: Public Works meeting

Joanne

Please put me on the agenda for the Public Works/Recreation/Arena meeting May 19/15 for a presentation to the committee about the new arena complex  
THX Dave Willis

**From:** Carl Ensor  
**Sent:** May-04-15 11:18 AM  
**To:** Carolyn Langley  
**Subject:** public works meeting

i want my name on the docket to speak on the deplorable conditions of my road.  
con. 5 rd.  
smithville

**DATE:** May 19, 2015

**REPORT NO:** RFD PW-12-2015

**SUBJECT:** 2015 Dust Control Tender Authorization

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

**OVERVIEW:**

- As regular road maintenance; the Township annually applies liquid dust suppressant to all gravel roads for dust control measures
- In order to benefit from economies of scale, this program has traditionally been a joint tender with the Township of Wainfleet
- A tender for the proposed works closed on May 1<sup>st</sup>, 2015
- Three (3) tender proposals were submitted
- A low bid in the amount of \$374.80 per flake equivalent tonne was received by Pollard Highway Products
- Staff recommends acceptance of the acceptance of the tender submitted by Pollard Highway Products

**RECOMMENDATION:**

1. THAT, Report RFD PW-12-2015, re: 2015 Dust Control Tender Authorization, dated May 19, 2015 be received; and,
2. THAT, Council accepts the tender submission from Pollard Highway Products in the amount of \$374.80 per flake tonne (plus HST), to a maximum of \$120,000.00 (including HST) for the application of liquid dust suppressant to gravel roads for dust control; and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Pollard Highway Products, and the Township of Wainfleet.

**ALIGNMENT TO STRATEGIC PLAN**

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 regular road maintenance; the Township annually applies liquid dust suppressant to all gravel roads for dust control measures. The Township of West Lincoln has approximately 133 lane kilometres (or 83 miles) of gravel roads requiring annual dust control. Each year, approximately 300 Flake Equivalent Tonnes is applied to the Township's gravel roads.

In order to benefit from 'economies of scale' pricing; the Township has traditionally entered into a joint tender with the Township of Wainfleet. A tender was issued requesting prices

for the supply and application of liquid dust suppressant with a calcium flake equivalent tonne of approximately 35 percent calcium chloride solution for dust suppressant. The tender closed on May 1<sup>st</sup>, 2015. Three (3) tender submissions were received.

**CURRENT SITUATION:**

The application of liquid dust suppressant for dust control is funded from the roads maintenance budget. The application additionally assists with the reduction of operational costs for regular road maintenance items such as grading.

The tender bid submissions were as follows:

<b>Company</b>	<b>Tender Price (Per Flake Equivalent Tonne)</b>	<b>Corrected Bid</b>
1. 513125 Ontario Limited, (Da-Lee Dust Control)	\$376.99 (plus HST)	N/A
2. Brennan Paving	\$385.80 (plus HST)	N/A
3. Pollard Highway Products	\$374.80 (plus HST)	N/A

The low bidder, Pollard Highway Products, has experience in this application and is capable of successfully completing this project.

**FINANCIAL IMPLICATIONS**

This program is funded within the approved 2015 Roads Operational Maintenance Budget. The tendered prices represent an increase of approximately eleven percent (11 %) from the 2014 prices. In order to treat all gravel roads it is estimated that approximately 290 tonnes is required. However, Staff recommends an upset limit to not exceed \$120,000.00.

**CONCLUSION**

In summary, Staff recommends that the bid submission from Pollard Highway Products for the application of dust suppressant for gravel road dust control be accepted, and that a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Pollard Highway Products and the Township of Wainfleet.

**Prepared 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

*“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:** May 19, 2015

**REPORT NO:** RFD PW-14-2015

**SUBJECT:** **Appointment of Weed Inspectors**

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

**OVERVIEW:**

To appoint weed inspectors for the Township of West Lincoln.

**RECOMMENDATION:**

1. THAT, Report RFD PW-14-2015, re: Appointment of Weed Inspectors, dated May 19, 2015 be accepted; and,
2. THAT, David Lane and Don Campbell be appointed, by by-law, as Weed Inspectors; and,
3. THAT, By-law 2014-112, being a By-law to appoint Kaveh Etezadi as Weed Inspector for the Corporation of the Township of West Lincoln, be repealed.

**ALIGNMENT TO STRATEGIC PLAN**

Not Applicable

**BACKGROUND:**

On December 15, 2014, Council passed By-law 2014-112 to appoint Kaveh Etezadi as weed inspector for the Township of West Lincoln for the period from December 1, 2014 to November 30, 2018.

**CURRENT SITUATION:**

Due to the departure of Kaveh Etezadi, it has become necessary to appoint a new weed inspector.

**FINANCIAL IMPLICATIONS**

There are no financial implications.



**INTER-DEPARTMENTAL COMMENTS**

Not applicable

**CONCLUSION**

In summary, staff recommends a new by-law be presented to Council to appoint David Lane and Don Campbell as Weed Inspectors.

**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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**DATE:** May 19, 2015

**REPORT NO:** RFD PW-13-2015

**SUBJECT:** **Young Street Rehabilitation Tender Authorization**

**CONTACT:** Scott Beamish, C.E.T., rcsi, Coordinator for Engineering Services  
Brent Julian, C.Tech., rcji, Director of Public Works & Engineering

**OVERVIEW:**

- The rehabilitation of Young Street between South Grimsby Road 6 and Regional Road 12 (Grimsby Road 12) was approved in the 2015 Roads Capital Budget.
- Staff prepared and circulated a tender for repair works to this portion of Young Street.
- A tender for the proposed works closed on May 7<sup>th</sup>, 2015.
- A bid in the amount of \$227,315.75 was received by Norjohn Contracting and Paving Limited.
- The tender amount is below the approved capital budget of \$410,000.00
- Staff recommends proceeding with rehabilitation of Young Street based on the submitted bid by Norjohn Contracting and Paving Limited.
- Staff recommends Council accept of the tender submitted by Norjohn Contracting and Paving Limited.

**RECOMMENDATION:**

1. That, Report RFD PW-13-2015, re: Young Street Rehabilitation Tender Authorization dated May 19, 2015 be received; and,
2. That, Council accept the tender submission by Norjohn Contracting And Paving Limited for the rehabilitation of Young Street between South Grimsby Road 6 and Regional Road 12 (Grimsby Road 12) in the amount of \$227,315.75 (plus 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:**

The rehabilitation of Young Street between South Grimsby Road 6 and Regional Road 12 (Grimsby Road 12) was approved in the 2015 Roads Capital Budget. Works include pulverizing of the existing surface, rehabilitation of the granular base, and application of surface treatment. Staff prepared and circulated a tender for the rehabilitation of these works.

**CURRENT SITUATION:**

The tender opened for circulation on April 23<sup>rd</sup>, 2015, and closed on May 7th, 2015. The tender was advertised in the local newspaper, Township website and on the Merx Electronic Tendering Services. Five (5) tender packages were picked up, with one (1) tender submissions received by the tender closing date. Accompanied with the bid submission was the required 'Bid Security' and 'Agreement to Bond'.

The tender bid submission is as follows:

<b>Company</b>	<b>Tender Price</b>	<b>Corrected Bid</b>
Norjohn Contracting and Paving Limited	\$227,315.75	

Norjohn Contracting and Paving Limited has completed various other works for the Township of West Lincoln, and other area municipalities, and is capable of completing this project. Staff has conducted reference checks with the area municipalities and received positive comments.

**FINANCIAL IMPLICATIONS**

The tender amount is below the approved capital budget of \$410,000.00, which will provide flexibility to deal with any unexpected/unforeseen costs.

**INTER-DEPARTMENTAL COMMENTS**

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

**CONCLUSION**

In summary, Staff recommends that the bid submission from Norjohn Contracting and Paving Limited for the Young Street Rehabilitation tender be accepted and that the Mayor and Clerk be authorized to enter into an agreement with Norjohn Contracting and Paving Limited for the Young Street rehabilitation works as outlined above.

**Prepared by:**

**Submitted by:**

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**Scott Beamish C.E.T., CISEC, rcsi**  
Coordinator for Engineering Services

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

*"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"*

From: The Battersby Farm  
Subject: Speed limit change on South Grimsby Road 6

Dear Mayor & Councillors

We am making a strong suggestion that you LOWER the speed limit on South Grimsby Road 6, otherwise known as Leisureplex Road or the busiest road in West Lincoln. With the new sub-divisions, one at each end of this area, you are more than aware of the increased traffic and then throw in the construction down town and presto more traffic. I am telling you someone is going to be killed on this road. We have walkers, joggers, bicycles, and children, more than ever on this road. The traffic is traveling upwards of 80 km. – 110 km and I'm not exaggerating. PLEASE do something!

We've increased our liability insurance on this farm because of our animals and this traffic problem. I hope to hear soon that the speed limit on our road is greatly reduced before St. Martin's school is up and running.

If I don't hear from you we shall ask to attend a forth coming council meeting to address this concern.

Sincerely,  
The Battersby Family

**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 31<sup>st</sup>, 2015

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

<b>FIRM</b>	<b>CBRE Global Corporate Services</b>	<b>Kalos Engineering Inc.</b>	<b>mhpm Project Leaders</b>
<b>Total</b>	\$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
<b>Total</b>	<b>100</b>	<b>80</b>	<b>765</b>	<b>82</b>	<b>850</b>	<b>82</b>	<b>800</b>

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:

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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:**

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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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**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
<b>Total Projected Cost</b>	<b>\$ 14,404,000</b>
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
<b>Total Cash Available</b>	<b>\$ 1,760,490</b>
<b>Amount to be Debentured in Early 2017</b>	<b>12,643,510</b>
<b>Total Additional Financing Available Over the Term of the Debt:</b>	
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
<b>Total Estimated Development Charges up to the end of 2037</b>	<b>3,549,598</b>
<b>Total Estimated Arena Building Fund collection up to end of 2037</b>	<b>331,263</b>

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
<b>Total</b>	<b>16,430,960</b>	<b>1,931,458</b>	<b>199,508</b>	<b>14,299,993</b>

**WEST LINCOLN. PUBLIC LIBRARY  
BOARD MEETING  
Tuesday, April 14, 2015  
7:30pm at the Caistorville Library**

**PRESENT:**

**BOARD MEMBERS** – Joann Chechalk, Cheryl Ganann, Lynne Hatzlhoffer, Lisa Kaplaniak,  
Sue Langdon, Karen Parker, Jennifer Smith

**LIBRARIANS** – Peggy-Jo Madsen, Janet Ruczay, Colleen Young

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**MINUTES FROM THE MEETING OF MARCH 10, 2015**

**Moved** for acceptance by Lisa Kaplaniak, **seconded** by Sue Langdon - **carried**.

**LIBRARY BUSINESS**

1. Board members who participated in the Niagara Public Libraries OnBoard discussed the various Library Board related presentations they attended. The event was hosted by the Lincoln Public Library in Beamsville. Each participant attended 2 of 4 seminars in the meeting rooms of the Fleming Centre. Some Board Members also received a tour of the beautiful new Lincoln Public Library. All agree it was a very worthwhile event, very informative for both new and experienced board members, and the organizers did a commendable job pulling this event together.

2. The Ad Hoc Facilities Committee met on April 13<sup>th</sup>. The committee recommends the following:

- a) That, the West Lincoln Public Library Board move ahead with a stand alone Library in Wellandport utilizing the Svedas Architect plans used for the Caistorville Public Library.
- b) That, the Board proceed in such a way as to minimize future infrastructure needs.
- c) That, Library staff work with the Township staff to develop an approved site plan.

Motion by Jennifer Smith to accept and endorse the Ad Hoc Facilities Committee recommendations from the April 13, 2015 meeting, seconded by Joann Chechalk - carried.

The next Ad Hoc Facilities Committee meeting will be held on Monday, May 11<sup>th</sup>.

**FINANCIAL MATTERS**

The Budget Status Report as at March 31, 2015 was reviewed by the Board.

**LIBRARIANS' REPORT**

The Librarians' Report dated April 14, 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. The March Break programming at all three Library Branches was very well received with 101 children attending. Attendance to all Library programs this month was 212 patrons of all ages.

*Cheryl Ganann  
Vice-Chair*

*Secretary  
Lynne Hatzlhoffer*

2. During the past month Peggy Madsen has visited Covenant Christian School and College Street School to read stories to primary classes.

3. On Tuesday May 19<sup>th</sup>, Gina La Force will present to council the **Library Core Services Review**.

### **CORRESPONDENCE**

1. Confirmation has been sent that Council has received the Library Board minutes dated February 10, 2015 for information purposes.

2. Catharine Vaughan sends her thanks for the planter given to her by Library Staff and Board Members in recognition of her many years of service to the West Lincoln Library.

3. Janet Ruczay has sent a card of thanks for the plant arrangement delivered to her family upon the passing of Janet's mother.

**NEXT MEETING:** The next meeting of the West Lincoln Library Board will be held at 7:30pm on Tuesday May 12<sup>th</sup> at the Smithville Library Branch or will be called at the discretion of Library CEO.

Motion for adjournment by Jennifer Smith at 9:20pm.

Librarians' Report May 14, 2015.

**Circulation: April 2015:**

Books	Computers	Total
5636	244	5636+244 + 437 = 6317

Circulation of e-books: 437 (No longer subscribe to Freegal)

**Circulation: April 2014:**

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

Circulation of e-books: 403 - Freegal: 83

**Programs Held in April:**

Adult Book Club at Caistorville: Attendance: 6  
Adult Book Club at Smithville: Attendance: 12  
Coffee and Conversation: Attendance: 5  
Adult Computer Lessons: Attendance: 7  
Junior Book Club at Smithville: Attendance: 8  
Easter Egg Hunt at Caistorville: Attendance: 13

**Story Times: All 3 Branches: 22 Sessions: Attendance: 177**

**Total Attendance at all Programs in April: 228**

The Caistorville Book Sale raised \$121.20 at their sale in April.

The Junior Book Club started on Monday April 27<sup>th</sup> for a three week session at the Smithville branch.

I visited a grade 2/3 class at Covenant Christian School on Monday May 4<sup>th</sup> and introduced their theme of science fiction and read an interactive story.

A spring colouring contest was held at the Smithville Public Library. There were 52 entries. Three staff members from the Township office judged the pictures for us and we were very pleased that they were willing to partner with us in this way.

The TD Summer Reading club materials have started to arrive at the branches.

A West Lincoln Public Library Board Policy Meeting was held on Thursday May 7<sup>th</sup>, at the Caistorville Library. Seven policies were reviewed.

The AD HOC Facilities meeting was held on Monday May 11<sup>th</sup>. Dave Bylsma the Council representative, Brent Julian, the Director of Public Works & Engineering, and two Library Board representatives Joann Chechalk and Cheryl Ganann were present. There was good discussion, but there is more work to be done.

There will be a book sale at the Wellandport Public Library on Saturday May 16<sup>th</sup>.

All branches of the West Lincoln Public Library will be closed on Monday May 18<sup>th</sup> for Victoria Day.

?? **Did you know?** ??  
124 people visited our Facebook page in April!