



# TOWN OF LADYSMITH

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

MONDAY, NOVEMBER 22, 2010  
5:00 P.M.

## A G E N D A

### CALL TO ORDER

**Page**

#### 1. Agenda Approval

#### 2. Reports

##### 2.1. Town of Ladysmith Draft Liquid Waste Management Plan

Representatives from the firm Dayton and Knight will be in attendance to provide Council with an overview of the draft Plan and to respond to Council's questions. *(Note: the draft Liquid Waste Management Plan is available for review in Council Chambers)*

1 - 2

##### 2.2. Salsnes Filter Tender Award

3 - 4

##### 2.3. Revised Budget & Funding for Lot 108 Development

5 - 6

#### 3. Executive Session

In accordance with Section 90(1) of the *Community Charter*, this part of the meeting will be held *In Camera* to consider the following items:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

### ADJOURNMENT





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: November 17, 2010  
File No:

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Re: TENDER AWARD – SALSNES FILTERS FOR SEWAGE TREATMENT FACILITY

RECOMMENDATION(S):

That the Committee recommend that Council award the tender for the purchase of two salsnes filters from Salsnes North America for a total cost of \$455,295.00 with the funds to come from Grants, Development Cost Charges, and the Sewer Utility Reserve.

PURPOSE:

To award the tender for the purchase of two salsnes filters.

INTRODUCTION/BACKGROUND:

In order to meet the requirements of the current operating permit for the Town's sewage treatment facility, the installation of a salsnes filter is required. A second filter will be required to meet future requirements once the secondary treatment process is constructed.

At the November 1 Council meeting, Council authorized the purchase of two salsnes filters for the sewage treatment process. There are only two suppliers of the type of filter required. Tender packages were sent to both suppliers. Cascade Renewable Water Corp. sent back a reply indicating that they could not handle the size of the filter required. The only tender received was from Salsnes North America for a total cost of \$455,295.00.

SCOPE OF WORK:

n/a

ALTERNATIVES:

Council could choose to:

- Purchase two filters as tendered
- Purchase one filter now and a second one in the future
- Purchase no filters at this time

FINANCIAL IMPLICATIONS:

The funding for the two filters is budgeted in the Sewer Utility Capital budget and is eligible for two-thirds funding from the Town's B.C. Community Water Improvement Grant and Development Cost Charges, with the remainder coming from the Sewer Utility Reserve.

LEGAL IMPLICATIONS:

Without the salsnes filters the Town does not meet the requirements of its operating permit 100 per cent of the time.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public wishes the Town to meet its sewer operating permit requirements 100% of the time

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The salsnes filters will assist the Town in achieving addressing environmental priorities in the sustainability report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Waste Water Treatment Plant is one of the Town's Top 25 Strategic Priorities

SUMMARY:

In order to meet the requirements of the Town's sewer operating permit, Council authorized the purchase of two salsnes filters. One tender was received, and it is recommended that Council approve the tender.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Tender package from Salsnes North America may be viewed at City Hall



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: November 18, 2010  
File No:

Re: LOT 108 FUNDING

RECOMMENDATION(S):

That Council amend the budget for construction of infrastructure in the development of Lot 108 as follows:

| <u>Project Cost from</u> |                | <u>to</u>      |
|--------------------------|----------------|----------------|
| General                  | \$1,513,879    | \$1,789,974    |
| Sewer                    | 305,300        | 391,236        |
| Water                    | <u>252,300</u> | <u>246,370</u> |
|                          | \$2,071,479    | \$2,427,580    |

With the funds to come from:

|                          |                |
|--------------------------|----------------|
| Contribution from Others | \$106,000      |
| Sewer Utility Reserve    | 85,936         |
| Real Property Reserve    | <u>164,165</u> |
|                          | \$356,101      |

PURPOSE:

To obtain funds for additional costs (B.C.Hydro and site conditions) for the development of Lot 108.

INTRODUCTION/BACKGROUND:

When the residents of the Ivy Green Mobile Home Park received eviction notices in 2009, the Town of Ladysmith engaged in an innovative partnership with the private sector for the development of a manufactured home park on approximately 4.0 hectares of District Lot 108. The intent was to provide additional affordable housing opportunities by creating a Manufactured Home Park concurrent with the development of a playing field and the development of property for sale. The Town still owns property at this site that will be sold to replenish the real property reserve fund.

The original funding for the project was comprised of a grant, as well as cost sharing with two separate developers through the use of contribution agreements. Due to the urgent need to facilitate replacement housing for the affected residents, the parties entered into the agreements on a pricing per unit basis, in which costs were estimated based on conventional industry standards.

Using this approach, the original cost of the development was estimated at \$2,071,479; however, two issues have arisen that have resulted in a cost increase of approximately \$356,000:

1. When the site was cleared, it was discovered that the depth of topsoil and clay (unsuitable for construction) far exceeded typical conditions. The original estimated quantity for removal was 6,265 cubic metres and the final quantity of material

removed was 14, 055 cubic meters. At \$25 per cubic metre, an additional cost of \$194,750 was incurred.

2. As per the Town's usual practice for new developments, the original estimate for hydro installation included the cost of wiring, and accounted for a BC Hydro rebate that is typically received when properties are connected. The budgeted cost for hydro installation was \$35,000. Unfortunately, the rebate was not applied, and the final amount billed by BC Hydro was \$160,000. Staff are currently working with BC Hydro to determine why the rebate was not applied, and if the project could be eligible for another source of funding or a sponsorship to help off-set the costs.

SCOPE OF WORK: N/A

ALTERNATIVES:

Council could choose to:

- Authorize the expenditure of the additional funds as recommended
- Postpone all remaining work (paving of Parks Drive road and sidewalks) until the 2011 budget year
- Postpone a portion of the work until the 2011 budget year

FINANCIAL IMPLICATIONS:

Should Council approve the recommendation, the Sale of Real Property Reserve Fund and the Water and Sewer Reserves will decrease by a corresponding amount.

LEGAL IMPLICATIONS:

The work is required to be completed in order to fulfill the Town's obligations under the Agreement for Sale.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town does not normally issue occupancy permits until all works are completed. A delay in the construction could delay occupancy.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS: N/A

RESOURCE IMPLICATIONS: N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Lot 108 initiative supports Sustainability Visioning Strategies #1, Complete Community Land Use, and #7, a Healthy Community.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Lot 108 Development is one of Council's Top 25 Strategic Priorities.

SUMMARY:

Due to the unusually large volume of topsoil and silty clay encountered during the construction of the roads and the extremely high cost to BC Hydro for their installation work, there is a net \$250,000 shortfall to the Town for the construction of the infrastructure in Lot 108.

I concur with the recommendation.

  
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Ruth Malli, City Manager



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: November 17, 2010  
File No:

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Re: **LIQUID WASTE MANAGEMENT PLAN Stages 1 & 2**

**RECOMMENDATION(S):**

That Council endorse the Stage 1 & 2 Liquid Waste Management Plan with the amendments proposed by staff, and that the Plan be sent to the Ministry of Environment for approval.

**PURPOSE:**

To obtain Council endorsement of the Stage 1 & 2 Liquid Waste Management Plan prior to submission to the Ministry of Environment for approval.

**INTRODUCTION/BACKGROUND:**

The Town of Ladysmith initiated the Liquid Waste Management Plan (LWMP) in November, 2007. The plan was developed using the published Ministry of Environment guidelines and includes consideration of source control contaminants, wastewater volume reduction, storm water management, wastewater collection and treatment, beneficial use of treated wastewater and residual solids, and the incorporation of sustainable design and integrated resource recovery technologies.

In order to facilitate communications and scheduling, the former Technical and Local Advisory Committees were combined into one Joint Advisory Committee. A Steering Committee, including representatives of the Town, a member of the combined committee and a Ministry of Environment (MOE) representative, provided overall project direction and planning.

The normal process for the development of a LWMP is completed in three stages:

1. Identification of existing conditions and constraints
2. Technical solutions
3. Detailed cost estimate and implementation schedule

The Town received permission from the Ministry of Environment to combine stages 1 and 2 to include both the identification of existing conditions and constraints, and the development of technical solutions. Details regarding the public consultation undertaken to date, including meetings with First Nations, are included in the report.

**SCOPE OF WORK:**

Seven Joint Advisory Committee meetings were held, in addition to two open houses for public input. Representatives of the Stz'uminus First Nation were further consulted at a meeting in April 2010.

**ALTERNATIVES:**

Council could choose not to endorse the report at this time.

**FINANCIAL IMPLICATIONS:**

The cost of the plan has been budgeted in the Sewer Utility Capital budget.

**LEGAL IMPLICATIONS:**

Upon approval of the final LWMP by both Council and the Province, the plan will become a legal document which eliminates the need for borrowing bylaws to complete the required work.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Citizens have been involved in two open houses at which they were asked to provide input into the proposed plan. Prior to completion of Stage 3, a mail-out flyer and questionnaire will be sent with a utility bill; citizens will be encouraged to complete the questionnaire and provide their feedback on the LWMP.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

n/a

**RESOURCE IMPLICATIONS:**

The work will be completed with current work force.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

The Liquid Waste Management Plan is in alignment with the Town's Sustainability and Visioning Plan.

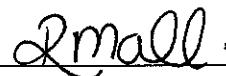
**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Wastewater Treatment is one of the Town's top 25 strategic priorities.

**SUMMARY:**

The Town initiated the LWMP process in November, 2007. The Town was permitted to complete Stage 1 and Stage 2 (of three stages) simultaneously. Seven Joint Advisory Committee meetings were held, and feedback was received through two public meetings. Representatives of the Stz'uminus First Nation were consulted at a meeting in April 2010. The Stage 1 & 2 report is complete and requires Council endorsement prior to being sent to the Ministry of Environment for final approval. Development of Stage 3 will follow after a public mail-out and request for feedback.

Senior Management have reviewed the document and have a list of suggestions that provide a broader context to the document. It is recommended that these suggestions be incorporated into the document. These suggestions will be discussed at the meeting.



Ruth Malli, City Manager

**ATTACHMENTS:**

A copy of the plan may be viewed in Council Chambers.