

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, July 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. **AGENDA APPROVAL**

3. **EXECUTIVE SESSION (5:30 p.m.)**

Item 1: 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;

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;

Item 4: 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;

4. **ARISE AND REPORT**

5. **MINUTES**

- June 16, 2008

6. **DELEGATION**

None

7. **CITY MANAGER'S REPORT**

- .1 City Manager's Work Plan

1 - 4

8. **DIRECTOR'S REPORTS**

- .1 Second Quarter Reports from Directors

5 - 14

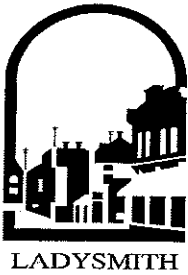
9. **STAFF REPORTS**

- .1 Director of Public Works  
Re: Spirogester Repair Costs

15

|  | <u>Pages</u>   |
|--|----------------|
| .2 <u>Director of Public Works</u><br>Re: Backhoe Tender (Report to be circulated at meeting.)   |                |
| .3 <u>Director of Public Works</u><br>Re: Curb and Gutter Strathcona Road  | <b>17 - 19</b> |
| .4 <u>Director of Public Works</u><br>Re: Laboratory Services Tender   | <b>21</b>      |
| .5 <u>City Manager</u><br>Re: Kilometric Rate for use of Private Vehicles  | <b>23 - 27</b> |
| .6 <u>Director of Corporate Services</u><br>Re: Street Closure Requests  | <b>29 - 31</b> |
| .7 <u>City Manger</u><br>Re: Update on Proposed dates for Community Visioning Sessions   | <b>33</b>      |
| .8 <u>Manager of Development Services</u><br>Re: City Hall Façade  | <b>35 - 36</b> |
| <b>10. MEMBER SUBMISSIONS</b><br>None  |                |
| <b>11. CORRESPONDENCE</b>  |                |
| .1 <u>D. Lemelin, National President – Canadian Union of Postal Workers</u><br>Re: Request for Submissions to Save Universal, Public Postal Service          | <b>37 - 43</b> |
| .2 <u>Minister I. Chong, Ministry of Community Services</u><br>Re: 2008 Allocations under the Traffic Fine Revenue Sharing Grant Program                     | <b>45 - 46</b> |
| .3 <u>L. Blatchford</u><br>Re: Request for New Signs on Trans Canada Highway Regarding Engine Brakes   | <b>47</b>      |
| .4 <u>P. Legacy, President – Royal Canadian Legion Branch 171 Ladysmith</u><br>Re: Request for Handicap Parking Space on First Avenue in Front of the Legion | <b>49</b>      |
| .5 <u>Minister Colin Hansen</u><br>Re: 2010 Winter Games Community Mark Program  | <b>51 - 52</b> |
| .6 <u>Mayor Sam Sullivan, City of Vancouver</u><br>Re: Municipal / Provincial Fiscal Imbalance   | <b>53</b>      |
| .7 <u>K. Hiebert / M. McGuigan</u><br>Re: Request for Town Bench Gatacre St / Second Ave.  | <b>55</b>      |
| <b>12. NEW BUSINESS</b>  |                |
| .1 <u>Councillor R. Johnson</u><br>Re: Bottled Water (no attachment)   |                |
| <b>13. UNFINISHED BUSINESS</b>   |                |

**ADJOURNMENT**



## Town of Ladysmith

### STAFF REPORT

To: Government Services Committee  
From: R. Malli  
Date: July 16, 2008  
File No: 0650-20 mngnt

---

Re: City Manager's Work Plan

#### Departmental Overview:

The City Manager provides strategic and operational leadership to the organization and reports directly to Council.

The position has four direct reports, three directors (Corporate Services, Core Services- (Public Works) and Community Services- (Parks, Recreation and Culture) and one manager (Community Services-Development). The City Manager is responsible for assigning work from Council to senior staff. The City Manager has work assigned to her directly from Council, as well as community, operational and legislative responsibilities.

To be successful in the role, the City Manager must maintain strong positive relationships with existing Council and staff (including prospective employees), business and other community members, and also other government and professional contacts.

#### Departmental Focus:

Two key questions are posed for our decisions and actions, both revolving around people; the people we serve and the people who are providing the service. Key questions are:

- How does this decision impact the service value that we provide to our citizens today and in the future?
- How does this decision or action impact the ability of our staff to perform service to our citizens today and in the future?

#### Strategic actions:

We strive to take actions that support transparency, sustainability, valued service and communication. In the second quarter of 2008, highlights include the completion of union negotiations, which resulted in a new collective agreement, completion of a corporate restructure, and the commencement of a comprehensive community visioning process. In addition, we continue with our focus on corporate foundational work (recruitment, retention, training, providing adequate workspaces, communication, policy and systems change).

Review of Q1 and Q2 assigned tasks:

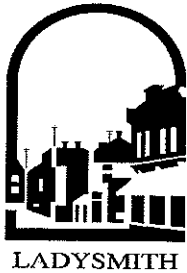
| <b>Project or Task</b>   | <b>Discussion</b>  | <b>Status-Next Steps</b>  |
|--|--|---|
| Director of Corporate Services and Manager of Financial Services | City Manager assumed duties of Corporate Services Manager until a replacement was hired and currently assumes duties of Manager of Financial Services.   | Additional duties have increased City Manager's (CM) work load significantly. The department has risen to the challenge to support the CM. Both positions filled. |
| Corporate Restructure  | Complete   | Complete-continue to communicate/refine   |
| City Hall renovation   | Renovations commenced  | Internal office renovations in progress; Commenced long term solution.  |
| Licences of Occupation-DL 651                                    | Council approval and application   | Complete: Application submitted and approved. Removal action from Province pending.   |
| Chamber of Commerce-Contract Visitor Info Centre                 | Contract approved by Council and signed by Town and Chamber  | Complete  |
| Community Energy Plan  | RFP awarded to Sheltair Group. Commission involved in the project.   | Project in progress, working with Environmental Commission.   |
| Leadership BC Ladysmith  | CM chair of advisory committee and Town point of contact for Habitat for Humanity project. Public meeting held, land transfer and subdivision process underway.  | Complete for 07-08. New co-ordinator hired and recruitment underway for new participants. Habitat Project underway. CM to continue as chair for 08-09.            |
| MALU-Institute of Leadership and Innovation                      | CM chair. Focus on leadership training for local government employees and officials. Grant obtained from MFA to develop a certificate program-approved. Program provides partial exemption for Leadership BC participants. | Complete-CM to continue as chair for 08-09.   |
| Negotiations and renewal of Collective Agreement                 | Negotiations commence March 31.  | Complete  |
| Quarterly Reports and Action Plans                               | Quarterly reports and action plans commenced Jan 08. Monthly verbal updates.   | Complete and on going   |
| Special Projects   | Staff hired for position   | Complete-Restructure  |
| Annual Report  | Internal production successful   | Complete-Public Meeting on July 22.   |

Work Plan Additions or other duties Q1 and Q2:

| <b>Work</b>  | <b>Status</b>  | <b>Discussion and Next Steps</b>  |
|--|--|---|
| Environmental Commission   | Bylaw approved; advertisement for members                    | Members selected and second meeting held. Next steps: define tasks.                               |
| Volunteer Appreciation   | Commenced steps to develop a volunteer appreciation package  | Review draft  |
| Job descriptions   | Review as postings occur                                     | Nearing completion  |
| Performance Reviews  | All staff completed  | Complete  |
| Communications Plan  | Draft completed  | Review and implement  |
| Crystal Meth Grant   | Complete   | Complete  |
| Community to Community Grant   | Next grant is available                                      | Application for C2C grant with Chemainus First Nations  |
| Financial Plan   | Adopted May 15   | Complete  |
| Spirit Squares   | Obtained grant, agreement revision received                  | Review agreement, assigned to staff, commence project plan with citizens under visioning process. |
| Environmental Sustainability Direction                               | Enhance knowledge-staff training                             | Internal Green Team, intern hired.  |
| MATI 2 Mentor  | CM MATI 2 mentor (leadership)                                | Complete  |
| Employee Development   | Learning Day held in May focused on team work                | Next learning day in Sept   |
| Habitat for Humanity   | Work with LBCL and Habitat-legal, subdivision and servicing; | Land disposition process underway-Corporate services  |
| UBCM-Province of BC Working Group on Carbon Neutral Local Government | City Manager on Joint Committee                              | On going until UBCM   |
| LGMA-Women in Local Government                                       | CM on advisory team  | Draft for conference completed.   |
| Grant applications   | CAEE and Solar community grant applications made             | BCF applications-Water and Sewer in process   |
| Transit - develop and implement comprehensive plan -internal link    | Trolley program and inter municipal links                    | BC Transit, CVRD and RDN connections. Commission feasibility report.                              |
| Intern Program   | Hired staff  | Successful internship currently focused on sustainability.  |

To be considered after July 1, 2008

- Strategic Plan 2004-2008 (completion celebration)
- Strategic Plan 2009-2013 (complete)
- Enhance decision making criteria (values, policy and procedures)
- Values assessment and accountability (introduce and implement)
- School District: field development, Community connections program, joint use, review off-street parking agreements, field meetings, bookings, school site acquisition and joint energy management
- Harbour and waterfront upland development
- Citizens forum (strategic planning for, not logistics of)
- Project management implementation
- Customer Service survey
- Inquiry response strategy (email, phone, customer service)
- Emergency planning (Emergency planning with CVRD for all managers to Level 3/location of office)
- Strategic directions - all work tied
- Job equity (job description review-this is being started)
- Marine Park
- Family Emergency Planning
- Implement Stakeholder strategy
- Vandalism Reduction Initiative



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: July 10, 2008  
File No: 0650-20 mngnt

---

Re: SECOND QUARTER REPORT

The Second Quarter continued to be very busy for the Public Works Department. We still experienced cool wet weather until well into June.

#### **OPERATIONS**

The cool, wet weather during the second quarter pushed back the start of the line painting program. We attempted to start in late May but the conditions did not allow for the paint to dry. We finally started the program in late June. Vandalism still seems to plague us with a number of instances of catch basin grate removals, irrigation heads being kicked off, and an incidence of plants being removed. The crack filling program was completed along with the catch basin cleaning. We completed the steam cleaning of the sidewalks from Aggie Hall, through the downtown and down to Transfer Beach. The debris cleanup of the beach was completed just prior to the Paddlefest celebrations. The dust control program was also completed in late June.

The watermain flushing continued until the water restrictions were put into place. The program will recommence in the fall when the restrictions are lifted. A number of major water breaks developed in the first week after we put the new reservoir on line due to the added pressure. Crews were kept busy with the repairs. There were also a number of minor breaks. The brushing program was started and continues throughout the summer along with the storm sewer flushing.

The first meeting for the Liquid Waste Management Committee identified the need to visit a couple of alternate sewage treatment processes. Curtis Baker, our engineers, and myself visited a couple of Membrane facilities in Washington and a couple of Moving Bed Bio Reactor plants in Oslo, Norway. A report to the committee brought forth a recommendation to proceed with the Moving Bed Bio Reactor with a Dissolved Air Flootation polishing.

The new engineer started in early July. The workload for the department is still fairly heavy with the inspections required for the Towns Capital works plus the works being undertaken by the private contractors and developers.

## CAPITAL

The Public Works Department continues to do the majority of the Capital projects authorized by Council. The second Quarter saw completion of the Transfer Beach Washrooms. It should be noted that the washrooms were constructed to use recycled water from the spray park for the toilets and urinals. We also painted the electrical building and the concession stand to match the new colours of the bathrooms. Craig/Davis Road Sidewalks were completed along with the paving of Ludlow Road which was part of the Home Hardware Frontage. Work started on the Archives facility in the basement of Tim Hortons. The main plumbing and electrical were completed along with the wall construction and the insulation. The gyproc is up and the taping is underway. The facility should be ready for paving in approximately one week.

The spirogestor installation was completed and the work went very well. The total volume of sludge that was delivered to SPL Waste Water Recovery Center in Victoria was 714 meters. Delivery of the MCC and the Chlorination Equipment will be around the middle of July.

The new reservoir is completed and is now online. The only work remaining is the filling in of the existing Arbutus Reservoir and some minor adjustments with the chlorination system. The utility installation on Strathcona Road was started in May and should be completed in mid July. The surface work will commence as soon as the utilities are installed.





## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Patrick Durban, Director of Parks, Recreation & Culture  
Date: July 11, 2008  
File No: 0650-20 mngnt

---

#### **2008 Second Quarter Report**

##### **Aquatics**

- Second Quarter Revenue: \$89,751
- Aquatic programs (private and public swim lessons): \$14,810 – 425 participants
- Aquatic high level courses: \$11,910 – 72 participants
- Aquatic admissions: \$29,442 – Stats 11,005
- Aquatic pool rentals: \$16,288
- Aquatic school rentals: \$16,579. Total of 15 schools either through sets of lessons or recreational swims; Kuper Island School having the most challenge co-ordinating transportation and ferry schedules; the month of June saw students from Patti Cavers class at Ladysmith Intermediate School (LIS) being introduced to kayaking with Sealegs Adventures at FJCC and later at Transfer Beach; staff also accompanied students from LIS on their annual trip to Hart Lake
- Aquatic special event revenue \$670; popular monthly Dive-in Cinema with approx 60 per swim;
- Monthly sponsored swims by LPRC and Community partners - Coronation Mall Merchants Association, Spirit of BC-Cowichan Days and Tim Horton's with approx 100 per swim
- Last Friday of every month sponsored Adaptive Fitness swim by Ladysmith Fraternal Order of Eagles with approx 15 participants per swim
- Adaptive Fitness swim Monday to Friday – Stats 1,209
- Hosted the class of 2008 dry grad with approx 85 students and 30 parents on June 27
- Prepared floats for swimming area at Transfer Beach which were installed by Bud Bell from Sealegs

##### **Fitness**

- Fitness Centre Stats
  - April - 3752
  - May - 3431
  - June - 3075
- Drop-In Fitness Classes
  - April - 360
  - May - 332
  - June - 256
- Registered Classes – offering a total of 17 different registered fitness classes - 250 participants
- Total revenue for the fitness centre and programs: \$48,000
- Kids Tri – June 8
  - Excellent event with many volunteers, 16 community sponsors and 60 participants

- Employee Commuter Challenge
  - Assisted in organizing the First Employee Commuter Challenge
- Ladysmith Eagles Sports Equipment Sponsorship
  - Worked with the Ladysmith Eagles to secure a donation of \$1,500 to be used to purchase sports equipment for children; LPRC is able to offer more intro sports programs for kids in the Fall

### **Community**

- Summer Leisure Guide distributed in early June; good response to new cover design;
- Community program revenues \$12,848, up 30% overall compared to Spring 2007:
- Youth Services:
  - Rec Room usage down as weather improves; staff working to develop strategies to attract teens for social activities and gym use, especially on Friday evenings
  - ongoing recruitment for Youth Council, ongoing discussions regarding role of Youth Council in community
- Spirit of BC
  - ongoing discussion with co-chair Duck Paterson and community committee
- Spirit of Cowichan Days - Ladysmith: A successful 4-day event spearheaded by Lake Cowichan: with events taking place in Ladysmith on May 4; events included the Spirit Pole tour with drumming and dancing demonstrations, and carving of the pole by many Ladysmith citizens; a "Taste of Ladysmith" food fair with participation by a variety of community members and businesses; free recreation and cultural activities including golf, swimming, kayaking, art show, trail walks, museum tours; Ladysmith Historical Society artifact and photo display on 1<sup>st</sup> Ave.
- Ongoing liaison with community organizations and committees
  - Ladysmith Interagency Group (LIG): to review LIG sustainability in Fall 2008
  - Ladysmith Early Years Plan: finalized the Early Years Strategic Plan
  - Ladysmith Youth Advisory Coalition: welcomed the new counsellor, to Ladysmith; early planning for a fall youth event partnering with VIHA (youth addictions), OPT (sexual health) and LPRC (recreation)
  - Ladysmith Community Health Advisory Committee: reviewing Terms of Reference now that the Lodge on 4<sup>th</sup> is open and the transition of the hospital to a Community Health Centre is well underway
  - Ladysmith Family and Friends: the new board of directors began a new strategic planning process, which will continue through summer
  - Literacy Now: strategic planning for a Community Literacy Plan in collaboration with School District 68; plan completed in June and submitted to Literacy Now
- Participation in May 10 "Teddy Bear Picnic" to promote our department's programs and services for families with children 0-6 years
- Hired summer daycamp staff: one full-time summer coordinator, two full-time senior leaders, and three part-time junior leaders
- Received Celebrate Canada Day grant for \$1,800; planning includes Sandy Jasper coordinating the stage show, and summer leaders facilitating the games and activities

### **Maintenance**

- Replaced impellor on main pool pump
- Replaced ozone supply lines for all three pools
- Repairs to Oasis boiler
- Repaired the roof of the Kin Shelter at Transfer Beach
- Ongoing repairs to Brown Drive Park washrooms due to vandalism
- Working to improve monitoring system at the Expo building

- Leak in basement ceiling isolated; staff investigating options to fix
- Installed six baby seats in changerooms
- Pavers installed bordering staircase at Frank Jameson Community Centre
- Hired two casual staff
- Filled the permanent part-time position and the temporary full-time position
- Installed electrical lock out switch for RCMP irrigation
- Constructed and installed shelving; cut holes and added grommets on work station at RCMP
- Installed bulletin and notice boards at RCMP
- Quarterly inspections of elevator, air handling units at FJCC and RCMP

#### **Administration**

- Staff produced (designed, layout and printing) the 2007 Annual Report for the Town of Ladysmith
- Staff working with user groups to ensure the renovations required at Aggie Hall are noted; information presented to local service clubs in an effort to acquire additional funds for this project
- In an effort to reduce expenditures and improve the look of the Leisure Guide, Staff are preparing to create in house the upcoming 2009 Winter Leisure Guide; revenue for ad space in guide will additionally reduce the cost to produce
- Staff assisted Nanaimo Youth Services (NYS), the organizer of Bladerunners, in ensuring their move to the Town building on High Street was successful
- Staff completed and received the provincial West Nile grant of \$10,000
- Two casual staff members have joined the reception team, allowing existing reception staff the opportunity to be cross-trained at City Hall
- On average the front reception staff attend to 250 patrons per day. Many of these patrons purchase passes; on average we sell 20 passes per day. They have processed course registration revenue of \$52,716 facility admissions of \$70,000 and facility booking revenue of \$23,408. Included in the facility admissions is the corporate pass system. We have four Town organizations taking advantage of this program with the revenue generated for the second quarter as just under \$4,000.
- Staff worked with the Citizens On Patrol to help facilitate the Cops Crunch
- Staff assisted in the completion of the 2008 budget





## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: July 15, 2008  
File No: 0650-20 mngnt

---

Re: CORPORATE SERVICES DEPARTMENT WORK PLAN:  
REPORT ON 2<sup>ND</sup> QUARTER ACTIVITIES (APRIL TO JUNE 2008)

#### **Overview**

The Corporate Services Department includes the following program areas:

- Administrative Services (customer service, Council agendas and minutes, bylaws, corporate communications)
- Financial Services (financial management, financial reporting and tangible capital asset management)
- Human Resources (staff relations including: training, recruitment, health and safety, and employee wellness)
- Payroll/Information Technology (payroll, benefit administration, computer technology/system management)

#### **Strategic Priorities:**

- Completed restructure of Corporate Services Department (hired S. Bowden as Director and reassigned S. Morden to Manager of Administrative Services);
- Space needs for City Hall staff under review (consideration of alternate facility to accommodate all City Hall staff)
- Placement of Management Intern (Erin O'Melinn) finalized – ongoing work assignment and mentoring
- Conducted “wellness survey”
- Introduction of community-wide trolley service – ongoing
- Processed Habitat for Humanity project – finalizing agreements
- Assisted with logistics/media materials/Mayor’s presentation for community meeting
- Review of machine shop leases – ongoing
- Processed Commission vacancies (i.e. advertising, receipt of applications, scheduling interviews, follow-up correspondence, etc.)

- Introduced "Green Team" concept

**Legislative Requirements:**

- Conducted 14 Council meetings and 3 Government Services meetings
- Tax notices circulated and tax payments processed in accordance with the legislation
- Worked on year-end/financial statements
- Annual Report departmental submissions
- Commenced local government election preparations (appointed CEO and DCEO; attended seminar in Victoria)
- Continued research into software for capital asset reporting and management system
- Initiated New/Young Worker Orientation Program as required by WorkSafe BC
- Conducted health and safety inspection of City Hall

**Departmental Operations:**

- Hired Manager of Financial Services to commence on July 21, 2008
- Finalizing of appointment of Manager of Administrative Services in progress
- Established job description for Customer Services Coordinator – recruitment for position in progress
- 22 job postings processed
- Quarterly "Global Training" session held - focus on team building – 30 in attendance
- Consulted contractors to assist with VISA purchasing database
- Union contract negotiations finalized (includes processing retro payments)
- Processed telephone system upgrade (i.e. 10 digit dialling)

**ATTACHMENTS:**

"None".



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: July 3, 2008  
File No: 0650-20 mngnt

---

Re: DEVELOPMENT SERVICES DEPARTMENT WORK PLAN:  
REPORT ON QUARTER 2 ACTIVITIES (APRIL TO JUNE 2008)

#### **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

#### **Strategic Priorities:**

- Participated in staff team assisting with community meeting preparation and communications
- Participated in design of Community Sustainability Visioning Process
- Developed enhanced process for the review of height variance applications
- Participated in meeting with DCC consultant to review DCC projects and policy considerations
- Participated in meetings with Provincial staff regarding waterfront site investigation
- Worked with Parks Operations on map-based significant tree inventory

#### **Legislative Requirements:**

Development application processing:

- Development permits issued for 49<sup>th</sup> Parallel Grocery Store expansion; Browsersorium redevelopment; SHOA subdivision servicing – ESA/RAR;
- Notification process for: Brawner DVP and Wessex DVP;
- Development variance permits issued for: Browsersorium height; Brawner height; Crewe setback;
- Rezoning applications approved for: redevelopment of Browsersorium;
- Direction from Council received on: Creekside rezoning; Upper Holland Creek OCP/rezoning; Hotel/Mixed Use OCP/rezoning; Wessex DVP/DP;

- Legal research for Council;
- Development permits approved under delegated authority: Islander Hotel façade improvement (rear); Live-Work RAR amendment

**Departmental Operations:**

- Developed implementation plan for planning function
- Worked with SD 68 to develop cost estimate for High Street office renovations
- Worked with VIC on relocation to First Avenue
- Hired part-time planner
- Hired planning technician
- Organized and attended meetings of HRAC, ADP and APC
- Organized and attended meetings of EDC and TAC
- Prepared Quarterly Report
- Attended CVRD “Beyond the Guidebook” Learning Seminar Series

**Economic Development Strategic Plan:**

- BIZ PAL launched
- Tourism Ladysmith website launched
- Economic development and target sector marketing materials finalized
- Tourism Signage and Way-Finding Study completed by MUC students
- Research for Machine Shop business case undertaken
- Research for update of community profile undertaken
- Provided Ladysmith Maritime Society Machine Shop washroom proposal to Council

**Heritage Strategic Plan:**

- Contract awarded for preparation of Statements of Significance (SOS) for Aggie Hall and St. John’s Anglican Church
- Worked with HRAC and Parks Operations to coordinate repair of artefact route signs
- Worked with HRAC and Public Works to design downtown Heritage Area street sign blades

**ATTACHMENTS:**

“None”.





## Town of Ladysmith

### **STAFF REPORT**

To: Government Services Committee  
From: Joe Friesenhan, Director of Public Works  
Date: July 15, 2008  
File No: 5330

---

Re: SPIROGESTOR REPAIR COSTS

#### RECOMMENDATION:

That the Committee recommend to Council to authorize the additional expenditure of \$31,000 for the repair of the spirogestor with the funds to be taken out of the sewer utility reserve fund.

#### BACKGROUND / HISTORY:

The contract for the supply of the new cone, skirt, and walkway for the spirogestor repair was awarded by Council to Promag Enviro Systems in 2007. The equipment was delivered to the site in early 2007. The estimate to install the equipment from the private sector was \$300,000. That price included 30 meters of sludge for disposal. Any extra sludge would have increased the cost. It was felt that the installation cost could be reduced substantially if the work was performed in house.

The estimate for the repair was \$150,000 to do the installation in house. This included the removal of approximately 300 meters of sludge. The work has been completed and we had to haul 714 meters of sludge to SPL Waste Recovery Center in Victoria. The cost of the extra sludge brought the total cost to just under \$181,000.

#### ATTACHMENTS:

"None".





Town of Ladysmith  
**STAFF REPORT**

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

---

Re: CURB & GUTTER STRATHCONA ROAD

RECOMMENDATION:

That the committee recommend that Council award the contract for the curb & gutter work on Strathcona Road to Island Slipform Inc. for the unit prices tendered being low tender.

BACKGROUND / HISTORY:

Invitational tenders were issue to the three contractors on the island that are capable of completing curb & gutter work. Of the three companies invited, only two submitted prices as follows:

|                      |             |
|----------------------|-------------|
| Island Slipform Inc. | \$13,989.48 |
| Niko Projects Inc.   | \$14,082.53 |

Both contractors that submitted prices have done work for the Town previously and are capable of doing the work.

ATTACHMENTS:

Quote from Island Slipform Inc.  
Quote form Niko Projects Inc.

# Island Slipform Inc.

## ISI

Box 7249, Depot 4  
 Victoria, BC  
 V9B 4Z3  
 Phone: 250-478-1471  
 Fax: 250-478-4510

### PROPOSAL CONTRACT

To: Town of Ladysmith

Quote No. 06262008

Estimator: Gerry Pollock

Date: June 25, 2008

Attn: Mike Ganderton

| <b>PAYMENT DUE UPON RECEIPT OF INVOICE</b> |                                      | <b>PROJECT:</b><br>Strathcona Road |          | <b>LOCATION:</b><br>Ladysmith                                       |            |
|--|--------------------------------------|------------------------------------|----------|---|------------|
| ITEM NO.                                   | DESCRIPTION                          | APPROX. QUANTITY                   | UNIT     | UNIT PRICE  | EXTENSION  |
| 1  | Mountable Concrete Curb & Gutter     | +/-164                             | LM       | \$42.87   | \$6,601.98 |
| 2  | Non Mountable Concrete Curb & Gutter | +/-150                             | LM       | \$49.25   | \$7,387.50 |
|  |                                      |                                    |          |   | 13989.48   |
| F.O.B JOBSITE                              |                                      | G.S.T OUT                          | P.S.T IN | QUOTE VALID UNTIL (30) THIRTY DAYS-<br>subject to credit approval** |            |

REMARKS: Price does not include installation of any rebar.

**CONDITIONS:**

- (1) All survey layout, testing and grade preparation by others
- (2) Grade-Minimum 100MM depth of 20mm compacted crush to be left 25 to 50mm high for curb machine or 10 to 25mm low for hand form
- (3) Catch Basins and manholes to be 50 to 100mm low. Approved bricks or risers supplied by others. Grouting by others.
- (4) Prices based on 1 mobilization(s). \$600/add't mob
- (5) Prices to be negotiated if quantity is less than 85% of amount required.
- (6) We reserve the right to pour or not to pour in adverse weather conditions. Cold weather protection by others.
- (7) Traffic control and barricading by others.
- (8) Quantities may vary due to Contractor's take-offs.
- (9) Due to steel price fluctuations, price will be adjusted when supplies are purchased to complete work (if applicable)

\*\*A credit application in a form acceptable to us, ISLAND SLIPFORM INC., must be completed, returned, and approved prior to commencement of the work set out herein. In the event ISLAND SLIPFORM INC., in its sole discretion, denies credit to you, the CUSTOMER, ISLAND SLIPFORM INC. is not legally bound to undertake or perform the work set out herein. Further, the quote itself, its contents, or any portion thereof, is not intended to, and shall not, create a binding obligation on ISLAND SLIPFORM INC., unless your credit is accepted and approved by us.

Authorized by:

Island Slipform Inc.

SIGNATURE: \_\_\_\_\_

Gerry Pollock  
 CONSTRUCTION MANAGER

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

HOLDBACK? Y/N \_\_\_\_\_

**FAXED**  
 June 25/08

*[Handwritten Signature]*



**Niko Projects Inc.**  
 1702 Gerald Place  
 Nanoose Bay, B.C.  
 V9P 9C7

Voice (250) 468-9632  
 Fax (250) 468-9642  
 Toll Free 1-800-441-1088  
[niko@telus.net](mailto:niko@telus.net)

**"More than concrete curb & sidewalk"**

# QUOTE

| QUOTE TO          | DATE      | TO   | FROM | JOB NAME & LOCATION     |
|-------------------|-----------|------|------|-------------------------|
| Town of Ladysmith | 10-Jul-08 | Mike | Gary | Strathcona<br>Ladysmith |

| ITEM         | DESCRIPTION                 | QUANTITY | UNIT         | PRICE | AMOUNT           |
|--------------|-----------------------------|----------|--------------|-------|------------------|
| 1a           | Non-mountable curb & gutter | 133      | Lineal Meter | 54.41 | 7,236.53         |
| 1b           | Mountable curb & gutter     | 150      | Lineal Meter | 45.64 | 6,846.00         |
| <b>TOTAL</b> |                             |          |              |       | <b>14,082.53</b> |

**\*\*\*Terms & Conditions\*\*\***

- Bonding not included
- Payment 30 days from date of invoice
- P.S.T. is included, G.S.T. is not included
- Quotation valid for 30 days
- If quantity is less than 90% of estimate, prices may be subject to change
- Based on 1 mobilization per numbered item
- On approved compacted 20 mm crush gravel by others to the height of;
  - base of curb for hand forms & sidewalk
  - 50 mm higher than base of curb for machine laid
- Survey layout & concrete testing by others
- Catch basins, manholes, water valves & other obstructing utilities to be 50 mm lower than base of curb
- Grade rings or bricks supplied by others
- Barricades & traffic control supplied by others
- Winter concrete charges may apply
- Written acceptance must be received by fax or mail

Signature

Date of Acceptance

*Thank you for considering  
 Niko Projects Inc. for your construction needs.*





Town of Ladysmith

**STAFF REPORT**

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

---

Re: LABORATORY SERVICES TENDER

RECOMMENDATION:

That it be recommended to Council to award the annual tender for laboratory services to M.B. Laboratories Ltd. for the various prices quoted.

BACKGROUND / HISTORY:

Council awarded the annual tenders in March for the various services required throughout the year. At that time there were no tenders received for the laboratory testing services. A second call for tenders was issued for the laboratory services and submissions were received from

M.B. Laboratories Ltd.  
Cantest Ltd.  
North Island Laboratories

An assessment of the tenders received has M.B. Laboratories being low tender.

ATTACHMENTS:

"None".







Town of Ladysmith

**STAFF REPORT**

To: Government Services Committee  
From: Ruth Malli, City Manager  
Date: July 10, 2008  
File No: 2510-01

---

Re: KILOMETRIC RATE FOR USE OF PRIVATE VEHICLES

RECOMMENDATION:

That it be recommended to Council that the Town of Ladysmith set the corporate rate payable for the use of privately owned vehicles driven on authorized Town business in accordance with the rate set by the Canada Revenue Agency (CRA) effective immediately.

That it be recommended to Council that staff be requested to amend "Council Remuneration & Expense Bylaw 2001, No. 1427" and "Travel Expenses Policy 05-1790-B" to set the kilometric rate for the use of private vehicles on Town business in accordance with the rate established by the Canada Revenue Agency.

BACKGROUND / HISTORY:

Staff, Council and Committee members are required to use privately owned vehicles to travel on behalf of the municipality when public transit or municipal vehicles are not available.

The current approved rate for Ladysmith is .40 per kilometre. This rate has not been reviewed for some time.

A mileage survey for local municipalities is attached. Although this data was collected in 2008, it is anticipated that because of higher gasoline costs many of these rates will be out of date. Because of the fluctuation in costs, it is recommended that the Town adopt a rate that is reviewed regularly by an outside agency. The CRA reviews their rates on a regular basis and the rates are based on general principles acceptable to all governments.

The current CRA rate, for 2008 is .52 per kilometer for the first 5,000 kilometers and .46 per kilometer thereafter.

LEGISLATIVE IMPLICATIONS:

The following Town legislation will require amendment should the recommendation be approved:

- Council Remuneration and Expense Bylaw 2001, No. 1427
- Travel Expenses Policy 05-1790-B

ATTACHMENTS:

Mileage Survey

|                    |                         | <b>Mayor and Councillor<br/>Remuneration and Expenses<br/>(2008)</b> |
|--------------------|-------------------------|--|
| <b>Name</b>        | <b>Jurisdictiontype</b> | <b>Mileage Rate Paved Roads Per Kilometre</b>                        |
| 100 Mile House     | District                | 0.48   |
| Abbotsford         | City                    | 0.5  |
| Alberni-Clayoquot  | Regional District       | Not applicable.  |
| Alert Bay          | Village                 | 0.4  |
| Anmore             | Village                 | 0.45   |
| Armstrong          | City                    | 0.49   |
| Ashcroft           | Village                 | 0.49   |
| Barriere           | District                | Survey not returned.   |
| Belcarra           | Village                 | 0.52   |
| Bowen Island       | Island Municipality     | 0.52   |
| Bulkley-Nechako    | Regional District       | Not applicable.  |
| Burnaby            | City                    |  |
| Burns Lake         | Village                 | 0.44   |
| Cache Creek        | Village                 | 0.5  |
| Campbell River     | City                    | 0.47   |
| Canal Flats        | Village                 | Survey not returned.   |
| Capital            | Regional District       | Not applicable.  |
| Cariboo            | Regional District       | Not applicable.  |
| Castlegar          | City                    | 0.47   |
| Central Coast      | Regional District       | Not applicable.  |
| Central Kootenay   | Regional District       | Not applicable.  |
| Central Okanagan   | Regional District       | Not applicable.  |
| Central Saanich    | District                |  |
| Chase              | Village                 | 0.44   |
| Chetwynd           | District                | 0.45   |
| Chilliwack         | City                    | 0.42   |
| Clearwater         | District                | Survey not returned.   |
| Clinton            | Village                 | 0.44   |
| Coldstream         | District                | Survey not returned.   |
| Columbia Shuswap   | Regional District       | Not applicable.  |
| Colwood            | City                    | 0.45   |
| Comox              | Town                    | 0.47   |
| Comox Valley       | Regional District       | Not applicable.  |
| Coquitlam          | City                    | 0.52 (if outside lower mainland)                                     |
| Courtenay          | City                    | 0.52   |
| Cowichan Valley    | Regional District       | Not applicable.  |
| Cranbrook          | City                    | 0.5  |
| Creston            | Town                    | 0.57 (varies with price of fuel)                                     |
| Cumberland         | Village                 | 0.48   |
| Dawson Creek       | City                    | 0.44   |
| Delta              | District                | Survey not returned.   |
| Duncan             | City                    | 0.42   |
| East Kootenay      | Regional District       | Not applicable.  |
| Elkford            | District                | 0.5  |
| Enderby            | City                    | 0.44   |
| Esquimalt          | Township                | current acceptable rate set by CRA                                   |
| Fernie             | City                    | 0.45   |
| Fort Nelson        | Town                    | 0.4  |
| Fort St. James     | District                | 0.46   |
| Fort St. John      | City                    | 0.44   |
| Fraser Lake        | Village                 | 0.42   |
| Fraser Valley      | Regional District       | Not applicable.  |
| Fraser-Fort George | Regional District       | Not applicable.  |
| Fruitvale          | Village                 | 0.4  |
| Gibsons            | Town                    | Survey not returned.   |
| Gold River         | Village                 | 0.4  |
| Golden             | Town                    | 0.44   |
| Grand Forks        | City                    | 0.5  |

|                      |                   |   |
|----------------------|-------------------|---|
| Granisle             | Village           | 0.48  |
| Greenwood            | City              | 50% of pump price on 1st of month                       |
| Harrison Hot Springs | Village           | 0.5   |
| Hazelton             | Village           | 0.48  |
| Highlands            | District          | 0.4   |
| Hope                 | District          | Survey not returned.                                    |
| Houston              | District          | Survey not returned.                                    |
| Hudson's Hope        | District          | 0.48  |
| Invermere            | District          | 0.42  |
| Islands Trust        | Islands Trust     | Not applicable.   |
| Kamloops             | City              | 0.48  |
| Kaslo                | Village           | 0.43  |
| Kelowna              | City              | .45 (out of town travel only)                           |
| Kent                 | District          | 0.5   |
| Keremeos             | Village           | 0.45  |
| Kimberley            | City              | 0.4   |
| Kitimat              | District          | 0.52  |
| Kitimat-Stikine      | Regional District | Not applicable.   |
| Kootenay Boundary    | Regional District | Not applicable.   |
| Ladysmith            | Town              | 0.4   |
| Lake Country         | District          | 0.48  |
| Lake Cowichan        | Town              | 0.42  |
| Langford             | City              | 0.5   |
| Langley              | City              | 0.52  |
| Langley              | Township          | Survey not returned.                                    |
| Lantzville           | District          | 0.48  |
| Lillooet             | District          | Survey not returned.                                    |
| Lions Bay            | Village           | 0.4   |
| Logan Lake           | District          | 0.48  |
| Lumby                | Village           | 0.48  |
| Lytton               | Village           | Survey not returned.                                    |
| Mackenzie            | District          | 0.5   |
| Maple Ridge          | District          | 0.5   |
| Masset               | Village           | Survey not returned.                                    |
| McBride              | Village           | 0.47  |
| Merritt              | City              | Survey not returned.                                    |
| Metchosin            | District          | Survey not returned.                                    |
| Metro Vancouver      | Regional District | Not applicable.   |
| Midway               | Village           | 0.5   |
| Mission              | District          | 0.42  |
| Montrose             | Village           | 0.38  |
| Mount Waddington     | Regional District | Not applicable.   |
| Nakusp               | Village           | Survey not returned.                                    |
| Nanaimo              | City              | 0.5   |
| Nanaimo              | Regional District | Not applicable.   |
| Nelson               | City              | Survey not returned.                                    |
| New Denver           | Village           | Survey not returned.                                    |
| New Hazelton         | District          | 0.45  |
| New Westminster      | City              |   |
| North Cowichan       | District          | first 200 km/month .50, next 300 km .42, after that .39 |
| North Okanagan       | Regional District | Not applicable.   |
| North Saanich        | District          | .50/km first 5,000 - .44/km thereafter                  |
| North Vancouver      | City              | 0.5   |
| North Vancouver      | District          | Survey not returned.                                    |
| Northern Rockies     | Regional District | Not applicable.   |
| Oak Bay              | District          | 0.40 (outside CRD only)                                 |
| Okanagan-Similkameen | Regional District | Not applicable.   |
| Oliver               | Town              | 0.47  |
| Osoyoos              | Town              | 0.5   |
| Parksville           | City              | 0.47  |
| Peace River          | Regional District | Not applicable.   |
| Peachland            | District          | 0.48  |
| Pemberton            | Village           | 0.47  |

|                        |                            |   |
|------------------------|----------------------------|---|
| Penticton              | City                       | Survey not returned.                                |
| Pitt Meadows           | City                       | Survey not returned.                                |
| Port Alberni           | City                       | 0.46  |
| Port Alice             | Village                    | Survey not returned.                                |
| Port Clements          | Village                    | Survey not returned.                                |
| Port Coquitlam         | City                       | 0.5   |
| Port Edward            | District                   | Survey not returned.                                |
| Port Hardy             | District                   | 0.5   |
| Port McNeill           | Town                       | Survey not returned.                                |
| Port Moody             | City                       | .52 (adjusted per CRA)                              |
| Pouce Coupe            | Village                    | 0.47  |
| Powell River           | City                       | Survey not returned.                                |
| Powell River           | Regional District          | Not applicable.                                     |
| Prince George          | City                       | Dependent on prices (at \$1 per litre, .46/km)      |
| Prince Rupert          | City                       | Survey not returned.                                |
| Princeton              | Town                       | Survey not returned.                                |
| Qualicum Beach         | Town                       | 0.51  |
| Queen Charlotte        | Village                    | 0.45  |
| Quesnel                | City                       | Survey not returned.                                |
| Radium Hot Springs     | Village                    | 0.46  |
| Revelstoke             | City                       | 44  |
| Richmond               | City                       | 0.52  |
| Rosland                | City                       | 0.35  |
| Saanich                | District                   | 0.5   |
| Salmo                  | Village                    | Survey not returned.                                |
| Salmon Arm             | City                       | 0.48  |
| Sayward                | Village                    | 0.4   |
| Sechelt                | District                   | Survey not returned.                                |
| Sechelt                | Indian Government District | Not applicable.                                     |
| Sicamous               | District                   | Survey not returned.                                |
| Sidney                 | Town                       | 0.5   |
| Silverton              | Village                    | Survey not returned.                                |
| Skeena-Queen Charlotte | Regional District          | Not applicable.                                     |
| Slocan                 | Village                    | 0.45  |
| Smithers               | Town                       | 0.47  |
| Sooke                  | District                   | 0.5   |
| Spallumcheen           | Township                   | 0.5   |
| Sparwood               | District                   | 0.48  |
| Squamish               | District                   | 0.52  |
| Squamish-Lillooet      | Regional District          | Not applicable.                                     |
| Stewart                | District                   | 40  |
| Strathcona             | Regional District          | Not applicable.                                     |
| Summerland             | District                   | 48  |
| Sunshine Coast         | Regional District          | Not applicable.                                     |
| Surrey                 | City                       | 0.53  |
| Tahsis                 | Village                    | 50  |
| Taylor                 | District                   | 0.48  |
| Telkwa                 | Village                    | Survey not returned.                                |
| Terrace                | City                       | .42 (employer's request) & .25 (employee's request) |
| Thompson-Nicola        | Regional District          | Not applicable.                                     |
| Tofino                 | District                   | 0.55  |
| Trail                  | City                       | 0.5   |
| Tumbler Ridge          | District                   | Survey not returned.                                |
| Ucluelet               | District                   | 0.52  |
| Valemount              | Village                    | 0.47  |
| Vancouver              | City                       | included in local expense allowance                 |
| Vanderhoof             | District                   | 0.5   |
| Vernon                 | City                       | 0.47  |
| Victoria               | City                       | .50 for first 50 km and .44 thereafter              |
| View Royal             | Town                       | Survey not returned.                                |
| Warfield               | Village                    | BC Provincial Government Private Vehicle Allowance  |

|                |                     |                             |      |
|----------------|---------------------|-----------------------------|------|
| Wells          | District            | Survey not returned.        |      |
| West Vancouver | District            | \$3816 annual car allowance |      |
| Westside       | District            |                             | 0.5  |
| Whistler       | Resort Municipality |                             | 0.46 |
| White Rock     | City                | Survey not returned.        |      |
| Williams Lake  | City                |                             | 0.5  |
| Zeballos       | Village             |                             | 0.5  |



**STAFF REPORT**



To: Government Services Committee  
From: S. Bowden, Director of Corporate Services  
Date: June 6, 2008  
File No: 0320-20

---

Re: STREET CLOSURE REQUESTS

RECOMMENDATION:

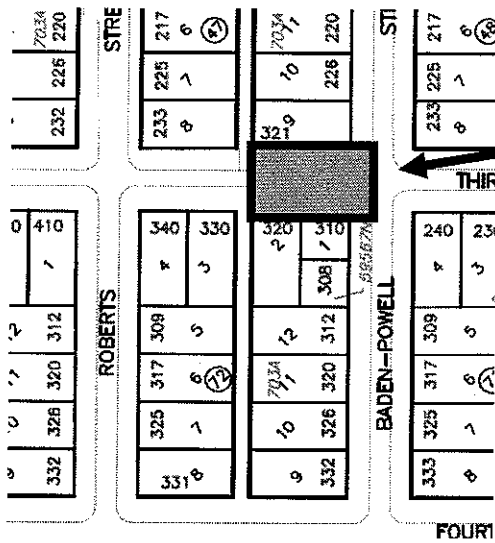
That the Committee recommend to Council whether they wish Council to approve, amend or not approve the requested street closures from the owner of 320 3<sup>rd</sup> Avenue for a block party on Wednesday, August 6<sup>th</sup>, 2008 and First United Church for Market Faire on Saturday, September 13, 2008.

BACKGROUND / HISTORY:

Staff are in receipt of two street closure requests that involve closures in residential areas. While the Corporate Officer is delegated the authority to approve street closure requests, closure requests for residential areas are new and therefore Council direction and approval is being sought.

The first request, from the owner of 320 3<sup>rd</sup> Avenue, is to close 3<sup>rd</sup> Avenue between Baden-Powell and the laneway bordering 320 for the purpose of hosting a block party on Wednesday, August 6<sup>th</sup>. The applicant would like the road closure to last from 12:00 noon to 8:00 p.m. The applicant's home is being raised during the day of the proposed street closure, and several neighbours have indicated they would like to come and watch. Homes that will be directly affected besides the applicant's include 310 and 321 3<sup>rd</sup> Avenue. The applicant has reported that neighbours have been informed of the street closure request and have no objections.

If approved, it is recommended that the approval notice be copied to the residents at 310 and 321 3<sup>rd</sup> Avenue and that a stipulation of the closure is that Baden-Powell and the lane bordering 320 and 321 must remain unobstructed for emergency vehicle access.

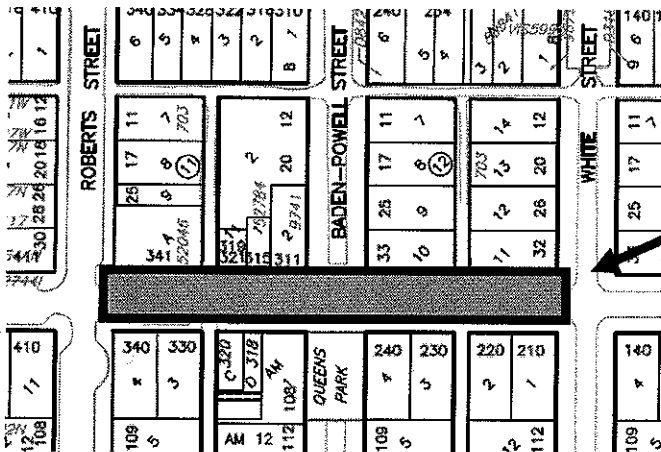


Requested Street Closure

The second request is from the First United Church, who would like, in partnership with three other churches, to host an event on 1<sup>st</sup> Avenue Roberts Street to High Street on Saturday, September 13<sup>th</sup>, 2008 similar to a fall fair with a medieval theme. If the event organizers begin to experience a large volume of vendors interested in participating in their event, they have request an alternate closure of 1<sup>st</sup> Avenue, from Roberts Street to White Street. The time for the requested closure is from 9:00 a.m. to 1:00 p.m.

If Council is amenable to the proposed street closure, it is recommended that the First United Church be advised of Council's "support in principle" and that they be directed to advise all businesses and residences in the vicinity of the proposed street closure. If opposition is expressed by the business owners or area residents the First United Church should be directed to advise the Town and the matter will be reconsidered at that time.

A letter outlining their request is attached. Council's direction is requested, particularly with respect to the alternate closure as a number of residences would be affected.



Alternate Street Closure  
(requested if vendor registration is high)

**ATTACHMENTS:**

Letter from First United Church





## FIRST UNITED CHURCH

232 High Street, P. O. Box 124

Ladysmith, BC V9G 1A1

Phone: 250-245-2183

Fax: 250-245-0229

JUL 10 2008

July 9, 2008

Town of Ladysmith  
P. O. Box 220  
Ladysmith, BC V9G 1A2

Attention: Ms. Sandy Bowden  
Director of Corporate Services

Dear Ms. Bowden,

We are organizing a block party for the town. We have spoken with three other churches who would like to join us on this project.

"Market Faere, Sponsored by Local Churches," would take place on First Avenue on Saturday, September 13th. We plan to offer tables for rent to people to sell whatever they want to offer such as baked goods prepared under Food Safe supervision, sausage on a bun and pop, artworks, books, flea market items, promotion and tickets for future events (concerts, spaghetti dinners, raising money for a charity, etc.), fruit and vegetable produce, flowers and plants from their gardens, or anything else they want to display for sale. This would be like a fall fair with a medieval flair. There will be activities for children and a carnival atmosphere. Local businesses could put out their own tables or invite passers-by to come into their stores.

We would like permission to block off the street from Roberts Street north to High Street. If we get lots of participants signing up in advance, we may want to use the street south to White Street, leaving Roberts Street open for traffic. We may need a source of electric power.

Our plans include print promotion in local media and signs along the highway to attract tourists. We need information on the regulations for these events and their signs.

Respectfully yours,

Caroline Davidson  
Administrative Assistant  
[ladysmithunited@shaw.ca](mailto:ladysmithunited@shaw.ca)



| Date  | Task  |
|---|---|
| Sat Aug 23<br>All day                                       | Workshop with public: Community mapping, story telling, identity building |
| Sat Sept 6<br>All day                                       | Workshop with public: Sustainable communities                             |
| Tues Sept 16<br>Evening                                     | Workshop with public:<br>Paint the postcard – Downtown                    |
| Tues Sept 30<br>Evening                                     | Workshop with public:<br>Paint the postcard – Holland Creek               |
| Sat Oct 4<br>All day<br>Alternate: Tues<br>Oct 7<br>Evening | Workshop with public:<br>Paint the postcard – Waterfront                  |
| Sat Oct 18<br>All day                                       | Workshop with public:<br>Confirm the vision of Ladysmith                  |





## Town of Ladysmith

### **STAFF REPORT**

To: Government Services Committee  
From: Felicity Adams, Manager of Development Services  
Date: July 18, 2008  
File No: 0750-20 ch

---

Re: CITY HALL FAÇADE IMPROVEMENTS

#### RECOMMENDATION:

That the Committee recommend to Council either Option 1 or 2 for the repainting of City Hall and determine if, and what, further exterior improvements are also required.

#### SUMMARY OF KEY POINTS:

After consultation with a Benjamin Moore colour consultant and a local experienced painter, Staff are presenting two options for the repainting of City Hall:

##### Option 1:

- 1) Main Part of Building – Bed of Ferns – CC-632
- 2) Main Trim – Hadley Red – HC-65
- 3) Secondary Trim – Chestertown Buff – HC-9

##### Options 2:

- 1) Main Part of Building – Norwich Brown – HC-19
- 2) Main Trim – Tea – 2091-10
- 3) Secondary Trim – Bryant Gold – HC-7

The Heritage Revitalization Advisory Commission has reviewed the two options and their choices and comments are attached.

In addition to new paint some other exterior improvements to City Hall could include:

- Replace railings leading into the front door with black wrought-iron
- Trim large tree in front of City Hall so that the “City Hall” sign is visible
- Replace the plastic “OPEN” signs (x2) with custom signage to match logo on door/City Hall sign on building



#### ATTACHMENTS:

City Hall Façade Improvements (photos and paint chips – Available at meeting.)  
Choices & Comments by the Heritage Revitalization Advisory Commission

## FAÇADE/PAINT FINISH

### Comments by Heritage Revitalization Advisory Commission

RE: City Hall - 410 Esplanade

| NAME               | Option 1  | Option 2  | COMMENTS   |
|--------------------|---|-----------|--|
| Maureen Martin     |    |           | like both! Prefer #1   |
| Bruce Laxdal       |   | ✓         | With option 2, the gold is the secondary colour + that will bring out the features of the building - the building will stand out more. The Option 2 colours are a bit warmer and richer and I expect weather better. Option 1 colours already look faded |
| Dianne Winter      |   | Yes<br>DW | I like both.<br>But the brightness of #2 better.   |
| Ann Rogers         | Yes<br>AR   |           | I like the more muted tones, but both look good.   |
| Jennifer Van Horne | JV  |           | Both are great! I agree with Ann - I prefer the muted colours.   |
| John Hinde         |  |           | not fond of browns!<br>prefer #1, but both would work  |

June 2008

Dear Mayor or Chief Administrative Officer:

**Re: Urgent request for submissions to save universal, public postal service**

I am writing to let you know that the federal government is conducting a very quick and potentially damaging review of our public post office called the Canada Post Corporation Strategic Review.

The review is looking at fundamental questions such as should our public post office continue to have an exclusive privilege to handle letters so that it has the money to provide universal service, or should the letter market be open to competition. That is, it is looking at deregulation.

CUPW is very concerned that the government's review includes an examination of deregulation. You may be interested to know that postal deregulation in other countries has led to post office closures, less service, fewer jobs and higher postal rates for the public and small businesses.

The union is also concerned that the government is not holding public hearings as part of its review. It is simply asking individuals and groups to make submissions by September 2, 2008.

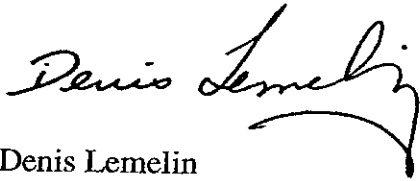
The fact that the government is not holding public hearings and is proceeding at a breakneck pace with its review suggests that it is not really interested in hearing from the real owners of the post office – the public. We want to make sure that the views of the public and public interest groups are considered. Therefore, we would like municipalities to consider passing the enclosed resolution and writing a letter or submission to the Canada Post Corporation Strategic Review. You can get basic information about making a submission from the enclosed fact sheet called *Submissions to save universal, public postal service* and additional information from the other enclosures.

If you decide to write a letter or submission, please do not forget to tell the Canada Post Corporation Strategic Review how you use our public post office. If private sector mail providers do not service your community, make sure you tell the review this as well. You may also wish to point out that it will be difficult for Canada Post to improve public postal service if the government erodes or eliminates the mechanism that funds this service (i.e. the exclusive privilege). Please don't forget to send us a copy of any letter or submission you write.



Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help us preserve and improve our universal public postal system.

Yours truly,



Denis Lemelin  
National President

Encl.

c.c. NEC, REC, National URs, Regional URs, Specialists, All CUPW locals

DL/bk cope 225





# Making a Submission

**Submissions are due by September 2, 2008**

The Canada Post Strategic Review says a "submission may consist of brief statements, comments or more elaborate analyses and reports".

Submissions must be in French or English.  
Organizations must use official letterhead.

## Send your submissions

### *By Mail:*

Canada Post Corporation Strategic Review  
330 Sparks Street (HCCR)  
Ottawa, Ontario  
K1A 0N5

### *By Fax:*

613-990-9033

### *By E-mail:*

Send a PDF or MS Word document attachment to:  
[info@cpcsr-esscp.gc.ca](mailto:info@cpcsr-esscp.gc.ca)

### *Through the CPCSRS website:*

Make your views known by going to:  
<http://www.cpcstrategicreview-examenstrategiquescp.gc.ca/hw-eng.html>

Produced by the Canadian Union of Postal Workers • 377 Bank Street • Ottawa, Ontario • K2P 1Y3  
tel.: (613) 236-7238 • fax: (613) 563-7861 • web: [www.cupw-sttp.org](http://www.cupw-sttp.org) • email: [feedback@cupw-sttp.org](mailto:feedback@cupw-sttp.org)  
CUPW information on the Strategic Review of Canada Post: [cupw.ca/StrategicReview](http://cupw.ca/StrategicReview)





# Hey Harper – Hands off my post office

## Say no to postal deregulation

### Submissions to save universal public postal service

**1**  
Fact Sheet

The federal government is reviewing our post office for the first time in 12 years. It has asked an advisory panel to conduct this inquiry, which it is calling the Canada Post Corporation Strategic Review (CPCSR). The panel has a very broad and scary mandate. The Canadian Union of Postal Workers (CUPW) is asking the public, community groups, small businesses and others to consider making submissions to the CPCSR in support of universal public postal service. A submission can be short or long. It can be a letter. This fact sheet provides suggestions for making submissions and highlights a few areas of concern.

#### Some points you may wish to cover:

#### 1. Deregulation

**T**he government's strategic review will look at a very basic and important issue: Should Canada Post continue to have an exclusive privilege to handle addressed letters or should the letter market be open to competition?

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation.

Regulations exist for reasons. Canada Post has an exclusive privilege to handle letters so that it is

able to generate enough money to provide affordable postal service to everyone, no matter where they live in our huge country, be it a large urban centre or a rural or isolated community. It will become increasingly difficult for our public post office to provide universal postal service if the government erodes or eliminates the very mechanism that funds universal postal service – the exclusive privilege.

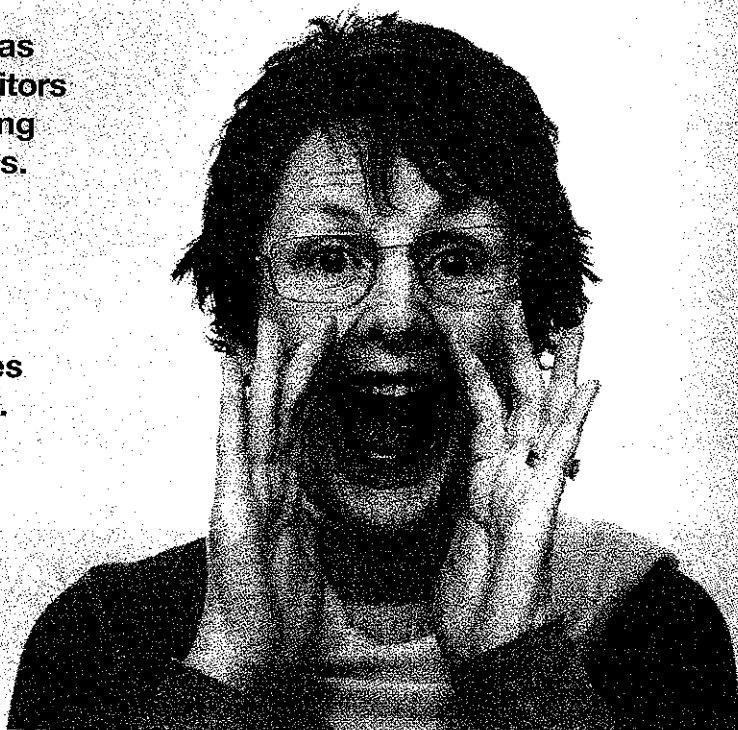
For more information, see *Fact Sheet #4: Five reasons to oppose deregulation of our public post office.*

#### Inside

Public service or business goals • Public hearings • Suggestions for submissions  
How to make your submission

## **Suggestions for making submissions:**

- Postal deregulation in other countries has largely led to fewer jobs, less service and higher postal rates for the public and small businesses.
- Recently, an independent review of the United Kingdom's deregulated postal sector found that "there have been no significant benefits from liberalisation for smaller businesses and domestic consumers." For the report go to: <http://www.berr.gov.uk/publications/index.html>
- Only a few countries have had any long-term experience with postal deregulation. It would make sense to wait and see what happens in other countries before making irrevocable changes to our universal, public post office.
- Hands off our post office. There is no good reason to change the mechanism that funds universal postal service – the exclusive privilege. We currently have one of the lowest standard postage rates in the industrial world. Our postal services are universal and affordable, no small feat in the second largest country in the world.
- Deregulation elsewhere has not proven to be a good thing for the public. People who use deregulated post offices tend to pay a higher postage rate than we do. The standard postage rate in Sweden has increased by 90% since its post office was deregulated in 1993 while the Canadian rate has increased by only 21% during the same period.
- The United Kingdom's Royal Mail has faced intense pressure from competitors since it deregulated in 2006, resulting in falling mail volumes and revenues. Royal Mail says higher prices for stamped letters are inevitable and universal service is at risk.
- Our post office is not broken. It does not need to be fixed, only improved.



## 2. Public service or business goals

**T**he strategic review will also consider what financial targets are appropriate for our public post office. Currently, the government asks Canada Post to generate business-like profits and dividends. As a result, the corporation tends to focus on major customers and profit-making rather

than on the public and providing a public service. Canada Post needs to shift its focus to public interest objectives.

For more information, see *Fact Sheet #3: Our universal public postal service - Our vision.*

### Suggestions for making submissions:

- When our post office became a Crown corporation in 1981, business groups and others insisted that the Canada Post Corporation Act include a provision ensuring that "postage rates shall be fair, reasonable and sufficient to defray the costs incurred by the Corporation in the conduct of its operations under this Act." They didn't want the post office to become a cash cow for the government. They wanted all money from postage ploughed back into service.
- The government should stop taking millions in dividends from Canada Post and start investing this money in public postal services like post offices, rural delivery and door-to-door delivery.

## 3. Public hearings

**T**he federal government has decided not to hold public hearings in connection with its review. It has asked the review's advisory panel to accept submissions from the public and groups over a four-month period which includes the summer. The decision to forgo hearings and adhere to a tight time frame appears to be designed to limit

input from the real owners of our post office – the public.

You can get additional information about the government's review from *Fact #2: The Canada Post Corporation Strategic Review.*

### Suggestions for making submissions:

- Any review of our public post office should include public hearings. The government should not make any decisions about our public post office until it has properly consulted with the public. The government should also extend the deadline for submissions.

## CANADA POST CORPORATION STRATEGIC REVIEW

**WHEREAS** the Canada Post Corporation Strategic Review, which was launched by the federal government on April 21, 2008, is looking at deregulating our public post office (i.e. reducing or removing Canada Post's exclusive privilege on letters)

**WHEREAS** it will become increasingly difficult for our public post office to provide affordable service to everyone, no matter where they live, if the government erodes or eliminates the very mechanism that funds universal postal service - the exclusive privilege.

**WHEREAS** postal deregulation in other countries has led to post office closures, less service, fewer jobs and higher postal rates for the public and small businesses.

**WHEREAS** the government is not holding public hearings as part of its strategic review or adequately consulting with the real owners of the post office – the public.

**BE IT RESOLVED THAT** \_\_\_\_\_ send a letter or submission to the Canada Post Corporation Strategic Review opposing deregulation of Canada Post and insisting that the government hold public hearings and properly consult with the true owners of Canada Post – the public .

/bk cope 225





BRITISH  
COLUMBIA

Ref: 126782

June 16, 2008

By Fax - 250 245-6411

His Worship Mayor Robert R. Hutchins  
and Members of Council  
Town of Ladysmith  
PO Box 220 Stn Main  
Ladysmith, BC V9G 1A2

Dear Mayor Hutchins and Councillors:

I am writing to inform you of the 2008 allocations under the Traffic Fine Revenue Sharing (TFRS) grant program.

The Province of British Columbia (Province) is distributing approximately \$61.1 million in net traffic fine revenues in 2008. This includes \$2.6 million allocated for municipalities under 5,000, and rural areas, as part of the changes to police financing arrangements. Since the expansion of the TFRS program in 2004, to return 100 percent of net traffic fine revenues to municipalities, the total benefit to residents of those communities is over \$250 million for investment in policing, crime prevention and community-specific safety priorities.

Municipalities have added over 560 new police positions since 2003, and, when added to the additional officers provided by the Solicitor General, we have over 800 more police officers on the beat today than ever before in British Columbia. Municipalities are not just hiring more police officers, they are utilizing civilians to take complaints from citizens and bylaw officers to ease police workload and increase police presence on the roads in their communities.

.../2

BC  
50 YEARS  
The Best Place on Earth

Ministry of Community Services  
and Minister Responsible for  
Seniors' and Women's Issues

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

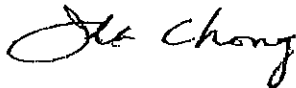
Location:  
Room 323  
Parliament Buildings  
Victoria  
www.gov.bc.ca/cserv

His Worship Mayor Robert R. Hutchins  
and Members of Council  
Page 2

The 2008/09 Traffic Fine Revenue Sharing grant of \$57,689 will be electronically transferred to the Town of Ladysmith on June 16, 2008.

Thank you for your continued leadership and contribution to making British Columbia the best place on earth.

Sincerely,



Ida Chong, FCGA  
Minister



Larry Blatchford

June 17, 2008

Ladysmith, B.C V9G1X9

1-250-245-0315

JUL 18 2008

Honourable Mayor and Council Members,

Enclosed , please find a picture of a sign that should replace the existing signs in the Trans Canada Hwy. Regarding "Engine Brakes".

The south end of Ladysmith on the T.C.H. is no longer urban; it is residential. Truckers have a total disregard for the TWO signs that are there now. Empty or loaded, uphill or downhill , the engine brakes are used by the majority of truckers.

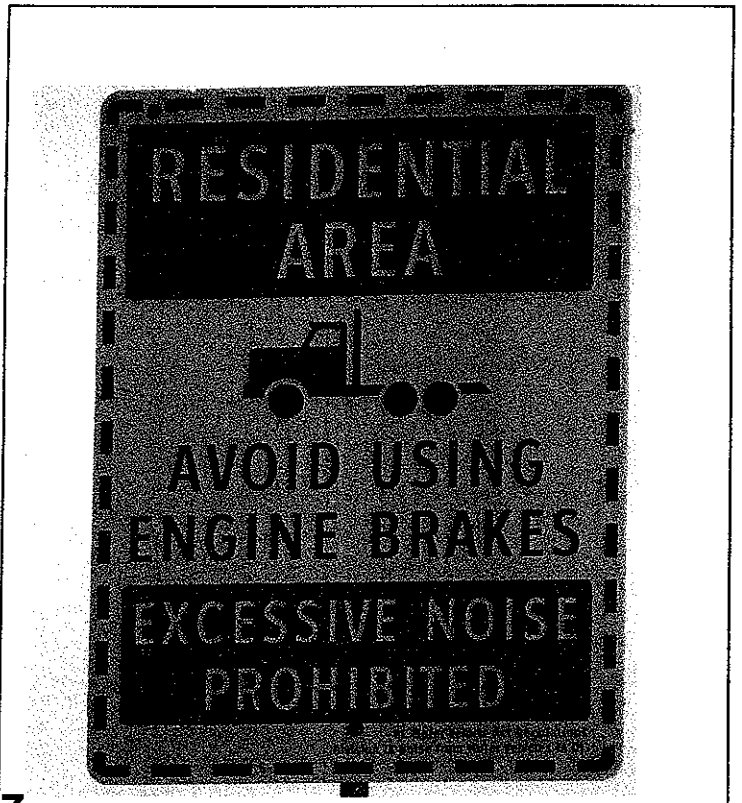
On behalf of the residents living along this corridor, I would like you to initiate the process to get these new signs installed and have the bylaw enforced on a regular basis once they are up.

The sign pictured here is installed on Hwy. 19 just south of Jingle Pot Rd. Nanaimo. Also, on Hwy 19 entering Lantzville.

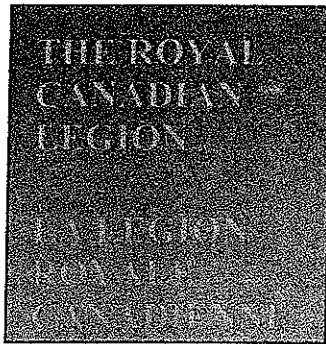
Awaiting your response

Sincerely ,

Larry Blatchford







# LEGION

## BRANCH # 171 LADYSMITH

621 First Avenue, Box 219, Ladysmith, BC V9G 1A2  
email: rcl171@shaw.ca  
250-245-2273

June 19, 2008

Rob Hutchins  
Mayor of Ladysmith  
Town of Ladysmith  
410 Esplanade  
Ladysmith, BC V9G 1A2

Dear Joe,

I am writing to you on behalf of the Membership of the Royal Canadian Legion, Branch # 171 Ladysmith.

As our membership moves along in age, the need it is becoming increasing urgent for handicap parking for our Veterans. At present we do not have any handicap parking near or around the Legion.

In the past there was a spot in the front parking stall in front of the Temperance Hotel on High Street.

We would like you to consider a handicap-parking stall in the first parking stall on High Street as well as the first parking stall in front of the Legion on First Ave. This would allow at least two of our Veterans the convenience of not having to endure the hardship of getting to the Legion and having to walk for blocks under duress of being handicap.

I understand that you are a busy with the day-to-day operations of running the Town, but I feel that is an important issue and hopefully you will have time to consider our request for our handicap Veterans.

In Comradeship,  
Paul Legacy  
President

cc. Joe Friesenham, Rob Hutchins



His Worship Robert Hutchins  
rhutchins@ladysmith.ca

Dear His Worship Hutchins:

In February 2008, British Columbia passed the two year countdown to the opening day of the 2010 Olympic and Paralympic Winter Games (2010 Games). The 2010 Games are a terrific opportunity to profile British Columbia to the world.

In May, Premier Gordon Campbell also opened the British Columbia Canada Pavilion in Beijing to promote British Columbia businesses, tourism and culture to the world at the 2008 Summer Games. More than thirty business and community delegations are travelling to the Pavilion this summer, taking part in either sector-focused or community-oriented programs.

We are also looking for opportunities for communities to participate in the spirit of the Games closer to home. I am pleased to announce the 2010 Olympic and Paralympic Winter Games Community Marks program. This initiative will bring the spirit of the 2010 Games to every corner of British Columbia.

Communities around the province will be able to use the Community Mark for non-commercial purposes to highlight their support for the 2010 Games. Developed in partnership with the BC Olympic and Paralympic Winter Games Secretariat (BC Secretariat) and the 2010 Vancouver Organizing Committee (VANOC), the Community Mark program will encompass the following opportunities:

- A sign/plaque to display at/inside City Hall;
- A banner button for municipal web sites; (a springboard to a site hosting links to key initiatives including the BC Secretariat, 2010 Commerce Centre, VANOC, Speakers Bureau, Legacies Now and Spirit of BC);
- Use of Host Province logo on municipal brochures.

The Mark will be used as a beacon for support and provides an outstanding opportunity for all communities to get involved. This initiative will help to spread the spirit of the 2010 Games across the province.

For more information on how to access this opportunity, please contact the BC Secretariat, Community Relations Managers Ms. Devon Girard at 250-953-4109 or [Devon.Girard@gov.bc.ca](mailto:Devon.Girard@gov.bc.ca) or Ms. Karla Limion at 250-952-0703 or [Karla.Limion@gov.bc.ca](mailto:Karla.Limion@gov.bc.ca).

I look forward to seeing your community and others from across the province show support for this program and to get involved in the exciting run up to 2010. Please note I have attached the Community Mark examples in this email.

Yours truly,

Colin Hansen  
Minister



## Community Mark Program Elements

### Municipal Community Plaque (unframed view)



### Web 'button'

– to be available for community websites to link to Winter Games website



Dear colleague,

Further to previous discussions around the municipal/provincial fiscal imbalance, please find the report that was presented earlier today to Vancouver City Council, at the link below:

<http://www.vancouver.ca/ctyclerk/cclerk/20080624/documents/a10.pdf>

In summary, the report:

- Responds to a motion approved by City Council in January asking staff to define the full nature of the fiscal imbalance in Vancouver. As of 2006, municipalities received only 8% of every tax dollar collected in Canada. This compares to 50% for the federal government and 42% for provincial governments.
- Concludes that if the provincial government were to reinstate the revenue-sharing program the previous government cut in 1997, the City of Vancouver would have received \$44 million in unconditional funding last year. If applied entirely to property taxes, this would deliver an 8% tax decrease for Vancouver residents and business owners. The municipal revenue sharing plan was originally cut to support the national effort to eliminate the deficit. Today, both senior governments are posting record surpluses.
- Notes that the BC government receives 22% of their total revenue from the federal government - or \$1320/person. Provincial transfers to Vancouver equalled an average of \$30/person and account for less than 1/100<sup>th</sup> of 1% of the city's operating budget.
- Identifies a number of specific areas where Vancouver has incurred substantial costs to fund services that have traditionally been the responsibility of provincial and federal governments, including social & supportive housing, child care, mental health & drug addiction (policing, fire & rescue, street cleaning) and port policing.

In light of this report and the fact that many other BC municipalities - including Metro Vancouver, Cariboo Regional District and Capital Regional District - have passed resolutions supporting the need to address this issue, Mayor and Council will ask the Union of BC Municipalities to establish a special commission to deliver a set of practical, implementable made-in-BC solutions to the fiscal imbalance.

I would be pleased to hear from you how we can advance this effort in the coming weeks and months.

Yours truly,

Mayor Sam Sullivan  
City of Vancouver





July 2, 2008

JUL - 2 2008

To Ladysmith Town Council

We would like to request that council consider placing a bench at the corner of Gatacre and Second, on the south-west corner. We see many older people coming and going from the apartment building at 524 Second Ave. Typically they arrive home after a climb up from First Ave. We are sure some of them would take advantage of a bench before the last push up to their building.

The view from this spot takes in some of the harbour and some of the woodland on the other side, as well as the playing field across the street.

We are the owners of the neighbouring property, and we would be glad to co-operate with the town in whatever way is required.

cc: Management, The Villa,  
524 2<sup>nd</sup> Ave.

Ken Hiebert and Morgan McGuigan

Ladysmith

