

T O W N O F L A D Y S M I T H
G O V E R N M E N T S E R V I C E S C O M M I T T E E

Mandate –To advise Council on a broad spectrum of issues related to departmental matters

Monday, January 21, 2008 at 6:30 p.m.
Council Chambers, City Hall

A G E N D A

Pages

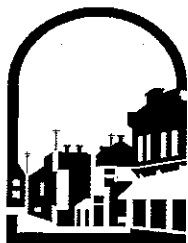
Chairperson: Councillor Duck Paterson

1. CALL TO ORDER
2. EXECUTIVE SESSION (5:45 p.m.)
 - Item 1: Community Charter Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - Item 2: Community Charter Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - Item 3: Community Charter Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
3. ARISE AND REPORT
4. AGENDA APPROVAL
5. MINUTES
 - December 10, 2007
6. DELEGATION
 - .1 Bill MacGougan, Assessor, BC Assessment, Vancouver Island Region
Re: 2008 Property Assessments
7. CITY MANAGERS REPORT
 - .1 New Zealand Manager's Exchange
 - .2 Annual Report 2007
8. DIRECTORS REPORTS
 - .1 Director of Financial Services
2007 Annual Report – Finance Department
 - .2 Director of Parks, Recreation and Culture/Approving Officer

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12. NEW BUSINESS	
13. UNFINISHED BUSINESS None.	
ADJOURNMENT	



LADYSMITH

Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: R. Malli, City Manager
Date: January 12, 2008

Annual Report 2007

Role of the City Manager:

The City Manager provides strategic and operational leadership to the organization. The City Manager reports directly to Council. The City Manager has five direct reports, including three directors (financial services, public works and parks, rec. and culture) and two managers (corporate and development).

The City Manager is responsible for assigning work from Council to senior staff and for approving staff recommendations going to Council. The City Manager also has work assigned to her directly by Council. To be successful in the role, the City Manager must maintain strong positive relationships with Council and staff, citizens, business and other community members, and also other government and professional contacts. Providing direction to staff, enabling retention and recruitment strategies, providing a communication link between Council and senior staff and facilitating the delivery of strategic priorities are the primary roles of the City Manager.

Challenges:

Key challenges for the City Manager in 2007 were primarily a result of organization change and community growth. Specific challenges include the gap between resources and expectations, increasing work load demands, changing roles and decision making criteria.

An additional challenge this past year was that the City Manager also managed multiple, complex projects due to staff shortages. This extra time commitment resulted in it being challenging to allocate sufficient time to effectively engage with citizens, Council and staff.

Successes:

Despite the challenges, much progress was made in 2007:

- Leading the senior management team to achieve the goals of Council while addressing the challenges of community growth and staff shortages. (see attached annual report from each manager detailing the achievements of each department);
- Leading organizational change per Council direction (emphasis on systems thinking, focus on people-citizens and employees);
- Recruitment and transition plans for members of the senior management team (two of the five senior positions were vacated during the year);
- Leadership role in complex projects-waterfront (engagement with the Province and Chemainus First Nations on derelict vessels, environmental clean-up to prepare

development opportunities for the private sector); resolution of issues and moving forward strategy on the sewage treatment plant;

- Commenced corporate sustainability approach to issues, including seeking funding, drafting committee bylaw, investigating best practices, liaison and training with 'Natural Step' process;
- Grant applications completed by the City Manager and received by the Town: Community action on energy and omissions, community energy plan, local government management internship program, community to community connections; approvals pending: BC Civic Squares;
- Recruitment and retention strategies: training with Council, investigating best practices, implementing initiatives, commenced succession planning;
- Activities related to building positive relationships with staff: Fire department negotiations, strategic leadership to labour management and wellness initiatives, regular organization training sessions, annual performance reviews for all staff;
- Organization training sessions held to meet strategic objectives set by Council: succession planning, customer service (Don Bell-Westjet), Worksafe BC, occupational health and safety, technical training (accounting and information technology), communication and teambuilding;
- Strategic engagement with community and local government agencies (including volunteer activities): Municipal Training Institute (leadership presenter MATI 1 and MATI 2), Leadership BC Ladysmith (chair), Malaspina College Institute of Leadership and Innovation (chair), Local Government Management Association-Women in Local Government (board member), building on relationship with Ladysmith Resource Centre Association, tourism agreement renewal with the Ladysmith Chamber of Commerce;
- City Hall work space issues: commenced investigation of long-term options;
- Prepared draft communication policy;
- Developed with the senior management team guidelines for responding to requests and comprehensive work plans;
- Implementation of regular written reports to Council by the senior management team;
- Self development activity: Chosen to represent British Columbia local government managers as the first participant in an overseas management exchange with New Zealand;
- Strategic learning: sessions attended by the City Manager in 2007 include: appreciative inquiry, facilitation, sustainability planning, legal seminars, global warming, economic development, succession planning;
- Various legal and confidential issues.

The attached detailed annual reports from each senior manager outline work undertaken and completed in 2007. As an organization and community, we are most proud of our connections made this year with Chemainus First Nations. We signed a community accord and held regular meetings with the two Councils and members of staff, on the waterfront project and a multitude of other issues.

I would like to take this opportunity to thank Council for their support in 2007; to our senior management team for their support and dedication to 'get the job' done in challenging times; and a big thanks to all of our incredible staff who do so much more than 'show up' everyday, they bring along enthusiasm and creativity to help us serve our citizens better.

Finally and importantly, I would like to thank our citizens for the opportunity to serve.

Town of Ladysmith

2007 Annual Report



Department: Finance
Submitted by: Pat Leitch, CGA
Title: Director of Financial Services

Executive Summary

The Director of Financial Services oversees finance, information technology, human resources, payroll and benefits. Although all Town staff are responsible for safety, the OH&S committee plays a huge role in safety and is overseen by human resources. In addition to the work done by human resources, the health and wellness committee organizes many activities and events for staff and is also overseen by human resources. The completed tasks for these committees' have been included in this report for your information. Most of the work done by the Finance department is either legislated or part of departmental operations.

The legislated requirements come from a variety of sources. Most of the financial legislation comes from the *Community Charter* and *Local Government Act*. However, we are also governed by the *BC Assessment Act*, the *Workers' Compensation Act*, *Occupational Health & Safety Regulations* and other federal and provincial laws and regulations. The municipal bylaws also play a big part in the legislation that governs the Finance department operations. In addition, all financial information must be prepared in accordance with the Public Sector Accounting Standards (PSAB) and the *Financial Information Act*. A large part of the workload for the Finance Department is due to work required to comply with all of this legislation.

As part of their departmental operations, the Finance department provides customer service to a wide range of external customers for their taxes, utilities, cemetery, pet licence, business licences, development transactions and other inquiries. In addition, they provide customer service to internal customers by preparing payroll, administering benefits, human resource administration, information technology services, paying invoices, billing for special work, assistance with the financial plan and handling other inquiries. The remainder of the work is usually due to items assigned out of Council meetings or special projects.

The workload for the Finance department changes throughout the year as we work to meet the various deadlines. Some tasks are ongoing and are completed throughout the year. Other tasks follow specific deadlines and are completed at specific times of year such as the financial statements, audit, property tax calculation and financial plan. The first half of the year has the highest workload. Special projects are pursued whenever possible as time permits, but are generally scheduled for the latter half of

the year. The following is an update of the special projects and tasks completed by the Finance Department during the 2007 fiscal year and a summary of our planned tasks for 2008.

2007 Completed Tasks

Committee Work:

Occupational Health & Safety Committee

- Management and union employees from all departments participated in Occupational Health & Safety Committee.
- New Hire/Young Worker Safety Orientation program established (July/Aug 2007).
- Audit of the Town's OHS program (Fall 2007).
- Draft Disability Management Plan developed (Fall 2007).
- Reviewed Claim Statistics and provided additional information/training to staff in areas requiring improvements.
- Establishment of OHS intranet page.
- Developed, revised and updated various safe work procedures.
- Development of an organization wide annual training schedule.
- Provided staff and committee member training including due diligence; violence in the workplace, first aid, chlorine training, ladder safety, hearing tests, WHMIS, etc.

Health & Wellness Committee Activities

- Provided all staff with unlimited access to the fitness centre and pool per Council policy.
- Supplied pedometers for step challenge.
- Organized several group activities.
- Organized several wellness events throughout the year.
- Provided healthy snacks and thank you cakes to employees.
- Provided staff with flu shots.
- Communicated useful information to staff through presentations, website, video and handout.
- Obtained and distributed health and wellness promotional gifts and prizes.
- Provided training for committee member on employee wellness programs.

Staff Accomplishments

Human Resources Initiatives

- Provided external courses and seminars and presentations at Global Training day to staff to improve their skill sets and encourage growth.
- Hired and trained new staff and offered new opportunities and training to existing staff.
- Participated in the following committees:
 - Job Equity Committee
 - Labour Management Committee
 - Health & Wellness Committee.
- Posted and filled 53 job competitions in 2007 (with no grievances) (24 in 2006; 18 in 2005, 18 in 2004)
- Reviewed and rewrote Finance job descriptions. Coordinated the training plan with the Director of Finance to facilitate the change in the majority of job positions in the Finance Department.
- Standardized the exempt staff employment contract and completed the initiation/renewal of exempt staff's employment contracts.
- Amended and streamlined the hiring process for consistency and clearer hiring documents and procedures.
- Completed the job description review process at the community centre.

Financial Statements and Audit

- Established an audit committee and provided documentation to auditors as required.
- Prepared the 2006 Audited Financial Statements, Statement of Financial Information and Local Government Data Entry Reports (LGDE).
- Prepared 2006 Police Accountability Report and 2006 Police Costs Report.

2007 – 2011 Financial Plan

- Prepared and implemented a financial plan policy.
- Prepared the 2007 – 2011 Financial Plan and budget amendments as directed by Council.

PSAB Changes - Asset Management

- Hired a staff member to look after our asset management system and provided them and the Director of Finance with training on the new changes to PSAB regarding financial reporting for capital assets.
- Met with other municipalities to determine strategies for implementation and reviewed several software packages that are available.
- Preliminary research and discussions with auditors on process.

Other Government Initiatives

- Hosted a forum to review the provincial government's proposed Single Business Licence initiative.
- Attended a presentation from the Ministry on the Trade Investment and Labour Mobility Agreement (TILMA).
- Attended a presentation on the upcoming negotiations for the RCMP contract.

Information Technology

- Provided training and support to staff on IT issues.
- Replaced and upgraded equipment as required.
- Arranged for off site backup of electronic data.
- Set up new directory structure to reduce duplication of data.
- Set up wireless internet at community centre.

Legislated Requirements

- Prepared all legislated reports for WCB, GST, PST, property taxes, home owner grants, property tax deferrals, benefits, pension plan and payroll.
- Established a process and prepared a program package for implementation of the Revitalization Tax Exemption bylaw.
- Proactively collected property taxes resulting in no properties being available for tax sale.
- Held Parcel Tax Review panel and added properties to roll as required.

Tenders and Requests for Proposals

- Implemented purchasing policy including the training of staff and the addition of new purchasing cards for staff.
- Prepared Request for Proposals for banking services and held proponent meeting in December. (Submissions to be received by end of January 2008.)

- Prepared templates for tenders and requests for proposals in order to streamline and standardize the tendering process.

Bylaw preparation and amendments

- Prepared the following adopted bylaws:
 - Property Tax Rates
 - 2007 – 2011 Financial Plan
 - Water Parcel Tax
 - Sewer Parcel Tax
 - Permissive Tax Exemptions
 - Revitalization Tax Exemptions
- Prepared amendments to the following bylaws:
 - Water, Sewer, Garbage Penalty Rates (adopted Jan 08)
 - Building and Plumbing Fees (adopted Jan 08)
 - Dog Licensing Control & Pound Bylaw (Deferred)

Other Tasks

- Documented procedures for all positions and improved internal controls.
- Assisted with preparation of grant applications and administered the claims on approved grants.
- Negotiated a refund on cost of construction insurance on projects that did not proceed on schedule.
- Reviewed City Hall space issues and provided a recommendation to Council for a short-term solution.
- Reviewed dog licence fees and prepared recommendation to Council on fees required for full recovery.

Ongoing Tasks – Year Round

Legislative Requirements

- Provincial Home Owner Grants and Retro reports and claims.
- Revenue – record and receive.
- School tax report and remittances.
- Business licence revenue issuing, billing & collecting.
- GST, PST and WCB Returns.
- Property tax searches – address/owner changes.

- Dog licence revenue collection and invoicing.
- Property tax deferments.
- Cemetery requests (arrange, invoice, collect, record).
- Utility billings – calculate, bill, collect.
- Development Cost Charges – record and track.
- Payroll & personnel records maintenance.
- Payroll processing (Council, Volunteer Fire Department, Staff).
- WCB New Hire program – ongoing reporting and disability management.
- Record of Employments as required.

Departmental Operations

- Journal entry preparation and processing.
- Payment of invoices.
- IT Support (equipment replacement and installation).
- Tree deposit tracking and recording.
- Reconcile bank accounts and GL accounts.
- Resolve Software issues.
- Information Technology training for staff (CLASS, Vadim, Intranet, Email).
- Document procedures for all positions and improve internal controls.
- Assist with preparation of grant applications and administer the claims on approved grants.
- Assisting customers and answering inquiries.
- Work with community groups and committees to answer any financial inquiries and assist with grant applications and budgets.
- Staff benefits administering (sick time, vacation time).



Town of Ladysmith

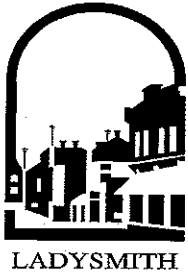
STAFF REPORT

To: Government Services Committee
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: January 14, 2008
File No:

2007 Annual Report

Highlights

- Celebrated Frank Jameson Community Centre's 25th Anniversary
- Located Holland Creek Ball Field Concession / Clubhouse onsite
- Frank Jameson Community Centre washroom / changeroom upgrade completed
- Started Transfer Beach washroom / changeroom upgrade
- Started Frank Jameson Community Centre Youth Zone
- Participated In Co-Ordination Of World's Largest Street Hockey Tournament
- Installed new boilers at Frank Jameson Community Centre
- Coordinated Step Challenge
- Facilitated Fact Project
- Completed West Nile Virus mitigation project
- Assisted with community events, e.g., Paddlefest, Celebrations, Maritime Festival, and Festival of Lights
- Participated in numerous community initiatives, e.g., Fisherman's Wharf, High Street Commons, Train Station
- Numerous meetings with and resolved a number of issues with School District 68



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Patrick Durban, Approving Officer
Date: January 14, 2008
File No:

2007 Annual Report

Highlights

Subdivisions – Completed or In Process

- Craig Road, 5 lots
- Cloke Road, 5 lots
- Hall Road, 1 lot
- Farrell Road, 3 lots
- TCH, 5 units
- Stephenson, 1 lot
- Davis Road, 8 lots
- Morgan Road, 1 lot
- Dogwood Drive, 1 lot
- Bayview Avenue, 1 lot
- Woodley Road, 1 lot
- Ludlow Road, 1 lot
- Thetis / Battie Drive, 30 lots (Phase 1)
- Dogwood Drive, 9 lots
- Colonia Drive, 30 lots (Phase 1)
- Russell Road / Stirling Drive 56 lots (Phase 1)
- Cook Street, 14 lots
- Blair Place, 4 lots
- Farrell Road, 68 units

Development Reviews

- Lot 3, Block 1399
- Lot 5, Block 1399 (Holland Creek Area)
- DL 110 (Holland Creek Area)
- Cloke Road / Cook Street
- Cloke Road Boundary Extension



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: January 11, 2008
File No:

Re: 2007 ANNUAL REPORT

The main function of the Public Works Department is to ensure that the existing Town infrastructure is maintained to the highest level of operations. In this capacity the Department looks after the water utility, sewer utility, the transportation corridors, parks maintenance and the cemetery. The Department is also tasked with the residential solid waste collection along with the engineering, building inspection and bylaw enforcement functions for the Town.

Over the past few years the Town has seen an exceptional growth rate that has brought many new developments on stream that have increased the area of responsibility for the Public Works Department. Although the maintenance in some areas is minimal as the structures are new, in other areas such as snow removal, the addition of new roads to our network has increased our time to complete the works. Other maintenance programs such as water and sewer flushing take longer to complete due to the extra mains involved.

Transportation

In 2007, the department was able to complete the majority of the maintenance programs that are required to maintain the road infrastructure at an adequate level. Roads were kept passable after the heavy snowfall at the beginning of the year and the damage after the heavy winds in January was cleaned up in a timely manner. The line painting program was completed earlier than normal and with the rental of a vacuum truck we were able to complete the desired storm sewer flushing program along with the catch basin cleaning. Other regular maintenance programs such as the street sweeping were also maintained at an acceptable level. Crackfilling was one program which was not completed.

As part of the transportation function, other maintenance functions such as pavement repairs, street signs, street lights, sidewalk repairs and storm sewer repairs are only required after a break has occurred. These areas were repaired as the various incidents occurred.

One area that was disappointing was in vandalism. There was an exceptional amount of vandalism last year that took crews away from their normal duties. A separate report on all the Town vandalism will be brought forward at a later date.

WATER UTILITY

As part of the water utility function, the department tries to complete a number of preventative maintenance programs annually to ensure a safe and adequate water supply for the residents. Some of the preventative maintenance programs are Watermain flushing, PRV maintenance, valve exercise and brushing to ensure we have access to the water lines when required. With the same operators responsible for both the water and sewer utilities, plus increased activities in the sewer utility and an increase in the quantity of piping to maintain, only a portion of the desired programs were completed. In areas such as water breaks, meter repairs, and water service repairs we were able to keep up with the demand. The water treatment aspect of the works is the most immediate concern and was monitored and maintained properly throughout the year.

SEWER UTILITY

With the change in direction for the new sewer treatment plant project, a number of maintenance functions that had been put on hold due to the expectation of a new plant, were brought to the forefront. The regular preventative maintenance programs such as the sewer main flushing and the brushing were completed but the lift station maintenance found some major problems which require outside help to repair.

With the added population over the last few years and higher rainfall intensities throughout the year, our present primary treatment process is being taxed to the limit. Some of the works that were being put off during the pilot testing are now required to be completed. We have gone to a 7 day operation in order to stay within our permitted parameters. Old equipment is making it difficult to maintain proper treatment and a fair amount of overtime was required to stay within acceptable levels of treatment.

PARKS

The Parks Department again was able to keep the Town looking great with the maintenance that they do throughout the Town. 2007 was the first full year of maintaining the water park at Transfer Beach. The park surfacing was redone to reduce the danger of slipping on the wet surface. Vandalism in the parks area was exceptionally bad as it was in the Transportation area and a separate report will follow. The regular maintenance programs were all completed.

Two major storms caused some severe damage in the parks. The wind storm in January brought down a number of trees along the trail system and the crews were able to clean the trail system up in an efficient manner. The rain storm in December created some major washouts along the trail system. Some of the washouts have been repaired with a couple of them still requiring work to be completed this year.

ENGINEERING

The construction boom in Ladysmith created a major workload for the Engineering Department in 2007. The Department was able to fill one of the vacancies mid-year

with the second vacancy being filled in December. With the lack of manpower throughout the year the Department was still able to complete the ortho photo project, Chemainus Road preliminary design, Arbutus Crescent watermain design, Rutti property preliminary design, completed the water distribution pressure zone evaluation, Craig Road curb & gutter design and started the sewer capacity study. The department also completed all the estimates required for the DCC assessment.

On the Development side the Department completed the review and approvals for Seascope Subdivision (phase III), Seaside Acre Subdivision (phase III), The Gales (60 unit Strata Development), 13 unit strata development on Farrell Road, Cook Street development (phase III), four major multi family townhouse developments and four commercial developments.

The Department also carried out all the inspections for the Towns capital projects along with the major subdivisions which were under construction within the Town in 2007.

CEMETERY

Along with the regular maintenance and burials in 2007, we started the implementation of the proposals which Council approved in 2006. The construction of an access road within the cemetery was completed to a gravel state.

SOLID WASTE

2007 was the first complete year for the Towns organic collection program. The results continue to be excellent. Approximately 40% of the solid waste was diverted from the landfill.

The Town received National recognition in 2007 for the program when it was awarded 1st place for Solid Waste in the FCM-CH2MHILL Sustainable Community Awards in Calgary. This award rounds off the two previous awards received by the Town for the collection program. The first award was the 2006 Public Sector Recognition Award from the Recycling Council of British Columbia and the second was the Best Practices Award from the Union of British Columbia Municipalities in 2006.

A total of four separate presentations about our program was given at various locations throughout the Province.

BUILDING INSPECTION

The function of the Building Inspection Department is to review plans issue permits and inspect construction of all residential projects. In 2007, 146 permits were issued for a total permit value of \$15,694,173.

CAPITAL

Due to the very high construction costs that have been identified in the past through

a tendering process, the Public Works department continued to take on and complete some of the major capital projects Council authorized.

In 2007, the department completed a number of capital projects to keep costs within approved budgets. These projects are:

- Roberts Street Reconstruction
- Oyster Bay Drive Construction
- RCMP landscaping, paving and concrete work
- Cenotaph upgrade
- Fourth Avenue overlay
- Davis Road overlay
- Watermain at railway crossing in Oyster Cove
- Construction of new cold storage building at Public Works
- Installation of emergency potable water station at Public Works
- Paving of parking access by Telus building
- Create parking spots on High Street
- Installation of new street lights on 1st Ave.
- Installation of sprinkler system at Machine Shop

The carpenters from Public Works also assisted with the FJCC renovation project. In addition to the completed projects, the department also started work on:

- Transfer Beach washroom refurbishing,
- Replacement of walkway at Machine Shop
- Curb & gutter by Craig and Davis Roads
- Archives building at Tim Hortons
- Strathcona Road Reconstruction

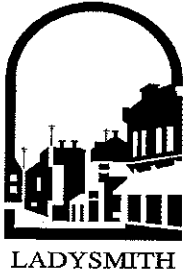
The department also managed the implementation of the following major capital projects:

- Arbutus Reservoir
- Sewer treatment plant (supply only)
 - Spirogestor repair
 - Disinfection upgrade
 - Electrical upgrade
 - Second screener

The above projects will be completed in 2008.

An RFP was developed and awarded to commence the Liquid Waste Management Plan process.

In summary, with the many challenges presented in 2007, such as the rapid growth in the community, the large turnover in staff and less than a full compliment of staff, the Public Works Department was able to achieve most of the objectives set out by Council throughout the year.



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Felicity Adams, Manager of Development Services
Date: January 15, 2008
File No:

Re: DEVELOPMENT SERVICES DEPARTMENT ANNUAL REPORT 2007

Department Overview

The Development Services department includes four program areas:

- Community planning (sustainable community development and urban design)
- Current planning (development applications and permits)
- Heritage Preservation
- Economic Development and Tourism

The department is staffed by a Manager of Development Services, Economic Development Officer and Administrative Assistant. In 2007, Council approved additional part-time Planner resources for the Department; this position has not yet been filled given changes in the Manager position.

Department staff provides liaison to five Council advisory bodies: Advisory Planning Commission, Heritage Revitalization Advisory Commission, Economic Development Commission, Tourism Advisory Committee and Advisory Design Panel.

Challenges

The Department experienced an increase in development applications for significant and complex projects and sites this year. This added complexity came at a time of change within the Department. The long-time Manager of Development Services departed in the Spring and the position was not filled permanently until the Fall. While the staff in the Department and contract planners continued to effectively respond to the core work of the Department, the overall management of the department and new community planning initiatives were not able to be pursued. In addition, the Manager of Development Services dealt with significant Town projects such as the new RCMP building.

Successes

Despite the challenges, the Development Services department has achieved the following successes in 2007.

Community Planning

- A Task Force for an Advisory Design Panel (ADP) was established by Council in May.
- The new RCMP building was opened.
- Tripartite meetings about the clean-up of the harbour and the redevelopment of the waterfront lands commenced in the Spring. This process continues into 2008.
- The new Black Press Building was opened.

Current Planning

Rezoning

- Rezoning proposals were received for over 60 units of multiple-family residential development in four projects. One project resulted in the creation of a new live/work light industrial zone. The bylaw amendments for two of these projects were approved in 2007.
- Two significant multiple-family rezoning projects from late 2006 continue under application – Creekside Village and upper Holland Creek lands - representing over 500 units of multiple-family residential development.
- The Advisory Planning Commission (APC) reviewed 4 development applications at 7 meetings. The APC received information about the new provincial riparian areas regulation, draft tree protection bylaw and the planning application and subdivision review processes.

Development Permit

- Development permit applications were received for eleven projects. Nine of the projects were for the form and character of multiple-family residential, commercial and industrial development; two were for environmental purposes. Several of these proposals were for significant projects and sites such as the new Black Press building, the new Home Hardware building, the expansion of the 49th Parallel grocery store and the redevelopment of the Browsersorium site.
- Changes to the processing of development permit applications included the review of form and character proposals by the new Advisory Design Panel and the issuance of development permits by Council.
- The ADP reviewed 12 development proposals/applications at 16 meetings.
- Development permits approved in 2007 exceed \$15 million in new building construction value.

Development Variance Permit

- Development variance permit applications were received for nine projects. Seven development variance permits were issued in 2007. Most of the proposals were for minor setback and height variances.

Heritage Preservation

- The Heritage Revitalization Advisory Commission (HRAC) completed the refurbishment of the RBC collage, its 5-year heritage photo essay and designed heritage street name signs for the downtown specified area.
- A Heritage Strategic Plan project received provincial funding and it commenced later in the year with two well attended stakeholder workshops.
- The HRAC reviewed 2 development permit applications, 6 sign permit referrals and 5 façade improvement proposals for projects located within the downtown specified area.
- The HRAC held 15 meetings, including regular and special meetings.

Economic Development and Tourism

- The Economic Development Commission (EDC) met on 15 occasions, including meetings and workshops.
- The Tourism Advisory Committee (TAC) of the EDC was formed in May. The TAC also met 15 times, including regular meetings and site visits.
- The accomplishments of the EDC and TAC include:
 - Completion of the EDC terms of reference
 - Completion of the Economic Development Communications Plan
 - Completion of the boat building and marine related manufacturing target sector profile
 - Support to the Local Harbour Management Committee
 - Film coordination for “Pictures of Hollis Woods”
 - Began the development of a 5-year strategic plan for economic development
 - Began the work on the professional services and knowledge-based businesses target sector profile
 - Began the development of economic development marketing materials.

Tourism related activities:

- Completion of TAC terms of reference
- UBCM Tourism Marketing funds were obtained for the Town to engage in tourism promotion activities
- Adoption of the Ladysmith Tourism Plan
- Completed the refreshing of the external tourism branding with “Ladysmith: A View to Sea”
- Developed a photo image bank of tourism images
- Began the development of a dedicated tourism promotion website and e-newsletter to tourism stakeholders.



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: R. Malli, Acting Manager of Corporate Services
Date: January 12, 2008
File No:

Annual Report 2007-Corporate Services

Role of Department:

The Corporate Services Department derives its work from several sources: strategic priorities, legislative requirements, Council assigned tasks, departmental operations and other special tasks arising from both Council and staff. The Department's workload is managed by the Manager of Corporate Services and delegated to two full-time staff and one part-time staff member.

The volume of work has increased tremendously in the last three years and is expected to increase in 2008 with the number of long-term projects on the horizon and the municipal election.

Departmental challenges:

The biggest challenge faced by the Department is competing demands. Because this department provides service to a multitude of clients, scheduled projects are often set aside when operational demands dictate a change of direction. In 2007, the department manager was on maternity leave.

Successes:

The department achieved many successes in 2007. Including:

- Website redesign and launch
- Acquisition of the Knight Collection of archival material and artefacts.
- Various legal and insurance matters
- Purge and retention of files
- First Annual Snow Busters Awards
- Service to 39 Council meetings, including agendas, minutes, task lists, liaison/scheduling of delegations and correspondence

Number of Council Motions	
2006	746
2007	828

- Administrative service to 12 Government Services meetings, including agendas, minutes liaison/ scheduling of delegations and correspondence
- Administrative service to various waterfront development meetings
- Administrative service to Town of Ladysmith and Chemainus First Nation Joint Council Meetings

- Administrative service for meetings between the Town of Ladysmith and Chamber of Commerce.
- Operational duties (correspondence-in coming/out going, processing of incoming/outgoing mail for all departments, intranet maintenance, website maintenance, bylaw preparation and review, filing systems electronic and physical (opening new files and filing of all documents), occupancy permits, monthly building stat report, Building Inspector and Fire Chief reports, maintaining internal phone system, ordering of office supplies of all city hall departments and reply and/or distribution of e-mail inquires to info@ladysmith.ca)



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: January 16, 2008
File No:

Re: ARCHIVE COSTS

RECOMMENDATION:

That the Committee authorize the proposed works to proceed with the funds to come from the Archive Reserve.

BACKGROUND / HISTORY:

In 2006, Council budgeted \$70,000 for the construction of an archive facility to house the Ray Knight collection. A decision was made to renovate the area below Tim Hortons. In 2007, work was completed to remove the humidity for a total of approximately \$2,500. Additional funds were used to acquire a computer, archival software and the archives collection. This left total funds remaining in the reserve of \$60,275.

A meeting was held with the Historical Society to finalize the design of the facility. Budget estimates for the various works have been received from the trades which will be involved in the renovation. The total estimate for the proposed works is \$59,400. This does not include any painting which the Historical Society indicated that they would do with volunteers.

During the installation of the duct work, moisture was noticed below the drive-thru area for Tim Hortons. An assessment is required to determine if there is a leak in this area. Any repair that may be required has not been included in the renovation costs.

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: January 15, 2008
File No:

Re: SPRING CLEAN UP

RECOMMENDATION:

That the Committee provide a recommendation to Council on the desired service levels for the spring clean up.

Given that the CVRD now provides this service to our residents at no charge; the department recommends the elimination of the branch pickup from the spring clean up.

BACKGROUND / HISTORY:

At the March 13, 2006 Government Services Committee meeting, staff submitted a report to eliminate the pickup of branches from the spring clean up. A second report was submitted in February of 2007.

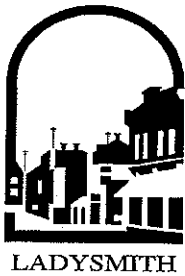
After the spring cleanup in 2007, the CVRD opened the Peerless drop off site from Wednesdays to Sundays to accept yard and garden waste at no cost to the residents.

In May of 2007, the drop off at the Public Works yard was closed to the public for yard and garden waste. At present the department hauls all of the branches from the Town parks to Peerless for disposal. If we were to collect the branches during spring clean up, we would be delivering them directly to Peerless Road.

The cost for the branch pickup during spring cleanup in 2006 was approximately \$12,000. The cost during the 2007 spring cleanup was approximately \$9,000.

ATTACHMENTS:

None.



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Felicity Adams, Manager of Development Services
Date: January 14, 2008
File No: 2380-20 Crown (DL 2016)

Re: LADYSMITH FISHERMEN'S WHARF ASSOCIATION – BREAKWATER REPAIR

RECOMMENDATION:

That Council exempt the Ladysmith Fishermen's Wharf Association breakwater repair work (placement of large loads of rock at low tide, running of a truck and excavator) to be undertaken between February 1 and 28, 2008 from the Town of Ladysmith Noise Suppression Bylaw 2003, No. 1478.

BACKGROUND / HISTORY:

At its meeting held December 17, 2008, Council gave permission to the Ladysmith Fishermen's Wharf Association (LFWA) to transport material through the Town's water lot on a temporary basis to repair/extend the LFWA existing breakwater.

ANALYSIS:

The LFWA advises that initial work is scheduled from February 1 to 28, 2008 commencing with the dropping of large loads of rock at low tide and the running of a truck and excavator. Low tide during this time period occurs in the middle of the night. As such an exemption from the following general prohibition in the Town's Noise Suppression Bylaw may be required.

2. GENERAL PROHIBITION

- a) No person shall make or cause to be made any noise or sound in or on a highway or elsewhere in the Municipality which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity thereof.

Staff has requested the LFWA to notify immediate neighbours and to place a sign on the property to notify the public of this work and its timing.

ATTACHMENTS:

None.



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: T. Kaul, Acting Manager of Corporate Services
Date: January 8, 2008
File No: Bylaw No. 1636

Re: **Amendment to Fine Schedule - Streets and Traffic Bylaw No. 1619**

RECOMMENDATION

That the Committee recommend to Council changes to the Fine Schedule (Schedule A) of the Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619, Amendment Bylaw, 2008, No. 1636.

BACKGROUND:

In May 2006, the Parking Task Force recommended that the fines for the following three offences committed against the above noted Bylaw be amended as follows (recommended changes are bolded):

SECTION	DESCRIPTION	FINE	
		Within 72 hrs	After 72 hrs
32	Parked beyond time limit	\$20	\$60 (currently \$35)
33(1)	Parked too long in loading zone	\$20	\$60 (currently \$35)
34	Parked in <i>disabled zone</i> without permit	\$100 (currently \$20)	N/A (currently \$35)

On December 4, 2006, Council directed staff to amend the recommended changes to the Fine Schedule, which were adopted by Council on June 18, 2007.

On January 8, 2008, staff were informed that an error had been made by the Parking Task Force to the increase in the penalty amount listed in Section 32 "Parked beyond time limit". The increase to \$60 after 72 hours should have been applied to Section 31(13) "Parked contrary to traffic control device".

It is recommended that the \$60 amount listed in Section 32 after 72 hours be reduced to its original amount of \$35 and that the \$35 amount listed in Section 31(13) after 72 hours be increased to \$60.

ATTACHMENT:

Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619, Amendment Bylaw, 2008, No. 1636 (changes highlighted)

TOWN OF LADYSMITH

BYLAW NO. 1636

A Bylaw to amend the Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619

WHEREAS the *Local Government Act*, empowers the Council, by bylaw, to amend the Town of Ladysmith Streets and Traffic Bylaw.

AND WHEREAS it is deemed appropriate to amend Schedule "A" of the "Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619";

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

1. Schedule 1 attached to and forming part of this Bylaw replaces Schedule "A" of the Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619.
2. **CITATION**
This Bylaw may be cited for all purposes as "Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619, Amendment Bylaw, 2008, No. 1636".

READ A FIRST TIME on the _____ day of _____, 2008

READ A SECOND TIME on the _____ day of _____, 2008

READ A THIRD TIME on the _____ day of _____, 2008

ADOPTED on the _____ day of _____, 2008.

Mayor (R. Hutchins)

Acting Manager of Corporate Services

I hereby certify this to be a true and correct copy of "Town of Ladysmith Streets and Traffic Bylaw 2007, No. 1619, Amendment Bylaw, 2008, No. 1636".

Acting Manager of Corporate Services

SCHEDULE 1

SCHEDULE "A"

FINE SCHEDULE

BYLAW NO. 1636

RE: TOWN OF LADYSMITH STREETS AND TRAFFIC BYLAW

The indicated penalties for alleged offences committed against this Bylaw are as follows:

SECTION	DESCRIPTION	FINE	
		WITHIN 72 HOURS	AFTER 72 HOURS
10(2)	Drive contrary to <i>traffic control device</i>	\$30.00	\$50.00
10(3)	Interfere with <i>traffic control device</i>	\$30.00	\$50.00
10(4)	Remove notice from <i>vehicle</i>	\$30.00	\$50.00
11(1)	Disobey <i>stop sign – stop line</i>	\$30.00	\$50.00
11(2)	Disobey <i>stop sign – crosswalk</i>	\$30.00	\$50.00
11(3)	Disobey <i>stop sign – no stop line/crosswalk</i>	\$30.00	\$50.00
12	Stunting	\$30.00	\$50.00
13	Unnecessary Noise	\$30.00	\$50.00
14	Racing	\$30.00	\$50.00
15	Careless driving	\$30.00	\$50.00
16	Driving over newly painted lines	\$30.00	\$50.00
28(1)	Pedestrian impede <i>traffic on highway</i>	\$20.00	\$35.00
28(2)	Pedestrian impede <i>traffic on sidewalk</i>	\$20.00	\$35.00
28(3)	Busking/Panhandling	\$20.00	\$35.00
29(2)(a)	Cyclist on a <i>sidewalk</i>	\$20.00	\$35.00
29(2)(b)	Cyclist improperly using <i>crosswalk</i>	\$20.00	\$35.00
29(2)(c)	Cyclist on left side of <i>roadway</i>	\$20.00	\$35.00
29(2)(d)	Cyclists riding abreast	\$20.00	\$35.00
29(2)(e)	Cyclist riding without using hands	\$20.00	\$35.00
29(2)(f)	Cyclist not astride seat	\$20.00	\$35.00
29(2)(g)	Cyclist with too many persons	\$20.00	\$35.00
29(2)(h)	Cyclist on <i>highway</i> where prohibited	\$20.00	\$35.00
29(2)(i)	Cyclist without safety helmet	\$20.00	\$35.00
29(3)	Child without safety helmet	\$20.00	\$35.00
29(4)	Cyclist off available bike path	\$20.00	\$35.00
29(5)	Cyclist attached to <i>vehicle</i>	\$20.00	\$35.00
29(6)	Cyclist - undue care on <i>highway</i>	\$20.00	\$35.00
29(7)	Cyclist without lights	\$20.00	\$35.00
29(8)	Play vehicle on roadway	\$20.00	\$35.00
29(9)	Skateboarding in downtown core	\$55.00	\$100.00
30(1)	Parked on left side of <i>roadway</i>	\$20.00	\$35.00
30(2)(a)	Left <i>vehicle</i> unsecured	\$20.00	\$35.00
30(2)(b)	Improper wheel position	\$20.00	\$35.00
30(3)	Parked obstructing free passage of <i>traffic</i>	\$20.00	\$35.00
30(4)	Improper <i>angle parking</i>	\$20.00	\$35.00
30(5)	No valid plates	\$20.00	\$35.00
31(1)	Parked on <i>sidewalk</i>	\$20.00	\$35.00
31(2)	Parked blocking <i>driveway</i>	\$20.00	\$35.00
31(3)	Parked in <i>intersection</i>	\$20.00	\$35.00
31(4)	Parked at fire hydrant	\$20.00	\$35.00
31(5)	Parked on a <i>crosswalk</i>	\$20.00	\$35.00
31(6)	Park within 15 metres of a <i>crosswalk</i>	\$20.00	\$35.00
31(7)	Park within 6 metres of a <i>traffic control device</i>	\$20.00	\$35.00
31(8)	Park within 15 metres of a railway track	\$20.00	\$35.00
31(9)(a)	Parked advertising for sale	\$20.00	\$35.00
31(9)(b)	Parked for repair or wrecking	\$20.00	\$35.00
31(9)(c)	Parked displaying signs	\$20.00	\$35.00
31(9)(d)	Parked selling goods	\$20.00	\$35.00
31(10)	Parked obstructing <i>traffic</i> at construction	\$20.00	\$35.00

SECTION	DESCRIPTION	FINE	
		WITHIN 72 HOURS	AFTER 72 HOURS
31(11)	Double parked	\$20.00	\$35.00
31(12)	Parked on a bridge or in a tunnel	\$20.00	\$35.00
31(13)	Parked contrary to traffic control device	\$20.00	\$60.00
31(14)	Parked block view of traffic control device	\$20.00	\$35.00
31(15)	Excessive vehicle length - angle parking	\$20.00	\$35.00
31(16)	Parked at bus stop	\$20.00	\$35.00
31(17)	Park within 9 metres of an intersection	\$20.00	\$35.00
32	Parked beyond time limit	\$20.00	\$35.00
33(1)	Parked beyond posted time limit	\$20.00	\$60.00
33(2)	Parked too long in passenger zone	\$20.00	\$35.00
34	Parked in disabled zone without permit	\$100.00	N/A
36(3)	Disobey direction of a peace officer	\$50.00	\$75.00
37	Littering	\$50.00	\$75.00
38(1)	Abandon container or vehicle	\$75.00	\$100.00
39(1)	Driver fail to correctly state name	\$75.00	\$100.00
39(2)	Pedestrian fail to correctly state name	\$75.00	\$100.00
40(1)	Container without warning protection	\$75.00	\$100.00
40(2)	Place material on roadway	\$75.00	\$100.00
40(3)	Fail to remove material from roadway	\$75.00	\$100.00
40(4)	Interfere with warning protection	\$75.00	\$100.00
40(5)	Use trailer as living quarters	\$30.00	\$50.00
40(6)	Interfere in parade or funeral procession	\$30.00	\$50.00
40(7)	Drive over fire hose	\$200.00	\$250.00
41	Fail to remove accident debris	\$30.00	\$50.00
42(1)	Unauthorized signs on highway	\$30.00	\$50.00
43(3)	Fail to comply with Regulations		
	- No oversize permit	\$75.00	\$100.00
	- Contrary to oversize permit	\$75.00	\$100.00
	- Wheels and tires	\$75.00	\$100.00
	- Weighing of vehicles	\$75.00	\$100.00
	- No overload permit	\$75.00	\$100.00
	- Contrary to overload permit	\$75.00	\$100.00
	- Fail to secure load as required	\$75.00	\$100.00
	- Misuse of overload or oversize permit	\$75.00	\$100.00
	- No axles permit	\$75.00	\$100.00
	- Contrary to axles permit	\$75.00	\$100.00
	- Overweight on towing dolly	\$75.00	\$100.00
	- No pilot car as required	\$75.00	\$100.00
	- No flags or lamps as required	\$75.00	\$100.00
45	Fail to obtain highway use permit	\$75.00	\$100.00
46(1)	Heavy Truck off truck route	\$100.00	\$150.00
46(2)	Heavy Truck on no Heavy Truck route	\$100.00	\$150.00
47(1)	Heavy Truck parked in residential district	\$75.00	\$100.00
47(2)(a)	Commercial trailer parked with no motive power unit attached	\$75.00	\$100.00
47(2)(b)	Non-commercial trailer parked with no motive power unit attached	\$20.00	\$35.00
47(3)	Excessive vehicle length in a lane	\$20.00	\$35.00
47(4)	Vehicle over 5,000 kg after hours	\$35.00	\$50.00
47(5)	Commercial truck after hours on the highway	\$75.00	\$100.00
47(6)	Dangerous goods on highway	\$75.00	\$100.00
48(1)	Heavy Truck operating after hours	\$100.00	\$150.00
49	Drive contrary to order of Superintendent of Public Works	\$75.00	\$100.00
50(1)(a)	Exceed licensed gross vehicle weight		**
50(1)(b)	Exceed axle weight permitted		**
50(1)(c)(i)	Exceed load dimensions		**
50(1)(c)(ii)	Exceed vehicle dimensions		**
50(1)(d)	Non-conforming distance between axles		**
52	ATV not insured or equipped as required	\$30.00	\$50.00
53	Snowmobile on highway without permit	\$30.00	\$50.00
54	No lights on ATV when required	\$30.00	\$50.00
55(1)	Careless operation of ATV	\$30.00	\$50.00
55(2)	Operate ATV in planting area	\$30.00	\$50.00
55(3)	Operate ATV on sidewalk	\$30.00	\$50.00

SECTION	DESCRIPTION	FINE	
		WITHIN 72 HOURS	AFTER 72 HOURS
55(4)	Operate ATV on railroad right-of-way	\$30.00	\$50.00
55(5)	ATV on private property without permission	\$30.00	\$50.00
55(6)	Operate ATV harassing wildlife	\$30.00	\$50.00
55(7)	Operate ATV in environmentally sensitive area	\$75.00	\$100.00
56	Operate ATV without helmet	\$30.00	\$50.00

NOTE: ** Refer to Section 51(2) for penalties

I hereby certify this to be a true and correct copy of
 "Ladysmith Streets and Traffic Bylaw 2007, No. 1619,
 Amendment Bylaw, 2008, No. 1636".

Acting Manager of Corporate Services (T. Kaul)

From: Estelle Seguin
Sent: December 13, 2007 12:54 PM
To: Rob Hutchins
Subject: Fire Hall Siren

Honourable Mayor Rob Hutchins,

We are writing regarding the noise pollution that happens every time our volunteer fire department receives a call for help.

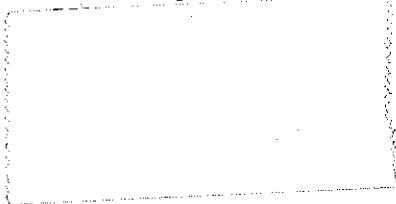
The siren is dangerously loud, physically hurts children and animals in the area and disturbs the entire neighbourhood. We understand that the proximity of the school makes the siren mandatory during school hours but surely a compromise can be reached. I worry about my and other children's long term ear damage as they are often outside when the siren blares. I have seen my youngest scream in agony from the noise. It is heart wrenching.

Perhaps the siren can be reduced in volume and length of time and could only be used when school is in session. Can the siren be programmed to emit five to ten staccato beeps, or even equip the fire department with lights on their vehicles when on their way to the station? The police department is nearby and they very rarely use their sirens when rapidly responding to an emergency.

We, in no way, wish to minimize the role of our award winning fire department. We simply would appreciate the same quality of life that many other neighbours of volunteer fire departments in the surrounding communities enjoy (Cassidy excepted).

Many thanks for your time and attention to this matter.

Estelle Seguin, Sid Johnson, Jacob Seguin and Dylan Johnson



2007-12-14



B.C. Government and Service Employees' Union
A component of NUPGE (CLC)

January 2, 2008

JAN - 7 2008

ADY SMITH

To Mayors and Councillors of BC municipalities:

Please find enclosed an information package on road and highway maintenance specifications in British Columbia.

The package has been designed with all highways stakeholders in mind including the travelling public who may have questions or safety concerns relating to road maintenance in their region, as well as commercial users with an economic interest in well maintained roads.

The package includes:

- A DVD with a 7 minute video on highways maintenance guidelines in B.C. as well as the complete specifications manual for highway maintenance in the province;
- a handy checklist of maintenance guidelines that includes a list of toll-free numbers for highway contractors;
- a **Draft Resolution** calling on the Ministry of Transportation to enhance monitoring and reporting of highways maintenance to ensure that private contractors are actually performing taxpayer funded work.

The BCGEU represents 2,500 highways workers around the province. Their expertise and experience has gone into the development of this information package. Highway workers are also aware of the frustration and uncertainty surrounding road maintenance. Are snowplows on the road early enough? Are potholes fixed in a timely manner? Is debris on the road removed soon enough? This information kit will help you answer those questions and more.

I invite you to watch the video and take a few minutes to look over the kit.

I would also ask that your Council consider adopting the enclosed Draft Resolution. Feel free to amend it to meet your municipality's particular road maintenance concerns.

Should your Council adopt the resolution, would you please notify us at:
communications@bcgeu.ca

Yours Truly,

A handwritten signature in cursive script that reads "George Heyman".

George Heyman
President, BCGEU

GH/amm
cope 378
enclosures

DRAFT RESOLUTION

WHEREAS the quality of highways road and bridge maintenance services provided by the Ministry of Transportation has a significant impact on the safety of our publicly owned highways; and

WHEREAS the provision of quality highways road and bridge maintenance services not only ensures safe road conditions for those traveling our highways but also ensures that the maximum life span of our highways infrastructure can be realized; and

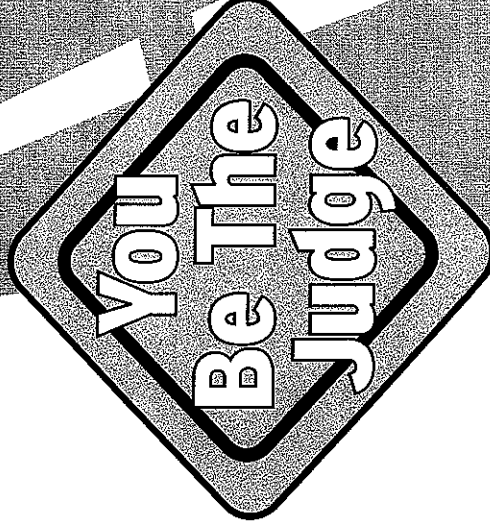
WHEREAS the Ministry of Transportation has introduced a self-regulatory model by contracted service providers to assess compliance with required work standards;

THEREFORE be it resolved that the Ministry of Transportation be called upon to ensure that contracted highways road and bridge maintenance providers fulfill their contractual obligations through enhanced monitoring and audits of work performance of contractors conducted by the Ministry of Transportation; and

BE IT FURTHER RESOLVED that the Ministry of Transportation provide regular accident reports for the service area, conduct comprehensive contractor performance assessments and report any findings semi-annually to key community stakeholders such as local governments, school boards, emergency services, chambers of commerce and other relevant stakeholders in the service area; and

BE IT FINALLY RESOLVED that the UBCM be called upon to adopt this resolution and urge the Ministry of Transportation to act on it as soon as possible.

BC Highways Maintenance



These are approximate guidelines for maintenance of roads and highways in British Columbia. For the complete Maintenance Specifications visit the Ministry of Transportation website at www.gov.bc.ca/tran. Highways contractors must provide a toll-free phone service staffed 24 hours a day, 7 days a week to respond to reports or complaints from highway users. If you see a problem call your area maintenance contractor.

South Coast Contractors

- Area 1 - South Vancouver Island
Mainroad South Island Contracting Ltd.
1-877-391-7310
- Area 2 - Central Vancouver Island
Emcon Services Inc.
1-866-353-3136
- Area 3 - North Vancouver Island
Emcon Services Inc.
1-866-353-3136
- Area 4 - Howe Sound
Mainroad Howe Sound Contracting Ltd.
1-866-904-0209
- Area 5 - Sunshine Coast
Caplano Highway Services Co.
1-800-665-3135
- Area 6 - Lower Mainland
Mainroad Contracting Ltd.
(604) 271-0337
- Area 7 - Fraser Valley
Ernil Anderson Maintenance Company
1-800-667-5122

Southern Interior Contractors

- Area 8 - South Okanagan
Argo Road Maintenance (South Okanagan) Inc
1-800-663-7623
- Area 9 - Kootenay Boundary
Emcon Services Inc.
1-866-353-3136
- Area 10 - Central Kootenay
Yellowhead Road & Bridge (Kootenay) Ltd.
1-888-352-0356
- Area 11 - East Kootenay
Mainroad East Kootenay Contracting Ltd.
1-800-665-4929
- Area 12 - Selkirk
HMC Services Inc.
1-866-353-3136
- Area 13 - Okanagan-Shuswap
Argo Road Maintenance North Okanagan Inc.
1-877-546-3799
- Area 14 - Nicola
VSA Highway Maintenance Ltd.
1-888-315-0025

Area 15 - Thompson

Argo Road Maintenance (Thompson) Inc.
1-800-661-2025

Area 16 - South Cariboo

Interior Roads Ltd.
1-800-842-4122

Area 17 - Central Cariboo

Interior Roads Ltd
1-800-842-4122

Area 18 - North Cariboo

HMC Services Inc.
1-866-353-3136

Northern Contractors

Area 19 - Fort George

Yellowhead Road and Bridge (Fort George) Ltd.
1-800-218-8805

Area 20 - Robson

Lakes District Maintenance Ltd.
1-888-255-8055

Area 21 - South Peace

Caribou Road Services (South) Ltd.
1-800-667-2322

Area 22 - North Peace

Yellowhead Road and Bridge (North Peace) Ltd.
1-888-883-6688

Area 23 - Nechako

Yellowhead Road and Bridge (Vanderhoof) Ltd.
1-800-667-6636

Area 24 - Lakes

Lakes District Maintenance Ltd.
1-888-255-8055

Area 25 - Bulkley Nass

Nechako Northcoast Construction
(Billabong Road & Bridge Maintenance Inc.)
(250) 847-8737 then press 0,
or 1-877-878-8664

Area 26 - Skeena

Nechako Northcoast Construction
(250) 638-1881 then press 1, or 1-800-665-5051

Area 27 - North Coast

O'Brien Road and Bridge Maintenance Ltd.
1-800-561-5822

Area 28 - Stikine

Lakes District Maintenance Ltd.
1-888-255-8055

Enquiries can also be made at the Ministry of Transportation (250) 387-3198

Checklist

Each year, private contractors receive more than \$300 million from BC taxpayers for highways maintenance. Are the roads and highways in your community being properly maintained? **You be the judge!**

SNOW AND ICE CONTROL

- Contractors apply anti-icers before black ice forms when freezing temperatures are forecast.
- Hills and corners are sanded before straight stretches of road.
- Contractors apply sand or de-icer immediately if they come across slippery sections.
- Contractors apply sand or de-icer within 3 hours when slippery conditions are reported to them.

VEGETATION CONTROL

- Alongside highways grass is cut 1.8 metres from shoulder.
- Grass is no taller than 25 cm.
- Limbs from trees are no closer than 3 metres from travelled lanes.

CURBS, ISLANDS AND BARRIERS

- Guardrails knocked out of alignment are realigned within 3 days.
- Broken curbs or traffic islands are fixed within 15 days of being reported.

SIGN MAINTENANCE

- Damaged regulatory signs are repaired or replaced within 24 hours.
- Damaged warning signs are repaired within 24 hours.
- All other signs are repaired within 7 days.

ROAD SURFACE REPAIRS

- Potholes on major highways are repaired within 48 hours.
- Potholes on less travelled roads are repaired within 14 days.
- Washboards deeper than 30 millimetres are fixed within 6 days.

HIGHWAY SNOW REMOVAL

- Plows clear major highways when snow is 4 cm or deeper.
- One lane is cleared in each direction.
- If a winter storm is approaching plows are at higher elevations and snow fall areas before snow starts.
- Snow and slush is removed from major highways within 48 hours.
- On less frequently travelled roads snow is removed within 7 days.

GARBAGE, GRAFFITI AND DEBRIS

- Litter on major highways is picked up at least every 30 days.
- On less travelled highways litter is picked up at least four times per year.
- Litter barrels are emptied at least every 3 days.
- Full litter barrels are emptied immediately.
- Graffiti on bridges, guardrails, rocks or any highway surface is removed or covered within 9 days.
- Debris larger than 1000 cubic cm (= 1 litre juice box) is removed within 3 hours.

DRAINAGE

- Contractors respond within 3 hours when water is eroding a highway.
- Contractors fix within 4 months anything blocking a ditch that could prevent the water from flowing.

HIGHWAY INSPECTION

- Contractors perform inspections every 24 hours on major highways.
- All other roads are patrolled and inspected at least every 2 weeks.
- A toll-free number is provided for the public to report problems on the roads.
- The toll-free number is staffed 24 hours a day, every day of the year.

