



C·V·R·D

COWICHAN VALLEY REGIONAL DISTRICT

NOTICE OF SPECIAL BOARD MEETING

DAY: **WEDNESDAY**

DATE: **MAY 23, 2012**

TIME: **➔ IMMEDIATELY FOLLOWING
THE REGIONAL SERVICES
COMMITTEE MEETING**

PLACE: **BOARD ROOM**

175 INGRAM STREET



Joe Barry
Corporate Secretary



CVRD

SPECIAL BOARD MEETING

**IMMEDIATELY FOLLOWING THE
REGIONAL SERVICES COMMITTEE MEETING
WEDNESDAY, MAY 23, 2012**

AGENDA		PAGES
1.	<u>APPROVAL OF AGENDA:</u>	2
2.	<u>COMMITTEE REPORTS:</u>	
	CR1 Shawnigan Lake Community Centre Commission – Director Fraser Report and Recommendation of Meeting of May 8, 2012.	3
3.	<u>STAFF REPORTS:</u>	
	SR1 Staff Report from the West Cowichan Facilities Coordinator Re: Sole source expenditure and short term borrowing for the capital purchase of acoustic treatments for the Cowichan Lake Sports Arena	4-5
	SR2 Staff Report from the Acting General Manager, Public Safety Re: Fire Tender for Honeymoon Bay Fire Protection Service Area	6-7
4.	<u>CLOSED SESSION:</u>	
	Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.	
	CSSR1 Potential Litigation {Sub (1) (g)}	8-15
5.	<u>ADJOURNMENT:</u>	
	The next Regular Board meeting will be held June 13, 2012 at 6:00 pm, in the Board Room, 175 Ingram Street, Duncan BC.	



CR1

**SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION REPORT
OF MEETING HELD MAY 8, 2012**

DATE: May 8, 2012

To: Chairperson and Directors of the Board

Your Shawnigan Lake Community Centre Commission reports and recommends:

1. That the Board approve short term borrowing up to a maximum of \$65,000 for the purchase of a bus for Shawnigan Lake Community Centre; to be paid back within 5 years under the Liabilities Under Agreement Section 175 of the *Community Charter*.



SR1

STAFF REPORT

SPECIAL BOARD MEETING HELD MAY 23, 2012

DATE: May 15, 2012
FROM: Rob Frost, West Cowichan Facilities Coordinator
SUBJECT: Sole source expenditure and short term borrowing for the capital purchase of acoustic treatments for the Cowichan Lake Sports Arena

Recommendation/Action:

- 1. That the CVRD Board approve short term borrowing up to a maximum of \$100,000 for the purchase of acoustics treatments (custom fabric panels) for Cowichan Lake Sports Arena; to be paid back within 5 years under the Liabilities Under Agreement Section 175 of the Community Charter.**
- 2. That Cowichan Lake Recreation, Facility Division, sole source the supply and installation of acoustic treatments (custom fabric panels) in the Cowichan Lake Sports Arena from Acoustics West Installations Ltd.**

Relation to the Corporate Strategic Plan:

The purchase of the acoustic treatment (custom fabric acoustic panels) fits within the Safe and Healthy Community goal of providing exceptional recreation, cultural and park services by continually improving the quality of programs and services.

Financial Impact: (Reviewed by Finance Division: *Sen*)

The total of \$100,000 is included in the Cowichan Lake Recreation capital budget (function 405) for the supply and installation of the acoustic panels, and \$22,700 is also included for the associated 2012 short term borrowing principal and interest costs.

We have received a written contract proposal from Acoustics West Installations Ltd. for the supply and installation of acoustic treatments for a cost of \$68,394 for the arena and \$20,260 for the curling side, and the total for both including taxes is \$99,292. The CVRD purchasing policy requires that sole source expenditures greater than \$75,000 are to be approved by the CVRD Board. Staff are recommending that the acoustics project be sole sourced to Acoustics West Installations Ltd out of Victoria BC.

Background:

During the recent renovations to the Cowichan Lake Sports Arena, it was noted that the installation of a new facility roof would likely have a negative impact on acoustic conditions and acoustic treatments (fabricated materials) would be required.

The Cowichan Lake Recreation Commission approved \$100,000 in the 2012 budget for the installation of acoustic material to improve the sound quality in the arena and curling locations. It

was anticipated that the budgeted amount would be sufficient to allow the installation of the acoustic products in both the arena and curling areas of the centre. The project has two key challenges. One that there are very limited suppliers in the industry and especially on Vancouver Island for the unique product and the installation of the desired acoustic treatments. And secondly, that the window of opportunity to have product installed and not affect facility user groups is also very limited as the product would need to be installed in the summer before the ice is installed. With the recommended contractor, the customized acoustic product has a four week order time, and an estimated two week install period. As the Cowichan Lake Sports Arena has a limited time window before the next ice season, this project requires immediate approval.

Acoustics West Installations Ltd. (also known as Acoustics West Manufacturing Ltd.) recently supplied and installed similar product at Kerry Park Recreation centre and CVRD staff are satisfied with the workmanship, time delivery and product and are recommending the same supplier for Cowichan Lake Sports Arena. Acoustics West Installations Ltd. has a very good reputation and has completed many acoustic projects in facilities on Vancouver Island including: Victoria Conference Centre, Vancouver Island Conference Centre in Nanaimo, Brentwood Bay College art building, Parksville Community Centre, Saanich Fire Halls, Oak Bay pool, U Vic classrooms and atrium, Queen of Angels room, many restaurants plus many others.

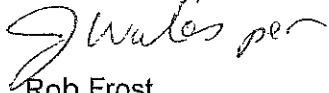
Staff has received a written contract proposal from Acoustics West Installations Ltd. to install fabricated acoustic panels hung horizontally from the roof and also on the larger available wall space in the arena, and on the large wall space in the curling facility. The color of the fabric panels will be decided upon very shortly. The project can be completed and within the budgeted amount, and the cost is very reasonable compared to similar work performed at Kerry Park. The project is planned to be completed by July 15, 2012, if the supplier is approved and notified by May 25, 2012.

Since the next Lake Cowichan Recreation Commission meeting is not until after the May 23rd CVRD Special Board meeting, staff contacted the commission members to seek their approval of the sole source provider. The feedback from the commission members resulted in a majority of members supporting the hiring of Acoustics West Installations Ltd.

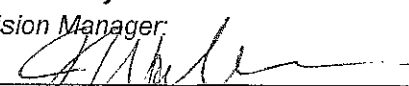
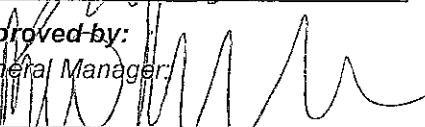
Interdepartmental/Agency Implications:

The Facilities Division is working with Parks, Recreation and Culture Division (Cowichan Lake Recreation) to coordinate a time period when the acoustic products can be installed with the least disruption as possible to user groups. Following the May 23, 2012 special board meeting, if the short term borrowing and supplier are approved, staff feel there is adequate time to immediately order and install the equipment prior to July 15, 2012 which is acceptable by the recreation division and should not affect ice user groups.

Submitted by,



Rob Frost
West Cowichan Facility Coordinator

Reviewed by: Division Manager:	
Approved by: General Manager:	



SR2

STAFF REPORT

SPECIAL BOARD MEETING OF
MAY23, 2012

DATE: 17 May 2012 FILE NO: 0540-20-EASC/07
FROM: Sybille Sanderson, Acting General Manager BYLAW NO:
Public Safety
SUBJECT: Fire Tender for Honeymoon Bay Fire Protection Service Area

Recommendation/Action:

1. That the Board approve the sole source purchase, from Fort Garry Fire Truck Sales, of a fire tender for the Honeymoon Bay Volunteer Fire Rescue Service, the overall expenditure of which will not exceed \$225,000.
2. That the Board approve \$75,000 in short term borrowing for the purchase of a fire tender for the Honeymoon Bay Volunteer Fire Department to be paid back over five years under the Liabilities under Agreement Section 175 of the *Community Charter*.
3. That staff be directed to prepare the necessary Reserve Fund Expenditure Bylaw authorizing the expenditure of a maximum of \$75,000 from the Honeymoon Bay Fire Local Service Area Reserve Fund and that the Bylaw be forwarded to the Board for consideration of 3 readings and adoption.

Relation to the Corporate Strategic Plan:

The third item in Community infrastructure planned for current and future generations states "Develop a lifecycle program for all infrastructure assets together with preventative maintenance programs to extend the lifecycle." Replacing the Honeymoon Bay tender supports this initiative.

Financial Impact: (Reviewed by Finance Division: *SEM*)

The 2012 Budget included total capital purchases of \$225,000. As budgeted, this purchase will be achieved through the use of \$75,000 reserve funds; \$75,000 short term borrowing; and the remainder from the 2012 requisition. The current balance in the Reserve is \$107,533.

Background:

The Honeymoon Bay Fire Department requires a large capacity water tender to serve the community to aid in the protection of the western half of the village where there are no hydrants or stand pipes. This unit would be integral to protection against interface wildfires in the community. The vehicle is equipped with a large volume "pump and roll Hale" pump and two 1 ½" pre-connected attack lines enabling it to become a backup/secondary pumper engine especially suited to forest fire protection situations or multi-structure fires, as well as delivering the maximum amount of water to a structure incident not covered by CVRD hydrants.

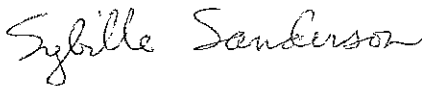
The 2012 budget allocation for the purchase of a new tender was \$150,000 and would only allow for the purchase of a used tanker. The opportunity has presented itself to purchase a pre-built 1700 imperial gallon water tender which is currently on loan to the Cowichan Lake Fire

Department while their tender is being modified. This 2011 demo apparatus has only approximately 7,000 kms and offers all of the features required and will be available immediately. This tender also has several added features, over the original build price that we would have required such as a powered lift for the 1700 gallon pond (also supplied). The extra features plus the immediate delivery make this purchase a great opportunity especially considering the extensive lag time generally required between ordering and receiving a truck not already built. With wildfire and tourist season upon us, this tender opportunity will provide vital coverage throughout the busiest "fire call" season of the year.

The Fire Underwriters' Survey states that apparatus over 20 years of age will not be recognized as a first line apparatus and that apparatus over 30 years of age will not be recognized for fire service insurance grading purposes. Household insurance ratings are based on a number of factors including the age and maintenance records relating to primary fire response vehicles. This tender is important to the community to obtain/maintain continuity of insurance premiums for Honeymoon Bay area residents.

Two used comparable quotes are advertised at similar prices. This purchase presents a significant savings and still meets the 2012 budget constraints. It would position the Honeymoon Bay Fire Rescue well into the future.

Submitted by,



S. Sanderson
Acting General Manager
Public Safety