

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, March 17, 2008 at 6:30 p.m.  
Council Chambers, City Hall

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A G E N D A

**Pages**

Chairperson: Councillor Duck Paterson

1. CALL TO ORDER
2. EXECUTIVE SESSION (5:30 p.m.)
  - Item 1: Community Charter Section 90(1)(g) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - Item 2: Community Charter Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
3. ARISE AND REPORT
4. AGENDA APPROVAL
5. MINUTES
  - February 18, 2008
6. DELEGATION  
None.
7. CITY MANAGERS REPORT
8. DIRECTORS REPORTS
9. STAFF REPORTS
  - .1 Ladysmith RCMP Staff Sergeant Sid Gray  
Verbal Report
  - .2 Director of Development Services  
Re: Economic Development 5-Year Strategic Plan 1 - 4
  - .3 Director of Financial Services  
Re: Utility Bill Penalties 5
  - .4 Director of Public Works  
Re: Banner Stations 7

	<u>Pages</u>
.5 <u>Director of Public Works</u> Re: Holland Creek Watershed Water Quality Review (The Holland Creek Watershed Water Quality Review Report from Castor Consultants Ltd. can be viewed at City Hall.)	<b>9</b>
.6 <u>Director of Financial Services</u> Re: 2008 Grant-In-Aid Application	<b>11-14</b>
10.    MEMBER SUBMISSIONS	
.1 <u>Councillor R. Johnson</u> Re: AVICC Convention – Resolutions	
11.    CORRESPONDENCE	
.1 <u>T. Olynyk, Manager, Community Relations – BC Hydro</u> Re: SLIM (Street Light Information Management)	<b>15-16</b>
.2 <u>C. Fritsch</u> Re: Concerns Regarding South Davis Road Intersection	<b>17</b>
.3 <u>D. Bianchini</u> Re: Concerns Regarding South Battie Drive	<b>19-20</b>
.4 <u>The International Awards for Liveable Communities</u> Re: The LiveCom Awards for 2008	<b>21-25</b>
12.    NEW BUSINESS	
13.    UNFINISHED BUSINESS None.	
ADJOURNMENT	



Town of Ladysmith  
**STAFF REPORT**

To: Government Services Committee  
From: Felicity Adams, Manager of Development Services  
Date: March 13, 2008  
File No:

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Re: ECONOMIC DEVELOPMENT 5-YEAR STRATEGIC PLAN

RECOMMENDATION:

For information and comment.

BACKGROUND / HISTORY:

The Economic Development Commission began a process of establishing a 5-year strategic plan for economic development in October 2007. This process involved several facilitated visioning sessions.

The attached high-level draft details the 5 strategic goals devised for the plan to highlight the key areas of work for economic development. Each goal is supported by quantifiable objectives and programs which will be undertaken over the next 5 years. The final 5-year strategic plan will include timelines, budgets and descriptions of activities to undertake in addition to strategic partnerships and resources needed for successful completion of each program. Plan implementation will be considered in the budget process.

The Economic Development Officer has taken the draft to the Ladysmith Chamber of Commerce Board of Directors as well as with the members of the Ladysmith Downtown Business Association. Comments from both groups are forthcoming and will be taken into consideration in the final development of the strategic plan.

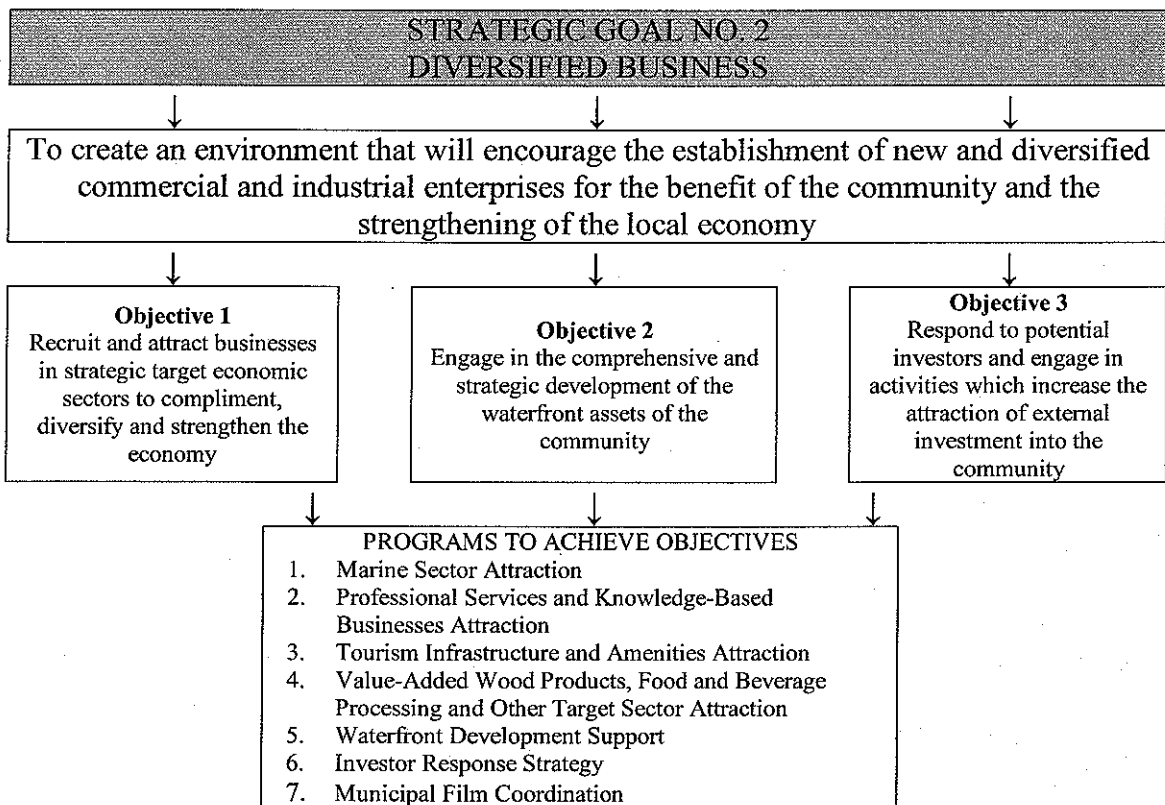
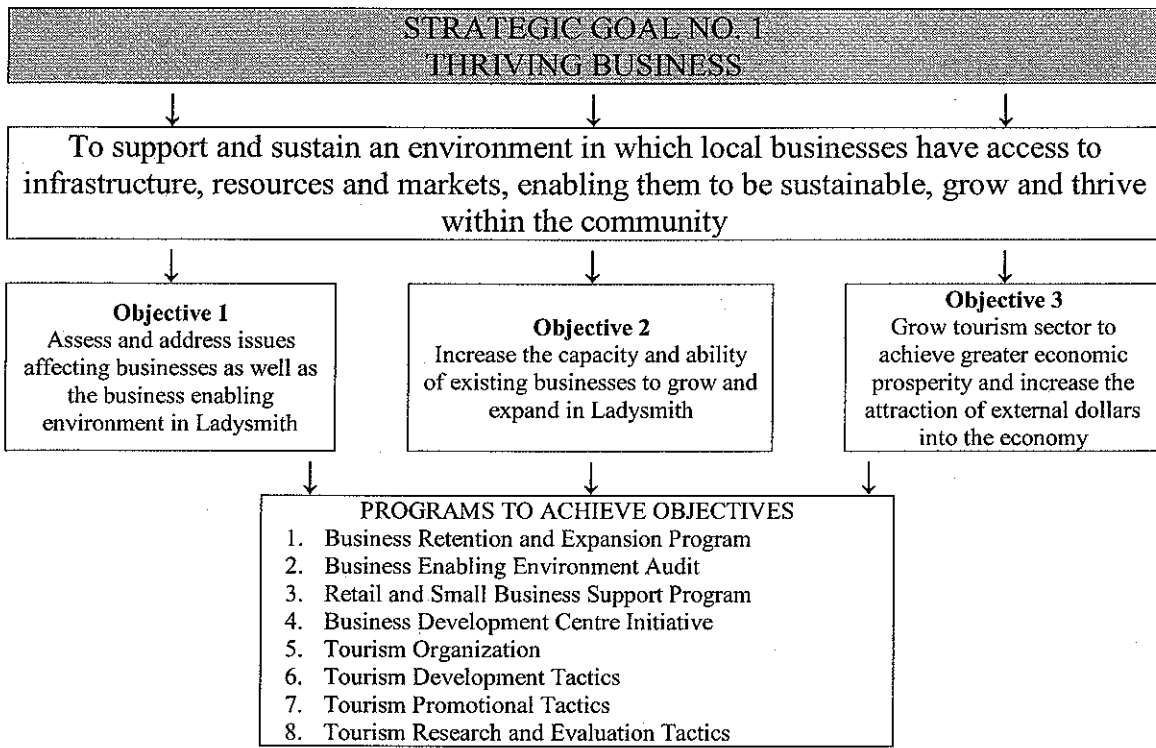
The Economic Development Officer is interested in comments from Government Services Committee prior to finalization of the plan with the Economic Development Commission. It is anticipated that the final plan will be presented to Council for consideration of approval in April.

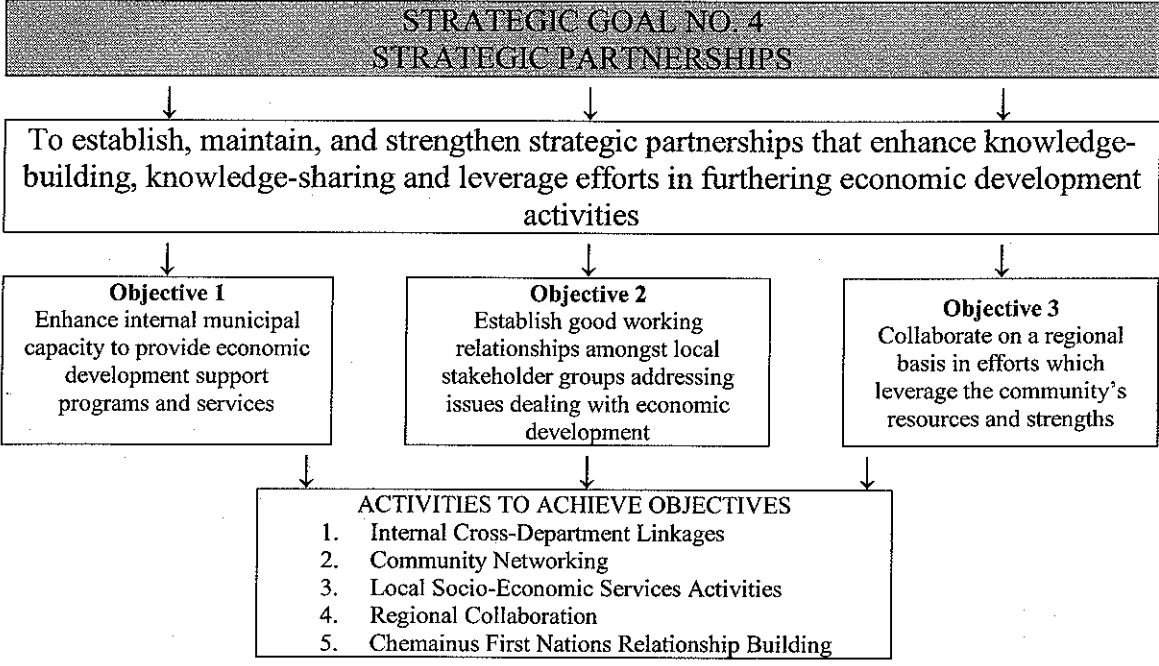
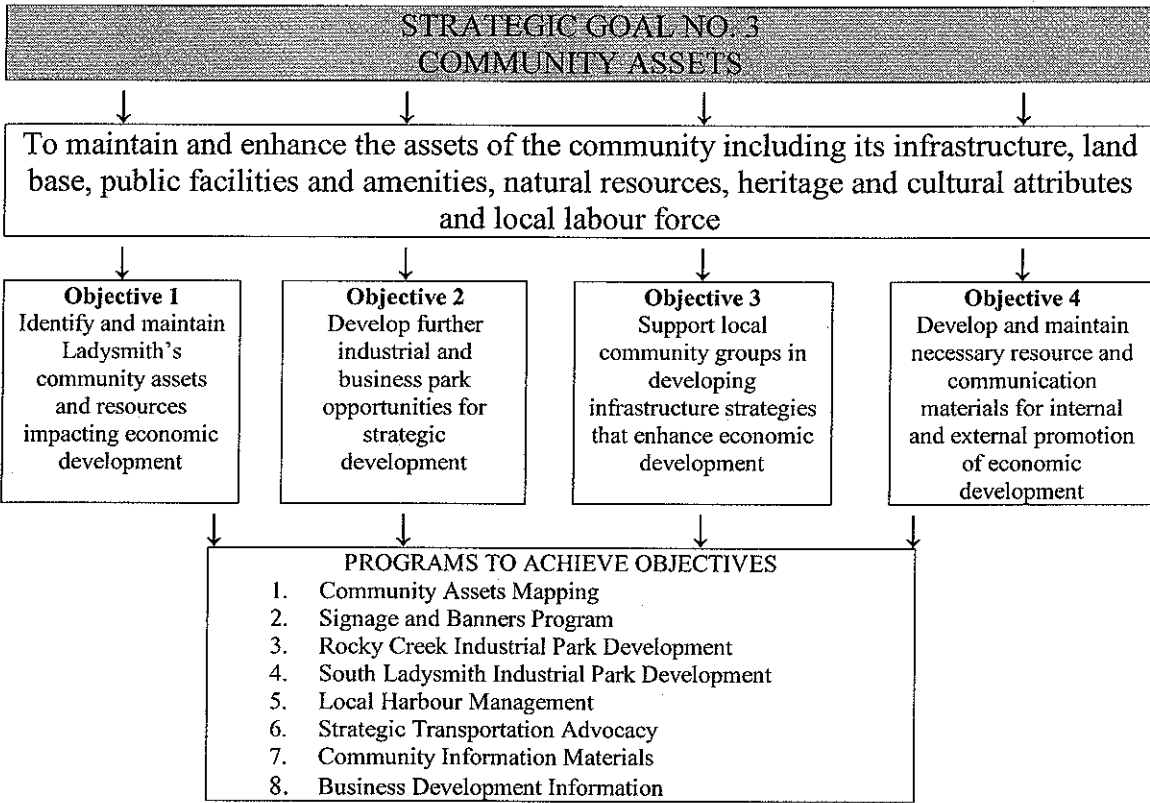
ATTACHMENT:

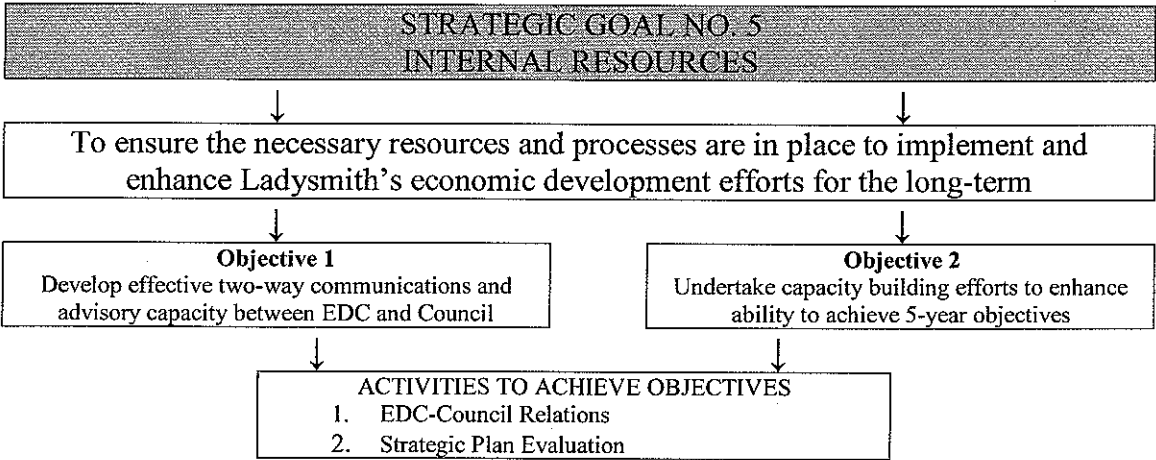
Draft Economic Development 5-Year Strategic Plan

# LADYSMITH 5-YEAR ECONOMIC DEVELOPMENT STRATEGIC PLAN

... to grow and diversify the economy and achieve a sustainable community









Town of Ladysmith

**STAFF REPORT**

To: Government Services Committee  
From: Pat Leitch, Director of Financial Services  
Date: March 2, 2007  
File No: 0550-20 GIA

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Re: Utility Bill Penalties – Oct to Dec 2007 Billing

RECOMMENDATION:

That the Government Services Committee recommend to Council that the late penalty fees for October to December 2007 utility bills paid between March 6<sup>th</sup> and March 31<sup>st</sup>, 2008 be waived.

BACKGROUND / HISTORY:

Council has approved a bylaw that allows for flexibility in the due dates for utility bills. In the past the utility bill due dates were always the last day of each quarter. Now the due dates are at no less than 30 days from the billing date, but these dates will vary. This was publicized in the Chronicle, the web site and put in our News and Notices. A note was also put on the billings to check the due date.

ANALYSIS:

Several customers did not see the notice of the change in the due date of March 5<sup>th</sup>, 2008 and have been assessed a penalty on the balance due. For residential customers, the penalty totaled \$6,309.48 and for commercial it totaled \$2,401.67. Since this is a transitional period; it is recommended that the penalty for all utility bills for October to December 2007 paid by the old due date of March 31<sup>st</sup> be waived. The total cost of this would be a maximum of \$8,711.15, assuming all customers pay by the due date.

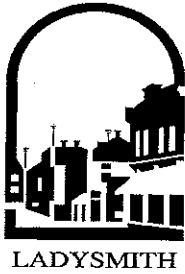
A letter would also be sent to each customer that paid between March 6<sup>th</sup>– 31<sup>st</sup>, 2008 advising them of the change in the due dates and that their penalty was waived for this transitional period. All future bills would be expected to be paid by the new due date and a notice will be placed in the next bill to highlight the due date for all customers.

ATTACHMENTS:

None







Town of Ladysmith

**STAFF REPORT**

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

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Re: BANNER STATIONS

RECOMMENDATION:

That the Government Services Committee recommend to Council if a second banner station should be located on Roberts Street.

BACKGROUND / HISTORY:

Prior to the reconstruction of First Avenue from Roberts Street to the Island Highway, the Town had one banner station that ran across First Avenue to advertise special events. After the reconstruction of First Avenue, a second location was established on Roberts Street for times when there was a conflict between two groups wanting space at the same time.

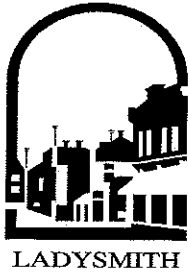
The banners used to be hung between two standards, one of which was a street light, and the second was a pole without a light. After just three years of use, the station that was situated on First Avenue had the light head come down as a result of the wind moving the pole and vibrating the head loose. No one was hurt during the incident but the light came close to a vehicle parked near by. As a safety precaution, a decision was made to create a special banner station without a street light attached to it. The cost of putting up this banner station was approximately \$9,000.

At present there are two times throughout the year when there is a conflict of groups wanting to have a banner put up at the same time. A second banner station could be installed on Roberts Street at a cost of approximately \$9,000 - \$10,000.

ATTACHMENTS:

None





## Town of Ladysmith

### **STAFF REPORT**

To: Government Services Committee  
From: Joe Friesenhan, Director of Public Works  
Date: March 12, 2008  
File No:

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Re: HOLLAND CREEK WATERSHED WATER QUALITY REVIEW

#### RECOMMENDATION:

That the Government Services Committee receive the attached report from Castor Consultants Ltd. re: Holland Creek Water Quality Review for information.

#### BACKGROUND / HISTORY:

During the Spring of 2006, a substance identified as a hydrocarbon was noticed at the Chicken Ladder intake. We were asked by the Vancouver Island Health Authority to switch over to the Stocking Lake water supply until the source of the contamination could be identified and removed. During the switch over, administration determined that there was a trend of utilizing the Stocking Lake water source more and more each subsequent year since 2002. Where in 2002 approximately 30% of the Towns water requirements came from Stocking Lake and 60% came from the Holland Creek watershed, by 2006 the requirement from Stocking Lake went to 60% of the total and the amount from the Holland Creek watershed went to 30% of the total.

Council directed staff to engage Castor Consultants Ltd. to determine the cause that reduced the use of the Holland Creek watershed as the main source of the Towns total water supply. Extensive testing throughout the watershed was unable to determine the exact cause but identified a number of contributing factors including natural conditions.

In order to minimise the time required to wait for test results which in turn lengthens the time required to switch from Holland Creek watershed to Stocking Lake, the report suggests that an expanded water quality monitoring plan be initiated with the purchase of state of the art field instrumentation.

#### ATTACHMENTS:

Report re Holland Creek Watershed Water Quality Review.





## Town of Ladysmith

### **STAFF REPORT**

To: Government Services Committee  
From: Pat Leitch, Director of Financial Services  
Date: March 12, 2008  
File No: 0550-20 GIA

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Re: 2008 GRANT-IN-AID APPLICATIONS

#### RECOMMENDATION:

That the Government Services Committee review the grant in aid applications and recommend to Council which organizations should receive the 2008 Grants in Aid.

#### BACKGROUND / HISTORY:

Every year Council receives applications from local non-profit organizations requesting grants in aid for projects that benefit the community. We have extended invitations to all applicants from previous years and advertised the program in the Chronicle. We advertised with an application deadline of February 29th and have received a total of 22 applications requesting a total of \$116,039.

In 2007 we started budgeting for the Ladysmith Resource Center and Victim Services as separate line items. We also added a new line item for Grants - other. This enabled Council to have funds set aside for any Grant In Aid requests received throughout the year. For 2007, Council granted two requests for other grants to Ladysmith Fire Rescue Historical Society \$1,989.44 and Canadian Peacekeeping Veteran's Association \$350 for a total of \$2,339.44. The sum of \$116,039 does not include any allocation for Grants - other.

#### ANALYSIS:

The total funds requested are significantly higher than the amounts previously budgeted for grants in aid. We budgeted \$56,200 in 2006 and \$71,700 in 2007. The funding request is \$44,339 higher than the previous budget. Council will need to either reduce the amounts awarded to each applicant, reduce the number of applicants that receive funding, or both, if Council wishes to stay with a similar budget for the 2008 fiscal year.

In addition the Ladysmith Resource Center is asking for increases in future years for Victim Services. This is in order to establish a 50/50 cost share with the provincial government. Requested amounts are as follows:

YEAR	REQUEST	INCREASE
2007 - Actual	\$11,000	
2008 - Request	\$14,360	\$3,360
2009 - Request	\$19,360	\$5,000
2010 - Request	\$24,360	\$5,000
2011 - Request	\$29,360	\$5,000

**ATTACHMENTS:**

Summary List of Grant-In-Aid Applications received for 2008.

## Town of Ladysmith - GRANT IN AID

<b>ORGANIZATION</b>		2006 allocated	2007 requested	2007 allocated	2008 requested
<b>CELEBRATIONS</b>					
<b>2</b>	<b>ARTS ON THE AVENUE</b>	\$1,000.00	\$1,200.00	\$1,000.00	<b>\$1,500.00</b>
	L/S DAYS CELEBRATION SOCIETY	\$7,000.00	\$10,000.00	\$7,000.00	
<b>12</b>	<b>L/S FESTIVAL OF LIGHTS</b>	\$12,000.00	\$15,000.00	\$12,000.00	<b>\$15,000.00</b>
<b>22</b>	<b>L/S FIRE RESCUE</b>	\$750.00	\$1,000.00	\$750.00	<b>\$1,500.00</b>
	L/S SHOW & SHINE		\$500.00	\$0.00	
	SWEET PEA QUILTY	\$1,000.00	\$1,250.00	\$750.00	
	WORLD STRONGMAN CUP	\$2,000.00			
	CAN AMERICAN SRONGMAN (L/S Days Event)		\$10,000.00	\$0.00	
	<b>TOTAL CELEBRATIONS</b>	<b>\$23,750.00</b>	<b>\$38,950.00</b>	<b>\$21,500.00</b>	<b>\$18,000.00</b>
<b>HARBOUR FUNCTIONS</b>					
<b>16</b>	<b>L/S MARITIME SOCIETY (Floating Museum)</b>	\$300.00	\$1,500.00	\$500.00	<b>\$5,000.00</b>
<b>15</b>	<b>L/S MARITIME SOCIETY (Maritime Festival)</b>		\$3,000.00	\$1,500.00	<b>\$5,000.00</b>
<b>9</b>	<b>L/S &amp; DISTRICT MARINE RESCUE SOCIETY</b>	\$1,500.00	\$7,500.00	\$1,500.00	<b>\$1,500.00</b>
	<b>TOTAL HARBOUR FUNCTIONS</b>	<b>\$1,800.00</b>	<b>\$12,000.00</b>	<b>\$3,500.00</b>	<b>\$11,500.00</b>
<b>OTHER</b>					
<b>2</b>	<b>ARTS COUNCIL OF L/S &amp; DISTRICT</b>	\$1,000.00	\$2,000.00	\$0.00	<b>\$1,000.00</b>
<b>5</b>	<b>COWICHAN FAMILY CAREGIVERS</b>	\$500.00	\$1,000.00	\$500.00	<b>\$750.00</b>
<b>6</b>	<b>COWICHAN THERAPEUTIC RIDING ASSOCIATION</b>				<b>\$500.00</b>
<b>17</b>	<b>L/S RCMP COMMUNITY POLICING</b>				<b>\$2,500.00</b>
<b>11</b>	<b>L/S CITIZENS ON PATROL</b>				<b>\$4,500.00</b>
<b>13</b>	<b>L/S GOLF CLUB SOCIETY</b>				<b>\$2,500.00</b>
	LADYSMITH'S LITTLE THEATRE				
<b>19</b>	<b>L/S SPORTSMEN CLUB</b>	\$400.00	\$400.00	\$400.00	<b>\$500.00</b>
<b>21</b>	<b>ROYAL CANADIAN LEGION</b>	\$0.00	\$15,592.00	\$0.00	<b>\$3,500.00</b>
	<b>TOTAL OTHER</b>	<b>\$1,900.00</b>	<b>\$18,992.00</b>	<b>\$900.00</b>	<b>\$15,750.00</b>
<b>SOCIAL SERVICE</b>					
	BOYS & GIRLS CLUB OF LADYSMITH	\$500.00	\$1,000.00	\$500.00	
<b>4</b>	<b>COWICHAN SPIRIT OF WOMEN RESOURCE CENTER</b>				<b>\$100.00</b>
	L/S CHAMBER OF COMMERCE				
<b>8</b>	<b>L/S EMPLOYMENT ASSISTANCE SOCIETY DBA EMPLOYMENT NAVIGATORS</b>		\$3,500.00	\$0.00	<b>\$4,016.28</b>
<b>3</b>	<b>CRISIS CENTRE (Crisis Society of Central V.I.)</b>	\$500.00	\$500.00	\$500.00	<b>\$500.00</b>
	OPEN DOOR CLINIC	\$500.00	\$1,000.00	\$500.00	
	<b>TOTAL SOCIAL SERVICE</b>	<b>\$1,500.00</b>	<b>\$6,000.00</b>	<b>\$1,500.00</b>	<b>\$4,616.28</b>

Town of Ladysmith - GRANT IN AID

ORGANIZATION	2006 allocated	2007 requested	2007 allocated	2008 requested
<b>YOUTH EDUCATION &amp; SPORTS</b>				
<b>7</b> DAVIS ROAD ELEMENTARY (PAC)		\$6,500.00	\$0.00	<b>\$11,452.58</b>
<b>10</b> L/S AMBASSADOR COMMITTEE		\$1,500.00	\$500.00	<b>\$2,000.00</b>
<b>14</b> L/S INTERMIDIATE (PAC)				<b>\$3,500.00</b>
<b>20</b> AIR CADETS				<b>\$5,000.00</b>
L/S SECONDARY SCHOOL - FRANK JAMESON BURS.	\$1,250.00	\$1,250.00	\$1,250.00	
SCHOOL DISTRICT #68 - LADYSMITH SECONDARY - DATA PROJECTOR		\$2,100.00	\$0.00	
ISLAND CORRIDOR FOUNDATION		\$11,275.87	\$6,000.00	
L/S PRIMARY SCHOOL PAC (Emergency Kiosk)		\$3,750.00	\$0.00	
L/S PRIMARY SCHOOL PAC (Covered play area and playground equipment)		\$15,000.00	\$0.00	
<b>TOTAL YOUTH EDUCATION &amp; SPORTS</b>	<b>\$1,250.00</b>	<b>\$41,375.87</b>	<b>\$7,750.00</b>	<b>\$21,952.58</b>
<b>TOTALS GRANT IN AID 10-212000-2215</b>				
	<b>\$ 30,200</b>	<b>\$ 117,318</b>	<b>\$ 35,150</b>	<b>\$71,818.86</b>
<b>18</b> L/S RESOURCES CENTRE - GENERAL OPERATIONS			\$10,800.00	<b>\$15,000.00</b>
<b>18 A</b> L/S RESOURCES CENTRE - YOUTH AT RISK PROGRAM	\$10,500.00		\$11,500.00	<b>\$14,860.00</b>
L/S RESOURCES CENTRE - ADVENTURES IN EARLY LITERACY PROGRAM		\$4,000.00		
L/S RESOURCES CENTRE - ADVOCACY	\$3,000.00	\$4,300.00		
L/S RESOURCES CENTRE - SENIORS PROGRAM	\$2,500.00	\$2,500.00		
<b>TOTAL L/S RESOURCE CENTER 10-212000-2217</b>				
	<b>\$16,000.00</b>	<b>\$10,800.00</b>	<b>\$22,300.00</b>	<b>\$29,860.00</b>
<b>18 B</b> <b>TOTAL - VICTIM SERVICES 10-229350-2706</b>	<b>\$10,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$14,360.00</b>
Grants-other 10-212000-2214			\$3,250.00	
<b>TOTAL</b>	<b>\$ 56,200</b>	<b>\$139,118</b>	<b>\$ 71,700</b>	<b>\$116,039</b>



**Ted Olynyk, Manager**  
Vancouver Island  
Community Relations  
400 Madsen Road  
PO Box 1500  
Nanaimo, BC V9R 5M3  
Phone: 250-755-7180  
Email: [ted.olynyk@bchydro.com](mailto:ted.olynyk@bchydro.com)

March 12, 2008

Robert Hutchins  
Town of Ladysmith  
PO Box 220, Stn Main  
Ladysmith, BC V9G 1A2  
Fax: 250-245-6411

Dear Mayor and Council

I am pleased to announce that BC Hydro is partnering with the Town of Ladysmith on a new program called SLIM (Street Light Information Management).

SLIM is an on-line request management system developed to streamline the request process between your municipality and BC Hydro for overhead street lighting requests (repairs and new installations on BC Hydro poles).

SLIM streamlines the request process for both your municipality and BC Hydro staff as it captures the information BC Hydro needs to respond more efficiently. And requests can be entered by city staff with only a few clicks of a mouse.

The process until now has been a paper-driven, manual method of faxes, emails and other documentation between our two companies that requires a process just to manage the paperwork. But with SLIM, a record of the request is on-line, available for city staff to retrieve easily from any computer with internet access. And, SLIM gives staff the ability to track the status of these requests, from start to finish. There is no cost to start using SLIM as it replaces the existing manual, paper process.

Our communities can remain safe if street lighting inventories are well managed and maintained, providing illumination to the roadways and laneways in our communities. Managing overhead street lighting was just been made a lot easier with the introduction of the SLIM program.

With this emphasis on safety, the implementation team is eager to implement SLIM with your staff as soon as possible. I should add that an advertising

campaign is being coordinated now with newspapers in your area to let residents know to always call their municipality to report street light outages..

I would like to thank your staff in advance for working with BC Hydro to implement SLIM. An implementation specialist will be contacting city staff soon (Public Works or Engineering) to set up short training sessions by phone. Alternatively, someone from city staff can email Melodie Temple at [melodie.temple@bchydro.com](mailto:melodie.temple@bchydro.com) to identify themselves as the local contact.

If you have any questions about SLIM, please do not hesitate to contact me directly.

Sincerely,

Ted Olynyk  
Manager, Community Relations  
Vancouver Island

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**From:** Chris Fritsch  
**Sent:** March 7, 2008 2:39 PM  
**To:** Rob Hutchins  
**Subject:** South Davis Intersection

Hi Rob

As you know I live in the south Davis area where there is a building boom going on. In the past 2 years there has been a noticeable increase in traffic accessing the highway from S. Davis. Traffic volume will only increase as more and more people build and move into the area. The posted Highway speed limit is 90 but I can tell you at least 95% of vehicles are traveling at 100+ and often 120. Making a left (north bound) turn onto the highway is a bit like Russian roulette. First you wait for traffic to clear in the southbound lanes (aided by the Coronation lights) and then try to sneak into the northbound lanes. Often there is no gap and I wait for vehicles to be in the driving lane only so I can turn into the passing lane. Occasionally one can't see a vehicle, particularly low slung cars, hiding behind the median or suddenly switching lanes from driving to passing lanes. I have had several close calls. On bright sunny mornings with the sun rising in the east it is almost impossible to see vehicles approaching from the south in any lane. My educated guess is that sooner or later there will be tragic accident at this intersection probably involving multiple vehicles and most certainly resulting in fatalities. Furthermore there is no merge lane for traffic turning R from S. Davis onto the highway. Again somewhat dangerous.

I would strongly suggest that traffic control lights be placed at this intersection. I know the town has little if any influence with highways and it seems that it takes a tragedy to institute change, for example Fuller lake and Brenton Page Road.

My other suggestion is to institute an 80 km speed zone from S. Davis to Coronation. This intersection despite being well controlled remains dangerous having attended many victims from accidents at this intersection. Vehicles from the south approach with high speed and often run the lights and others make illegal turns against red. I would also suggest that the 70 km speed limit be extended to Coronation from its present location near transfer beach. Driving this route every day I know that at least half the vehicles drive in excess particularly if they have a green light at Coronation and simply carry on at 100+, often right through the 70 zone unless stopped by the Robert's Street or 1<sup>st</sup> Avenues lights.

I am probably not the only one who has voiced their concern and I sincerely hope that you and council will take this matter seriously and approach the proper authorities.

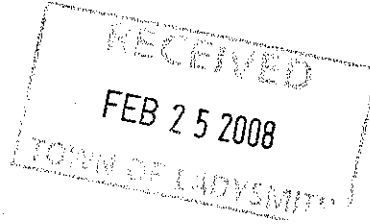
Thanks,  
Chris Fritsch

2008-03-10



February 24, 2008

Town of Ladysmith  
410 Esplanade Street  
Ladysmith, BC  
V9G 1A2



Attn: Mayor and Council

**Re: South Battie Drive**

Dear Council,

This is the second time I've written to Council asking for their assistance with the on-going problem on our street. We live at 457 Battie Drive which is what we refer to as the "new Battie". The reason we have to differentiate is because there are two other Battie Drives off Davis Road, neither of which connects to our street.

The problem exists because of the private property at the end of our street which is barricaded thereby blocking access to the rest of Battie Drive. Not only is this a huge inconvenience when delivery or service people who are trying to find our house discover it is only accessible from Hall and Thetis Road, but it has become a safety issue as well.

Two years ago when our neighbour was building their house the gas line was ruptured. When they phoned the gas company the gas truck ended up on the other side of the barricade and precious minutes were lost while they had to back up, turn around, head down Davis Road, continue driving until they reached Hall and up and around Thetis. Perhaps it was only 7 minutes additional time but it certainly seemed like hours when the gas line was hissing away.

Just last year kids set some of the trees in the forest on fire and once again the fire trucks ended up on the wrong side of the barricade. It took the fire truck quite a bit longer to back up, turn around and repeat this exercise again.

There are currently 40 new houses being built on the hill in front of our house. All the traffic from these homes will now be using Thetis Road, which means in the event of an evacuation or other emergency; we are stuck at the end of our street.

This is just one problem we have with the street being barricaded. The next problem affects us more so than our neighbours. At the end of our barricaded street there is a turn-around area. Unfortunately because the town has allowed two houses to be built with driveways which are virtually unusable due to their grade, our neighbours park their vehicles (up to 8 vehicles between the two houses), in the turn-around area. These vehicles make the turn-around area totally unavailable for the large service and emergency vehicles which come down our street.

They have to try to manoeuvre back and forth in able to turn around, or more conveniently for them, they simply use our driveway which is the only flat driveway at the end of the street. Our driveway was not built to have cement, gravel, fire trucks, recycling and garbage trucks turning around in it every day.

If something isn't done to correct this situation then I fully expect the next letter I send to council will be from my lawyer suing the Town for repairs to our driveway. I am holding the Town responsible for this problem because they choose to not buy the private land in order to put the street through and they continue to ignore the fact that the neighbours are parking in the turn around area. Both of these issues have been brought before individual Council members and the Council as a whole over the past four years and to date nothing has been done to correct the situation.

The mixed up address and lack of turn-around space has been extremely inconvenient but I certainly hope the situation doesn't develop into a loss of life in case of an emergency!

Thank you for attention to this matter.

Sincerely,

Diane Bianchini

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# The International Awards for Liveable Communities

*The International Awards  
for Liveable Communities*

Globe House, Crispin Close  
Caversham, Reading  
Berkshire, RG4 7JS England

Tel/Fax: +44 (0) 118 946 1680  
Email: [info@livcomawards.com](mailto:info@livcomawards.com)  
Web: [www.livcomawards.com](http://www.livcomawards.com)

Recognising international best practice for management of the local environment

FEB 25 2008

## *The LivCom Awards*

The improvement in the quality of life for its citizens is the declared objective of every Community. The challenge is, how to achieve this objective with many competing demands and with limited resources.

The International Awards for Liveable Communities (The LivCom Awards), which is the only global event focussing on management of the local environment, has demonstrated that the most effective way to achieve local environmental objectives and value for money is by sharing International Best Practice. Every community can contribute to the development of International Best Practice, but can also learn from sharing its challenges with communities in other countries and culture. This is the philosophy of the LivCom Awards. There is no unique challenge, only different levels and priorities.

Each year over 50 countries are represented in the LivCom Awards, and all participating communities increase their knowledge and awareness, not only of the quality of their own activities, but how to address their environmental challenges. Many communities that meet through LivCom form partnerships to exchange Best Practice, resulting in an acceleration in the improvement of the quality of life.

Frequently, both political and technical delegates comment that participation in the LivCom Awards has been the most professionally rewarding experience of their career. Participation in the LivCom Awards is an investment in your community that will result in positive returns for many years.

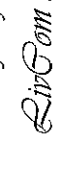
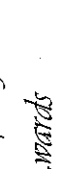
The LivCom Awards is endorsed by the United Nations Environment Programme (UNEP). The Awards are administered by a Non-profit distributing UK Registered Company that is a UK Registered Charity. The LivCom Awards are non-political and have no political or financial affiliations with any Organisations.

The LivCom Awards were launched in 1996 and have been held each year. This year's Final will be in Dongguan, China, winner of a Gold Award and First Place in the large city Category of the LivCom Awards in 2006. A number of sponsored Delegate Events and trips will be arranged for Finalists, who will stay at an excellent hotel offering greatly reduced accommodation rates. Dongguan is an exciting, modern city, near Hong Kong, that demonstrates great attention to the quality of life of its citizens. A visit to Dongguan will be a learning experience in itself.

*The LivCom Awards*

February 2008





# The International Awards for Liveable Communities 2008

## Whole City Awards Environmentally Sustainable Project Awards Bursary Award



Visit [www.livcomawards.com](http://www.livcomawards.com) for translation into twenty nine other languages  
Email: [info@livcomawards.com](mailto:info@livcomawards.com) or Telephone +44 (0)118 9461680, for further information

English

- National and international publicity is enhanced.
  - Joining of an international network of communities from over 50 countries with similar environmentally based objectives.
  - Engagement by the community is encouraged.
  - Described by many participants as "the most rewarding professional experience of their career".
- I can assure you that participating in the LivCom Awards is professionally rewarding and will potentially bring long-lasting benefits to your City
- Alan Smith**  
Chief Executive

- Meeting with delegates from communities from other countries and cultures that are facing similar challenges to those faced by your community leads to the formation of partnerships to exchange information and experiences, and the arranging of exchange technical visits on an ongoing basis.
- These partnerships can extend to subjects beyond Environmental issues.
- The exchange of information and experiences can produce accelerated technical benefits and financial savings year on year. The investment in time and influence needed to participate in the Awards is not large and can be exceeded by many times by ongoing benefits.
- Success in the Awards may be used to promote tourism and inward Capital Investment.

- There are numerous benefits resulting from participation in the LivCom Awards including:
  - The completion of the Initial Report is a self-audit process that can provide the basis for a future plan to create a liveable community.
  - During the Finals you will be able to observe Presentations that contain examples of International Best Practice applied to challenges similar to those facing your City.
  - You will be able to showcase your City's Best Practice on an international stage and influence accepted International Best Practice.
  - Civic pride will be enhanced by being with 'the leading communities in the world'.
  - Innovation is encouraged.

### Communities and Projects Previously Awarded First Place

Year	Category	Project Name	Location
2000	CATEGORY A	Wainfleet, Canada	Chicago, USA
	CATEGORY B	Bury St Edmunds, England	Pren, Czech Republic
	CATEGORY C	Westminster, England	Qianzhou, PRC
	CATEGORY D	Yokosuka City, Japan	Philae, Canada
	CATEGORY E	Shenzhen, PRC	Playford, Australia
	SPECIAL AWARDS	Banstead, England	Wakabayashi, New Zealand
	Heritage Management	Sorska Slavica, Slovakia	Dongguan, PRC
	Environmentally Sensitive Practices	Phi, Slovenia	Muskiz, Spain
	Community Involvement	Brusare, Mexico	Dongguan, PRC
	Planning for the Future	Aekkon, Netherlands	Handwick, Australia
2001	CATEGORY A	Corkville, Ireland	Uqueit, Canada
	CATEGORY B	Conville, Iowa, US	Willesea, Australia
	CATEGORY C	Malmö, Sweden	Abeja, Nigeria
	CATEGORY D	Newcastle, England	Ranwick, Australia
	CATEGORY E	Westminster, England	Florinwood Sunny Lido, PRC
	SPECIAL AWARDS	Horsham, England	Cloekilly, Ireland
	Heritage Management	Herricks County, USA	Mancos, Czech Republic
	Environmentally Sensitive Practices	Leix, Spain	Leswick, Austria
	Community Involvement	Leix, Spain	Malino, Sweden
	Planning for the Future	Swoll, Uganda	Taijui District, Chongzhou, China
2002	CATEGORY A	Lisdown, Ireland	St Walburg, Canada
	CATEGORY B	Colts Harbour, Australia	Lyon, France
	CATEGORY C	Sunth, Canada	New Zealand
	CATEGORY D	Xi'an, PRC	Gair Canara, Spain
	CATEGORY E	Xiamen, PRC	Richmond, Canada
	SPECIAL AWARDS	Modesto, USA	St Clara, USA
	Heritage Management	Hapsala, Estonia	Doreilly, Wyoming Education Centre
	Environmentally Sensitive Practices	Mikkeli, Finland	Johannesburg, South Africa
	Community Involvement	Rochester, USA	King Abdulaziz - Historical Centre, Riyadh, Saudi Arabia
	Planning for the Future	City, Saudi Arabia	Greening of Soweto, Johannesburg
2003	CATEGORY A	Soldiers Point, Australia	Wang Shi, China
	CATEGORY B	Enköping, Sweden	
	CATEGORY C	Santhia, Cambodia	
	CATEGORY D	Quanzhou, China	
	CATEGORY E	Wang Shi, China	
	SPECIAL AWARDS	Wang Shi, China	
	Heritage Management	Wang Shi, China	
	Environmentally Sensitive Practices	Wang Shi, China	
	Community Involvement	Wang Shi, China	
	Planning for the Future	Wang Shi, China	
2004	CATEGORY A	Annapolis Royal, Canada	
	CATEGORY B	San Jose, PRC	
	CATEGORY C	Stutt, Munich, Germany	
	CATEGORY D	City of Honolulu, USA	
	CATEGORY E	Colts Harbour, Australia	
	SPECIAL AWARDS	Changshu, PRC	
	Heritage Management	City of Toronto, S Africa	
	Environmentally Sensitive Practices	Rawlwards, Netherlands	
	Community Involvement	Rawlwards, Netherlands	
	Planning for the Future	Colts, Slovenia	
2005	CATEGORY A	Mission Hills Golf Resort, Shenzhen, PRC	
	CATEGORY B	Growing up Public Golf Course, Willesea, Australia	
	CATEGORY C	Bivona Garden, Shanghai	
	CATEGORY D	Shimao Group	
	CATEGORY E	Saint-Michel Environmental Complex, Montreal, Canada	
	SPECIAL AWARDS	Dungannon, Ireland	
	Heritage Management	Endrie, Spain	
	Environmentally Sensitive Practices	Songling, PRC	
	Community Involvement	Coveney, England	
	Planning for the Future	Taiwan, South Africa	
2006	CATEGORY A	Dungannon, Ireland	
	CATEGORY B	Endrie, Spain	
	CATEGORY C	Songling, PRC	
	CATEGORY D	Coveney, England	
	CATEGORY E	Taiwan, South Africa	
	SPECIAL AWARDS	Willesea, Australia	
	Heritage Management	Pilsen, Czech Repub.	
	Environmentally Sensitive Practices	City of Westminster, USA	
	Community Involvement	Tchawara, S Africa	
	Planning for the Future	Whistler, Canada	
2007	CATEGORY A	Cloekilly, Ireland	
	CATEGORY B	Mancos, Czech Republic	
	CATEGORY C	Leswick, Austria	
	CATEGORY D	Malino, Sweden	
	CATEGORY E	Taijui District, Chongzhou, China	
	SPECIAL AWARDS	St Walburg, Canada	
	Heritage Management	Lyon, France	
	Environmentally Sensitive Practices	New Zealand	
	Community Involvement	Gair Canara, Spain	
	Planning for the Future	Richmond, Canada	

### The International Awards for Liveable Communities

Alcoa House, Chisipin Close, Reading, Berkshire, England, RG4 7US.  
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Press office E-mail: [livcomawards@btinternet.com](mailto:livcomawards@btinternet.com)  
Printed by: Apple Print Ltd Tel: +44 (0)1635 921 654 Fax: +44 (0) 1635 529 314 Web: [www.appleprint.co.uk](http://www.appleprint.co.uk)  
Design by: Squires Design Tel: +44 (0)118 945 5395 Fax: +44 (0)118 945 5395 Email: [chris@squiresdesign.co.uk](mailto:chris@squiresdesign.co.uk)





## Registration Form Bursary Award

Only communities entering the Whole City section of The International Awards for Liveable Communities are eligible to apply for a Bursary Award of up to £10,000.

- The project must attract matching funding of up to £10,000 but the total cost must not exceed £20,000.  
A detailed budget must be submitted with the Bursary Application.
- An Award will be made for a project that furthers the objective of the creation of a liveable community and satisfies one or more of The International Awards for Liveable Communities Judging Criteria.
- There is no restriction on the format of the project, e.g. construction, education, technical exchange, research etc.
- The project must be completed within twelve months of the Award.
- Applications must give full details of the reason for the project, the project outline and objectives and the expected outcomes of the project.
- Applicants should submit three copies of the project, which must not exceed 3,000 words plus diagrams, pictures etc.
- The amount awarded will be paid on completion of the project at a ceremony, where possible, at the site of the project.
- Recipients of a Bursary Award will be required to provide an article of between 800 and 1,000 words together with photographs, reporting on the project for publication in the *livra* Bulletin.
- Applications must be registered by 31st May 2008 and be submitted by 30th June 2008.
- There is no limit to the number of Projects that a community may enter for the LivCom Bursary Award.
- The Panel of Judges will invite a number of Bursary Award Projects to be presented at the LivCom Finals. Arrangements for these presentations will be notified at the same time as the invitation to participate in the Finals is issued.

*Nations in Bloom Ltd. reserves the right to cancel any 'The International Awards for Liveable Communities' competition and in these circumstances will not be liable for any costs incurred or committed*

### Name of Community:

Contact details (Full name & title):

Address:

Telephone (include full code):

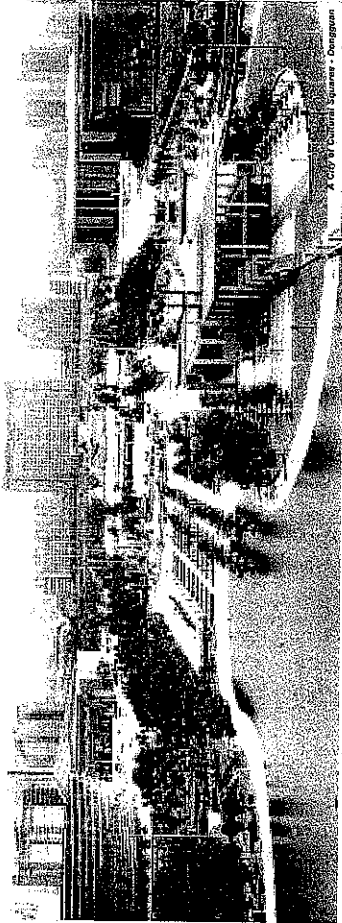
Fax:

Email:

Bursary Project:



**PLEASE RETURN TO:**  
The International Awards  
for Liveable Communities  
Globe House,  
Crispin Close, Reading  
Berkshire, England, RG4 7JL  
Tel/Fax: +44 (0) 118 946 1661  
E-mail: info@livcomawards.co.uk  
Web: www.livcomawards.com  
Press office E-mail:  
livcompres@btinternet.com



## Welcome to Dongguan - China, host of The International Awards for Liveable Communities 2008 (The LivCom Awards)

In 2008, Beijing City - China will host the 29th Olympic Games and Dongguan City - China will host the International Liveable Communities Award. In the meantime, Dongguan will celebrate the 1,250th anniversary of its foundation. Having been awarded First Place and receiving a Gold medal at the International Awards for Liveable Communities in 2006, it is a great honour for Dongguan to be able to host the LivCom Awards.

Dongguan is located where the Zhujiang River reaches the South China Sea. Its total area is 2,465 square kilometers with a total population reaching 6.5 million. Dongguan has natural and ecological advantages due to its privileged geographic position, where rivers, sea, and mountains come together.

Dongguan is renowned for being home to numerous delicious fruits native to the South of the Five Ridges area. Dongguan is rich in lychee, banana, and longan. The City's green coverage rate of 45% and its 16 forests parks, make Dongguan a characteristic Garden City in the Pearl River Delta.

Dongguan was one of the places where the South of Five Ridges civilization originated in China, with a documented history of civilization that dates back more than 5,000 years. Its abundant heritage, seen in numerous relic sites, reveal the mysterious and beautiful stories of the city. Dongguan was also one of the first places in all of China to have established relations with foreign countries. The incense of China Eaglewood, which Dongguan was renowned for, was an important commodity for the ancient "Silk Road of the Seas", thus giving Hong Kong its name.

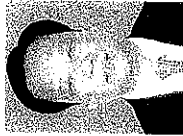
Dongguan, which is a famous City for modern manufacturing industry, is a City full of vitality, glamour, and hope. It is here where ancient and modern civilizations fuse, giving Dongguan its magnificent splendor.

Dongguan's spirit summarizes its vision: "To be as welcoming as the sea to which the rivers flow, with deeply rooted ethics and pragmatism". Dongguan is the place where Eastern and Western culture blend to create a superior culture.

The beautiful city of Dongguan sincerely welcomes you to visit.

Dongguan Municipal Government

Mayor Li Yu Quan



**Li Yu Quan**  
Mayor  
Dongguan Municipal Government

Registration Form  
Whole City Awards

Registration to be completed by 31st May 2008  
Please complete in capitals in black

**Community:** \_\_\_\_\_

**Contact details:** all contact will be with person named below

**Title** (Dr, Mr, Miss, Ms etc.): \_\_\_\_\_

**Family name: Given name:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Country: Postcode:** \_\_\_\_\_

**Telephone** (including full codes): \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Community Web Address:** \_\_\_\_\_

I wish to register the intention of the community shown above to participate in The International Awards for Liveable Communities in the category indicated below:

Category	Average Daytime Population	Please tick box	Average Daytime Population	Please tick box	
A	Up to 20,000	<input type="checkbox"/>	D	200,001 - 750,000	<input type="checkbox"/>
B	20,001 - 75,000	<input type="checkbox"/>	E	Over 750,000	<input type="checkbox"/>
C	75,001 - 200,000	<input type="checkbox"/>			

Millions in bloom Ltd. reserve the right to cancel any 'The International Awards for Liveable Communities' competition and in future circumstances will not be held for any costs incurred or committed

Signature \_\_\_\_\_ Date \_\_\_\_\_

LiveCom Personal Award

The LiveCom Personal Award was introduced in 2007, and nominations are invited for the 2008 Award. LiveCom invites nominations of individuals, who have given exceptional service relevant to one or more of the LiveCom Judging Criteria that has made a significant positive difference to the quality of life of citizens of their community, or of a wider Region.

Nominations must be registered by 31st May, and LiveCom must receive a full CV and supporting information, signed by three Seconders confirming the accuracy of the information, by 30th June.

LiveCom is not committed to making a Personal Award each year.

Please complete and return the following Nomination to LiveCom at Globe House.

I wish to nominate \_\_\_\_\_ of \_\_\_\_\_ as a Candidate for the LiveCom Personal Award.

Signed \_\_\_\_\_ of \_\_\_\_\_

Print name \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

The LiveCom Awards  
Whole City Awards

The LiveCom Awards is the world's only Competition for local communities that focuses on environmental management and the creation of liveable communities.

The objective of The LiveCom Awards is to encourage best practice, innovation and leadership in providing a vibrant, environmentally sustainable community that improves the quality of life.

Investment in The LiveCom Awards will result in increased international profile for your community and an opportunity to learn from communities from around the world International Best Practices in environmental and landscape management, heritage management, community empowerment and forward planning.

The LiveCom Awards covers five population categories. Communities are compared against others within their population category but are judged as to how they are performing in respect of the judging criteria within the cultural, political, economic, geographic and climatic environment in which they are situated.

JUDGING CRITERIA

**Enhancement of the Landscape:** Landscaping, in the context of the Awards, is the aspect of the City and Townscape, which creates an environment enhanced through non-cultural and infrastructure designs. It must be demonstrated how landscaping in a community has brought together all of the desired elements, both synthetic and natural. The Awards will seek evidence of the protection of the natural heritage and of ecologically important sites, biodiversity and introduction of vegetation in more difficult environments. This section should demonstrate how the landscape in your community has been enhanced to create an environment that generates civic pride, facilitates enjoyable recreational experiences and improves the quality of life within your community.

**Heritage Management:** Heritage, in the context of the Awards, is defined as the bringing together of historic property, green and natural heritage, industrial heritage, language and cultural practices, designed and protected. This section should demonstrate how your community values, preserves and manages relevant, the multi-cultural nature of its heritage, so as to contribute positively to the quality of life of current and future generations.

**Environmentally Sensitive Practises:** This section should demonstrate how your community has adopted innovative environmentally sensitive practices and pursues initiatives that result in sustainable management of the environment. The Judges will seek evidence that your community is developing in efforts to apply sustainable development and to promote best practices that lead to the preservation of the environment. This would include the enhancement of the quality of air, water and land, biodiversity and the reduction in the consumption of natural resources through use of alternative materials and sources of energy and recycling.

**Community Sustainability:** This section should demonstrate the method and style of ongoing involvement of individuals, groups and Organisations in the planning, development and management of the local community, and how the local community is approached and react to the opportunity of being part of its development. This section of this section will include innovation, development, satisfaction, resources and involvement.

**Healthy Lifestyles:** This section should demonstrate the community's record of healthy lifestyles, both through the provision of appropriate facilities, and the promotion of active participation. The healthy lifestyle award should include evidence of the provision of opportunities for community recreation, sport, cultural activity (especially festivals, carnivals etc.) and by further examples of dynamic social integration.

**Planning for the Future:** This section should demonstrate the use of sensitive and creative planning techniques for the creation of sustainable, liveable community. Your Presentation should demonstrate how higher levels of strategic plans integrate with your specific plans. It should address the needs of the community and how they are being, or are to be, implemented in practice, in context linked to available resources, so as to address all the aspects that make up a truly liveable community.

JUDGING PANEL

The International Panel of Judges comprises environmental and landscape management professionals, who will operate in teams of three to assess the presentations at the Finals.

How to enter The International Awards for Liveable Communities.

**1. Registration:** Complete Registration Form on page 4 and send to The International Awards for Liveable

Communities by the date quoted on the Registration Form.

- 2. Written Submission:**
- The final written submission should consist of:
    - Maximum of 4,500 words in English - not including titles/headers
    - Maximum of 24 photographs to be captioned and dated

The submission should show how your community is addressing each of the criteria set out above. A community is defined as the whole area administered by the community.

Each of the judging criteria carries with it equal marks.

Communities registering to participate in categories A,B,C or D in The LiveCom Awards must provide, by the date quoted on the Registration Form, four copies of their submission, for category E, seven copies. You will be advised of where to send your submission upon receipt of your Registration Form.

Electronic submissions cannot be accepted.

**3. Judging:** The Panel of Judges will review each submission at the interim Judging stage and will select communities from each population category to make a Presentation at the LiveCom Awards Finals, to be held at the venue and during the dates quoted on the Registration Form.

**4. Final Presentations:** If, following the interim Judging process, your community is selected as a Finalist in The LiveCom Awards there are some key points to bear in mind:

- A maximum of three representatives from your community will be able to make the Presentation, plus an interpreter if required.
- Presentations must be made in English.
- Presentations must not exceed 40 minutes and may include a digital video disk (DVD) also in English, or no longer than 12 minutes duration.
- Appropriate equipment will be provided.
- Communities will be permitted to use other visual aids, e.g. PowerPoint (a LCD projection system will be provided), during their Presentation. Other equipment must be supplied by the community. The International Awards for Liveable Communities will not be responsible for the performance of equipment not supplied by the Organisers.

At the end of each Presentation, the Panel of Judges will ask questions. If the assistance of an interpreter is required during the question period, your community must provide the interpreter and extra time will be allowed.

# Registration Form

## Environmentally Sustainable Project Awards

Registration to be completed by 31st May 2008  
Please complete in capitals in black

**Project:** \_\_\_\_\_

**Contact details:** all contact will be with person named below

**Title** (Dr, Mr, Miss Ms etc.): \_\_\_\_\_

**Family name: Given name:** \_\_\_\_\_

**Job title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Country: Postcode:** \_\_\_\_\_

**Telephone** (including full codes): \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Project Web Address:** \_\_\_\_\_

I wish to register the above Project in The International Awards for Liveable Communities, Environmentally Sustainable Project Awards.

If the Project is entered in conjunction with a Whole City registration, no Registration Fee is payable.

If the Project entered is *not* associated with a Whole City registration, a Registration fee of £200 is payable

I would like to pay by:

Direct credit to Barclays Bank, A/C The International Awards for Liveable Communities, sort code 20-71-03, A/C 10672548, Pangbourne Branch, P.O. Box 27 Reading RG1 2HD, UK.

IBAN code GB 33 BARC 2071 0310 6725 48 SWIFT code BARC GB 22

VISA/Mastercard/American Express. (delete as appropriate)

Please debit my account

Expiry date

Enclosed cheque/bankers draft to the value of £..... sterling, payable to The International Awards for Liveable Communities.

Notations in Bold text, ensure the right to cancel pay. The International Awards for Liveable Communities' competition end in these circumstances will not be held for any costs incurred or committed

Signature

Date

Projects may be sponsored by the Public or Private Sector or a partnership of both. To enter more than one Project - please photocopy Registration Form.

# The LivCom Awards

## Environmentally Sustainable Project Awards

The objective of the Environmentally Sustainable Project Awards (ESPA) is to recognise innovative Projects that demonstrate sustainability and environmental awareness, and to encourage the maximum positive impact on the local environment.

**Eligible Projects:** Eligible Projects will be those that are completed or of which a significant proportion has been completed and is in use. Projects may be sponsored from the public sector, private sector or by partnership or both. A sponsor may enter more than one project.

**Enhancement of the Landscape:** Landscape, in the context of the Awards, is the aspect of the Project, which creates an environment enhanced through horticultural and infrastructure designs. It must be demonstrated how the landscaping in a Project is integrated with other elements of the Project, so as to establish links between a project and its environment, to create a sympathetic relationship between the built and natural landscape. The Judges will seek evidence of sustainability and biodiversity with special reference to the introduction of vegetation in more difficult environments.

This Section should demonstrate how the landscape in the Project has been enhanced to create an environment that generates pride, facilitates enjoyable recreational experiences and improves the quality of life for those using the facility.

**Heritage Management:** This section should demonstrate how the Project reflects the heritage of the country or neighbouring area, also how the natural area is valued, has been preserved and its heritage managed so as to contribute positively to the quality of life of current and future generations.

**Environmentally Sensitive Practices:** This section should demonstrate how the Project has adopted innovative environmentally sensitive practices and pursues initiatives that result in sustainable management of the environment. The Judges will seek evidence that the Project is involved in efforts to apply sustainable

development and to promote best practices that lead to the development, conservation and preservation of the environment. This would include the reduction in the consumption of natural resources, energy and the recycling of waste products...

**Community Sustainability:** This section should demonstrate the method and style of ongoing community involvement in the development, management and use of the Project, including social activities.

**Planning for the Future:** This section should demonstrate the use of appropriate plans to ensure the ongoing sustainability and development of the Project. The Presentation should demonstrate how the overall, longer-term plan embraces each component of the Project.

### JUDGING PANEL

The International Panel of Judges includes environmental and landscape management professionals, who will operate in teams of two to assess the Presentations at this Finals.

**Registration:** Complete the Registration Form on page 8 and send with any Registration Fee payable to The International Awards for Liveable Communities by the date quoted on the Registration Form.

Submissions to be a maximum of 3,000 words and to contain not more than ten photographs.

The submission should show how the Project relates to each of the criteria set out above.

**Electronic submissions cannot be accepted.**

**Judging:** The International Panel of Judges will review each submission at the Interim Judging stage and will select Projects to be Presented at the LivCom ESPA Finals, to be held at the venue and

during the dates quoted on the Registration Form.

**Final Presentations:** If, following the Interim Judging process, your project is selected as a Finalist for the LivCom ESPA Awards, there are some key points to bear in mind for the format of your Presentation at the event.

- A maximum of two representatives of the project will be able to make the Presentation.
- Presentations must be made in English.
- Presentations will last 30 minutes and may include a digital video disk (DVD), also in English, of no longer than 6 minutes duration. Appropriate equipment will be provided.
- Presenters will be permitted to use other visual aids, e.g. PowerPoint (a LCD projection system will be provided), during their Presentation. Other equipment must be supplied by the Presenters.
- The International Awards for Liveable Communities will not be responsible for the performance of equipment not supplied by the Organisers.
- At the end of each Presentation, the Panel of Judges will ask questions. If the assistance of an interpreter is required your community must provide the interpreter and extra time will be allowed.

