

**MONDAY, AUGUST 21, 2017  
COUNCIL MEETING**

**SUPPLEMENTAL AGENDA**

**MUNICIPAL SERVICES COMMITTEE RECOMMENDATIONS**

**9.6 2018 BC Summer Games Facilities..... 1 - 2**

Staff Recommendation:

That Council:

1. Provide the 2017 BC Summer Games Cowichan Board with a letter confirming that the Town will host as part of the upcoming summer games in 2018, Baseball (Holland Creek), Field Lacrosse (Forrest Field) and Beach Volleyball (Transfer Beach) and that the Town will cover costs associated with preparing these sites for the games; and
2. Direct staff to update the 2017-2021 financial plan and provide early budget approval for the 2018 costs associated with the BC Summer Games venues.

**UNFINISHED BUSINESS**

**13.3. Purchase of a New Fire/Rescue Apparatus.....3 - 4**

Staff Recommendation:

That Council:

1. Rescind resolution CS 2017-202;
2. Confirm its intent to seek elector approval by Alternative Approval Process to borrow funds to acquire a new Fire/Rescue Apparatus;
3. Upon the receipt of elector approval, direct staff to award the contract for the purchase of a new Ladysmith Fire/Rescue Apparatus to Fort Garry Fire Trucks in the amount of \$637,581.00 plus applicable taxes.
4. Direct staff to amend the 2017 to 2021 Financial Plan to update the purchase price of the new Fire/Rescue Apparatus.

**13.4 Water Filtration Plant – Grant Deadline Extension.....5 - 7**

Staff Recommendation:

That Council:

1. Approve the amendment to the Clean Water and Wastewater Fund



- Agreement granting an extension to the project completion date from March 31, 2018 to March 31, 2019;
2. Authorize the Mayor and corporate Officer to execute the amendment; and
  3. Amend the financial Plan accordingly.

**INFORMATION REPORT TO COUNCIL**

**From:** Clayton Postings, Director of Parks, Recreation and Culture  
**Meeting Date:** August 21, 2017  
**File No:**  
**RE:** 2018 BC Summer Games Facilities

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**RECOMMENDATION**

That Council:

1. Provide the 2017 BC Summer Games Cowichan Board with a letter confirming that the Town will host as part of the upcoming summer games in 2018, Baseball (Holland Creek), Field Lacrosse (Forrest Field) and Beach Volleyball (Transfer Beach) and that the Town will cover costs associated with preparing these sites for the games; and
2. Direct staff to update the 2017-2021 financial plan and provide early budget approval for the 2018 costs associated with the BC Summer Games venues.

**PURPOSE**

At the August 14, 2017 Municipal Service Committee meeting, the Committee referred the following recommendations to Council.

- a) Commit to hosting the beach volleyball event at Transfer Beach for the 2018 BC Summer Games, and be responsible for the costs associated with the venue construction;
- b) Direct staff to report back to Council with sources of funds to cover the associated costs and to amend the financial plan accordingly; and
- c) Direct staff to prepare a detailed plan for potential locations.

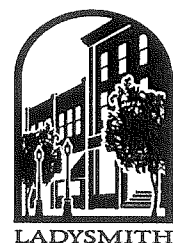
**DISCUSSION**

Staff has reviewed the information presented to date the following outlines the recommendations for Councils consideration.

**Funding Sources:**

It is estimated that the costs for permanent structure upgrades to Holland Creek Field, Forrest Field and the existing volleyball court are \$40,000. Gas Tax funds could be used as a funding source for these upgrades.

The cost associated with constructing the 3 temporary volleyball courts is \$ 30,000. These costs can be funded through reserves, taxation and possibly some gas tax funds.



Staff have investigated other sand options and confirmed the the sand used for the courts can be re-used for various applications within the Town, including topdressing fields, and other Public Works applications. It is estimated the sand will be used over the next two years and can be stored at the Public Works site. The sand is the major cost associated with the venue preparing.

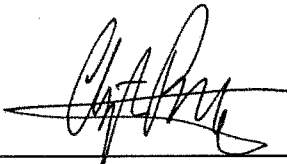
Total cost of Summer Games venues is \$70,000.

Site Plan:

Staff have reviewed the various options and recommend the site option which utilizes the existing volleyball court, amphitheater and the upper parking area above the amphitheater for the 4 court locations. This option is preferred as it will have the least impact on the existing park infrastructure and will be the most cost effective.

**SUMMARY POINTS**

- 2018 BC Summer Games Cowichan Board has requested the Town to consider hosting the Beach Volleyball tournament at transfer Beach.
- The Town can utilize Gas Tax, taxation and Reserve funds to cover the costs associated with venue construction and improvements.
- The improvements made to the facilities will provide additional benefits to the community and the existing users of the sites.



Report Author: C. Postings  
Director of Parks, Recreation and Culture

August 21, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

Site Plan

Letter from 2018 Cowichan BC Summer Games Board Chair

**INFORMATION REPORT TO COUNCIL**

**From:** Joanna Winter, Manager of Legislative Services  
**Meeting Date:** August 21, 2017, 2017  
**File No:**

**RE: PURCHASE OF A NEW FIRE/RESCUE APPARATUS (Contract Award)**

**RECOMMENDATION:**

That Council:

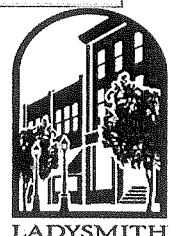
1. Rescind resolution CS 2017-202;
2. Confirm its intent to seek elector approval by Alternative Approval Process to borrow funds to acquire a new Fire/Rescue Apparatus;
3. Upon the receipt of elector approval, direct staff to award the contract for the purchase of a new Ladysmith Fire/Rescue Apparatus to Fort Garry Fire Trucks in the amount of \$637,581.00 plus applicable taxes.
4. Direct staff to amend the 2017 to 2021 Financial Plan to update the purchase price of the new Fire/Rescue Apparatus.

**PURPOSE:**

The purpose of this staff report is to amend a previous resolution related to borrowing funds for the purchase of a new fire/rescue apparatus, due to a change in the way the apparatus will be financed.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

Resolution	Meeting Date	Resolution Details
CS 2017-202	Jun-19-2017	That Council: <ol style="list-style-type: none"> <li>1. Confirm its intent to seek elector approval of the proposed Fire/Rescue Apparatus Borrowing Bylaw through an Alternative Approval Process.</li> <li>2. Upon the adoption of Town of Ladysmith Fire/Rescue Apparatus Borrowing Bylaw 2017, No. 1934, direct staff to award the contract for the purchase of a new Ladysmith Fire/Rescue Apparatus to Fort Garry Fire Trucks in the amount of \$637,581.00 plus applicable taxes.</li> <li>3. Direct staff to amend the 2017 to 2021 Financial Plan to update the purchase price of the new Fire/Rescue Apparatus.</li> </ol>



**DISCUSSION**

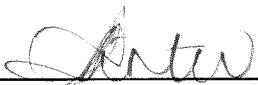
The Municipal Finance Authority has a new program available to local governments. Loans made under the Municipal Finance Authority's new equipment financing program qualify under s. 175 of the *Community Charter*, which provides that a borrowing bylaw is not required when a local government borrows through an agreement.

This type of borrowing still requires the approval of the electors through an Alternative Approval Process.

**SUMMARY:**


The 1990 Pierce Fire/Rescue Apparatus requires replacement in accordance with the Town's Fire/Rescue Department Equipment Replacement Plan. Council has included \$635,000 in the 2017 to 2021 Financial Plan for the purchase of a new Ladysmith Fire/Rescue Apparatus. An RFP was issued in accordance with the Town's purchasing policy and three bids were received in response. Staff and the Ladysmith Fire/Rescue committee recommend awarding the contract to Fort Garry Fire Trucks for the purchase of a new Ladysmith Fire/ Rescue Apparatus in the amount of \$637,581.00 plus taxes once the Alternate Approval Process is successfully completed.

The loan will require elector approval through an Alternative Approval Process, and will be arranged through an equipment financing agreement with the Municipal Financing Authority of BC.

  
\_\_\_\_\_  
Joanna Winter

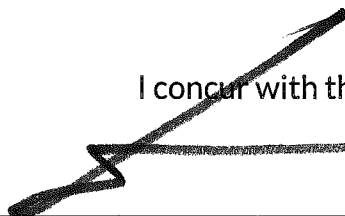
\_\_\_\_\_  
August 21, 2017

Reviewed By

  
\_\_\_\_\_  
Erin Anderson, Director of Financial Services

\_\_\_\_\_  
Date Signed

I concur with the recommendation.

  
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Guillermo Ferrero, Chief Administrative Officer

**INFORMATION REPORT TO COUNCIL**

**From:** Erin Anderson, Director of Financial Services  
**Meeting Date:** August 21, 2017  
**File No:** 1855-20 16-03  
**RE:** WATER FILTRATION PLANT GRANT DEADLINE EXTENSION

**RECOMMENDATION:**

That Council:

1. Approve the amendment to the Clean Water and Wastewater Fund Agreement granting an extension to the project completion date from March 31, 2018 to March 31, 2019;
2. Authorize the Mayor and corporate Officer to execute the amendment; and
3. Amend the financial Plan accordingly.

**PURPOSE:**

The purpose of this report is to advise Council that the Town has been successful in its request for an extension to the deadline date of the Water Filtration Plant grant to March 31, 2019.

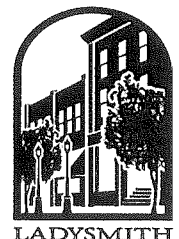
**PREVIOUS COUNCIL DIRECTION**

Resolution	Meeting Date	Resolution Details
CS 2016-379	Nov-21-2016	That Council direct staff to notify the Director, Local Government Infrastructure and Engineering, (Ministry of Community, Sport and Cultural Development) that Council wishes to request an extension of one year to the approved grant for the Water Filtration Project. Motion carried. OPPOSED: COUNCILLOR ARNETT

**DISCUSSION:**

The Town received a grant of \$8.8 million from the federal/provincial Clean Water and Waste Water Fund for construction of a new water filtration system. The Town will borrow up to \$6 million to fund its share of construction costs.

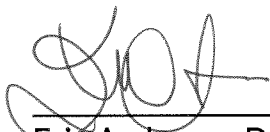
The original deadline for incurring eligible expenses under the grant was March 31, 2018. Given the size of the construction project, the Town realized that it would not be possible to complete the project by that date and Council directed staff to request an extension to the deadline, to March 31, 2019. This extension has now been granted.



In 2013, Island Health (VIHA) amended our "Permit to Operate a Water Supply" to require a water filtration system that will meet the BC Surface Water Treatment regulation standards by January 31, 2018. Staff continue to communicate with Island Health to advise of progress towards the water filtration plant. Island Health is aware that due to the scope of the project and delays in obtaining grant funding, meeting the original January 31, 2018 deadline will not be possible. They are also aware that the Town is working hard to get the plant built and remain in compliance with the change to our operating permit.

**SUMMARY POINTS**

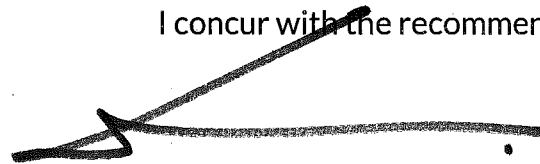
- The Town has received approval to extend the deadline for incurring eligible costs towards grant funding to the water filtration plant by one year to March 31, 2019, as requested by Council
- It is recommended that Council authorize the Mayor and Corporate officer to execute the amendment to the agreement.



Erin Anderson, Director of Financial Services

August 21, 2017

I concur with the recommendation.



Guillermo Ferrero, Chief Administrative Officer

**ATTACHMENT(S)**

Amendment to the Agreement



**CLEAN WATER AND WASTEWATER FUND**

**MODIFICATION AGREEMENT**

Dated for reference the 21st day of August, 2017.

**BETWEEN**

HER MAJESTY THE QUEEN IN RIGHT OF THE  
PROVINCE OF BRITISH COLUMBIA, (The "Province")  
represented by the Minister of Municipal Affairs and Housing

**AND**

the TOWN OF LADYSMITH (the Recipient)

**The agreement between the Province and the Recipient dated the 17th day of January, 2017, for the Ladysmith Drinking Water Filtration Project No. C40014 is hereby modified as follows:**

**Page 3, Term, Section 3 is hereby deleted and replaced with the following:**

3. Notwithstanding the actual date of execution of this Agreement, the term of this Agreement begins on the Commencement Date, and expires on June 30, 2019.

**Page 12, Schedule A, Project Information, Section A.4 is hereby deleted and replaced with the following:**

A.4 The Completion Date of the Project shall be no later than March 31, 2019.

**Page 14, Schedule B, Payment Terms and Conditions, Section B 3.5 is hereby deleted and replaced with the following:**

B.3.5 No reimbursement will be paid if a claim is received later than June 30, 2019.

The parties agree to the modification.

SIGNED AND DELIVERED on the \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_ on  
behalf of the Province by its duly authorized representative:

\_\_\_\_\_

SIGNED AND DELIVERED on the \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_ on behalf of  
the Town of Ladysmith by its duly authorized signatory(s):

\_\_\_\_\_

\_\_\_\_\_