



# TOWN OF LADYSMITH

A Special Meeting of the  
Council of the Town of Ladysmith  
will be held in Council Chambers at City Hall on

WEDNESDAY, JANUARY 27, 2010  
At 4:30 p.m.

## A G E N D A

### CALL TO ORDER

#### 1. AGENDA APPROVAL

#### 2. STAFF REPORTS

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|--|-------------|
| 2.1. <u>Servicing for Ladysmith Community Services Centre / Civic Square</u>                           | 1 - 2       |
| 2.2. <u>Budget for Disposition of DL 108</u>   | 3           |
| 2.3. <u>Appointment of Construction Manager for Ladysmith Community Services Centre / Civic Square</u> | 4 - 5       |
| 2.4. <u>Appointment of Structural Engineer for new building at Ladysmith Community Services Centre</u> | 6 - 7       |
| 2.5. <u>2010 Gravel Supply</u>   | 8 - 10      |
| 2.6. <u>2010 Equipment Rentals</u>   | 11 - 15     |

#### 3. NEW BUSINESS

#### 4. OLD BUSINESS

##### 4.1 Disposition of Property

It is recommended that:

- a) Council authorize the disposition of the property described as proposed Lot 3 and Lot 4 of Lot 1, District Lot 108, Oyster District, Plan VIP73133 (the "Lands") for the purpose of establishing a manufactured home park and multiple family development to LMF Developments Inc. for the consideration of One Million, Seven Hundred Thousand Dollars (\$1,700,000.00) in cash and the construction of works and services valued at Eight Hundred and Thirty-Seven Thousand, Five Hundred and Twenty-Two Dollars (\$837,522.00) that will provide benefit to the Town's lands (Part of Lot 1, District Lot 108, Oyster District, Plan VIP73133) to be developed as a

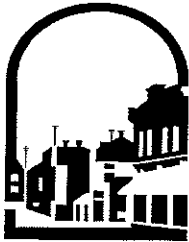
sportsfield complex and multiple family site and the benefit of land use covenants restricting use and development, including a covenant over proposed Lot 4 restricting use to a manufactured home park and triggering additional payments to the Town if more than 48 multiple family units are developed on the Lands;

b) the Financial Plan be amended accordingly; and,

c) the Mayor and Corporate Officer be authorized to sign the agreements on behalf of the Town.

## **5 QUESTION PERIOD**

## **ADJOURNMENT**



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## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: January 25, 2010  
File No:

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Re: **SERVICING FOR COMMUNITY SOCIAL SERVICES CENTRE AND SPIRIT SQUARE PROJECT - HIGH STREET**

#### **RECOMMENDATION(S):**

That:

- a) Council authorize the upgrade of the watermain on High Street from 2<sup>nd</sup> Avenue to 3<sup>rd</sup> Avenue for \$40,000;
- b) Council authorize the replacement of the asbestos cement watermain on 2<sup>nd</sup> Avenue from High Street to Buller Street for \$75,000; and,
- c) Both projects be funded through the Water Utility Reserve and the Financial Plan be amended accordingly.

#### **PURPOSE:**

To obtain Council authorization to upgrade the watermain on High Street from 2<sup>nd</sup> Ave. to 3<sup>rd</sup> Ave. and to replace the watermain on 2<sup>nd</sup> Ave. from High Street to Buller Street.

#### **INTRODUCTION/BACKGROUND:**

An agreement was reached in January between the Town of Ladysmith and various community associations to develop the Town-owned property between High Street and Buller Street west of 2<sup>nd</sup> Ave.

A minimum 150 mm (6") watermain is required to provide adequate flows for fire suppression on High Street. The present watermain is a 100 mm (4") main. The 200 mm (8") watermain along 2<sup>nd</sup> Ave. is composed of asbestos cement and is slated for replacement as part of the Watermain Replacement Program over the next few years. With the development of the High Street property, it is now appropriate to replace the main prior to repaving the road.

#### **SCOPE OF WORK:**

Works required include an upgrade to the existing 100 mm watermain on High Street to 150 mm and the replacement of the 200 mm asbestos cement water main with a 200 mm PVC watermain.

ALTERNATIVES:

The 100 mm watermain on High street requires the upgrade to meet fire flow demands. The 200 mm watermain could be replaced as part of the development or it could be replaced at a later date which would require digging up the road again.

FINANCIAL IMPLICATIONS:

The cost of the main replacement and the upgrade can be taken from the Water Utility Reserve.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The community is supportive of the Community Social Services Centre and Spirit Square project on High Street. The grants have tight timelines for completion. The proposed improvements to the infrastructure will benefit the entire area.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

The work can be accomplished by a hired contractor or our forces.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Community Social Services Centre and Spirit Square is one of the City Manager's top 5 strategic priorities for 2009. The provision of an adequate water supply is a strategic priority for the Public Works Department.

SUMMARY:

The Community Social Services Centre and Spirit Square project on High Street is underway and has a very tight timeline for completion. In order to supply adequate water for fire suppression to the existing building under renovation, the watermain on High Street requires an upgrade from a 100 mm main to a 150 mm main. The section of 2<sup>nd</sup> Ave. between High Street and Buller Street will be widened and paved. The existing 200 mm asbestos cement watermain should be replaced prior to the installation of new pavement.

I concur with the recommendation.

  
Ruth Malli, City Manager



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services and  
Pat Durban, Director of Parks, Recreation and Culture  
Date: January 26, 2010  
File No:

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Re: **DL108 LAND DISPOSITION BUDGET**

**RECOMMENDATION(S):**

That Council establish a budget of \$70,000 for expenses associated with the subdivision and disposition of land located at DL108; fund the expenses from the Real Property Reserve; and direct that the Financial Plan be amended accordingly.

**PURPOSE:**

The purpose of this report is to seek Council direction on establishing a budget for the subdivision and disposition of Town-owned land located at DL108.

**INTRODUCTION/BACKGROUND:**

Council has provided direction for the disposition of a portion of DL108 for the development of a new manufactured home park and multiple-family housing.

**SCOPE OF WORK:**

The preparation of land for sale involves costs associated with survey, appraisal, engineering design, legal, and land development preparation.

**ALTERNATIVES:** N/A

**FINANCIAL IMPLICATIONS:**

The Financial Plan does not currently include a budget for the expenses associated with the disposition of land. Land sale proceeds will be used to cover the expenses.

**LEGAL IMPLICATIONS:** N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:** N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:** N/A

**RESOURCE IMPLICATIONS:** N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

The DL 108 sports field development and affordable housing (new manufactured home park) are two of Council's strategic priorities.

**SUMMARY:**

A budget for the disposition of a portion of DL108 is required.

I concur with the recommendation.

Ruth Malli, City Manager

**ATTACHMENTS:**

"None".



Town of Ladysmith  
**STAFF REPORT**

To: Council  
From: Ruth Malli, City Manager  
Date: January 26, 2010  
File No:

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Re: CONSTRUCTION PROJECT MANAGER – COMMUNITY SERVICES CENTRE/  
SPIRIT SQUARE PROJECT

RECOMMENDATION(S):

- That the contract for the provision of construction management services for the Community Services Centre/Spirit Square project be awarded to Windley Contracting Ltd., as an extension of the contract previously awarded to Windley for the provision of construction management services for renovations to 220/224 High Street.
- That an upset price of \$49,850 (2.48%) be set for the new building, \$12,000 for the offsites work, and \$35,000 for the Spirit Square component.
- That the Mayor and Corporate Officer be authorized to sign the contract on behalf of the Town.

PURPOSE:

The purpose of this Staff report is to obtain Council's authorization to engage Windley Contracting Ltd. to provide construction management services for the Community Services Centre/Spirit Square project.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on December 15, 2009 the following resolution was adopted:

Resolution No. 2009-615

*That the contract for the provision of construction management services for renovations to 224/226 High Street be awarded to Windley Contracting Ltd. in the amount of \$36,300 and the Mayor and Corporate Officer be authorized to sign the contract on behalf of the Town.*

It is appropriate for the Town to engage a Construction Manager for the entire Community Services Centre/Spirit Square project and Staff recommends that Windley Contracting Ltd. be appointed to manage the project. Windley has provided excellent construction management services for the renovations to the existing building on High Street.

SCOPE OF WORK:

The City Manager will work with Windley Contracting as the Community Services Centre/Spirit Square project proceeds.

ALTERNATIVES:

Council could direct staff to retain the services of another contractor.

FINANCIAL IMPLICATIONS:

The fees associated with the Construction Manager will be funded through the \$2.7 million grant which the Town was recently awarded through the Community Adjustment Fund (CAF) as part of Canada's Economic Action Plan.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The community is excited to become involved in the process. The grants have tight timelines for completion. Engaging the services of a Construction Manager for the project will ensure the Town meets the grant deadlines.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The work associated with the project will involve all departments.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project is one of the City Manager's top 5 strategic priorities.



Town of Ladysmith

**STAFF REPORT**

To: Council  
From: Ruth Malli, City Manager  
Date: January 25, 2010  
File No:

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Re: REQUESTS FOR PROPOSALS FOR STRUCTURAL ENGINEERING SERVICES – COMMUNITY SOCIAL SERVICES CENTRE AND SPIRIT SQUARE

**RECOMMENDATION(S):**

That Herold Engineering be awarded the contract for the provision of structural engineering services for the Community Social Services and Spirit Square project in the amount of \$39,500.

**PURPOSE:**

The purpose of this report is to present the results of the Request for Proposals for structural engineering services for the Community Social Services Centre and Spirit Square project and seek Council's authorization to award the contract.

**INTRODUCTION/BACKGROUND:**

Council directed staff to pursue the Community Social Services Centre and Spirit Square project. The Town received a Spirit Square grant and a CAF grant in the amount of \$2.7 million for the project. The RFP for structural engineering services was issued on January 15, 2010 and the deadline for submissions was January 22, 2010. One submission was received from Herold Engineering. The submission was reviewed based on the following criteria:

- Proponent's body of work
- Nominated staff experience (technical and other) on public buildings and projects of a similar type and size
- Commitment of key team members to the project for the term of the project
- Quality and completeness of proposal submission
- Fee proposal – total fixed fee, rates and charges

**SCOPE OF WORK:**

Once the contract is awarded Staff and the Project Manager will confer with the successful bidder regarding the project.



**ALTERNATIVES:**

Council could direct Staff to re-issue the RFP.

**FINANCIAL IMPLICATIONS:**

As noted, the Town received a grant in the amount of \$2.7 million through the Community Adjustment Fund (CAF) as part of Canada's Economic Action Plan. Costs associated with this contract will be funded through the grant.

**LEGAL IMPLICATIONS:**

n/a

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

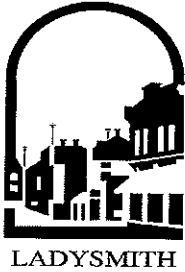
The community is excited to become involved in the process. The grants have tight timelines for completion. The awarding of the contract for structural engineering services for the project is required at this point in order to meet deadlines.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The work associated with the structural engineering services for the project will involve all departments.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This project is one of the City Manager's top 5 strategic priorities.



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: January 14, 2010  
File No:

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Re: 2010 GRAVEL SUPPLY

RECOMMENDATION(S):

That Council extend the contract for the supply of gravel to Island Aggregate for the same unit rates as in their 2009 tender.

PURPOSE:

To award the contract for the Towns gravel needs for 2010

INTRODUCTION/BACKGROUND:

The Town puts out tenders annually for various materials and services that are required throughout the year. In 2009, Island Aggregate was awarded the contract for the supply of the various types of gravel required by the Town throughout the year.

A letter was received from Island Aggregate, offering the same prices as quoted in their 2009 tender for 2010 for the various products.

SCOPE OF WORK:

ALTERNATIVES:

1. Re-tender Gravel Supply along with other 2010 annual tender requirements
2. Award gravel supply tender to Island Aggregate for same unit rates as in 2009.

FINANCIAL IMPLICATIONS:

Gravel costs included in various operational budgets

LEGAL IMPLICATIONS:

Our tenders allow the Town to extend the contract for a second year upon mutual agreement of both parties

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

ALIGNMENT WITH STRATEGIC PRIORITIES:

SUMMARY:

A letter was received from Island Aggregate offering to supply the Town's gravel requirements for 2010 at the same unit rate as their tendered prices in 2009.

I concur with the recommendation.



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Ruth Malli, City Manager

ATTACHMENTS:

Letter from Island Aggregate Ltd.

**Island Aggregates Ltd**

**Ph. 250-245-7625 cell 250-616-1224 fax 250- 244-1098**

Town of Ladysmith  
PO Box 220  
Ladysmith, BC  
V9G 1A2  
Ph. 250-245-6440  
Fax 250-245-0932  
Email: [jfriesenhan@ladysmith.ca](mailto:jfriesenhan@ladysmith.ca)

January 08, 2010

Att: Joe Friesenhan & Mike Ganderton

Re: Gravel supply and Disposal costs for 2010

As per tender conditions section 3.3 The Town reserves the right to extend the contract for an additional one-year period if agreeable to both parties.

As supplier of gravel products to the Town of Ladysmith for 2009 we would be willing to extend the contract for the 2010 year at the 2009 tendered prices.

If this meets your approval please contact us and we will fill out and return any required documents.

We look forward to doing business with you.  
Please call if you have any questions.

Thank you,  
Les Hiebert  
Island Aggregates Ltd.  
Ph. 250-616-1224

E-mail: [lhiebert@mayerventures.com](mailto:lhiebert@mayerventures.com)



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: January 21, 2010  
File No:

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Re: 2010 EQUIPMENT RENTALS

RECOMMENDATION(S):

That Council extend the contract for the rental of various types of equipment to David Stalker Excavating for the same hourly rates as in his 2009 tender.

That the Council extend the contract for the hiring of trucks to TRT Contracting Inc. for the same hourly rates as in their 2009 tender.

PURPOSE:

To award the contract for the Town's truck and equipment needs for the 2010 season.

INTRODUCTION/BACKGROUND:

The Town puts out tenders annually for various materials and services that are required throughout the year. In 2009, David Stalker Excavating was low tender for the supply of various types and sizes of equipment and TRT Contracting Inc. was low tender for the supply of trucks.

A letter was received from both David Stalker Excavating and TRT Contracting Inc. offering the same unit rates as quoted in their 2009 tenders for 2010.

SCOPE OF WORK:

ALTERNATIVES:

1. Re-tender both the equipment and truck rates along with other 2010 annual tender requirements
2. Extend the contract for the hourly rental of trucks and equipment for another year.

FINANCIAL IMPLICATIONS:

The rental costs for the trucks and various equipment is included in the operational budgets.

LEGAL IMPLICATIONS:

Our tenders allow the Town to extend the contract for a second year upon mutual agreement of both parties

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

ALIGNMENT WITH STRATEGIC PRIORITIES:

SUMMARY:

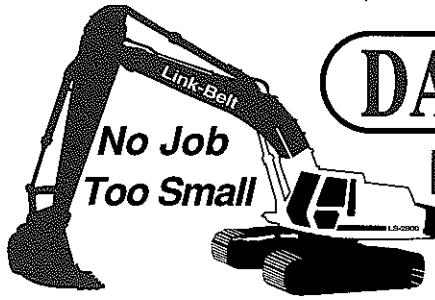
Letters were received from both David Stalker Excavating and TRT Contracting Inc. offering to honour the same hourly rates for the rental of the various equipment for the 2010 season as their tendered prices in 2009.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Maffi, City Manager

ATTACHMENTS:

Letter from David Stalker Excavating  
Letter from TRT Contracting Inc.



# DAVID STALKER EXCAVATING

CELLULAR: 755-5008  
755-6454  
RESIDENCE: 245-7157

RESIDENTIAL, COMMERCIAL • CONTRACT OR HOURLY • FREE ESTIMATES • FULL SITE SERVICING • LAND CLEARING

Town Of Ladysmith  
410 Esplanade  
Ladysmith BC  
V9G 1A2

Jan 21<sup>st</sup> 2010

Attn : Joe Friesenhan

This letter is to verify that David Stalker Excavating Ltd would agree to lock in equipment rates for 2010, to the same rates that was contracted between the Town of Ladysmith and David Stalker Excavating Ltd for the year 2009.  
Any questions or if I can be of further assistance please call me direct at (250) 616-6675

David Stalker  
David Stalker Excavating Ltd



TRT Contracting Inc.  
(O/A Coastal Trucking)

P.O. Box 1373

Ladysmith, B.C. V9G 1A9

Office Phone: (250) 245-7061 Office Fax: (250) 245-7071 Cell Phone: (250) 739-9380

January 21, 2010

Attention: Joe Friesenhan

Town of Ladysmith

P.O. Box 220

330 Sixth Avenue

Ladysmith, B.C. V9G 1A2

Dear Joe;

TRT Contracting Inc. o/a Coastal Trucking is prepared to extend our 2009 rates to the Town of Ladysmith for the remainder of 2010 as per the attached Equipment Rental Tender Form.

If you have any questions, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to be "Jag Basi", written in a cursive style.

Jag Basi  
President, TRT Contracting Inc.



**TENDER NO. 2009-PW-05**  
**EQUIPMENT RENTAL (2009) TENDER FORM**

I/We hereby certify that I/we have read and fully understand the Instructions and Conditions of Tendering, Specification Sheet (where applicable) and Tender Form, below, and make the following offer:

To supply the rental of the following equipment at the stated prices for the remainder of 2009:

Type	Hourly Rate including Operator	GST	Hourly Rate without Operator	GST	Minimum Daily Rate	GST
Hydraulic Excavator - 20 tonne						
Hydraulic Excavator - 15 tonne						
Hydraulic Excavator - 12 tonne						
Hydraulic Excavator - 6 tonne						
Tandem Truck	84.50	4.23				
Tandem Truck & Pup	121.00	6.05	N/A			
Skid Steer Loader - 75hp (1.1 tonne ROC)			N/A			
R.T. Front End Loader - 5m <sup>3</sup>			N/A			
R.T. Front End Loader - 3m <sup>3</sup>	110.00	5.50	70.25	3.51		
Lowbed Truck (To move equipment)			N/A		165.00	8.25
Screeners			N/A			
Size/Model:			N/A			
Delivery & Setup Costs - Lump Sum			N/A			
Tub Grinder Size/Model:			N/A			
Delivery & Setup Costs - Lump Sum			N/A			

Acknowledgement is hereby made of receipt and inclusion of the following addenda to the tender documents:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_: \_\_\_\_\_ Pages

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_: \_\_\_\_\_ Pages

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_: \_\_\_\_\_ Pages

Early Payment Discount: \_\_\_\_\_ % \_\_\_\_\_ Days (Minimum 10 Days)

Signature: \_\_\_\_\_ Date: JANUARY 21, 2009

*Extended until Dec 31/09*