



LADYSMITH

**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR SESSION OF COUNCIL**  
HELD MONDAY, JANUARY 11, 2010  
4:00 P.M.

---

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins                      Councillor Steve Arnett  
Councillor Duck Paterson              Councillor Lori Evans  
Councillor Bruce Whittington

**COUNCIL MEMBERS ABSENT:**

Councillor Scott Bastian  
Councillor Jillian Dashwood

**STAFF PRESENT:**

Ruth Malli                                      Pat Durban  
Sandy Bowden                                 Rebecca Kalina

---

**CALL TO ORDER**

Mayor Hutchins called the meeting to order at 4:04 p.m.

**EXECUTIVE SESSION**

**2010-016**

It was moved, seconded and carried that this meeting retire into Executive Session at 4:04 p.m., pursuant to Section 90(1) of the Community Charter 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;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**RISE AND REPORT**

The Executive Session of Council rose without report.

**AGENDA APPROVAL**

The Mayor requested Council's consideration of the following changes to the agenda:

- Delete 5.2 - Submission in Response to RFP for the Purchase of Part of DL 108 and Manufactured

- Home Park Development
- Add New 5.2 – Request for Proposals for Engineering Services – Community Social Services Centre and Spirit Square
- Add 5.3 - Purchasing Policy

**2010-017** It was moved, seconded and carried that the agenda be adopted as amended.

**REPORTS** AWARD OF LANDSCAPE ARCHITECTURE SERVICES CONTRACT FOR LADYSMITH CIVIC SQUARE

**2010-018** It was moved, seconded and carried that the contract for landscape architecture services for the Ladysmith Civic Square project be awarded to HB Lanarc (Nanaimo) for the fixed price of \$52,415 plus estimated costs of \$8,160 for construction and post-construction support.

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES COMMUNITY SOCIAL SERVICES CENTRE AND SPIRIT SQUARE

**2010-019** It was moved, seconded and carried that the following contracts be awarded in relation to engineering services for the Ladysmith Community Services Centre and Civic Square project:

Mechanical Engineering Services  
Rocky Point Engineering Ltd. for \$56,000

Electrical Engineering Services  
RB Engineering Ltd. for \$28,500

Civil Engineering Services  
Herold Engineering Ltd. for \$35,000

Building Code and Fire Protection Engineering Services  
GHL Consultants for \$24,800

PURCHASING POLICY – LOT 108 AND COMMUNITY SERVICES CENTRE/CIVIC SQUARE PROJECT

**2010-020** It was moved, seconded and carried that Section 3.3 of the Town's Purchasing Policy be amended for the Lot 108 and the Community Services Centre/Civic Square projects as follows:

- \$3,001 - \$49,999 - Three written quotations or proposals from suppliers to be documented in notes on purchase order and attached to the invoice.
- Over \$50,000 - Tender or Request for Proposal (advertised or invitation) in accordance with Town of Ladysmith Tender Policy. Council approval of tender or proposal required.

## ADJOURNMENT

2010-021

It was moved, seconded and carried that the meeting be adjourned at 4:53 p.m.

---

Mayor (R. Hutchins)

CERTIFIED CORRECT

---

Corporate Officer (S. Bowden)