

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

MEETING NO. FOUR HELD: Monday, June 15, 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:**

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 PW24-15**

(1) Report RFD PW-15-2015–South Grimsby Road 6 Speed Limit Reduction Request **Page 1-2**

(2) Report RFD PW-16-2015–2015 Sidewalk Tender Authorization **Page 3-5**

(3) Report RFD PW-17-2015–Hot Mix Shave and Pave Tender Authorization

Page 6-8

RECOMMENDATION:

The Administration/Finance/Fire Committee hereby approve the following Consent Agenda Items:

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

7. COMMUNICATIONS:

8. STAFF REPORTS:

(a) *AMENDMENT TO BUDGET*

ITEM PW25-14

Director of Public Works & Engineering (Brent Julian)

Page 9-11

Re: Report RFD PW-18-2014 – Amendment to Budget – Morgan Avenue Sewer CCTV and Repair Tender Authorization

RECOMMENDATION:

1. That, Report RFD PW-18-2015, re: **Amendment to Budget** - Morgan Avenue Sewer CCTV and Repair Tender Authorization dated June 15, 2015 be received; and,
2. That, Council accept the tender submission by Empipe Solutions Ltd. for the sanitary and storm sewer repair on Morgan Avenue, Brock Street and the St. Catharines Street easement in the amount of \$158,616.50 (plus HST); and,
3. That Council approve a BUDGET AMENDMENT to finance \$12,850.50 (plus HST) in 2015 from the Capital Reserve, which represents the Morgan Avenue storm works.
4. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Empipe Solutions Ltd.

(b) **ITEM PW26-15**

Director of Public Works & Engineering (Brent Julian) & Treasurer/Director of Finance (Donna DeFilippis) & CAO (Chris Carter)

Re: Report RFD-PW-14-2015 – Future Recreational Needs

Page 12-20

RECOMMENDATION:

- (1) That, Report RFD-PW-14- 2015 regarding “Future Recreational Needs” dated June 15, 2015 be received; and,
- (2) That, the “Multi-Purpose Recreational Facility Survey” attached as Appendix A to this report be approved; and,
- (3) That three public round table sessions be scheduled on July 13th, 14th and 15th; and,
- (4) That, the firm of Monteith Brown Planning Consultants be retained at a cost of \$6,000, plus HST, to be charged to the Public Works Admin. Budget, in order to facilitate the proposed round table sessions ; and,
- (5) That staff be instructed to produce and issue a Request for Proposal (RFP) for outside services to assist in determining potential fundraising amounts and opportunities in the community.

(c) **ITEM PW27-15**

Director of Public Works & Engineering (Brent Julian)

Page 21-22

Re: Report RFD PW-19-2015– Van Buuren (Main Branch) Drain Maintenance 2015

RECOMMENDATION:

- (1) That, Report RFD PW-19-2015 dated June 15, 2015 regarding the “Van Buuren (Main Branch) Drain Maintenance 2015”; be received; and,
- (2) That, maintenance of the Van Buuren (Main Branch) as proposed in Report RFD PW-19-2015 be approved; and,

- (3) That, Council directs staff to prepare a Tender Package for the Maintenance Project to begin in the fall of 2015.
- (4) That, Council directs staff to send a copy of this report to the Town of Grimsby with a notice of intent to maintain the Van Buuren Drain.

9. OTHER BUSINESS:

- (a) **TABLED ITEM:** (Item PW19-15 from May 25 Council/May 19 Public Works) 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

NOTE: This item will remain tabled until a motion to lift it from the table is introduced

- (b) **ITEM PW28-15**
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.

DATE: June 15, 2015

REPORT NO: RFI PW-15-2015

SUBJECT: **South Grimsby Road 6 Speed Limit Reduction Request**

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

OVERVIEW:

- Council received a letter of request to lower the speed limit on South Grimsby Road 6 between Regional Roads 14 and 20 to 50 km/h
- Speed Limit posted on South Grimsby Road 6 from Regional Road 20 to Regional Road 14 is Maximum 70km per hour.
- Council moved that Staff review the request for speed change and report back to Council.
- This report summarizes the findings

RECOMMENDATION:

1. That, Report RFI PW-15-2015, re: South Grimsby Road 6 Speed Reduction Request be received; and,
2. That, Council direct Staff to contact Niagara Regional Police to request increased speed enforcement on South Grimsby Road 6

ALIGNMENT TO STRATEGIC PLAN

Not applicable to this report.

BACKGROUND:

Council received a letter of request to lower the speed limit on South Grimsby Road 6 between Regional Roads 14 and 20 to 50 km/h from the current 70km/h posted limit. As part of Item PW 18-15 from the Public Works Committee meeting of May 19, 2015; Council moved that Staff review the request for speed change and report back to Council.

CURRENT SITUATION:

Staff recently conducted a traffic survey on South Grimsby Road 6 between Regional Road 14 and Regional Road 20. The current posted speed limit posted is 70 km/h. The findings are shown in the summary table below:

Summary of Findings:

Posted Speed Limit	70 Km/h
85 th Percentile Speed	87 Km/h
AADT (Average Annual Daily Traffic)	2081 vehicles

The recent average annual daily traffic count (AADT) of 2081 vehicles compares similarly to the traffic count of 1982 vehicles noted in the 2014 Road Needs Study. In the 2014 study the 85th percentile speed was 95.5 km/h northbound and 97.7 km/h southbound. A typical 85th percentile speed for a similar road and posted speed should be approximately 80 km/h. Both studies do show vehicles using excessive speeds.

This section of South Grimsby Road 6 is considered a rural collector road, which serves to connect travellers between other roads and destinations. The road currently only services four (4) residential driveways. Considering the class and function of the road, lowering of the posted speed limit generally will not lower the speed of vehicles, but could create a false sense of safety to residents.

Staff recommends advising the Niagara Regional Police to request increased enforcement of this section of roadway. A follow-up traffic count can be completed to assess the results of increased enforcement.

FINANCIAL IMPLICATIONS

N/A

INTER-DEPARTMENTAL COMMENTS

This report was discussed with the Acting CAO.

CONCLUSION

In summary, Staff recommends advising the Niagara Regional Police to request increased enforcement of this section of roadway, and that a follow-up traffic count be completed to assess the results of increased enforcement.

Prepared by:

Submitted by:

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

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

Approved by:

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: June 15, 2015

REPORT NO: RFD PW-16-2015

SUBJECT: 2015 Sidewalk Tender Authorization

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

OVERVIEW:

- As part of the Township's 2015 Capital Works Sidewalk program, Council approved 310m of sidewalk to be replaced on the east side of Station Street from the railway tracks northward. Council also approved placement of new sidewalk on Wade Road joining the Margaret Street loop. Staff drafted and circulated a tender for sidewalk works.
- A tender for the proposed works closed on May 14th, 2015.
- The Township received seven (7) tender submissions.
- A bid in the amount of \$59,037.50 was received by All The Best Paving Limited.
- Council approved \$146,500.00 in the 2015 Capital Budget for sidewalk improvements.
- Staff recommends proceeding with the 2015 sidewalk program with All The Best Paving Limited.

RECOMMENDATION:

1. That, Report RFD PW-16-2015, re: 2015 Sidewalk Tender Authorization dated June 15, 2015 be received; and,
2. That, Council accept the tender submission by All The Best Paving Limited for the sidewalk rehabilitation works on Station Street and Wade Road in the amount of \$59,037.50 (plus HST); and,
3. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with All The Best 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 2015 capital budget, Council approved the replacement of sidewalk on the east side of Station Street from the railway tracks and north for 310 metres. As part of the same budget, Council also approved the installation of new sidewalk on the east side of Wade Road from Margaret Street to Margaret Street (Margaret Street loop). Staff prepared and circulated a tender for the rehabilitation of these works.

CURRENT SITUATION:

The tender opened for circulation on May 2nd, 2015, and closed on May 14th, 2015. The tender was advertised in the local newspaper, the Township website, and on the Merx Electronic Tendering Services. Seven (7) tender packages were picked up and received by the tender closing date. Accompanied with the bid submissions was the required 'Bid Security' and 'Agreement to Bond'.

The tender bid submission is as follows:

Company	Bid	Corrected Bid
All The Best Paving Limited	\$59,037.50	
Catalina Excavating Inc.	\$75,090.00	
Stolk Construction Limited	\$102,914.32	\$107,982.51
Gauboc Construction Limited	\$61,065.00	
Curblin Inc.	\$123,280.00	
Rankin Construction Inc.	\$66,405.00	
Steed and Evans Limited	\$62,526.70	

All The Best Paving Limited has previously completed similar 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 \$146,500.00, 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.

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CONCLUSION

In summary, Staff recommends that the bid submission from All The Best Paving Limited for the 2015 Sidewalk tender be accepted and that the Mayor and Clerk be authorized to enter into an agreement with All The Best Paving Limited for the sidewalk rehabilitation works as outlined above.

Prepared by:

Submitted by:

Scott Beamish C.E.T., CISEC, rcsi
Coordinator for Engineering Services
Approved by:

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

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: June 15, 2015

REPORT NO: RFD PW-17-2015

SUBJECT: **2015 Hot Mix Shave and Pave Tender Authorization**

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

OVERVIEW:

- As part of the Township's 2015 Capital Works Road Resurfacing program, Council approved the resurfacing of Caistor Centre Road between Concession 5 Road to Sixteen Road and Port Davidson Road between Regional Road 14 to Sixteen Road.
- A tender for the proposed works closed on May 14th, 2015.
- The Township received four (4) tender submissions.
- A low bid in the amount of \$378,785.75 was received by Norjohn Contracting and Paving Limited.
- Council approved \$581,100.00 in the 2015 Capital Budget for road resurfacing.
- Staff recommends proceeding with the 2015 road resurface program with Norjohn Contracting and Paving Limited.

RECOMMENDATION:

1. That, Report RFD PW-17-2015, re: 2015 Hot Mix Shave and Pave Tender Authorization dated June 15, 2015 be received; and,
2. That, Council accept the tender submission by Norjohn Contracting and Paving Limited for the hot mix shave and pave operations on Caistor Centre Road and Port Davidson Road in the amount of \$378,785.75 (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:

As part of the 2015 Capital Budget, Council approved the hot mix asphalt resurfacing of Caistor Centre Road between Sixteen Road and Concession 5 Road and on Port Davidson Road between Regional Road 14 and Sixteen Road. Staff prepared and circulated a tender for the rehabilitation of these works.

CURRENT SITUATION:

The tender opened for circulation on April 30th, 2015, and closed on May 14th, 2015. The tender was advertised in the local newspaper, the Township website and on the Merx Electronic Tendering Services. Five (5) tender packages were picked up, with four (4) 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:

Company	Bid
Norjohn Contracting and Paving Limited	\$378,785.75
Brennon Paving Limited	\$435,759.00
Rankin Construction Inc.	\$414,632.00
Steed and Evans Limited	\$538,831.20

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 \$581,100.00, 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 2015 Hot Mix Shave and Pave Tender be accepted and that the Mayor and Clerk be authorized to enter into an agreement with Norjohn Contracting and Paving Limited for the asphalt works as outlined above.

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Prepared by:

Submitted by:

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

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

Approved by:

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: June 15, 2015

REPORT NO: RFD PW-18-2015

SUBJECT: **Amendment to Budget - Morgan Avenue Sewer CCTV and Repair Tender Authorization**

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

OVERVIEW:

- As part of the Township's 2015 Capital Works Wastewater refurbishment program, Council approved sewer rehabilitation works on Morgan Avenue, Brock Street and the St. Catharines Street easement. Staff drafted and circulated a tender for sewer repair works.
- This tender also included Morgan Avenue storm sewer refurbishments that was indicated as a 2016 Capital Project but was deemed more cost effective to tender together with the sewer works. A Budget Amendment is required to reallocate the funds for this project from 2016 to 2015.
- A tender for the proposed works closed on May 21st, 2015.
- The Township received one (1) tender submission.
- A bid in the amount of \$158,616.50 was received by Empipe Solutions LTD.
- Council approved \$194,000.00 total in the 2015 Capital Budget for Morgan Avenue, Brock Street and the St. Catharines Street easement sanitary sewer rehabilitation.
- Staff recommends proceeding with the Morgan Avenue Sewer CCTV and Repair program with Empipe Solutions LTD.

RECOMMENDATION:

1. That, Report RFD PW-18-2015, re: Amendment to Budget - Morgan Avenue Sewer CCTV and Repair Tender Authorization dated June 15, 2015 be received; and,
2. That, Council accept the tender submission by Empipe Solutions Ltd. for the sanitary and storm sewer repair on Morgan Avenue, Brock Street and the St. Catharines Street easement in the amount of \$158,616.50 (plus HST); and,
3. That Council approve a BUDGET AMENDMENT to finance \$12,850.50 (plus HST) in 2015 from the Capital Reserve, which represents the Morgan Avenue storm works.
4. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Empipe Solutions Ltd.

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 2015 Capital Works Wastewater budget, Council approved repair works for sanitary sewers on Morgan Avenue, Brock Street and the St. Catharines Street easement. Storm and Sanitary sewers and laterals were inspected and assessed in 2014 on these streets, with deficient works identified. It was deemed more cost efficient by Staff to tender these repair works together. As part of this project, the storm and sanitary mainline sewers and several laterals require repair work. Staff prepared and circulated a tender for the rehabilitation of these works.

CURRENT SITUATION:

The tender opened for circulation on May 7th, 2015, and closed on May 21st, 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 submission 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:

Company	Bid	Corrected Bid
Empipe Solutions Ltd.	\$158,616.00	\$158,616.50

Empipe Solutions Ltd. 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 includes repairs to be done on both sanitary and storm sewer assets. The 2015 budget included \$194,000 for sanitary sewer refurbishment. The tender cost for the sewer works is \$145,766.00. The cost savings realized in the sewer works impacts the sewer reserve, as there will be a smaller transfer from the sewer reserve. It is anticipated that \$137,000.00 will be transferred from the sewer reserve as opposed to the \$181,850.00. The

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storm sewer works included in this tender total \$12,850.50. The proposed works on Morgan Avenue were included in the ten year capital plan as a 2016 project. It has been determined by Staff that it is more cost efficient to do the works in conjunction with the sanitary sewer works. A budget amendment to fund the Morgan Avenue storm sewer works from the Capital Reserve is being requested.

INTER-DEPARTMENTAL COMMENTS

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

CONCLUSION

In summary, Staff recommends that the bid submission from Empipe Solutions Ltd. for the Morgan Avenue Sewer CCTV and Repair Tender be accepted and that the Mayor and Clerk be authorized to enter into an agreement with Empipe Solutions Ltd. for the storm and sanitary sewer repair works as outlined above.

Prepared by:

Submitted by:

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

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

Approved by:

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: June 15, 2015

REPORT NO: RFD-PW-14-2015

SUBJECT: Future Recreational Needs

CONTACT: Brent Julian, Director of Public Works & Engineering
Donna DeFilippis, Treasurer/Director of Finance
Chris Carter, CAO

OVERVIEW:

- This report addresses portions of the resolution adopted at the May 19th, 2015 PW/Rec/Arena Comm. Mtg.
- A draft “Multi-Purpose Recreational Facility Survey” is attached to this report for Committee’s Consideration
- July 13th, 14th and 15th have been selected as dates for public round table sessions
- It is recommended that these round table sessions be facilitated by the firm Monteith Brown at a cost of \$6,000, plus HST to be funded from the Public Works Admin budget.
- August 6th (alternative date August 11th) has been scheduled as the tour date for members of Council to visit other multi-purpose facilities
- It is recommended that an outside firm be retained in order to assist with establishing potential fundraising amounts and opportunities

RECOMMENDATION:

- (1) That, Report RFD-PW-14- 2015 regarding “Future Recreational Needs” dated June 15, 2015 be received; and,
- (2) That, the “Multi-Purpose Recreational Facility Survey” attached as Appendix A to this report be approved; and,
- (3) That three public round table sessions be scheduled on July 13th, 14th and 15th; and,
- (4) That, the firm of Monteith Brown Planning Consultants be retained at a cost of \$6,000, plus HST, to be charged to the Public Works Admin. Budget, in order to facilitate the proposed round table sessions ; and,

- (5) That staff be instructed to produce and issue a Request for Proposal (RFP) for outside services to assist in determining potential fundraising amounts and opportunities in the community.

BACKGROUND:

At the May 19th, 2015 Public Works/Recreation/Arena meeting a resolution was adopted regarding the proposed Multi-Purpose Facility. The resolution addressed Council's request to collect further information regarding future recreational needs and wants from the Community. This report addressed some of these resolutions.

REPORT

1. Community Consultation Plan

The following resolution was adopted at the June 15th, 2015 PW/Rec/Arena Committee Meeting:

That prior to moving forward on any Multi-Purpose Facility construction, Township Staff develop a 'Community Consultation Plan' and report back to Council. The Plan will include the hosting of at least 3 public round tables, arrange to have Township representation at both Poultry Fest and the West Niagara Fair to gather and record all input as well as using the Township's Web site and Newsletters and any special means necessary to obtain as much input from all Township partners and residents of all ages regarding what recreational facilities are wanted or should be included in any future Multi-Purpose facility for the Township of West Lincoln; and,

That the Plan, complete with time lines, be presented to the next Public Works/Recreation /Arena Committee Meeting for comment and approval;

A draft multi-purpose recreational facility survey is attached as Appendix A to this report. This survey is designed to allow respondents to indicate what they would like to see in any new multi-purpose facility. We have used a rating system that allows the respondent to rank their preferences. We have also tried to determine/assess how willing respondents would be to contribute to a fundraising campaign or contribute property taxes for such a facility. The survey also allows for general comments. This survey will be available on the Township's website and in addition, will be made available in a paper format at all three West Lincoln Library Branches.

In order to ensure as much participation in the survey as possible, Township representatives will be asking visitors to complete the survey at the following Township events:

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- Canada Tent at Poultry Fest on June 27th, 2015
- Music in the Park on July 23rd, 2015

The motion above indicated that the Township representatives be available at the West Niagara Fair as well. The 2015 fair is scheduled from September 10th to 13th. It is being recommended that Township representatives not gather information at the 2015 Fair, as it would not allow for sufficient time for staff to review and summarize the results of the consultation. Staff is confident that the survey will be well advertised and there will be ample opportunities for the residents of West Lincoln to complete it. If Council still wishes to have input collected at the West Niagara Fair, staff is suggesting that the presentation of results would not be possible until the October Public Works/Recreation/Arena Committee meeting scheduled for October 19, 2015.

Three public round table sessions have been scheduled, along with alternative dates as follows:

<u>Location</u>	<u>Scheduled Date</u>	<u>Alternative Date</u>
Council Chambers	July 13, 2015	July 6, 2015
Wellandport Hall	July 14, 2015	July 7, 2015
Caistor Center Hall	July 15, 2015	July 8, 2015

We are requesting assistance in order to ensure that these round table sessions are properly facilitated. A quote has been received from Monteith Brown Planning Consultants (MBPC) for \$6,000, plus HST to carry out the public consultation. They will work with Township staff to prepare suitable materials and a series of questions to prompt community discussion. Todd Brown, a Principal Planner with MBPC, is already quite familiar with our Township and its Recreation Master Plan as he and his firm prepared the Fairgrounds Master Plan for the Township. We feel that using an outside firm to facilitate discussion will provide a further level of transparency and impartiality.

Community consultation would commence at Poultry Fest on June 27th and would continue until August 15th, at which time, the survey would no longer be available for completion. This would allow for 7 weeks of access to the public to make comments and allows sufficient time for staff to review and summarize the findings. A long period of consultation is being recommended due to the probability that residents will be away from the Township on summer vacations.

2. Funding Opportunities

The following portions of a resolution were adopted at the June 15th, 2015 PW/Rec/Arena Committee meeting:

“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”

That for the June Public Works/Recreation/Arena Committee meeting, Township staff, research all upcoming grant and funding opportunities available such as the new Trillium Funding, Farm Credit Canada Agra spirit Funding, etc. that could be available to the Township as well as speaking with neighboring municipalities to understand what external funding sources were available for their projects; and,

That Staff develop a plan for undertaking a fundraising campaign for any new facilities that would raise at least 50% of the monies required in order to minimize the impact on West Lincoln taxpayers prior to the September 2015 Public Works/Recreation /Arena Committee meeting;

The Federal Government's Building Canada Fund (BCF) provided many local municipalities with grants that were used to assist in funding Arenas and Recreational Facilities. These grants funded projects between 2007 and 2014. The funding was available for infrastructure such as roads and bridges, as well as for sport, recreation and culture. The Township used the BCF funds to help fund the Replacement of the bridge on South Grimsby Road 18 as well as the urbanization of Townline Road. In 2014, this funding program was modified to the New Building Canada Fund which no longer funded infrastructure related to sport, recreation and culture.

The Federal Government does permit the Gas Tax Funds to be used towards funding sport, recreation and culture. The Township is scheduled to receive Gas Tax funds as follows:

Year	Payment
2015	\$400,656
2016	\$420,689
2017	\$420,680
2018	\$440,721

The Gas Tax program has been designated as permanent funding from the Federal Government; however, payment amounts have only been confirmed to 2018. The 2015 funds are being used to finance the Young Street Road works, as well as the Replacement of Guardrails within the municipalities. Our Township has traditionally used Gas Tax funds for road and bridge work.

Staff contacted the office of Dean Allison, MP for our Township, and inquired of any additional federal funding that may be available. We were advised that the recently announced Canada 150 Community Infrastructure Program is the only Federal funding available for recreational or cultural infrastructure other than the Federal Gas Tax. This funding is available for the rehabilitation, renovation and expansion of existing community infrastructure assets. Staff have submitted funding applications under this program for

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the Wellandport Library and Community Center, Bridge #12 and road resurfacing/repair work.

Staff contacted the office of Tim Hudak, MPP for our Township, and inquired of any provincial funding that may be available. We were instructed to investigate the Ontario Trillium Foundation (OTF). Capital funding is available through OTF in the range of \$5,000 to \$150,000. Projects that may be funded under this program include renovations or repairs to community spaces as well as the construction of new buildings. The following are upcoming deadlines related to the OTF Capital Grants:

	Intake #1	Intake #2
Organization registration deadline:	August 19, 2015	November 16, 2015
Application deadline:	September 2, 2015	January 6, 2016

The AgriSpirit Fund is available through Farm Credit Canada (FCC) and allows for contributions between \$5,000 and \$25,000. The Township has applied to this program for funding assistance with the facility improvements included in the 2015 budget for Wellandport Community centre which totalled \$25,200. In addition, staff assisted the West Lincoln Library with their application for funding for the Wellandport library branch.

Staff contacted other municipalities to discuss how they raised private funds for their recreational facilities. The common theme was that for large fundraising campaigns, the assistance of an outside agency was required. In some cases, an initial feasibility study was conducted by an outside agency to determine how much could be raised in the community. It is being recommended that staff be directed to issue an RFP for fundraising assistance. The initial feasibility study is estimated to cost between \$20,000 and \$30,000. In addition, the draft multi-purpose recreational facility survey attached as Appendix A to this report does ask how willing the respondent would be to donating to a fundraising campaign.

3. Local Multipurpose Facilities

The following portion of a resolution was adopted at the June 15th, 2015 PW/Rec/Arena Committee meeting:

That Staff obtain and provide Committee with the costs incurred by Cayuga and Lincoln in the construction of their Multi-Purpose facilities in order to clearly understand what was achieved for what price;

The chart below summarizes the costs and revenues incurred by Haldimand County and the Town of Lincoln in the construction of their multi-purpose facilities:

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	Cayuga Revised Budget 2011	Dunnville Revised Budget 2011	Lincoln Actual 2014
Expenditures:			
Construction (including project management)	\$ 10,080,468	\$ 11,793,030	\$ 15,017,494
Land Costs	\$ 450,000		\$ 907,865
Other			\$ 371,820
Total Expenditures	\$ 10,530,468	\$ 11,793,030	\$ 16,297,179
Financing:			
Federal Government	\$ 1,000,000	\$ 1,000,000	\$ 4,880,583
Provincial Government	\$ 1,000,000	\$ 1,000,000	
Community Contribution	\$ 1,014,431	\$ 1,304,000	\$ 3,884,080
Development Charges	\$ 3,434,360	\$ 2,273,750	\$ 2,975,410
Operating Levy			\$ 267,938
Reserves	\$ 974,500	\$ 832,100	\$ 137,215
Debenture Financing	\$ 3,107,177	\$ 5,383,180	\$ 4,151,953
Total Financing	\$ 10,530,468	\$ 11,793,030	\$ 16,297,179
Population as per 2013 Financial Information Return:	44,876	44,876	20,228

Note: Cayuga and Dunnville are part of Haldimand County, population shown above is that of County

4. Project Management Services

The CAO has confirmed with Kalos Engineering that they will extend their current pricing of \$158,120 (plus HST) as indicated in report RFD-PW-10-2015 for Project Management Services until the end of October 2015. Their services were requested for Project Management for the completion of a Design/Build for a New Community Centre and Arena.

5. Tour of Facilities

The following resolution was adopted at the June 15th, 2015 PW/Rec/Arena Committee meeting:

That Staff arrange for opportunities for Committee Members to visit Cayuga, Lincoln, Dunnville and Port Colborne Facilities.

Tours of the following facilities have been scheduled for August 6, 2015. An alternative date of August 11th, 2015 is also available (with the exclusion of Centennial Arena &

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Merritton Lions Club). Staff attempted to schedule tours in a fashion that allowed a variety of facilities to be viewed in as short of period of time as possible. The planned schedule is as follows:

9:30 a.m. Cayuga Memorial Arena	55 Thorburn St. S. Cayuga, ON
11:00 p.m. Dunnville Memorial Arena	275 Ramsey Dr. Dunnville, ON
2:00 p.m. Centennial Arena & Merritton Lions Club	5 Park Ave. St. Catharines, ON
4:00 p.m. Fleming Memorial Arena	5020 Serena Drive, Beamsville

The Supervisor of the Centennial Arena & Merritton Lions Club is not available the week of August 10-14, 2015 to conduct a tour of the facilities. This arena is a refurbished facility, whereas the other three facilities are new builds.

FINANCIAL IMPLICATIONS:

The recommendation to retain the services of Monteith Brown Planning Consultants at a cost of \$6,000, plus HST can be charged towards the consulting budget of \$10,000 within the Public Works Admin departmental budget. It is also being recommended that an RFP be issued to obtain prices for assistance with fundraising, in particular, in determining the potential of fundraising opportunities within the community. The cost of this service is estimated to be between \$20,000 and \$30,000. This cost can be funded through a transfer from the Capital reserve at the time that the results of the RFP are reported back to Council.

CONCLUSION:

This report has attempted to address many of the portions of a resolution adopted at the May 19th, 2015 Public Works/Recreation/Arena Committee meeting. The balance of answers, including the results of the public consultations, will be presented at the September 21st, 2015 Public Works/Recreation/Arena Committee meeting.

Prepared by:

Donna DeFilippis
Treasurer/Director of Finance

Prepared by:

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

Approved by:

Chris Carter
CAO

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Multi-Purpose Recreational Facility Survey

West Lincoln Council has directed that a “Community Consultation Plan” be developed which involves obtaining input from West Lincoln residents regarding what recreational facilities are wanted or should be included in any future Multi-Use Facility. In this regard, you are invited to participate in a quick survey. For your convenience, your survey can also be completed online at www.surveymonkey.com??????. Additional information regarding this project can be obtained at www.westlincoln.ca.

1. In order to build or improve facilities, some amount of tax dollars are typically used. Keeping this in mind, how likely would members of your household use the following amenities within a multi-purpose facility? (please circle)

	<u>Not at all</u> <u>Likely to Use</u>			↔	<u>Very Likely to</u> <u>Use</u>		<u>Don't</u> <u>Know</u>
a) Band Shell	1	2	3		4	5	0
b) Banquet hall with kitchen facilities	1	2	3		4	5	0
c) Baseball diamond	1	2	3		4	5	0
d) Concession stand	1	2	3		4	5	0
e) Dog park	1	2	3		4	5	0
f) Fitness centre	1	2	3		4	5	0
g) Gymnasium	1	2	3		4	5	0
h) Indoor ice pad	1	2	3		4	5	0
i) Lawn bowling	1	2	3		4	5	0
j) Library branch	1	2	3		4	5	0
k) Multi-use rooms	1	2	3		4	5	0
l) Outdoor washroom facility	1	2	3		4	5	0
m) Playground equipment	1	2	3		4	5	0
n) Racquetball/Squash courts	1	2	3		4	5	0
o) Senior centre	1	2	3		4	5	0
p) Skate park	1	2	3		4	5	0
q) Soccer pitch	1	2	3		4	5	0
r) Splash pad	1	2	3		4	5	0
s) Tennis court	1	2	3		4	5	0
t) Walking track (indoor)	1	2	3		4	5	0
u) Walking track (outdoor)	1	2	3		4	5	0
v) Other – please specify:							

2. To help offset construction costs, the Township is hoping to undertake a fundraising campaign that would seek to raise approximately 50% of the cost of a future multi-purpose facility. Once up and running, many multi-purpose facilities operate in a deficit position and require financial support from both users and taxpayers.

Based on the above how willing would you be to accept the following if the new multi-purpose facility included the amenities that you are looking for? (please circle)

	<u>Not at all</u> <u>Willing</u>		↔	<u>Very</u> <u>Willing</u>		<u>Don't</u> <u>Know</u>
a) Pay an increased fee for activities and rentals	1	2	3	4	5	0
b) Donate funds	1	2	3	4	5	0
c) Pay higher property taxes	1	2	3	4	5	0

3. Please provide any comments or suggestions that you feel may benefit Township Council in coming to a decision regarding the proposed multi-purpose facility.

4. Are you a resident of West Lincoln?

- YES NO

5. Age:

- under 25 40-59
 25-39 60 +

6. Where do you live closest to:

- Smithville Caistorville
 Grassie St. Ann's
 Wellandport Caistor Centre

Thank you for your interest and feedback regarding a multi-purpose recreational facility in West Lincoln.

DATE: June 15, 2015
REPORT NO: RFD PW-19-2015
SUBJECT: Van Buuren (Main Branch) Drain Maintenance 2015
CONTACT: Brett Jackson, Drainage Superintendent
Brent Julian, Director of Public Works and Engineering

OVERVIEW:

This report will provide details regarding the maintenance work that is required on the main branch of the Van Buuren Municipal Drain.

RECOMMENDATION

- (1) That, Report RFD PW-19-2015 dated June 15, 2015 regarding the “Van Buuren (Main Branch) Drain Maintenance 2015”; be received; and,
- (2) That, maintenance of the Van Buuren (Main Branch) as proposed in Report RFD PW-19-2015 be approved; and,
- (3) That, Council directs staff to prepare a Tender Package for the Maintenance Project to begin in the fall of 2015.
- (4) That, Council directs staff to send a copy of this report to the Town of Grimsby with a notice of intent to maintain the Van Buuren Drain.

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 Van Buuren Municipal Drain has a watershed that is situated between Regional Road 20 and bordering Regional Road 73 (Mud Street), S. G. Road 10 and S. G. Road 19. The latest report on the Van Buuren Drain was prepared by J. Bryon Wiebe on February 28, 1985. The last maintenance of the main branch was completed in 1997. Under section 74 of the Drainage Act, R.S.O. 1990 c. D.17, the Township of West Lincoln is legally responsible for the maintenance of municipal drains that have been adopted under by-law passed by Council.

CURRENT SITUATION

Maintenance requests for the main branch were received by a landowner affected by the Municipal Drain. The Van Buuren Drain was reviewed by the Drainage Superintendent in August 2014 and noted that the drainage path is restricted. Prior to tendering the works, a detailed inspection of the structures (culverts) will be conducted to determine the full scale of the maintenance project. Since the Van Buuren Drain is a shared municipal drain with the Town of Grimsby, it is practical and

economical to maintain the entire drain under one tender. Section 74 of the Drainage Act stipulates that the cost for maintenance of municipal drain is the responsibility of the lands upstream of the works. Considering a majority of the work will be conducted in West Lincoln and that the maintenance was requested by a West Lincoln landowner, the Township of West Lincoln is the initiating Municipality. Township staff has been consulting with the Drainage Superintendent of the Town of Grimsby and they have agreed to allow the Township of West Lincoln to be the initiating municipality.

FINANCIAL IMPLICATIONS

Since the works include the drain in its entirety, all lands within the watershed will be assessed according to the latest assessment schedule in the engineer's report. Considering that the Township of West Lincoln owns and maintains several road allowances within the watershed, the Township Public Works Department can expect to be assessed a portion of costs for the maintenance of the drain. The initial cost of the maintenance work will be covered under the general funds of the municipality and directed into accounts receivable to the lands within the watershed as assessed. The cost of the maintenance work is estimated at approximately \$100,000. The estimate is based on recent drain maintenance projects from within the Niagara Region, as well as a 2014 quote received by the Town of Grimsby. According to the Engineer's Report (Wiebe 1985), the costs are assessed as follows: Town of Grimsby is approximately 7%, (\$7,000) and the Township of West Lincoln is approximately 93% (\$93,000). Where 90.3% of the approximate \$93,000.00 is assessed to the lands and 9.7% (or approximately \$9,021) will be assessed to the Township roads. Billing for the project will be based on the assessment schedule in the engineer's report. The assessed costs will be finalized upon completion of the project (2015 / 2016), and the billing will be sent out in the following year; tentatively spring or summer of 2016.

INTER-DEPARTMENTAL COMMENTS

This report has been reviewed with the Treasurer/Director of Finance. The estimated cost noted above of \$9,021 to Township Roads falls within the approved budget for Drainage Works.

CONCLUSION

Staff recommends that the maintenance of the Van Buuren Drain, as recommended above, be approved.

Prepared by:

Submitted by:

Brett R. H. Jackson, C.E.T.
Drainage Superintendent

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

Approved by:

Chris Carter, CAO

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