



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON

MONDAY, DECEMBER 19, 2011  
7:00 p.m.

## A G E N D A

### CALL TO ORDER

Page

1. AGENDA APPROVAL
2. SWEARING-IN (NEW COUNCIL MEMBER)
3. MINUTES
  - 3.1. Minutes of the Inaugural Meeting of Council held December 5, 2011 1 - 8
4. PUBLIC HEARING  
None
5. DELEGATIONS
  - 5.1. Kathy Holmes, Arts Council of Ladysmith and District  
Appreciation for Town Support
6. PROCLAMATIONS  
None
7. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS  
None
8. STAFF / ADVISORY COMMITTEE REPORTS
  - 8.1. Development Cost Charges: Incentives for Eligible Development 9 - 19
  - 8.2. Tender Award – Sewage Treatment Facility Centrifuge 20 - 24
  - 8.3. Tender Award – Replacement Vehicle for Utilities Department 25 - 26
  - 8.4. Grant Application – Community Recreation Program 27 - 32
  - 8.5. Advisory Commission Annual Appointment Cycle 33 - 34
9. CORRESPONDENCE  
None

**10. BYLAWS**

- 10.1. Town of Ladysmith Council Remuneration Bylaw 2011, No. 1784** **35**  
May be adopted.
- The purpose of Bylaw 1784 is to set remuneration rates for Mayor, Deputy Mayor and Councilors for the years 2012, 2013 and 2014, as per the recommendations from the Council Remuneration Advisory Committee, which were adopted by Council at the Regular Meeting held on October 4, 2011.*
- 10.2. Town of Ladysmith Development Revenue Anticipation Borrowing Bylaw 2011, No. 1787** **36**  
May be adopted.
- The purpose of Bylaw 1787 is to authorize the Town to borrow up to \$4,000,000.00 to anticipation of revenues to be received in 2011 from taxation.*
- 10.3. Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2011, No. 1788** **37 - 39**  
May be adopted.
- The purpose of Bylaw 1788 is to establish the fees and charges for Parks, Recreation and Culture programs and services for 2012.*

**11. NEW BUSINESS****12. UNFINISHED BUSINESS**

None

**13. QUESTION PERIOD**

- There will be allotted a maximum of 15 minutes for questions.
- The Question Period will be comprised of two parts. The first part is reserved for questions directly related to items which appear on the agenda. If there is time remaining, questions during the second part can be on a matter of public interest under the jurisdiction of the Town.
- Each questioner will be allowed to ask one question plus a follow-up question related to the answer. If after all questioners have been heard and there is still time remaining, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer.
- Questions must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.
- Questioners must avoid personal references; insinuations; violent, offensive or disrespectful remarks about another person; and unparliamentary language.
- Questions shall be addressed to the Chair.

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- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

#### **14. EXECUTIVE SESSION**

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

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- litigation or potential litigation affecting the municipality
- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality

#### **ADJOURNMENT**





LADYSMITH

MINUTES OF THE INAUGURAL MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, DECEMBER 5, 2011

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins                      Councillor Steve Arnett                      Councillor Bill Drysdale  
Councillor Jillian Dashwood              Councillor Glenda Patterson              Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Gord Horth

STAFF PRESENT:

Ruth Malli                                      Felicity Adams                                      Erin Anderson  
Sandy Bowden                                      Pat Durban                                      Joanna Winter

**CALL TO ORDER**                      Corporate Officer Sandy Bowden called the meeting to order at 6:30 p.m.

**SWEARING-IN CEREMONY**              The Corporate Officer administered the Oaths of Office to the Mayor and Councillors, and congratulated them on their Council positions.

Mayor Hutchins assumed the chair of the meeting.

**PRESENTATIONS**                      On behalf of Council, Councillor Dashwood presented a gift to outgoing Councillor Lori Evans, and Councillor Arnett presented a gift to outgoing Councillor Bruce Whittington, with thanks and appreciation for their dedication and service to the Town of Ladysmith.

**AGENDA APPROVAL**                      Mayor Hutchins requested Council's consideration of the following additions to the agenda:

- 3.8 Correspondence from Jean Crowder, M.P.
- 14.1 Applications for Grant Funding
- 14.2 Letters of Thanks

**2011-489**                      It was moved, seconded and carried that the agenda for the Inaugural Council Meeting of December 5, 2011 be adopted as amended.

**APPOINTMENTS**                      Mayor Hutchins proposed the following appointments, calling for resolutions as required.

### **Deputy Mayor**

Mayor Hutchins made the following appointments for Deputy Mayor:

- Councillor Paterson, December 2011 to November 2012
- Councillor Dashwood, December 2012 to May 2013
- Councillor Horth, June 2012 to November 2012
- Councillor Drysdale, December 2012 to May 2013
- Councillor Arnett, June 2013 to November 2014

### **Parcel Tax Review Panel**

Mayor Hutchins appointed Councillors Drysdale, Horth and Patterson to the Parcel Tax Review Panel.

### **Cowichan Valley Regional District Director**

2011-490

It was moved, seconded and carried that Mayor Rob Hutchins be appointed as Director to the Cowichan Valley Regional District Board.

### **Cowichan Valley Regional District Alternate Director**

2011-491

It was moved, seconded and carried that Councillor Duck Paterson be appointed as Alternate Director to the Cowichan Valley Regional District Board.

### **Vancouver Island Regional Library Board Director**

2011-492

It was moved, seconded and carried that Councillor Steve Arnett be appointed as a Director to the Vancouver Island Regional Library Board.

### **Vancouver Island Regional Library Board Alternate Director**

2011-493

It was moved, seconded and carried that Councillor Glenda Patterson be appointed as Alternate Director to the Vancouver Island Regional Library Board.

Mayor Hutchins made the following appointments to Council Advisory Commissions and Committee

### **Advisory Design Panel**

Council Liaison: Councillor Arnett  
Alternate: Councillor Horth

### **Advisory Planning Commission**

Council Liaison: Councillor Horth  
Alternate: Councillor Paterson

### **Economy and Environment Commission**

Council Liaison: Mayor Hutchins  
Alternate: Councillor Arnett

**Heritage Revitalization Advisory Commission**  
Council Liaison: Councillor Drysdale  
Alternate: Mayor Hutchins

**Liquid Waste Management Committee**  
Council Liaison: Councillor Horth  
Alternate: Councillor Patterson

**Government Services Committee (Committee of the Whole)**  
Chair: Councillor Arnett  
Members: All members of Council

**Liquid Waste Management Committee**  
Council Liaison: Councillor Horth  
Council Liaison: Councillor Patterson

**Parks, Recreation & Culture Commission**  
Council Liaison: Councillor Paterson  
Council Liaison: Councillor Arnett  
Alternate: Councillor Horth

**Protective Services Committee**  
Chair: Councillor Paterson  
Council Liaison: Councillor Drysdale  
Alternate: Councillor Dashwood

**Trolley Committee**  
Chair: Councillor Dashwood  
Council Liaison: Councillor Drysdale

Mayor Hutchins made the following liaison appointments to community organizations:

**Celebrations Committee**  
Council Liaison: Councillor Arnett  
Alternate: Councillor Paterson

**Chamber of Commerce**  
Council Liaison: Mayor Hutchins  
Alternate: Councillor Dashwood

**Community Health Advisory Committee**  
Council Liaison: Councillor Patterson  
Alternate: Councillor Dashwood

**Festival of Lights**  
Council Liaison: Councillor Paterson

Alternate: Councillor Drysdale

**Ladysmith Downtown Business Association**

Council Liaison: Councillor Horth

Alternate: Councillor Drysdale

**Ladysmith Early Years Partnership**

Council Liaison: Councillor Dashwood

Alternate: Councillor Mayor Hutchins

**Social Planning Cowichan Affordable Housing Directorate**

Council Liaison: Councillor Dashwood

Alternate: Councillor Arnett

**Youth Advisory Committee**

Council Liaison: Councillor Patterson

Alternate: Councillor Horth

**Bank Signing Authority**

2011-494

It was moved, seconded and carried that the City Manager, Director of Financial Services, Corporate Officer or Manager of Accounting; together with one member of Council, be authorized bank signing authorities effective December 5, 2011

**Correspondence from Jean Crowder, M.P.**

Mayor Hutchins read a letter of congratulations and best wishes to the new Council from Jean Crowder, Member of Parliament for Nanaimo-Cowichan.

**INAUGURAL ADDRESS**

Mayor Hutchins presented his inaugural address:

Good evening everyone.

I want to begin by thanking you for joining us tonight, to witness the inaugural meeting of your new Council, who for the next three years have made a commitment to work together, with you, and for you in building the best possible community, and to use wise judgement when spending your tax dollars.

To the members of Council, I would like to congratulate each one of you on your success at the recent polls. I want to thank you for your obvious dedication and commitment to Ladysmith and your willingness to work for the betterment of our community.

Participation in local government involves much hard work; it is challenging to meet the needs of a growing community, to honour and respect differing values and expectations, and to find a

balance between adequate service delivery and rising costs. However, local government is also a fun, exciting, and rewarding experience; it is an opportunity to create a wonderful place that we all call home.

I am proud of our community's accomplishment over the last term. As we reflect back, it is nothing short of astounding the number of changes/additions to our small town that individually and collectively reflect our values and make our Town that much better.

This time three years ago there was no artificial turf at Lot 108. Ladysmith is now the proud home of one of only a few such turfs on the island and it is my understanding we are the smallest Town in Western Canada to have such a facility.

Three years ago, an eviction notice had not yet been delivered to each of the residents of Ivy Green Mobile Home Park. Ladysmith, with the support of so many and with the help of caring, local, business owners, can now proudly own the title of the first community in North America to re-locate a group of such residents and their homes.

Although the dream for a new home for the Ladysmith Resource Centre, the Seniors Centre, and the Boys and Girls Club, had existed for over a decade, three years ago there was no site, inadequate funds, and no partnership to create such centre in our community. The new Social Service Centre on High Street is truly symbolic of what can be accomplished when meaningful local partnerships are created, and a vision is shared and supported by our funding partners at the Provincial and Federal level.

Three years ago, our new corporation DL 2106, did not exist. Neither did the significant upgrades to Ladysmith Maritime Community Marina and three years ago few citizens were aware that we would be blessed with a floating Visitor Reception Centre ready to host our visitors and local residents alike on our waterfront in 2012.

Three years ago we had just begun our Liquid Waste Management Plan and a six million dollar upgrade to our Sewage Treatment Plant that when completed, next month, will ensure the sewage effluent going into our harbour is better treated than before. With the first two phases near completion, in 2012, we need to begin construction on the 3<sup>rd</sup> Phase which will provide secondary treatment. It will be a giant step forward in restoring

the health of our harbour.

Three years ago the new playgrounds at Kin Park were yet to be dreamed of. We did not have a commercial kitchen in the Aggie Hall. Public transit did not exist in our community, nor did the Community Gardens on High Street. Three years ago we had yet to partner with the Provincial Government and undertake a comprehensive environmental assessment of waterfront lands. Three years ago secondary suites were illegal in our community and the Vision for a Sustainable Community was in draft form.

I could speak of many more initiatives that our Town has undertaken over the last term...but in short, an enormous amount has been accomplished. I want to express my gratitude to all those involved, citizen volunteers, Town staff, members of Council, community organizations, businesses, for their passion and commitment. As a community we have been truly blessed and we have much to be thankful for.

However, we haven't finished yet. Much more work is ahead if we are going to reach our goal of truly becoming a resilient community.

In this next term, we must ensure there are adequate financial and human resources to support the work of Economy and Environment Commission. We need to do our part to reduce our use of fossil fuels, find energy closer to home, and promote local food production. We must complete 2<sup>nd</sup> Sewage Treatment and complete the upgrades to our water treatment system. We need to revisit the Waterfront Area Plan; we need to strengthen our relationship with our friends and neighbours of the Stz'uminus First Nation; and we need to find the funds to upgrade community infrastructure such as the fire/rescue hall.

Much work is ahead, but I am confident we will be successful. Ladysmith is a community of people who care. We care about one another. We care about ensuring Ladysmith is a healthy, affordable, complete community where generations can live, work, and play.

I am looking forward to a rewarding term in local government.

## MINUTES

2011-495

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held November 21, 2011 be approved as circulated.

STAFF / ADVISORY  
COMMITTEE REPORTS

2011-496

**2012 Council Meeting Schedule**

It was moved, seconded and carried that the following schedule of Council meetings in 2012 be approved and that staff be directed to advertise the schedule in accordance with Section 127 of the *Community Charter*.

January 9  
January 16  
February 6  
February 20  
March 5  
March 19  
April 2  
April 16  
May 7  
May 22 (Tuesday)  
June 4  
June 18  
July 3 (Tuesday)  
July 16  
August 7 (Tuesday)  
August 20  
September 4 (Tuesday)  
September 17  
October 2 (Tuesday)  
October 15  
November 5  
November 19  
December 3  
December 17

2011-497

**Parks, Recreation and Culture Fees and Charges for 2012**

It was moved, seconded and carried that the proposed fees and charges for Parks, Recreation and Culture programs and services in 2012 be approved, and that staff be directed to prepare the appropriate Bylaw.

**BYLAWS**

2011-498

**Town of Ladysmith Development Cost Charges Roads Appropriation Bylaw 2011, No. 1785**

It was moved, seconded and carried that Town of Ladysmith Development Cost Charges Roads Appropriation Bylaw 2011, No. 1785 be adopted.

**Town of Ladysmith Parking Reserve Expenditure Authorization**

2011-499 Bylaw 2011, No. 1786  
It was moved, seconded and carried that Town of Ladysmith Parking Reserve Expenditure Authorization Bylaw 2011, No. 1786 be adopted.

2011-500 Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2011, No. 1787  
It was moved, seconded and carried that Town of Ladysmith Revenue Anticipation Borrowing Bylaw 2011, No. 1787 be read a first, second and third time.

2011-501 Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2011, No. 1788  
It was moved, seconded and carried that Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2011, No. 1788 be read a first, second and third time.

#### NEW BUSINESS

2011-502 Applications for Grant Funding  
It was moved, seconded and carried that Council's intent to pursue Phase 3 of the Wastewater Treatment Plant upgrade be confirmed, and that staff be directed to apply for grant funding through the Green Municipal Fund with the Town's share of the costs to be funded through reserves, operations and other grants and the Financial Plan be amended accordingly.

2011-503 It was moved, seconded and carried that staff be directed to apply for grant funding from the TD Friends of the Environment—TD Green Streets Project for the development of a Tree Management Bylaw

2011-504 Letters of Appreciation  
It was moved, seconded and carried that letters of congratulations and appreciation be written to the Festival of Lights Committee, volunteers and sponsors for a highly successful 2011 Light-Up.

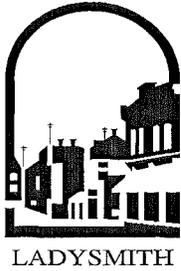
#### ADJOURNMENT

2011-505 It was moved, seconded and carried that this meeting of Council be adjourned at 7:02 p.m.

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Mayor (R. Hutchins)

CERTIFIED CORRECT



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: December 12, 2011  
File No:

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Re: DEVELOPMENT COST CHARGES: INCENTIVES FOR ELIGIBLE DEVELOPMENT

#### RECOMMENDATION(S):

1. That Council direct staff to prepare a bylaw and model covenant to support the incentive of a DCC reduction for eligible developments with a significant water use reduction from the Town's current water usage design standards.
2. That Council direct staff to prepare a bylaw and model housing agreement to support the incentive of a DCC waiver (100%) for eligible residential development described as:
  - (a) Not-for-profit rental housing for seniors, families or singles
  - (b) Rent may be no more than 30% of the median annual household income for the Town as reported by Statistics Canada for the most recent Census
  - (c) The rental housing units must be available for rental at the specified rate for a minimum of 20 years
  - (d) The housing provider will provide an annual declaration to the Town that the housing agreement criteria are being met.

#### PURPOSE:

The purpose of this report is to provide further information to Council and to seek direction on proceeding with additional bylaws or policy regarding development cost charge incentives for eligible development.

#### INTRODUCTION/BACKGROUND:

Council has previously provided direction to staff regarding consideration of reductions for developments with low environmental impact and affordable rental housing pursuant to s. 933.1 of the *Local Government Act*.

##### *December 2010*

- *It was moved seconded and carried that Development Cost Charges be waived for eligible projects in the downtown area. (complete)*
- *It was moved seconded and carried that Development Cost Charges be reduced for eligible projects with a low environmental impact.*

##### *February 2011*

- *It was moved, seconded and carried that staff be directed to include a review of Development Cost Charge Bylaws for eligible affordable rental housing within the 2011 budget process.*

The first two phases of the DCC Review project were completed with the adoption of Bylaw 1762 which establishes the new DCC rates (October 4, 2011) and Bylaw 1781 which provides for incentives for eligible development in the Downtown (October 17, 2011).

The third phase of the project is the consideration of potential additional incentives for: (1) development providing a significant reduction in water use, and (2) affordable rental housing. The Development Cost Charge consultant has provided two memos with regard to these additional initiatives which are attached to this report.

Council has the authority to adopt a bylaw to waive or reduce a development cost charge for an eligible development (as defined by the local government) for the following categories:

- Not-for-profit rental housing, including supportive living housing
- For-profit affordable rental housing
- A subdivision of small lots that is designed to result in low greenhouse gas emissions
- A development that is designed to result in a low environmental impact.

#### SCOPE OF WORK:

##### *Low Environmental Impact – Significant Water Use Reduction*

As outlined in the attached Memo, the preparation of this DCC bylaw would require consideration of the means to determine whether the required reduction in water use had been achieved either at the time of occupancy permit for most uses, or at the time of subdivision as part of a future commitment for single family development. The preparation of a model covenant is the recommended approach to ensure that commitments are fulfilled. A model covenant also reduces legal costs for the developer and provides for consistency in administration for staff.

A limitation of this program is that while it is possible to ensure that the required features have been installed this does not ensure their continued use over time. It is not expected that the Town will have sufficient resources to continue to monitor water consumption over time, or to undertake enforcement if the desired outcomes are not being met. While this is a limitation of the program at this time, it is expected that the program will at some future time be replaced by new water consumption reduction standards in the Building Code. As such this program could be considered a pilot program to facilitate innovation.

##### *Affordable Rental Housing*

Council has adopted Bylaw 1781 which provides incentives to development in the Downtown. The Ladysmith Vision and Official Community Plan encourage additional residential density to be located in the downtown and this incentive is a tool to assist with that direction. All multi-family units are eligible and a separate bylaw for affordable rental housing in the downtown is not required.

If affordable rental housing is proposed outside of the downtown, the attached memo outlines that only not-for-profit rental housing is likely to be built as the economics

are not present to support investment in market rental housing at this time. If senior government programs were initiated, such as the private investor tax incentive programs of the past, for-profit affordable rental housing may be economically possible.

If land is made available for not-for-profit rental housing outside of the downtown a project may be initiated by a non-profit society, a church-related group or service club. Council may wish to support these projects despite the fact that they would not meet the criteria of downtown densification. An option to the preparation of a bylaw would be to prepare a policy to explain the intent of a potential future DCC waiver program which could be addressed by the Council when a specific project came forward.

#### ALTERNATIVES:

1. That Council not proceed with the preparation of a bylaw for DCC rebates to projects with significant water reductions, but continue to fund the low-flush toilet retrofit rebate program.
2. That Council direct staff to prepare a policy to outline the requirements for consideration of a DCC waiver for not-for-profit rental housing projects located outside of the downtown.

#### FINANCIAL IMPLICATIONS:

##### *Low Environmental Impact – Significant Water Use Reduction*

The “significant water use reduction” rebate has been designed based on the principles of user pay, fairness and equity that guide the DCC best practices. This means that the cost or burden of such reductions would not be borne by existing taxpayers, but instead would be offset by cost savings in the system by making more efficient use of existing infrastructure.

##### *Affordable Rental Housing*

The construction of not-for-profit rental housing in Ladysmith will be reliant on senior government funding or other external support. Currently such funding is limited and tends to be targeted to larger communities with significant housing challenges and higher real estate values. Assistance from the local community in the way of land for below market cost or reduced fees and charges can help to prioritize a project. The number of units expected to be constructed is small, say 20 units which at the current multi-family DCC rates would cost about \$150,000. A multi-family project built in the downtown would be eligible for a DCC waiver while Bylaw1781 is in effect.

#### LEGAL IMPLICATIONS:

Legal counsel has advised that the section 219 covenant is an appropriate tool to secure the water saving features required to meet the conditions for the DCC rebate.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Developments that have less impact on the Town’s infrastructure and developments that add to the supply of affordable rental housing are expected to be supported by the community.

Currently in the Cowichan Region, affordable housing is being addressed from a regional perspective. The Cowichan Affordable Housing Strategy, which was prepared by Social Planning Cowichan with community input, recommends that local governments consider policy to waive fees and taxes for affordable housing development (strategy 7).

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments have been involved in the review of the report.

RESOURCE IMPLICATIONS:

The development of the bylaw and covenants would be undertaken primarily by consulting resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Support to both development with low environmental impact (significant water use reductions) and affordable rental housing are consistent with the Ladysmith Vision of "complete community land use," "green buildings" and "innovative infrastructure".

ALIGNMENT WITH STRATEGIC PRIORITIES:

Council has directed that the new DCC program include an examination of the new opportunities to reduce or waive DCCs in certain circumstances. Both development with low environmental impact (significant water use reductions) and affordable rental housing are being explored.

SUMMARY:

Council has requested staff to pursue DCC incentives for developments with low environmental impact and affordable rental housing. It is recommended that staff proceed with the preparation of two incentive bylaws.

I concur with the recommendation.



Ruth Maffi, City Manager

ATTACHMENTS:

- Memo dated November 1, 2011 from Sherry Hurst, Leftside Partners Inc. regarding DCCs for Developments with Low Environmental Impact
- Memo dated November 16, 2011 from Sherry Hurst, Leftside Partners Inc. regarding DCCs for Affordable Rental Housing



# MEMO

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**TO:** FELICITY ADAMS, DIRECTOR OF DEVELOPMENT SERVICES  
**FROM:** SHERRY HURST, LEFTSIDE PARTNERS INC.  
**DATE:** NOVEMBER 1, 2011  
**RE:** DCCS FOR DEVELOPMENTS WITH LOW ENVIRONMENTAL IMPACT

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Ever since legislation was introduced permitting DCC reductions for developments with low environmental impact, Town of Ladysmith Council has contemplated reducing DCCs to encourage both development in low impact locations, and innovative practices that minimize the need for infrastructure. While one bylaw has already been passed that applies to properties within the downtown core, for the past two years Council has also discussed a second bylaw that would reduce the DCCs for developments that are designed to significantly reduce water consumption.

Reducing water consumption will help to extend the life of the current reservoir and reduce flows to the sanitary sewer system. The Town's DCC program includes upgrades to water storage capacity as well as sanitary sewer treatment, so reducing water consumption and associated discharges will make more efficient use of existing infrastructure and delay the need for these two major upgrades. Put differently, reductions in consumption will allow for a greater number of developments to be accommodated, and the associated DCCs collected, before the capacity upgrades are required. Developments that can demonstrate a significant reduction in water use or sewer flows could therefore receive reductions in the corresponding charge in the DCC program. The cost or burden of such reductions would not be borne by existing taxpayers, but instead would be offset by cost savings in the system. Such reductions would therefore be in keeping with the fairness, relative impact and user pay principles upon which DCCs are based, and represent an opportunity to provide some incentives for developers to build greener projects without shifting the burden to taxpayers.

## PROPOSED APPROACH

DCCs are based upon averages, and by definition, averages take into account the fact that some users will have a higher impact, and others lower. Accordingly, minimal reductions in water usage will likely be offset by others who use slightly more than the average. Reduced DCC rates should therefore only apply to projects that achieve significant reductions in water usage and sewer flows – so that they have a meaningful impact on the average. A 50% reduction from the current water usage standard for any given land use has been selected through discussions with the Town's staff. By reducing water consumption by 50%, this should also have a significant impact on the resulting sewage flows, although not necessarily to a corresponding amount (i.e. staff estimate that a 50% water reduction would translate into a 30% reduction in sewage flows). This percentage reduction could be altered based on review of the bylaw at a later date to determine whether the target was achievable – and the reward a sufficient incentive – for developers within the Town.



Based on this approach, the following DCC reductions from the sewer and water DCCs would apply:

	Current DCC	Water Supply DCC Reduction	Sanitary Upgrade DCC Reduction	Total Reduction	Reduced Rate
Single Family Residential	\$12,779.26	\$1,304.63	\$1,021.06	\$2,325.69	\$10,453.57
Small Lot Single Family	\$9,399.97	\$815.40	\$638.16	\$1,453.56	\$7,946.41
Multi-Family Residential	\$7,617.33	\$724.80	\$567.25	\$1,292.05	\$6,325.28
Downtown Multi-Family	\$6,835.63	\$724.80	\$567.25	\$1,292.05	\$5,543.58
Commercial	\$97.67	\$2.17	\$1.70	\$3.87	\$93.80
Downtown Commercial	\$64.24	\$1.30	\$1.02	\$2.32	\$61.92
Industrial	\$36.61	\$1.86	\$1.46	\$3.32	\$33.29
Institutional - care facility	\$4,383.39	\$453.00	\$354.53	\$807.53	\$3,575.86
Institutional - school	\$85.57	\$4.92	\$3.85	\$8.77	\$76.80

DCCs are paid at the time of building permit for most uses, or at the subdivision approval stage for single family residential use. Applicants would be required to submit engineering reports that include flow calculations and details on anticipated water savings through a variety of measures planned in the development, including (but not limited to) low-flow fixtures, greywater recycling, use of rain barrels, xeriscaping or other innovative approaches. Single family subdivisions would have to provide assurances through a covenant, that the resulting homes and homeowners will comply with the subdivision's water reduction strategy in order to receive the discounted DCC rates. Multi-family and non-residential buildings would receive the rebate at the time of occupancy, to ensure that the planned measures were included in the completed building.

## CONSIDERATIONS

While the intent of the DCC reductions has always been to encourage low impact development, there are a number of issues to consider in the implementation of the bylaw.

### Cost

Some of the costs to consider include the preparation of a sample covenant by legal counsel, to simplify what could be a fairly complex application process (both for developers and for staff). In addition, receiving and verifying the water reduction strategies will involve staff time and cost. Town staff will have to review the application and building inspection staff will have to confirm the measures are installed, and the covenants, where applicable, are upheld. The amount of staff time will depend on the number of applications for reductions that are received (if any at all). It is difficult to predict how many developments will go ahead outside the downtown core, how many (if any) would be interested in making the changes required to meet the Town's objectives, and whether the DCC reductions are sufficient to encourage these practices.

### Limitations

Development cost charges – because they are paid at the subdivision or building permit stages of development – can be reduced to reflect the installation of construction



features, such as low flow fixtures, xeriscaping, greywater recycling, etc. While the DCCs, and the issuance of building permits can be used to ensure that certain features and building practices are available to enable water conservation, they do not address the use of these features over time, nor the possibility of replacement of these features by future occupants. The efficacy of some of the green construction features will therefore rely upon the maintenance and use of those features by future occupants, which will be difficult to monitor and assess. It is not anticipated that the Town of Ladysmith has sufficient resources to continue to monitor the water consumption for each building over time, nor to undertake any enforcement if the desired outcomes are not being met. In essence, the reduction of the DCC is therefore an incentive to facilitate water conservation through the installation of newer or innovative practices at the construction stage, so that such features will become more common or mainstream. It does not, however, ensure that water conservation is maintained over time. This is a limitation to the use of DCCs to encourage such practices.

### ***Duration***

Once a few projects have proceeded and have proven that significant water reductions are possible, the next logical step is to begin to require such features in all developments. Some of these changes are already in the works, and being considered for incorporation into the new BC Building Code. Similarly, once the Town has evidence that such reductions are possible, and the effects on consumption and flows can be measured, appropriate modelling can be done and new standards developed to better reflect the new "normal" for designing the Town's water and sewer infrastructure. These new standards can be incorporated into future development cost charge models, so that all land uses are benefitting from an updated water and sewer model that represents a more accurate reflection of the impact of each use on the infrastructure, and the DCC capital costs will be apportioned accordingly. When this is done, there will be no more need to reduce or adjust DCC rates, as all development will reflect the new standard. Accordingly, a DCC reduction is not intended to be in place over the long term, but rather over a shorter period of time until the resulting practices are either required or common enough to enable the municipality to re-evaluate its infrastructure design standards. Council should consider the DCC reductions in this context and based on the understanding that the bylaw and reductions are intended to apply in the short-term.

### **CONCLUSION**

The approach referenced in this memo is based on the guiding principles of benefiter pays, fairness and equity that guide the DCC best practices. This may be a commitment Council is willing to make in order to encourage some greener developments, or a way of supporting some pilot projects, consistent with other objectives or Town policies. Council must determine if the benefits outweigh the internal and administrative costs of implementing this strategy, particularly given that such a bylaw is intended to be temporary.



## MEMO

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**TO:** FELICITY ADAMS, DIRECTOR OF DEVELOPMENT SERVICES  
**FROM:** SHERRY HURST, LEFTSIDE PARTNERS INC.  
**DATE:** NOVEMBER 16, 2011  
**RE:** DCCs FOR AFFORDABLE RENTAL HOUSING

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### OBJECTIVE

In February of this year Council directed staff to review Development Cost Charge Bylaws and evaluate opportunities for reducing DCCs for affordable rental housing. This memo outlines the key policy considerations in crafting an affordable housing DCC reduction bylaw or policy.

### DISCUSSION

Amendments made to the *Local Government Act* in 2008 enable the Town to reduce or waive DCCs for two categories of affordable housing:

- not-for-profit rental housing, including supportive living housing; and,
- for-profit affordable rental housing.

To exempt or reduce charges for these types of developments, the Town would need to determine which types of developments it would like to waive or reduce charges for (for-profit affordable rental housing, not-for-profit rental housing or both), define what it means by those terms (i.e. what constitutes affordable), establish what criteria or conditions must be met to receive the waiver or reductions, as well as what reductions or waivers can be obtained (50%, 100%, etc.). Virtually any exemptions for rental housing will require the Town to initiate and monitor housing agreements and Section 219 covenants to ensure the units continue to meet the affordability and associated criteria, such as being operated by non-profit agencies, rented rather than sold, and rented at rates or levels that are defined as affordable for the specified period of time (typically 15 or 20 years).

#### ***Categories of affordable housing***

The first question to consider is whether the DCC reduction, if established, should apply to both not-for-profit rental housing, which is typically funded in part by BC Housing, or other government or non-profit agencies, as well as for-profit housing that provides affordable rents. The introduction of any new rental housing impacts the affordability of the overall rental market, as the nicer units can command higher rents, and that often creates vacancy in other more affordable rental stock. However, the building of new for-profit rental housing is typically feasible only in premium markets such as Vancouver, and seldom makes economic sense in smaller communities, even at market rent levels.



The waiving of DCCs, while helpful, is rarely a sufficient incentive to encourage the provision of new rental housing, much less new rental housing at rents below market rates. Furthermore, if new for-profit affordable rental housing was to be constructed, the ideal location, both from a planning and market perspective, would be in the downtown. Multi-family residential projects within the downtown, regardless of affordability or tenure, would already receive a full waiver under the Town's low environmental impact DCC reduction bylaw (No. 1781). If Council is contemplating a DCC reduction for for-profit affordable rental housing, it may be worthwhile discussing potential DCC reductions with local developers and home builders to determine their perspective, given that it is unlikely that the waiver – even at 100% – is sufficient incentive for the for-profit sector. The Director of Community Planning for the City of Parksville noted that its DCC waiver bylaw (in place for two years), on its own, does not seem sufficient inducement to build an affordable housing project. Of the communities that have introduced affordable housing DCC waiver bylaws, not all have exempted for-profit projects, but all have exempted the not-for-profit sector, and have given a full waiver to those projects. Waiving the DCCs for publicly funded or non-profit housing developments is seen as one way the municipality can contribute to social housing projects.

#### ***What is affordable?***

The second point to consider is what makes a project eligible for the DCC waiver or reduction. There is a need to define what the Town considers "affordable" as well as the opportunity to consider additional conditions that must be met, both initially and over time, to maintain the waiver. Typical definitions of housing affordability relate to the relationship between the rental rate and household annual gross income levels. BC Housing defines affordable rent as costing no more than 30% of a household's total gross monthly income. The Town of Ladysmith's median annual household income is \$50,053 (2006 Census). The affordable rent associated with the Town's median income is therefore \$1,251 a month. However, most affordable housing is aimed at housing low or low- to mid-income earners, which is often referenced as a percentage of the median income (i.e. those earning 75% of the median household income or less).

Experience in other municipalities reveals a variety of definitions and criteria. Parksville defines affordable housing as housing where the annual rents do not exceed 30% of a household's gross annual income, based on annual household income of 80% or less of the median household income. If this definition and criterion was used in Ladysmith, to receive the DCC waiver, projects would not be able to charge rents (tax included) in excess of \$1,002 per month. Notably, the CMHC average rents for the Duncan-North Cowichan Census Area in April 2011 are already below those rates, as even the average market rent for units with three or more bedrooms is \$840 per month.

Another approach is to reference CMHC average rents and require that rental rates are below the average rents identified by CMHC. Metro Vancouver, which levies development cost charges for sewer and drainage, identifies specific rent levels (80% of average market rent identified by CMHC) as well as who the units can be rented to (income levels relative to median household income) for each bedroom category (bachelor, 1 bedroom, 2 bedroom and 3 or more bedroom units), in addition to covenants.



or lease agreements guaranteeing the use of the units for affordable rental housing for 20 years as criteria for waiving DCCs.

Penticton uses a similar approach, in that the CMHC average market rents are referenced (the units must be rented for a monthly rate that is less than the median market rent levels most recently published by CMHC, and limits the rate of increase of the monthly rate), but also adds requirements such as restricting occupancy of the housing units to persons at risk of homelessness and support services providers.

### ***Monitoring and enforcing conditions***

Another key consideration that is closely related to the definition of affordability, is how easily that information can be obtained, verified and monitored over time. A DCC waiver is provided at building permit or occupancy, however to retain that benefit, most municipalities require the building to provide affordable rental rates for a minimum of 15 or 20 years. This suggests that there is a need to monitor whether the conditions are continuing to be met over that period of time, and the ease of monitoring the associated criteria should be considered at the bylaw preparation stage. The easier the housing agreement can be monitored, the less administrative burden on the municipality, and the more likely the agreement will be enforced. For instance, the definitions and criteria that require knowledge and reporting of each tenant's household income may prove difficult to obtain; rental rates that can be calculated and verified without requesting individual tenant household income levels may be easier. One approach could be to use the 30% of annual household income level as a definition of affordable, and then target the household income level relative to the median household income to derive a maximum rental rate.<sup>1</sup> Similarly, a percentage (such as 80% or less) of the average market rents published by CMHC for Duncan-North Cowichan might be appropriate, thus creating a rate for each apartment type (studio, 1 bedroom, 2 bedroom and 3+ bedroom).<sup>2</sup>

Rather than put the onus on the Town to collect the data and verify that conditions are continuing to be met, some communities require an annual update or report to confirm that the units still satisfy the affordability criteria. Parksville, for instance, requires the owner of the affordable rental units to provide an annual report to the City which confirms that the residents meet the City's criteria. The City enforces the housing agreement upon complaint.

### ***Waiver amount***

There are no restrictions on the amount of the reduction possible under *the Local Government Act*. Council should consider both the value of the incentive (as indicated previously even a 100% waiver might not be sufficient to encourage for-profit rental at below market rates), as well as the cost to the City. Some municipalities are more willing

<sup>1</sup> As an example, 60% or less of the 2006 Census median household income in Ladysmith would translate to a maximum rent of \$751 per month.

<sup>2</sup> Based on CMHC's April 2011 numbers for the Duncan-North Cowichan Census Area, an 80% reduction in average market rents would translate into rates of \$425, \$498, \$567, and \$672 for studio, 1 bedroom, 2 bedroom and 3+ bedroom units respectively. Fall 2011 rental figures are scheduled to be released by CMHC in December.



to grant a larger reduction to non-profit projects than for-profit, while others are eager to encourage any new rental stock regardless of the provider. The City of Kelowna allocates a set amount of funds in its affordable housing account each year to fund waivers or partial waivers, and accepts applications for the allocation of that financial assistance from affordable rental housing developments once a year. The money is allocated based on a number of criteria set out in Council policy, but waivers are not provided in excess of the budgeted amount (and un-used portions can be carried forward). In Langford, the waiver bylaw provides a 100% reduction in DCCs for non-profit rental housing and a 25% discount for for-profit rental housing located in the City Centre and 30% discount for elsewhere. The waiver amount is up to Council, but for every project where the DCCs are waived or reduced, that reduction in infrastructure funding must be made up from other revenue streams, such as general taxes.

### ***Policy or bylaw?***

Prior to 2008, many municipalities used to consider waiving DCCs for affordable housing on a case by case basis. Some municipalities have still opted for this approach, only now the *Local Government Act* requires that municipalities enact a bylaw setting out criteria and conditions of eligibility prior to the waiving of DCCs. In municipalities where few eligible projects are anticipated, this is still a reasonable approach. The advantage of having a bylaw in place is that it provides clarity to developers, by specifying the criteria and reduction amounts, thus introducing fairness and transparency to the process. However, the same results could be achieved through the passing of a Council policy stating in plain language the type of projects Council hopes to encourage, the criteria, and the amount of the waiver, without formally drafting a bylaw or the supporting documentation (housing agreements, sample covenants) until a project is proposed. Notably, bylaws regarding DCC waivers or reductions for non-profit rental or for-profit affordable rental housing can be initiated (and repealed) at any time, and unlike a development cost charge bylaw, do not require approval by the Inspector of Municipalities.

### **CONCLUSION**

Before an affordable housing DCC waiver bylaw or policy can be drafted, Council needs to carefully consider which type of projects they want to exempt from DCCs, what criteria those projects need to meet (i.e. who the housing needs to be affordable for), how the criteria will be monitored over time, and what level of reduction will be provided. The need for the bylaw should also be considered in the context of the DCC reductions already available within the downtown area.



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: December 13, 2011  
File No:

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Re: CENTRIFUGE TENDER AWARD

RECOMMENDATION(S):

That Council award the tender for the supply of the centrifuge for the Sewage Treatment Facility to Vanderbeken Enterprises Ltd. for the low tender price of \$208,400 plus HST, with the funds to come from the Sewer Utility Reserve, and Grants.

PURPOSE:

To award the tender for the supply of the centrifuge.

INTRODUCTION/BACKGROUND:

Council awarded the contract for the construction of Phase II – Sewage Treatment Facility – Solids Handling to Knappett Projects Inc. in July of 2011. The tender came in below budget. In September Council authorized staff to tender for the supply of a centrifuge. The results of the tender are as follows:

Vanderbeken Enterprises Ltd. (Option 1)	\$208,400 plus HST
Vanderbeken Enterprises Ltd. (Option 2)	\$221,400 plus HST
Pieralisi North America (Option 1)	\$323,230 plus HST
Pieralisi North America (Option 2)	\$342,210 plus HST
Andritz Separation Inc. (Option 1)	\$345,230 plus HST
Andritz Separation Inc. (Option 2)	supplied upon request
Centrysis Corporation	\$376,352 plus HST

All prices include the supply of a centrifuge and the polymer feed required for operation.

The consulting engineers on the project, Opus Dayton Knight, evaluated the tender packages and have submitted a written recommendation which is attached.

SCOPE OF WORK:

The supply to the Town of the centrifuge and polymer delivery system.

ALTERNATIVES:

Council can choose to:

- Award contract to the low bidder as submitted.
- Reject all bids and re-tender

FINANCIAL IMPLICATIONS:

The cost of the centrifuge and the polymer delivery system is included in the 2011 budget and will come from the Sewer Utility Reserve and grants.

LEGAL IMPLICATIONS:

There are no legal implications if the tender is awarded to low bidder.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Financial Services Department and the Public Works Department are involved.

RESOURCE IMPLICATIONS:

Private sector and current employees.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Completing the sewer treatment facility aligns with Sustainability Visioning Strategy #5, Innovative Infrastructure.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Providing adequate sewer treatment is very high with the Strategic Priorities.

SUMMARY:

The tender for the Phase II- Sewage Treatment Facility – Solids Handling was awarded in July 2011 and came in below the budgeted amount. Council authorized staff to tender for the centrifuge and the results are attached.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

Recommendation from Opus DaytonKnight.



December 12, 2011

VIA E-MAIL & COURIER

Mr. Joe Friesenhan, A.Sc.T.  
 Director of Public Works  
**Town of Ladysmith**  
 Box 220 - 410 Esplanade  
 Ladysmith, B.C. V9G 1A2

Dear Mr. Friesenhan:

**RE: Town of Ladysmith  
 Ladysmith WWTP Phase 2 Upgrade 2011 - Tender No. 218.066-CENT-A  
Supply and Delivery of Dewatering Centrifuge System**

Tenders for the above project closed at 2:00 pm, December 2, 2011, at the Town of Ladysmith. At the closing time, four tenders were received. Opus DaytonKnight Consultants Ltd., on behalf of the Town of Ladysmith, has evaluated the tenders and provides recommendation with this letter.

Tenders were checked for conformance with the Tender documents and Schedules checked for arithmetic. The tenderers submitted their pricing "Section 00410 – Offer" in accordance with the Tender Documents and the addenda.

The four opened tenders are summarized in detail in the attached tender tabulation with amounts as follows (excluding HST):

	Tenderer	Dewatering Centrifuge	Polymer Feed System	Total
1a	Dry Cake (Vanderbeken Enterprises Ltd.) – Option 1 <sup>1</sup>	\$181,200	\$27,200	\$208,400
1b	Dry Cake (Vanderbeken Enterprises Ltd.) – Option 2 <sup>2</sup>	\$191,200	\$30,200	\$221,400
2	Centrysis Corporation	\$255,947 <sup>3</sup>	\$120,405	\$376,352
3a	Pieralisi North America (Option 1) <sup>4</sup>	\$241,000	\$82,230	\$323,230
3b	Pieralisi North America (Option 1) <sup>5</sup>	\$241,000	\$101,210	\$342,210
4a	Andritz Separation (Option 1) <sup>4</sup>	\$240,450	\$104,780	\$345,230

	Tenderer	Dewatering Centrifuge	Polymer Feed System	Total
4b	Andritz Separation (Option 1) <sup>6</sup>		6	

<sup>1</sup> This option was created with the purpose of reducing delivery time.

<sup>2</sup> This option is based on March 26, 2011 delivery date (assuming December 5<sup>th</sup> is the award date.

<sup>3</sup> Bidder errors in summary of unit prices

<sup>4</sup> Option 1 is as per the specifications.

<sup>5</sup> Option 2 is as per the manufacturer/ suppliers calculation

<sup>6</sup> Option 2 from Andritz to be provided on request

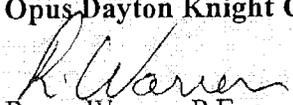
We have reviewed all tendered prices and provide following comments:

- All of the suppliers, except Centrysis have provided alternatives;
  - Drycake (Vanderbeken) price option is for an early delivery of the dewatering centrifuge).
  - Perialisi North America and Andritz Separation has presented Option 2 with a higher capacity of polymer feed system. Although, Andritz Separation system didn't provide the price for option 2.
- We noticed that there is a typo on Schedule 3 (Manufacturing and Technical Data, Item 1, Dewatering Centrifuge System) revised in Addendum No.3 on Drycake (Vanderbeken) bid submission as Dewatered Sludge Solids, %, is left as 2.5 to 5 from the previous version of the Schedule 3. This should be confirmed to read as at least 20%.
- The lowest bid (\$208,400, including polymer feed system) was submitted by Drycake (Vanderbeken).
- Acknowledgements for all addenda issued have been provided by the bidders.
- Only one correction was necessary in the detailed price breakdown items of Centrysis bid (Dewatering Centrifuge System price was written as \$255,948, instead of \$255,947).

Based on our review, we recommend that the Contract be awarded to Drycake (Vanderbeken Enterprises) at the tendered price of \$208,400 (excluding HST), providing funding is legally available. We will request detailed sizing information for polymer feeding system from Drycake (Vanderbeken Enterprises) prior to contract award.

I trust this will satisfy your requirements for the award of Contract 218.066-CENT-A. Please do not hesitate to call should you have any questions.

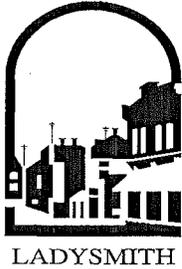
Yours truly,  
Opus Dayton Knight Consultants Ltd.

  
Roger Warren, P.Eng.

BK/ad  
Encls.

TOWN OF LADYSMITH  
TENDER NO. Z1808-CENT-4  
SUPPLY AND DELIVERY OF DEWATERING CENTRIFUGE SYSTEM FOR THE LADYSMITH WWTFF UPGRADE  
TENDER TABULATION SUMMARY (Tenders opened: December 2, 2014, 2:00 pm)

Item No.	Description or Classification of Work	Unit	Approx. Qty	DRYCAKE (Vanderbeek Enterprises Ltd.) - Option 2	DRYCAKE (Vanderbeek Enterprises Ltd.) - Option 1	CENTRIS CORPORATION	PERALSI NORTH AMERICA - Option 1	PERALSI NORTH AMERICA - Option 2	ANDRITZ Separation - Option 1	ANDRITZ Separation - Option 2
1.0	Dewatering Centrifuge System									
1.1	Supply and delivery of one (1) dewatering centrifuge to the Ladysmith Wastewater Treatment Plant including freight, insurance and taxes, has individual item below.	L.S.	1	\$179,000.00	\$169,000.00	\$241,070.00	\$241,000.00	\$241,000.00	\$228,450.00	\$0.00
1.2	Provision and cost of installation and commissioning as per design.	L.S.	1	\$8,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00
1.3	Cost of Spare Parts	L.S.	1	\$3,800.00	\$3,800.00	\$2,725.00	\$0.00	\$0.00	\$0.00	\$0.00
1.4	Cost of O&M Manuals	L.S.	1	\$400.00	\$400.00	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Subtotal - Dewatering Centrifuge System</b>			<b>\$191,200.00</b>	<b>\$176,200.00</b>	<b>\$246,545.00</b>	<b>\$241,000.00</b>	<b>\$241,000.00</b>	<b>\$228,450.00</b>	<b>\$0.00</b>
2.0	Feedwater Feed System									
2.1	Supply and delivery of one (1) polymer concentrate feed system to the centrifuge dewatering system at the Ladysmith Wastewater Treatment Plant including freight, insurance and taxes, has individual item below.	L.S.	1	\$23,000.00	\$20,000.00	\$15,250.00	\$78,230.00	\$97,210.00	\$99,880.00	\$0.00
2.2	Polymer dosing pump	L.S.	1	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.3	Polymer solution tank complete with ultrasonic level sensor	L.S.	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.4	Polymer ring motor	L.S.	1	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.5	Static mixer	L.S.	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.6	Cost of suspension installation and commissioning as per design.	L.S.	1	\$0.00	\$0.00	\$3,500.00	\$4,000.00	\$4,000.00	\$5,400.00	\$0.00
2.7	Cost of O&M Manuals	L.S.	1	\$800.00	\$800.00	\$1,655.00	\$0.00	\$0.00	\$0.00	\$0.00
2.8	Cost of O&M Manuals	L.S.	1	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Subtotal - Polymer Feed System</b>			<b>\$29,200.00</b>	<b>\$27,200.00</b>	<b>\$170,405.00</b>	<b>\$82,230.00</b>	<b>\$101,210.00</b>	<b>\$104,780.00</b>	<b>\$0.00</b>
	<b>Sub Total</b>			<b>\$220,400.00</b>	<b>\$203,400.00</b>	<b>\$378,352.00</b>	<b>\$323,230.00</b>	<b>\$342,210.00</b>	<b>\$328,230.00</b>	<b>\$0.00</b>
	<b>EST. 1.17%</b>			<b>\$25,928.00</b>	<b>\$23,375.00</b>	<b>\$43,782.24</b>	<b>\$38,797.80</b>	<b>\$41,427.80</b>	<b>\$41,427.80</b>	<b>\$0.00</b>
	<b>TOTAL AMOUNT ON TENDER</b>			<b>\$246,328.00</b>	<b>\$226,775.00</b>	<b>\$422,134.24</b>	<b>\$362,027.80</b>	<b>\$383,637.80</b>	<b>\$369,657.80</b>	<b>\$0.00</b>
	<b>Max. model and piece of manufacturing of equipment</b>			YES	YES	YES	YES	YES	YES	YES
	<b>Drawings and/or illustrated literature showing the principle design features of the equipment</b>			YES	YES	CENTRIFUGE - YES BUT NO BILL OF MATERIALS	YES	YES	YES	YES
	<b>Complete outline dimensions of the equipment in plan and side views</b>			YES	YES	GENERAL NOTES	YES	YES	YES	YES
	<b>Total net assembled weight of the principle components of the equipment</b>			YES	YES	POLYMER - NO	YES	YES	YES	YES
	<b>All design calculations regarding centrifuge design, expected performance and expected</b>			YES	YES	CENTRIFUGE - YES	YES	YES	YES	YES
	<b>TENDER SUMMARY FORM</b>			YES	YES	POLYMER - NO	YES	YES	NO	YES
	<b>TENDER FORM</b>			YES	YES	NO	YES	YES	YES	YES
	<b>ADDITIONAL ACKNOWLEDGEMENT</b>			1.3	1.3	1.2, 3	1.2, 3	1.2, 3	1.2, 3	1.2, 3
	<b>COMMENTS IN SCHEDULE OF QUANTITIES AND PRICES</b>			2.3: The system has integrated signal bank with tank 2.5: System has integrated static mixer 2.8: Included with candidate	2.3: The system has integrated signal bank with tank 2.5: System has integrated static mixer 2.8: Included with candidate	2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8: Included	1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8: Included	2.2, 2.3, 2.4, 2.5, 2.7, 2.8: Included	1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8: Included	1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8: Included
	<b>PROPOSED ADJUSTMENTS</b>			The proposal was created with the purpose of reducing delivery time. Hence the additional cost and reduced delivery time.		Washed Media WWTFF-PRO-CENTW listed in an alternative meeting bill functional intent of specifications 11880	The Peralisi handbook does not offer an encapsulated feed coil as per Section 2.3.9.4.		Exemptions and Qualifications for the Polymer System are provided in Section 4 of Andritz Proposal	Exemptions and Qualifications for the Polymer System are provided in Section 4 of Andritz Proposal (see table 1)
	<b>ERRORS</b>					Bidder error in summation of unit prices.	2) REVIEW PAGE IN TENDER PACKAGE FOR MORE CLARIFICATION	2) REVIEW PAGE IN TENDER PACKAGE FOR MORE CLARIFICATION	2) REVIEW PAGE IN TENDER PACKAGE FOR MORE CLARIFICATION	2) REVIEW PAGE IN TENDER PACKAGE FOR MORE CLARIFICATION



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: December 12, 2011  
File No:

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Re: UTILITY VEHICLE TENDER

RECOMMENDATION(S):

That Council award the contract for the replacement of the utility vehicle to Woodgrove Chrysler for the price of \$33,793.00 plus HST, with the funds to come from the Equipment Replacement Fund.

PURPOSE:

To award the purchase of a 4X4, ¾ ton replacement vehicle for the utilities department.

INTRODUCTION/BACKGROUND:

At the September Government Services meeting, Council authorized staff to issue a request for proposals for the replacement of the ½ ton pick-up truck used by the utility department with a ¾ ton 4x4. At present, the industry does not make any hybrid or electric vehicles in the size required. Tenders were requested for a conventional unit. Tenders were received with the following results:

Peter Baljet Chevrolet Buick GMC	\$33,415 plus HST
Woodgrove Chrysler	\$33,793 plus HST
Wheaton Pontiac Buick GMC	\$34,396 plus HST
Steve Marshall Ford Lincoln. Ltd.	\$36,025 plus HST
Bow Mel Chrysler Ltd.	\$42,970 plus HST

The low tender price from Peter Baljet Chevrolet Buick GMC does not include an EZ lift tailgate.

SCOPE OF WORK:

Purchase of replacement equipment

ALTERNATIVES:

Council can choose to

- Award the purchase to the bidder as recommended
- Award the purchase to a different proponent as submitted
- Postpone the replacement of the utilities department vehicle at this time

FINANCIAL IMPLICATIONS:

The funds for the replacement unit are in the Equipment Replacement Fund.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The purchase of the vehicle will involve both the Finance Department and the Public Works Department

RESOURCE IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

SUMMARY:

Proposals were received for the replacement of a  $\frac{3}{4}$ -ton utility vehicle, as the size of the current  $\frac{1}{2}$ -ton truck is unsuitable for the work involved.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

The tenders may be viewed at Corporate Services Department..



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Pat Durban, Director of Parks, Recreation and Culture  
Date: December 14, 2011  
File No:

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RE: COMMUNITY RECREATION PROGRAM GRANT APPLICATION  
DL 108 PLAYFIELD PROJECT

RECOMMENDATION:

That the Town of Ladysmith make application under the Ministry of Community, Sport and Cultural Development, Community Recreation Program, for a grant in the amount of \$400,000 towards construction of a baseball field as the next phase of the DL108 Playfield Complex; and that the Town of Ladysmith authorize expenditures of up to \$804,000. from DCC Parks reserve and sale of real property reserve to be used for this project.

PURPOSE:

To provide sufficient funding through the Community Recreation Program, and the Town of Ladysmith, to facilitate construction of a baseball field on DL 108.

INTRODUCTION / BACKGROUND:

The Town of Ladysmith completed construction of Phase 1 of the DL108 Playfield Complex, which included an artificial turf field, lighting, temporary washrooms/changerooms, a playground and temporary parking. Further phases of the Playfield Complex consist of two baseball fields( including soccer in the outfields ), a permanent washroom/change room/concession/clubhouse complex, a walking/training track, a multi-purpose outdoor court and permanent parking.

The Parks, Recreation and Culture Commission, Field User Task Force and staff have reviewed the concept plan and support the proposed layout although the Parks, Recreation and Culture Commission also support a fenced off-leash dog park be established at DL 108, which the Task Force does not support.

SCOPE OF WORK:

To construct a regulation size baseball field, including backstop and fencing, dugouts, bleachers, and skinned infield, with a proposed practice soccer pitch in the outfield area. Please see attached cost estimates for the project together with a copy of the concept plan.

ALTERNATIVES:

To wait for future funding opportunities or reduce the application amount to assist with construction of another component of the DL 108 Playfield Complex.

FINANCIAL IMPLICATIONS:

The grant will cover up to 80% of the project cost to a maximum of the \$400,000. being requested and as the proposed next phase is estimated at \$1,204,000. the Town will be required to provide additional funds from DCC Parks reserve and the sale of Town owned property to cover the balance of the project cost. It is anticipated that tender prices will reduce the overall cost of this project. This project will not be able to proceed at this time without the sale of Town property and receipt of the grant.

LEGAL IMPLICATIONS:

Not applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This project will be the next step in the development of a multi-use, all inclusive sport and recreation complex, which will provide long-term active living and economic benefit to the community and region.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments will need to be involved to ensure completion on time and on budget.

RESOURCE IMPLICATIONS:

See above.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This project aligns with the vision of a healthy community, diverse economic opportunities and complete community land use.

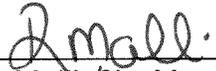
ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with Economic Development and Sportsfield priorities.

SUMMARY:

The approval of the Community Recreation Program grant will permit construction of a regulation size baseball field as the next phase of the DL 108 Playfield Complex, which will further enhance the Town's recreational amenities and provide additional economic opportunities.

I concur with the recommendation

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

1. DL 108 Playfield Complex Concept Plan.
2. Site Prep and Baseball Field Cost Estimates





**Town of Ladysmith Lot 108 Park Community Playing Field Project – Phase 2  
Preliminary Cost Projection**

**December 2011**

**Summary of Ball Field #1 Development Costs**

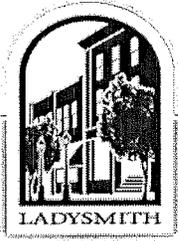
Item	Unit	Quantity	Unit Price	Allowance
<b>1.0 Ball Field Construction</b>				
.1 Infield: 100mm aggregate ball diamond topping on 200 aggregate base, on prepared sub-base	m <sup>2</sup>	1200	\$ 20.00	\$ 24,000.00
.2 Turf outfield: seeded turfgrass on 300mm planting medium on 200mm aggregate base, on prepared sub-base	m <sup>2</sup>	7200	\$ 30.00	\$ 216,000.00
.3 Backstop: 21m x 9m x 21m x 6m h. w/ 2m overhang	each	1	\$ 50,000.00	\$ 50,000.00
.4 Dugouts: 3m x 9m w/ concrete floors, team benches, equipment hangers	each	2	\$ 10,000.00	\$ 20,000.00
.5 Fencing: 1.2m wing and outfield fences	m	152	\$ 0.00	\$ 10,640.00
.6 Turf irrigation system (allowance)	each	1	\$ 50,000.00	\$ 50,000.00
<b>Total Ball Field Construction</b>				<b>\$ 370,640.00</b>
<b>2.0 Off Field Construction</b>				
.1 Spectator Apron: 150mm aggregate topping on prepared base	m <sup>2</sup>	672	\$ 45.00	\$ 30,240.00
.2 Connection pats: 150mm aggregate topping on prepared base	m <sup>2</sup>	55	\$ 45.00	\$ 2,475.00
.3 Perimeter construction restoration (regarding & hydro-seeding)	1	1	\$ 10,000.00	\$ 10,000.00
<b>Total Off Field Construction</b>				<b>\$ 62,715.00</b>
<b>3.0 Ball Field Amenities</b>				
.1 Spectator Seating: 50 person, 5 tier bleacher units	each	6	\$ 6,000.00	\$ 36,000.00
.2 Scorekeeper Shelter: 3m x 3m open-sided, elevated structure w/ roof	each	1	\$ 8,000.00	\$ 8,000.00
.3 Signage	allow.	1	\$ 2,000.00	\$ 2,000.00
<b>Total Ball Field Amenities</b>				<b>\$ 46,000.00</b>
<b>4.0 Contingency</b>				
- 20% of estimated construction cost (\$479,355)				\$ 95,871.00
			Say	96,000.00
<b>Total Contingency</b>				<b>\$ 96,000.00</b>
<b>TOTAL PHASE 1A CONSTRUCTION COST ESTIMATE</b>				<b>\$575,355.00</b>
<b>5.0 Consultant Services</b>				
- construction design & contract inspection (11.5%)			\$ 66,166.00 Say	\$ 66,000.00
- disbursements allowance			\$ 550.00	\$ 550.00
<b>Total Consultant Services</b>				<b>\$ 66,550</b>
<b>TOTAL PHASE 2 BALL FIELD ESTIMATE (including consultant services)</b>				<b>\$ 641,905.00 Say \$642,000.00</b>

**SCHEDULE OF QUANTITIES AND PRICES**

**Ladysmith Sports Complex - Phase 2**

<b>Item</b>	<b>Description</b>	<b>Est.Qty.</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total</b>
<b>Section 1.0 Sports Field (West)</b>					
1	Stripping - Disposal off-site (0.3m)	3540	m3	15.00	53,100.00
2	Common Excavation - Reuse on-site (Western Field)	778	m3	12.00	9,336.00
3	Common Excavation - Reuse on-site (Eastern Field)	17229	m3	12.00	206,748.00
4	Sub-grade Preparation	11800	m2	1.00	11,800.00
5	Filter Fabric	12344	m2	1.50	18,516.00
6	150mm Perf. Pipe c/w wyes	103	m	100.00	10,300.00
7	100mm Perf. Pipe	1400	m	60.00	84,000.00
8	Cleanouts	2	ea	500.00	1,000.00
9	Manholes	1	ea	4,500.00	4,500.00
<b>Total Section</b>					<b>399,300.00</b>
<b>Section 2.0 Sports Field (East)</b>					
1	Stripping - Disposal off-site (0.3m)	1488	m3	12.00	17,856.00
2	Common Excavation - Reuse on-site	1030	m3	12.00	
3	Import Granular Material	583	m3	30.00	
4	Capping with native topsoil (0.15m)	1488	m3	12.00	17,856.00
5	Sub-grade Preparation	9922	m2	1.00	9,922.00
6	Removal of Ex. Stock piled topsoil offsite	760	m3	6.00	4,560.00
<b>Total Section</b>					<b>50,194.00</b>
<b>Total Sections 1 &amp; 2</b>					<b>449,494.00</b>
<b>Engineering (10%) and Contingency (15%)</b>					<b>112,373.50</b>
<b>Total</b>					<b>561,867.50</b>

We have prepared this estimate from data in our possession related to the costs of projects of a generally similar nature and scope. However, as you are aware, the actual cost may be affected by a number of factors which are outside our control and which involve information to which we are not privy.



## Town of Ladysmith

### **COMMISSION REPORT**

To: Mayor and Council  
From: Heritage Revitalization Advisory Commission  
Date: December 12, 2011  
File No:

---

Re: ADVISORY COMMISSION ANNUAL APPOINTMENT CYCLE

RECOMMENDATION:

That Council refer the timing of the Advisory Commission annual appointment cycle to staff for review and recommendation.

BACKGROUND / HISTORY:

At the Heritage Revitalization Advisory Commission (HRAC) meeting held on November 10, 2011, the following resolution was passed:

*It was moved, seconded and carried that the HRAC recommend that Council consider the reconfiguration of the HRAC's annual appointment cycle to coincide with the approval of the Town's budget.*

The terms of the Town's Commission members typically expire in the summer with new appointees joining the Commission in September. For the HRAC which undertakes projects as outlined in the Heritage Strategic Plan, this timeframe can be awkward as members can leave the Commission mid-year before a particular project in which they have been involved has been completed. Also, if the Commission is seeking extraordinary funding from Council (above the annualized budget), expenditures cannot take place prior to budget approval which is required by May 15th.

ANALYSIS:

Bylaw No. 1279 established the Heritage Revitalization Advisory Commission in 1998. This Bylaw outlines the appointment of Commission members, who hold a two-year term. Specific timeframes for appointments are not stipulated in the Bylaw other than the appointment of a Chairperson which must occur at the first regular meeting after July 1<sup>st</sup>.

The Commission is required to submit a funding request for the next budget year no later than October 1<sup>st</sup> in each year. The approach taken by staff in recent years has been to include annualized five-year funding for the implementation of the Heritage Strategic Plan in the Town budget which funds the projects of the HRAC, unless grants are available.

In practice, the HRAC operates on multiple schedules dictated by the budget cycle, election of Chairperson, schedule of new appointments to the Commission, incoming and departing commission members, etc.

STAFF RECOMMENDATION:

Staff recommend that the HRAC recommendation be referred to staff for review and recommendation with consideration to the consistent administration of terms of all Town advisory commissions.

ATTACHMENTS:

"None".

**TOWN OF LADYSMITH**

**BYLAW NO. 1784**

A bylaw to amend "Council Remuneration and Expense Bylaw 2001, No. 1427"

---

**WHEREAS** Council of the Town of Ladysmith has, by bylaw, set the level of remuneration and benefits available to elected officials;

**NOW THEREFORE** the Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. "Council Remuneration and Expense Bylaw 2001, No. 1427" is hereby amended by deleting sections 3(1) and 3(2) in their entirety and replacing them with the following:
  - 3(1) Effective January 1, 2012 there shall be paid, in equal monthly installments, out of annual revenue an annual remuneration to Council members for discharge of the duties of office, as follows:
    - (a) to the Mayor, the amount of twenty-one thousand eight hundred and forty-two dollars (\$21,842);
    - (b) to the Councillors, the amount of ten thousand four hundred and sixty-seven dollars (\$10,467).
  - 3(2) Effective January 1, 2013 there shall be paid, in equal monthly installments, out of annual revenue an annual remuneration to Council members for discharge of the duties of office, as follows:
    - (a) to the Mayor, the amount of twenty-three thousand and seven dollars (\$23,007);
    - (b) to the Councillors, the amount of eleven thousand four hundred and sixty-eight dollars (\$11,468).
  - 3(3) Effective January 1, 2014 there shall be paid, in equal monthly installments, out of annual revenue an annual remuneration to Council members for discharge of the duties of office, as follows:
    - (a) to the Mayor, the amount of twenty-four thousand one hundred and seventy-two dollars (\$24,172);
    - (b) to the Councillors, the amount of twelve thousand four hundred and seventy dollars (\$12,470).

2. Citation

This bylaw may be cited for all purposes as "Council Remuneration and Expense Bylaw 2001, No. 1427, Amendment Bylaw 2011, No. 1784".

<b>READ A FIRST TIME</b> on the	21 <sup>st</sup>	day of	November, 2011
<b>READ A SECOND TIME</b> on the	21 <sup>st</sup>	day of	November, 2011
<b>READ A THIRD TIME</b> on the	21 <sup>st</sup>	day of	November, 2011
<b>ADOPTED</b> on the		day of	, 2011

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Mayor (R. Hutchins)

**TOWN OF LADYSMITH**

**BYLAW NO. 1787**

A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

---

**NOW THEREFORE** the Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The Council is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith from a financial institution, the sum of up to \$4,000,000.00 (four million dollars).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
3. When collected, revenue from property taxes must be used to repay money borrowed under this bylaw.
4. **CITATION**

This bylaw may be cited for all purposes as "Town Of Ladysmith Revenue Anticipation Borrowing Bylaw 2011, No. 1787".

READ A FIRST TIME	on the	5 <sup>th</sup>	day of	December, 2011
READ A SECOND TIME	on the	5 <sup>th</sup>	day of	December, 2011
READ A THIRD TIME	on the	5 <sup>th</sup>	day of	December, 2011
ADOPTED	on the		day of	, 2011

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Mayor  
(R. Hutchins)

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Director of Corporate Services  
(S. Bowden)

**TOWN OF LADYSMITH**

**BYLAW NO. 1788**

**A bylaw to repeal the Frank Jameson Community Centre and other recreation facilities fee schedules.**

---

**WHEREAS** the Council may by bylaw, pursuant to the *Community Charter* establish fees for the use of recreation or community use property in the municipality;

**AND WHEREAS** it is deemed appropriate to establish fees for use of the Frank Jameson Community Centre and other recreation facilities;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The fees set forth in Schedules "A" and "B" attached to and forming part of this bylaw are the fees for the use of the Frank Jameson Community Centre and other recreation facilities effective January 1, 2012.

2. **Repeal**

"Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2010, No. 1749" is hereby repealed.

3. **Citation**

This bylaw may be cited for all purposes as "Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2011, No. 1788".

**READ A FIRST TIME** on the 5<sup>th</sup> day of December, 2011

**READ A SECOND TIME** on the 5<sup>th</sup> day of December, 2011

**READ A THIRD TIME** on the 5<sup>th</sup> day of December, 2011

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2011

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Mayor  
(R. Hutchins)

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Corporate Officer  
(S. Bowden)

Appendix A – 2012 Proposed Admission Rates (Subject to Applicable Taxes)

Single Admission

Child	2.54
Youth	3.39
Adult	4.87
Senior	3.39
Family	8.48

10 X Punch Card

Child	21.61
Youth	28.93
Adult	40.98
Senior	28.93
Family	71.65

30 X Punch Cards

Child	N/A
Youth	76.79
Adult	108.13
Senior	76.79
Family	N/A

1-Month Pass

Child	N/A
Youth	34.29
Adult	42.90
Senior	34.29
Family	N/A

3-Month Pass

Child	N/A
Youth	92.68
Adult	115.85
Senior	92.68
Family	N/A

6-Month Pass

Child	N/A
Youth	175.00
Adult	218.79
Senior	175.00
Family	N/A

12-Month Pass

Child	N/A
Youth	331.96
Adult	416.21
Senior	331.96
Family	N/A

Appendix B – 2012 Proposed Facility Rates (Subject to Applicable Taxes)  
 (Commercial bookings plus 20 per cent / Non-profit bookings less 50 per cent)

Frank Jameson Community Centre

Meeting Room Hourly Rate	20.34
Meeting Room Hourly with Pool	18.78
Meeting Room Daily Rate	141.90
Gymnasium Hourly Rate	36.67
Lower Program Room Hourly Rate	36.15
Lower Program Room with Pool	18.78
Lower Program Room Daily Rate	123.91
One Pool	68.35
Two Pools	100.40

Aggie Hall

Aggie Hall Hourly Rate (no kitchen)	36.67
Aggie Hall kitchen (no hall use)	61.95
Aggie Hall Daily Rate (includes kitchen)	169.00
Aggie Hall Receptions Party, Dance	332.24

Transfer Beach

Transfer Beach Kin Shelter per Day	45.46
Transfer Beach Amphitheatre – Full Day Private Family Function	83.65
Transfer Beach Amphitheatre – Half Day Private Family Function	47.80
Transfer Beach Amphitheatre – Full Day Public Special Event	322.73
Transfer Beach Amphitheatre – Performances per Hour	22.86

Sports Fields

Aggie Ball Diamonds	No Charge
Aggie Field Lights	No Charge
Aggie Ball Diamonds Tournament per Day	119.06
High Street Little League Diamonds	No Charge
High Street Little League Diamonds Tournament per Day	119.06
Holland Creek Ball Diamonds	No Charge
Holland Creek Ball Diamonds Tournament per Day	119.06
Forrest Field per Hour – Youth	6.12
Forrest Field per Hour – Adult	21.93
Forrest Field per Day – Youth	39.78
Forrest Field per Day – Adult	147.90
Forrest Field Lights per Hour	13.00

Miscellaneous

Community Van per Hour	9.38
Community Van per Day	83.23
Chairs (25)	19.38
Tables (5)	29.63