



THE RESORT VILLAGE OF
CANDLE LAKE

**RESORT VILLAGE OF CANDLE LAKE
SPECIAL MEETING COUNCIL AGENDA**

Date: Monday Aug 18, 2014 Time: 9am

Resort Village of Candle Lake Council Chambers

1. Call to order:

Mayor John Quinn will call the Meeting to order

2. Submission of Pecuniary Interest Forms:

3. Approval of Agenda:

That the Agenda for this meeting be approved, and that presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

4. Public Hearings and Appeals:

5. Presentation, Delegations & Related Reports:

7. Reports of Administration & Committees:

7.1 Page 1 Report # 54 from Administrator dated August 13, 2014 regarding Gravel Haul tender

RECOMMENDATION: That Council awards the tender in two separate contracts for hauling to the City yards and hauling and spreading gravel on the designated roadways as outlined in the tender request.

1. for hauling to the yard
2. for hauling and spreading on roads

And

That should one contractor not want the split that the contract is awarded to the other.

7.2 Page 7 Report #55 of 2014 from Administrator regarding Bylaw 10 of 2014- A Bylaw to Borrow.

RECOMMENDATION: That Bylaw 10 of 2014 – a Bylaw to Borrow is laid on the table under Order of Business- Introduction and Consideration of Bylaws and that Bylaw 10 of 2014 receive three readings.

7.3 Page 12 Report # 56 from Administrator dated August 14, 2014 regarding Golf Course and Bayview Paving

RECOMMENDATION: Pending approval of Bylaw 10 of 2014, that Council approves the awarding of the tender 2014-02- Golf Course and Bayview paving to Anderson Rental and Paving for the combined amount of five hundred and six thousand nine hundred and five dollars (\$506,905.00).

7.4 page 17 Report # 57 dated August 15, 2014 regarding lease of photocopier

RECOMMENDATION: That Council approves the lease of the quoted Toshiba copier for the Village office at a cost of \$20.85/month and auxiliary charges.

8. Inquiries:

9. Councillors Forum:

10. Introduction and Consideration of Bylaw

10.1 Bylaw 10 fo 2014 – A Bylaw to Borrow

"That Bylaw No.10 of 2014 be read a first time

"That Bylaw No.10 of 2014 be read a second time

"That leave be granted to read Bylaw No.10 of 2014 a third time

"That Bylaw No.10 of 2014 be read a third time and passed and that Bylaw No. 10 of 2014 be now adopted, sealed and signed by the Mayor and the CAO.

11. Unfinished Business Bylaws

12. Giving Notice

13. Motions

14. Adjournment



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title: Gravel Haul Tender(Report # 54/2014)

Date: August 13, 2014

Prepared By: Joan Corneil, CAO

Prepared For: Council

RECOMMENDATION: That Council awards the tender in two separate contracts for hauling to the City yards and hauling and spreading gravel on the designated roadways as outlined in the tender request.

1. for hauling to the yard
 2. for hauling and spreading on roads
- And

That should one contractor not want the split that the contract is awarded to the other.

Justification for In Camera:

Background: The Village requires gravel to be hauled from a pit off the Snow Castle road to the village yards to be stockpiled for future use by Village staff. The Village also needs gravel hauled and spread on major arterials, Northview, Ford Road, Industrial Drive and Lakeshore Drive. The tender went out with the caveat that the tender may be split. (see attached)

The call for tenders went out and two were received on time. The tenders were opened publically on August 06, 2014 by the Acting Assistant Administrator. A review of the tenders resulted in the conclusion that the tenders were the same in price. A requirement of the award is contingent on the successful bidder having a current business license. Resort Contracting does have a license, while Randy Lucas Trucking does not but has obtained one in the past when awarded the contract.

A call to the proponents regarding timing resulted in similar answers answer.- one party could start immediately hauling to the Village yard, but would be delayed until the week of August 18 for hauling and spreading. The other operator could not start anything until the week of August 18, but would be able to perform both functions concurrently.

The question to the proponents regarding splitting the contract resulted in one operator agreeing to a split and the other preferring to keep the tender as one operation.

The tender results are as follows and both are similar to last year's price*:

Company	Loading	Hauling	Mobilization	Start date
Randy Lucas Trucking	\$1.25 per yard	\$.27 per loaded K	No cost	Aug 18
Resort Contracting	\$1.25 per yard	\$.27 per loaded K	No cost	Aug 18

*Note: Lucas has an increase in price by \$10 from 2013 pricing for the cost of moving the loader to a different site. This is moot as there is no other pit to haul from.

Discussion: Randy Lucas Trucking has been awarded contracts for the past five years and has performed satisfactorily for the Village. Both operators will need proof of insurance or bond. As Randy Lucas Trucking has always had in the past and continues to operate, that question was not put to him, but would be a requirement in the contract should Council make a decision regarding the tender that would be in his favour. Resort Contracting was contacted and as the company leases equipment, the insurance company was contacted and Resort Contracting is covered under the lease policy.

The discussion is around the awarding of the contract to one or both operators. Either option is available to Council.

Options:

1. That Council awards the tender in two separate contracts for hauling to the City yards and hauling and spreading gravel on the designated roadways as outlined in the tender request.

1. for hauling to the yard
 2. for hauling and spreading on roads
- And

That should one contractor not want the split that the contract is awarded to the other.

2. That Council awards the tender to Randy Lucas Trucking for hauling to the City yards and hauling and spreading gravel on the designated roadways as outlined in the tender request.

3. That Council awards the tender to Resort Contracting for hauling to the City yards and hauling and spreading gravel on the designated roadways as outlined in the tender request.

Financial Implications: Approximately \$60,000.00 cost to account TS Road construction/repair #530-460-101 as per 2014 budget.

Communications:

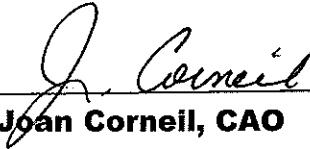
Attachments:

1. Invitation to tender
2. Tender from Resort Contracting
3. Tender from Randy Lucas Trucking

2

Conclusion: As the tenders are for the same amount and administration believes both operators will provide excellent service, administration is recommending that the contract be split as indicated in the Invitation to tender. One operator does have a current business license while the other would not get one until awarded the tender. Splitting the tender would be a fair option.

Respectfully submitted,



Joan Corneil, CAO

RESORT VILLAGE OF CANDLE LAKE
INVITATION TO TENDER - GRAVEL HAUL

Tenders due Wednesday, August 06, 2014 at 2:00 p.m. for the following:

-To gravel Northview Drive, Ford Road and and Lakeshore Drive in the RVCL and hauling to the RVCL Yard site. The service will include loading and hauling from the Resort Village gravel pit - approx. 56 km. round trip, with the possibility of loading and hauling from other local locations, for each of the following:

- 1) Approximately 10 loads to the Resort Village yard site and
- 2) for direct application on streets and roads throughout the Resort Village.

The tender is to include a rate per yard for loading and a rate per loaded yard kilometer for both stock pile to the yard site and for direct application.

Tenders may be split or be for the stockpiling and application.

The successful bidder must have a current business license with the RVCL and be available to provide services in consultation with the Maintenance Manager and/or Administrator. Stockpiling and direct application will commence as soon as can be conveniently arranged.

Envelopes must be clearly marked "TENDER". Tenders will be opened at 2:05 PM Wednesday August 06, 2013 at the Resort Village office.

Tenders marked "GRAVEL HAUL", to be forwarded to:

Joan Corneil, Administrator
Resort Village of Candle Lake
Box 114
Candle Lake, SK S0J 3E0
PHONE: (306) 929-2236
FAX: (306) 929-2201

candleadministrator@sasktel.net

Lowest or any tender not necessarily accepted.

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RESORT VILLAGE OF CANDLE LAKE

RESORT CONTRACTING WOULD LIKE TO BID
ON THE 2014 GRAVEL TENDER

HAULING FROM VILLAGE PIT

1.25 PER YARD FOR LOADING

27.0⁰ YARD KLM FOR HAULING

= 5.40 PER LOADED KLM
@ 20 YARD LOADS

FOR STREETS AND ROADS

FOR STOCK PILING

RESORT CONTRACTING

Box 412

CANDLE LAKE SASK

S0J-3E0

(306) 980-7574

5

Resort Village of Candle Lake
Box 114
Candle Lake, SK S0J 3E0
Phone (306) 929-2236
Fax (306) 929-2201

August 6, 2014

RANDY LUCAS TRUCKING LTD.
BOX 63
MEATH PARK, SK S0J 1T0
(306) 929-2041 Fax (306) 929-4869
or
Cell (306) 960-1279

GRAVEL HAUL TENDER

ATTENTION: Joan Corneil, Administrator

Trucks: Peterbilt & Kenworth
Trailer: Belly Dump Close Underload
Trailer: Tri-Axle End Dump
Loader: Samsung SL 150 – 2

Rates: \$1.25 per yard loading
\$.27 per loaded km

Note: All hauls less than 14km will be charged out at 14km per yard km.

No charge for initial loader move. If moved to new site, it is \$130.00 per hour one way.

All rates will have GST added



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Bylaw 10 of 2014 – a Bylaw to Borrow (Report #55)
Date:	August 14, 2014
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

RECOMMENDATION:

That Bylaw 10 of 2014 – a Bylaw to Borrow is laid on the table under Order of Business-Introduction and Consideration of Bylaws and that Bylaw 10 of 2014 receive three readings.

Justification for In Camera:

Background: The Resort Village of Candle Lake had issued a call for tenders through SNC Lavelin for the reconstruction and paving of Main Street and for the potential local improvement petitioned by some property owners. According to *The Municipalities Act* section

162(1) Unless the borrowing is approved by the Saskatchewan Municipal Board, no municipality shall borrow money if the borrowing:

- (a) will cause the municipality to exceed its debt limit;
- (b) is not repayable within three years after the borrowing is made; or
- (c) is to be secured by the issue of debentures of the municipality.

One of the required documents is the resolution to borrow or the Bylaw to borrow that has undergone first reading. In a meeting with the Municipal Board we were advised that we could send them both in as both will be required at some point in time.

We did submit Bylaw 04 of 2014 that had undergone first reading on April 11, 2014. This was done in order to meet timelines for the Municipal Board approval and our timelines regarding the paving contract. At the time, the wording had been taken from the website of the Municipal Board. Subsequent to that, on April 17, 2014, we were advised as to the wording of the bylaw by Municipal Board staff.

Public Notice was issued on April 04, 2014 regarding a Bylaw to borrow as required by The Municipalities Act S128 and Bylaw 03 of 2006.

We received authorization to pass the Bylaw to incur debt July 25, 2014

Discussion: The Village could continue with further readings of Bylaw 04 of 2014 with amendments or resolve to not have further readings of Bylaw 04 of 2014 and pass a new Bylaw with the appropriate wording.

Options:

1. That Bylaw 04 of 2014 receive no further readings.
2. That Bylaw 04 of 2014 is brought back with amendments for Council approval.
3. That Bylaw 10 of 2014 – a bylaw to Borrow is laid on the table under Order of Business-Introduction and Consideration of Bylaws and that Bylaw 10 of 2014 receive three readings.

Financial Implications: A debenture or loan of \$2, 041,250.00

Communications: Public Notice regarding borrowing bylaw was issued on April 04, 2014

Attachments:

1. Bylaw 04, 2014
2. Bylaw 10 of 2014
3. Authorization to pass a Bylaw to incur debt.

Conclusion: In review of the complexity of amending Bylaw 02 of 2014 and discussion with both Municipal Advisory Services and the Municipal Board, it would serve the Village to leave Bylaw 04 of 2014 in abeyance and note it as such in the Bylaw registry and enact a new bylaw.

Respectfully submitted,



Joan Corneil, CAO

BYLAW 04-2013

OF THE RESORT VILLAGE OF CANDLE LAKE IN THE PROVINCE OF SASKATCHEWAN

A Bylaw of the Resort Village of Candle Lake to Request Permission to Borrow By Way of Long Term Loan

The Council of the Resort Village of Candle Lake in the Province of Saskatchewan hereby enacts as follows:

In accordance with Section 164 of *The Municipalities Act* the sum of two million dollars (\$2,000,000) shall be included in the estimates of the year or from general operating funds of THE RESORT VILLAGE OF CANDLE LAKE. The purpose is to pay a portion of the cost of ROADWAY IMPROVEMENTS INCLUDING UPGRADES AND PAVING to Simon Lehne Drive and Main Street

AND

To allow for funding for any local improvements, to be reimbursed by the abutting property owners, that commences in the fiscal year 2014

1. This Bylaw shall come into force and take effect upon approval by the Minister.

Introduced and read a first time this 11th day of APRIL, 2014.

Read a second time this day of , 2014.

Read a third time and passed this day of , 2014.

Mayor

Administrator

BYLAW NO. 10 of 2014

A BYLAW OF THE RESORT VILLAGE OF CANDLE LAKE IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR INCURRING A DEBT

WHEREAS the Council of the Resort Village of Candle Lake deems it desirable and necessary to incur a debt as set out in Section 162 and 163 of *The Municipalities Act*, in the amount of two million and forty one thousand two hundred and fifty dollars (\$2,045,250), for the purpose of financing the cost of roadway improvements, including upgrades and paving to Simon Lehne Drive , Main Street and part of Ford Road from main to Fairway Drive and Fairway Drive to the Golf Course parking lot. and

WHEREAS the taxable assessment as shown by the last revised assessment roll thereof, being that for the year 2013 is the sum of three hundred and twenty nine million, two hundred and twenty two thousand, nine hundred and eighty Dollars (\$329,222,980); and

WHEREAS the amount of the existing long term debt of the Resort Village of Candle Lake is the sum of nil; and

Whereas pursuant to Sections 162 and 163 of *The Municipalities Act*, the Resort Village) has received Saskatchewan Municipal Board approval to incur a debt in the amount of two million and forty one thousand two hundred and fifty dollars (\$2,045,250.00); and

NOW, THEREFORE, Council of the Resort Village of Candle Lake in the Province of Saskatchewan enacts as follows:

1. THAT pursuant to Sections 162 and 163 of *The Municipalities Act*, the Resort Village) requires Saskatchewan Municipal Board approval to incur a debt in the amount of two million and forty one thousand two hundred and fifty dollars (\$2,045,250.00); and
2. The amount of said debt shall be payable in 180 equal monthly instalments of principal and interest combined, in the years 2014 to 2029 inclusive, with interest at a rate to be approved by the Local Government Committee, Saskatchewan Municipal Board, payable at least annually.
3. The source or sources of money to be used to pay the principal and interest owing under this bylaw will be revenue derived from the annual tax levy.

In any event, any other available source of revenue may be used.

4. THIS bylaw shall come into force and take effect on the date of approval being issued by the Saskatchewan Municipal Board, Local Government Committee.

Introduced and read a first time this day of , 2014.

Read a second time this day of , 2014.

Read a third time and passed this day of , 2014.

Mayor

Administrator/Clerk



PROVINCE OF SASKATCHEWAN
LOCAL GOVERNMENT COMMITTEE
AUTHORIZATION TO BORROW MONEY

14-208

THAT the request for authorizing council of the **Resort Village of Candle Lake** to pass a bylaw to incur a debt in the sum of \$2,041,250 in 2014, for the purpose of financing the costs associated with road paving and regrading; to be repayable:

- a) In fifteen (15) equal annual instalments of principal and interest combined, in the years 2015 to 2029 inclusive.
- b) Interest at a rate to be approved by the Local Government Committee, payable at least annually.
- c) By way of annuity debenture.

Be granted in accordance with *The Municipal Board Act* and Section 163(4) of *The Municipalities Act*, subject to the following term and condition:

- 1. Council ensures the tax levy is sufficient for the debt repayment.

DATED: JULY 25, 2014

SASKATCHEWAN MUNICIPAL BOARD
LOCAL GOVERNMENT COMMITTEE

Per 
Dianne Ford, Chair



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Tender Award 2014-02 – Golf Course and Bayview Paving (Report #56)
Date:	August 14, 2014
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

RECOMMENDATION: Pending approval of Bylaw 10 of 2014, that Council approves the awarding of the tender 2014-02- Golf Course and Bayview paving to Anderson Rental and Paving for the combined amount of five hundred and six thousand nine hundred and five dollars (\$506,905.00).

Justification for In Camera:

Background: The Resort Village of Candle Lake developed the area known as Bayview for commercial properties. The sale of property considered curbing and pavement. There were problems during construction and the paving project was put on hold. During budget discussions, administration was advised to increase the balance remaining in the project account from \$150,000 to \$215,000.

Council had engaged SNC Lavelin to develop a road plan and priorities for improvements. The list included Main arterials, such as Simon Lehne and Main, Collector roads such as Ford and Anderson, local (subdivision access roads) and then the subdivision roads.

The paving and repair program for 2014 was set forward with the intent of paving Simon Lehne, paving from Simon Lehne to Highway 120 and doing some reconstruction/regrading on the portion of Main from Simon Lehne west to Highway 265. This portion was to be slated for paving in 2015 with the paving for Bayview and any petitioned local improvements. Bayview would not require the use of loan funds as it was already accounted for in the budget.

When the tenders came in, the Engineer advised the Village that although the lowest tender was a bit higher than the original estimates, the cost of asphalt from Anderson Construction was extremely reasonable. Council determined that it would be in the best interests of the Village to do more paving if the costs came in comparable to the current contract. They passed a motion to include the portion of Ford Road from Main to Fairway and from Fairway to the Golf Course parking lot.

116/2014 SIMONEAU:

That Council approves the paving of the golf course road in 2014 dependent on the ability to borrow the money for the project.

Recorded vote: Councilor Simoneau – Yes, Councilor Lozej – Yes, Councilor Painchaud – Yes, Councilor Tarasiuk – Yes, Mayor Quinn – No.

local improvement borrowing would need to be a separate application for authority to pass that bylaw; therefore the request to the Municipal Board was originally for \$3,000,000 but that approved amount has been reduced to reflect the costs of the local improvement that cannot be included in Bylaw 10 of 2014.

Options:

1. Pending approval of Bylaw 10 of 2014, that Council approves the awarding of the tender 2014-02- Golf Course and Bayview paving to Anderson Rental and Paving for the combined amount of five hundred and six thousand nine hundred and five dollars (\$506,905.00).

Financial Implications: Budgeted amount of \$215,000 and unbudgeted expenditure of \$291,905

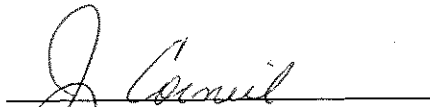
Communications:

Attachments:

1. Letter from Gordon King with recommendation and tender results.

Conclusion: As the decision to award the contract has already been articulated to the contractor, Administration is advising that the tender be formally awarded to the sole bidder, Anderson Rental and Paving.

Respectfully submitted,



Joan Cornell, CAO

CARRIED

A conversation with the Municipal Board in regards to adding the section from Main to the Golf Course resulted in being advised that it could be included by amending Bylaw 04 of 2014 prior to second and third reading. Administration, in consultation with Municipal Advisory Services and the Municipal Board had determined that Bylaw 04 of 2014 would need considerable changes and that Bylaw 04 of 2014 should receive no further readings and a Bylaw drafted to reflect intent of the Municipal Board sample Bylaw. Bylaw 10 of 2014 was subsequently drafted and includes the Golf Course road. The Bylaw is on the agenda for this meeting.

The Engineer was instructed by Council to advertise for the tender to pave Bayview and the Golf Course road. The results of the tender are attached.

Administration was directed by Council to inform the sole bidder on the tender that the bid would be accepted. Administration followed through with a message to the engineer on Council's decision.

Discussion:

Should Bylaw 10 of 2014 receive 3 readings at the August 18, 2014 Special Council meeting, the intent of the motion would be met; however, the final approvals for borrowing are not complete. As noted in Report #55 of 2014, the Municipal Board has only given the Village the Authority to pass the borrowing bylaw and has not given final approvals.

The work for 2014:

	Budget/Estimates \$	Tender/Estimate \$	
Main and Simon Lehne	\$1,525,250	\$2,311,250	
Main regrade & paving (SL to 265)	\$380,000	\$300,000	
Bay View	\$215,000	\$219,125	
Ford/Fairway	0	\$287,780	
	\$2,120,250	\$3,118,155	\$997,905

Financing:

EST. Amount needed	(\$3,118,155)
Loan	\$2,045,250
Reserves	\$1,072,905

The reserves are intended to finance future road projects and with the work to be completed in 2014, there will be a balance of \$427,095 in the reserve or the loan amount can be reduced by that amount. By borrowing the full amount allowed, and leaving money in the reserve to be added to next year, it may not be necessary to borrow for the completion of Main.

These figures do not include any budget money for a local improvement nor did the costs anticipated for the remaining work on Main planned to take place in 2015. The cost of the anticipated local improvement was included in Bylaw 04 of 2014, but administration has been advised and as evidenced in the approval for the authority to pass the borrowing bylaw, that any

GLK Engineering

Civil and Transportation Engineering

R.R. 3

Prince Albert, SK S6V 5R1

Phone 306.763.6976

Cell 306.961.1557

August 6, 2014

Resort Village of Candle Lake

Box 114

Candle Lake SK S0J 3E0

ATTN: Joan Corneil, Administrator

RE: Tender Award 2014-02 – Golf Course and Bayview Paving

Dear Joan:

Tenders for the Paving project for the Golf Course Road and Bayview closed yesterday. There was only one bidder. A number of contractors indicated to me that they were interested but either could not meet the schedule or thought the the contractor on site had an advantage.

The tender price of \$506,905.00 is above the estimate of \$447,975.00 by \$58,930.00. This difference is primarily a slight increase in the bid price for base and asphalt concrete. This increase was caused by an increase in the haul distance from the initial contract.

	Pretender Est.	Extension	Tender priced	Extension	Difference
Subgrade Preparation	\$3.00	\$30,000.00	\$3.00	\$30,000.00	\$0.00
Granular Base Course In Place	\$30.00	\$153,300.00	\$36.00	\$183,960.00	\$30,660.00
Asphalt Concrete In Place	\$117.00	\$207,675.00	\$127.80	\$226,845.00	\$19,170.00
Traffic Accommodation	\$3,000.00	\$6,000.00	\$5,000.00	\$10,000.00	\$4,000.00
Mobilization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Concrete Curb And Gutter	\$150.00	\$51,000.00	\$165.00	\$56,100.00	\$5,100.00
		\$447,975.00		\$506,905.00	\$58,930.00

The low bidder, Anderson Rental and Paving is a well established contractor from Saskatoon who has completed projects all over Saskatchewan. There are no concerns about his ability to complete the work.

The costs associated with the individual projects are provided below.

	Golf Course	Bayview	Cost
Pre-Tender Contract Items	\$254,700.00	\$193,275.00	\$447,975.00
At Award Contract Items	\$287,780.00	\$219,125.00	\$506,905.00
Force Account	\$5,000.00	\$24,500.00	\$29,500.00
Construction Engineering	\$20,000.00	\$20,000.00	\$40,000.00
Pre-Tender Total Cost	\$279,700.00	\$237,775.00	\$517,475.00
At Award Total Cost	\$312,780.00	\$263,625.00	\$576,405.00
Difference	\$33,080.00	\$25,850.00	\$58,930.00

My opinion is that the tender represents current market conditions and is fair value for money. My recommendation is to award the tender and manage the contract to minimize costs.

If you have any questions regarding, or require further information, please do not hesitate to contact me at 306.763.6976. I am available for the council meeting on Friday if you want to discuss the tenders and next steps.

Yours truly



Gordon King P. Eng.



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Photocopier lease (Report #57 of 2014)
Date:	August 15, 2014
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

RECOMMENDATION: That Council approves the lease of the quoted Toshiba copier for the Village office at a cost of \$20.85/month and auxiliary charges.

Justification for In Camera: N/A

Background: Council considered a report from the Acting Assistant Administrator at the July 11, 2014 meeting and advised administration that the proposals would need to be reviewed again by Councillor Painchaud and the administrator as evidenced by Council motion

140/2014 SIMONEAU:

That Council approve the lease of the quoted Toshiba copier for the Village office at a cost of \$202.85/month.

TABLED

Councillor Painchaud to work with the Administrator on the evaluation of copiers and the Service Agreements

Discussion: The review took place and concluded that the recommendation as outlined in the report #38 of 2014 be brought for Council consideration.

Options:

1. That Council approves the lease of the quoted Toshiba copier for the Village office at a cost of \$20.85/month and auxiliary charges.
2. That council advises administration to remain with the status quo
3. That council advises administration to resend request for proposals.

Financial Implications: Costs as budgeted

Communications:

Attachments: Report #38 of 2014

Conclusion: Administration and Council have had an extensive review into proposals for a photocopier and it has been concluded at this time that the best option is the Toshiba proposal.

Respectfully submitted,



Joan Corneil, CAO



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Photocopier Comparison (Report #38-2014)
Date:	June 11, 2014
Prepared By:	Heather Scott, Acting Assistant Administrator
Prepared For:	Council

RECOMMENDATION: That Council approve the lease of the quoted Toshiba copier for the Village office at a cost of \$202.85/month.

Justification for In Camera:

Background: The current photocopier is not cost efficient and does not work properly. The current copier jams constantly or has something break on it weekly. When a repair call is made, the reaction time for service is usually 2-3 business days. Our yearly usage for black and white copies are approximately 173,317 black and white copies and 18,783 colour copies.

Discussion: Rates are much lower for equipment. Now that the current lease has expired, it is an optimal time to try a new machine that works more efficiently at a lower rate.

All the copiers listed provide hole punch, stapler, print, scan, and fax capacity as well as service and ink for each machine. They are all more than adequate for our office needs. Toshiba, Ricoh and Xerox have many contracts in the area so service times should be faster with any of those companies.

1. Our current Ricoh machine is leased out of the Saskatoon office. If we were to sign a lease with the Ricoh office in Prince Albert, service time would be faster.
2. Toshiba has many contracts in the area, including the Northern Lights School Division, and is constantly in the area to service.
3. The Xerox company is based out of Prince Albert and has contracts with some other business at the lake and also is frequently in the area.

Options: 1. That Council approve the lease of the quoted Toshiba copier for the Village office at a cost of \$202.85/month.

2. Remain with the current copier and sign a new lease with Ricoh.0

3. That Council approve the purchase of a different copier from the quotes received.

Financial Implications: See attached price comparison list. Budget amount for the copier is \$15,000.

Communications: n/a

Attachments: Price comparison list outlining several different copiers and their features.

Conclusion: It would be the ideal time to sign a lease for a new copier and get a much better rate than we have been paying with the current copier. Administration is recommending a lease with Toshiba as it is the least expensive.

Respectfully submitted,



Heather Scott

	A	B	C	D	E	F	G	H
1		Minolta	Ricoh	Toshiba	Xerox		Current Ricoh	
2	Lease rate/m	\$ 255.00	\$ 274.15	\$ 202.85	\$ 311.33		434	
3	Purchase price	\$ 12,000.00	\$ 13,790.00					
4	Cost/copy b/w	\$ 0.0104	\$ 0.11	0.008	\$ 0.0075		0.0179	
5	Cost/copy color	\$ 0.75	\$ 0.95	\$ 0.060	\$ 0.069		0.211	
6	copy/sec	45 c.p.m.	55 c.p.m.	45 c.p.m.	45 c.p.m.		40 c.p.m	
7	fax	x	x	x	x		x	
8	scan	x	x	x	x		x	
9	print	x	x	x	x		x	
10	fold	x						
11	hole punch	x	x	x	x			
12	staple	x	x	x	x		x	
13								
14								
15							<u>Ricoh 2013 expenses</u>	
16							B & W 1392	
17							Colour 1140	
18							# 4966.20 annual	
19								
20							Last Year Actual \$8,839	

→ CHECK SERVICING AGREEMENTS.