

TOWN OF LADYSMITH

GOVERNMENT SERVICES COMMITTEE

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

Monday, March 16, 2009 at 5:30 p.m.

Council Chambers, City Hall

AGENDA

Chairperson: Councillor D. Paterson

- | | <u>Pages</u> |
|---|--------------|
| 1. CALL TO ORDER | |
| 2. AGENDA APPROVAL | |
| 3. DELEGATIONS | |
| 3.1 <u>Food Action Coordinating Team (FACT) – John Anderson and Linda Ireland</u>
Re: Request for support from the Town to allocate and plan a site for a
community garden. | |
| 3.2 <u>Representatives from Ivy Green, Seaview and Country Mobile Home Parks</u>
<u>L Courtney and J. Aulds</u>
Re: The closure of manufactured home parks for redevelopment. | 1-3 |
| 4. CITY MANAGER'S REPORT
(Verbal Report) | |
| 5. STAFF REPORTS | |
| 5.1 <u>Manager of Development Services</u>
Re: Tourism Contract Resource | 5-7 |
| 5.2 <u>Director of Public Works</u>
Re: Snow Removal – Sidewalks | 9-11 |
| 5.3 <u>Director of Public Works</u>
Re: Vehicle Purchase | 13 |
| 5.4 <u>Director of Parks, Recreation and Culture</u>
Re: Golf Course Maintenance and Utility Fees | 15-19 |
| 6. MEMBER SUBMISSIONS
None. | |
| 7. CORRESPONDENCE | |
| 7.1 <u>D. Harrison, Vice President, Ladysmith Ratepayers Association</u>
Re: Ivy Green Mobile Home Park | 21 |
| 8. NEW BUSINESS | |
| 9. UNFINISHED BUSINESS | |
| ADJOURNMENT | |

RESOLVING THE ISSUES
OF MOBILE AND MANUFACTURED HOME PARK CLOSURES

Overview of Presentation to Ladysmith Council, 16th March 2009
By the Residents' Association of the Ivy Green Mobilehome Park, and
Friends

1. Introduce the Residents who face losing their homes, and life savings:
 - Ivy Green Mobilehome Park Residents
 - Residents of other parks in the area and region

2. Review Notice to End Tenancy; letter from Oak Bay Marine Group
 - Review problems with present approach, and define solutions:
 - Need for defined Communication plan among all parties before, during and after end of tenancy
 - Make Residents an integral part of planning and decision-making

3. Identify specific issues to be resolved:
 - Time period for moving, and attendant issues
 - Need for time extension
 - *time of year and weather issues
 - *adequate time to identify, create, and prepare mutually beneficial and satisfactory solutions
 - Residents' cost(s) of moving, and proposed solutions:
 - Financial: investment in home; cost to move home and accessory buildings, plantings; transfer of services
 - Emotional
 - Social
 - Finding alternate location(s) for homes, especially older homes:
 - Options
 - Challenges
 - Maintaining Resident community cohesiveness
 - Identify and make options available within the Town
 - Move majority of Residents to one location with various options available to meet individual and group needs

- Protection from future eviction(s) and/or loss of value:

identify responsive kinds of development

- *rental with very long-term leases for Residents
- *sustainable co-op housing
- *strata-title lots for purchase
- *family and pet-friendly developments
- *combined communities of mobile/ manufactured/
affordable housing options

review policy options:

- *Place restrictions within zoning to allow *only*
Mobile/Manufactured Homes, no regular single
Family dwellings except on resident-owned
strata-title lots

- *Implement Mobile/Manufactured Home Park
Re-development Protection Plan (reference
November presentation to Council, as well as
further policies from other districts) to provide
residents with defined time lines, communication
plans, and financial compensation;
and to implement requirements, restrictions, and
consequences for landowners in case of Park
closure or rezoning for redevelopment

- *Develop and implement policy and guidelines for
identifying and making available land for new
Parks and Affordable Housing developments

- *Encourage provision of, or contribution to, land
for new Park site(s) by Landowner(s)/
Developer(s) of present Park site

- *Encourage provision of development
advice and support by Landowner/ Developer of
present Park site, to Residents, when requested
and possible, to enable development of new
Park(s)/communities by//for Residents

*Divert a portion of DCC funding from new developments on redeveloped mobile/manufactured home park land to help create new Resident developments (Co-op, Strata, etc.)

*Require a minimum percentage of all new housing developments in the town meet the requirements of the definition of "Affordable" (reference: B.C. Housing {30% of income}; Langford Affordable Housing Program {\$160,000 purchase price}, etc.)

Stakeholders:

Residents of Mobile/Manufactured Home Parks, their families, friends and neighbours

Landowners/Developers of existing Mobile/Manufactured Home Parks

Mayor and Council, representing local government and residents

Town services and interest groups such as:
Chamber of Commerce
Economic Development
Ratepayers Association
Local First Nations
Legion, Rotary, etc.

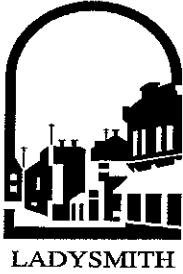
Local Developers, Landowners, Related Businesses

Provincial Government (regional MLA, BC Housing, etc.)

Provincial Services (VIHA, Social Services, etc.)

VISION:

Take this rough diamond of opportunity and create a unique multi-faceted gem of a solution!



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: March 10, 2009
File No:

Re: TOURISM CONTRACT RESOURCES

RECOMMENDATION:

That the Government Services Committee recommend to Council that staff issue an RFP for contract services for the implementation of tourism management and coordination assistance as outlined and funded by a UBCM Phase 2 grant.

BACKGROUND / HISTORY:

Council has identified implementation of the tourism plan as a priority. A tourism plan for 2009/2010 was approved by Council in November 2008. Funds for this work have been provided by the UBCM Community Tourism Program (Phase 2). Funding has also been requested from Tourism BC starting April 1st.

The Tourism Advisory Committee (TAC) of the Economic Development Commission is working with staff to implement the tourism plan. A copy of the 2009/2010 tourism plan budget is attached.

ANALYSIS:

The UBCM Phase 2 grant includes funding towards "tourism management and coordination" for contract assistance over and above services already provided for tourism marketing and development. The focus of contract resources would building partnerships for marketing and promotion (activity #2) and tourism industry development, education and support (activity #4).

The five key activities in the 2009/2010 tourism plan are:

1. Signage and Way-Finding

The priority of the TAC is signage to and at Transfer Beach. A recommendation from the EDC is expected for the April 6, 2009 Council meeting. The funding available for this activity would be used for improved signage.

2. Marketing and Promotion

This is an area where contract assistance would be beneficial. The TAC is working on placing tourism advertising for 2009 and 2010, as well as developing and implementing a plan to achieve partnerships and a sustaining legacy from the

marketing & promotion funds. The funding under this activity is being used for placing paid advertising in tourism guides and regional publications, participating in cooperative marketing campaigns and undertaking a friends and family campaign. Working with the Ladysmith Downtown Business Association, Chamber of Commerce and event organizers to promote tourism and business is expected to be a part of this program.

3. Website Updates and Enhancement

A stand-alone tourism website (www.tourismladysmith.ca) was created from the UBCM Phase 1 funding. This website requires continuous updating and enhancements in order to maximize it as a key tourism resource for Ladysmith. Town staff could manage required changes.


4. Tourism Industry Development, Education and Support

This is an area where contract assistance would be beneficial. The TAC is investigating opportunities for tourism providers in Ladysmith and area, including SuperHost and marketing opportunities. A portion of this funding is available for way-finding initiatives.

5. Visitor Information Centre Feasibility

Staff will be working with the Island Corridor Foundation in order to undertake an engineering assessment for an order-of-magnitude cost estimate for the rehabilitation of the train station to a standard where it could be used for a visitor information centre and other community purposes.

I concur with the recommendation:



Ruth Malli, City Manager

ATTACHMENTS:

2009/2010 Tourism Plan Implementation Budget

2009/2010 TOURISM PLAN IMPLEMENTATION BUDGET

TACTIC	UBCM *	TOURISM BC **	TOWN OF LADYSMITH	PARTNERS***	TOTAL
Signage & Way-Finding – #15, 16	7,500.00			2,500.00	10,000.00
Marketing & Promotion – #24, 26, 27	18,000.00	12,000.00	7,400.00	2,500.00	39,900.00
Website updates and enhancements – #24, 26, 27	2,000.00	2,000.00		1,000.00	5,000.00
Tourism Industry Development, Education & Support – #5, 6, 8, 9, 15	10,000.00			1,000.00	11,000.00
Visitor Information Centre Feasibility	5,000.00		10,000.00		15,000.00
Tourism Management & Coordination	10,600.00				10,600.00
TOTAL	\$53,100.00	\$14,000.00	\$17,400.00	\$7,000.00	\$91,500.00

7

Budget Notes:

* UBCM funds are through the Community Tourism Program, Phase 2. Based on established criteria. Town of Ladysmith is eligible for \$53,356.48. To be used by December 31, 2009.

** Funds not yet awarded. Funds must be matched. Tourism BC has a program called Community Tourism Opportunity -- communities who have completed a Tourism Action Plan are eligible for up to \$15,000 each year for two years, for co-op marketing activities that support the implementation of that plan. Funding year is April 1, 2009 to March 31, 2010.

Town of Ladysmith has budgeted marketing funds in each of 2009 and 2010, and up to \$10,000 towards Train Station expenditures in 2009

*** Partner funds include funds from the Cowichan Valley Regional District for the pilot phase of the Regional Signage strategy; from Ladysmith businesses and tourism operators participating in cooperative advertising initiatives in the Times Colonist, website and other publications; and, from registration fees to educational seminars.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: March 10, 2009
File No:

Re: SNOW REMOVAL - SIDEWALKS

RECOMMENDATION:

That the Government Services Committee recommend to Council that the attached map be adopted as the major pedestrian route for snow clearing and;

That Council refer the issue of adopting a policy of clearing snow and ice from sidewalks (major pedestrian routes) to the budget process.

BACKGROUND / HISTORY:

At the February, 2009, Government Services meeting, Council requested staff to report back on two different options for ensuring that the snow is removed from sidewalks as per the Town of Ladysmith Streets and Traffic Bylaw No. 1309 to provide safe pedestrian movement. The two options are:

1. Start giving out fines for failure to follow the sidewalk snow clearing policy
2. Start clearing snow and ice from sidewalks identified as major pedestrian routes.

The Towns Streets and Traffic Bylaw requires that all properties have the snow removed from the sidewalk by 10:00 a.m. after each snow event. In order to start fining residents for failing to comply with the bylaw, it could take two people a minimum of 2 days to hand out the fines. If there were several consecutive days of snow, even more staff time would be required as multiple fines may be required to be distributed. Once the fines were issued there would be a need to collect the fines. This option may not have the desired effect of having the sidewalks cleared in a timely manner.

In order for the Town to start clearing snow from sidewalks identified as major pedestrian routes in a timely manner, proper equipment would be required to ensure a speedy method of removal. A number of different units were evaluated for this work. As there is also a need for specialized equipment to assist with maintaining the trail system in the parks area, all equipment was evaluated with both functions in mind.

Three different types of equipment were assessed. In the past, a ride on mower was fitted with a plow in the winter and used to clear snow from sidewalks in front of Town owned property. This worked well when the snowfall was not too high. The wheels are too small to get into the deeper snow. This also reduced the overall expected life of the mower. The cost of the mower is around \$80,000.

The second unit evaluated was a four wheel drive utility vehicle. A number of different companies make them and they run around \$30,000. This unit is 60" wide and the plow blade is 68" wide. Our sidewalks are mostly 60" wide. This would make it very difficult to stay on the walk and not damage surrounding landscaping. The unit would be well suited for trail maintenance in the summer months.

The third unit is an articulating tractor. This unit is the most versatile and has the ability to add numerous quick attachment pieces such as plow, snow blower, flail mower, vacuum sweeper, brooms, mowers, buckets, planers, etc. The unit is 49" wide and would work well in all applications. The cost of this unit is approximately \$85,000.

Attached is a proposed priority route for the pedestrian traffic throughout the Town. With the right piece of equipment, this route could be completed by the end of the working day after each snowfall event.

ATTACHMENTS:

Pedestrian Route Snow Clearing Map.

I concur with the recommendation

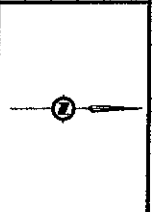


Ruth Malli, City Manager

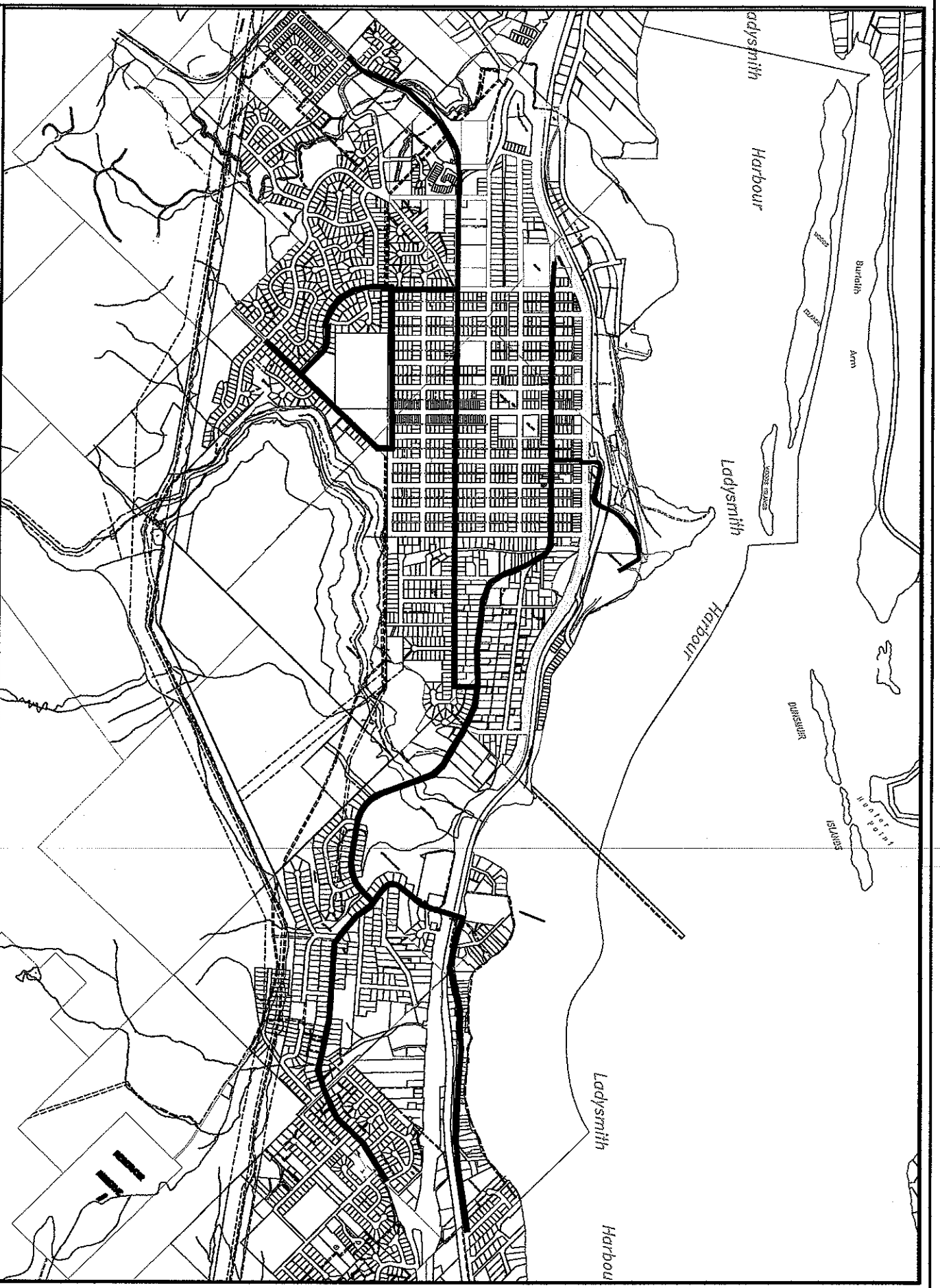


TOWN OF LADYSMITH
Ladysmith
Pedestrian Route

SHEET No: **1**
 SCALE: N.T.S.
 FILE: A40 PLSBASE MAPPING/LADYSMITH
 DRAWN BY: B.D.S.
 DATE: March 5, 2009



INFORMATION SHOWN ON THESE DRAWINGS IS COMPILED FROM
 NUMEROUS SOURCES AND MAY NOT BE COMPLETE OR ACCURATE.
 THE TOWN OF LADYSMITH IS NOT RESPONSIBLE FOR ANY
 ERRORS, OMISSIONS OR DEFICIENCIES IN THESE DRAWINGS.
 CONFIRM UNDERGROUND LOCATION OF UTILITIES WITH
 UTILITY COMPANIES.





Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: March 11, 2009
File No:

Re: VEHICLE PURCHASE

RECOMMENDATION:

That the Government Services Committee recommend to Council that they authorize the purchase of an electric vehicle Canadian Electric Vehicles Ltd. For the total price of \$30,122 (taxes included)

BACKGROUND / HISTORY:

At the November, 2008, Government Services meeting, administration submitted a tender for approval for the replacement of Unit 59. Council recommended that the report go back to staff to include environmental considerations in the tender process.

In January, 2009, Public Works brought in two different electric trucks for demonstration purposes. The trucks were smaller than regular trucks but were able to perform many of the functions (but not all) that the trucks are required to do. Both units were totally electrical and could be plugged into a 150 outlet. The lowest cost of these units was \$30,122.

It was also learned that in 2009, General Motors was coming out with a regular sized Hybrid Truck, the Chevrolet Silverado. The only hybrid model was the crew cab. The cost of the hybrid was \$44,177 (taxes included). The dealer also indicated that he would be willing to honour the tender price submitted in November for the regular ½ ton truck of \$26,492 (taxes included)

The purchase of the electric truck would require the Town to pass a bylaw allowing electric vehicles on the road within the Town boundary. The vehicle could not be used outside of the Town as it does not go over 50 km. per hour. There would also be other restrictions including a smaller payload that could be hauled. As long as there were also regular trucks available, an electric truck could be fit into the system.

ATTACHMENTS:

None.

I concur with the recommendation

Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: March 11, 2009
File No:

RE: GOLF COURSE MAINTENANCE & UTILITY FEES

RECOMMENDATION

THAT the Government Services Committee recommend to Council that they consider the request from the Ladysmith Golf Course Society to eliminate the golf course maintenance and utility fees during upcoming budget discussions.

BACKGROUND

The Ladysmith Golf Course Society made a request (attached) to reduce or eliminate the golf course maintenance and utility fees, which are presently provided by the Town's parks maintenance crew under an existing agreement (attached).

The following is accounting costs associated with this operation for the last number of years:

	2005	2006	2007	2008
Revenue	-	5,121	3,382	5,050
Expenditures	4,708	7,349	3,703	4,526
Utilities	1,215	1,550	875	1,287

In addition, Council approved waiving the 2006 outstanding balance of \$3,446.38 in March, 2008.

As this property is operated as a private golf course, which requires payment to use, it is difficult to compare with ball fields, which can be used by the public without charge.

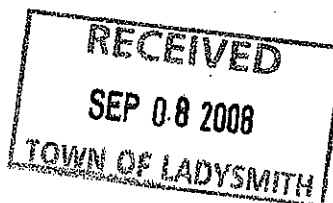
ATTACHMENTS:

Letter from Ladysmith Golf Course Society
Maintenance Agreement

I concur with the recommendation

Ruth Malli, City Manager

September 4, 2008



To the Honourable Mayor Hutchins:

The Ladysmith Golf Club Society has been a town institution for 20 years, providing enjoyable recreation for our community at very affordable prices. Each year, the management and maintenance of the grounds requires countless volunteer hours. These hours are generously provided by the directors, club members and their spouses, and the community. With a declining membership each year, the board of directors has taken initiatives to create more interest in the golf course. This past season saw the return of several successful club tournaments, discount days and special mornings for the ladies and men. Our community's senior citizens enjoy golfing here almost 365 days a year. In an effort to promote youth participation, a CPGA golf program was offered for ages 8-14. Money was donated to the golf course to provide prizes for a "hole-in-one" and local advertising was stepped up to attract more golfers to the club. Local businesses have contributed their time and services to our kid's fun tournaments. This year, a \$7 entry fee provides kids aged 8-14 a fun filled afternoon of golf, food, and prizes.

Despite efforts to promote the Ladysmith Golf Club, it is unable to generate profits needed for building improvements, maintenance equipment, or additional clubhouse attendants. The building that serves as our clubhouse is in total disrepair, and with two break-ins in the past three weeks, more repairs are needed. With no positive income stream, it is difficult to build up funds for any improvements. In an effort to decrease expenses, the Board of Directors would respectfully like to request the Town of Ladysmith consider its agreement with other sports associations within the community and reduce or eliminate the costs charged to the Golf Club Society for maintenance and utilities. It is our understanding that other clubs may not pay fees.

Total amounts paid for 2007 and 2008 to date, are as outlined below.

Maintenance Costs:		Water Utilities:		Total:
2007	\$3924.88	2007	\$875.45	\$4800.33
June 2008	\$724.50	2008 Sprinkler	\$1680.00	
July 2008	724.50	Maintenance		
Aug 2008	724.50			\$3853.50
Sep 2008	724.50 owing			
Oct 2008	724.50 owing			\$5302.50

The board and its members believe the future of the golf course lies in our community youth, whether in the form of programs, membership, or employment opportunities. It is our mandate to continue to promote youth participation and membership, and provide a safe environment for kids to learn a lifelong sport. Your consideration in this matter is greatly appreciated.

Sincerely,
Bob Heyes
President

PARTNERING AGREEMENT

Ladysmith Golf Club - Rough Area Cutting Maintenance Agreement

This agreement dated for reference this 22nd day of May, 2008

BETWEEN: LADYSMITH GOLF CLUB
380 Davis Road
Ladysmith, British Columbia
V9G 1T9 (the Club)

AND: TOWN OF LADYSMITH
P.O. Box 220
Ladysmith, British Columbia
V9G 1A2 (the Town)

Whereas the parties wish to enter into an agreement for the provision of lawn maintenance services at the Ladysmith Golf Club, 380 Davis Road, Ladysmith, British Columbia, ("the property")

Therefore the Town and the Club covenant with each other as follows:

1. The following definitions apply for the purposes of this agreement:
 - a) "Council" means the municipal Council of the Town of Ladysmith.
 - b) "Rough areas" means that part of the lawn that is outside the Fairway and greens area that can only be cut with ride on mower.
2. The Town will provide the following services:
 - a) Mow rough areas at the property with large 12 ft cut ride-on lawn mower to a maximum of 1 (one) time per week unless otherwise agreed by both parties;
 - b) Provide advice on turf and greens maintenance on a regular basis; and,
 - c) Include Ladysmith Golf Club in recreational marketing materials as undertaken by Ladysmith Parks, Recreation & Culture as appropriate.

3. The Club will provide the following:

a) Payment for services rendered by the Town as per the following fee schedule:

2008		2009	
May	\$690 + GST	May	\$690 + GST
June	\$690 + GST	June	\$690 + GST
July	\$690 + GST	July	\$690 + GST
August	\$690 + GST	August	\$690 + GST
September	\$690 + GST	September	\$690 + GST

Payments shall be paid in monthly instalments payable on the First (1st) day of each month thereafter for the duration of the term of this agreement; and

Upon completion of the work outlined in this agreement in each calendar year, the Town will provide the Club with an analysis of the service provided. In the event of an overpayment by the Club, a credit will be applied to the following year. In an event of an underpayment by the Club an invoice will be forwarded for the difference, to be paid within 60 days of the receipt of the invoice

- b) Payment of \$1600 annually for irrigation maintenance (\$1000 for parts and \$600 for an estimated 20 hours of labour). This amount is due on May 1st of each year throughout the term of this agreement.
- c) The Club shall add the Town of Ladysmith as an additional named insured on the Club's liability insurance policy and shall provide the Town with a certified copy of such policy or policies.
4. This agreement shall commence on May 1, 2008 and terminate on September 30, 2009.
5. This agreement may be extended for a further two (2) years by mutual, written consent of both parties no fewer than two (2) months prior to expiration of this agreement.
6. Either party may terminate the agreement with sixty (60) days notice in writing.
7. The Town of Ladysmith will maintain a registration in good standing with WorkSafe BC during the term of this agreement.
8. The Town may not assign this agreement or any interest in it without the prior written consent of the Club, acting reasonably.
9. If the Club and the Town fail to agree on any term or condition in this agreement, a single arbitrator, agreeable to both parties, must be appointed and his or her resolution of the disagreement is binding on both parties. The cost of arbitration will be shared equally by the Town and the Club.

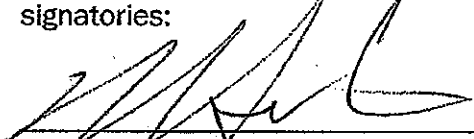
10. This agreement and any modification of it constitute the entire agreement between the parties. Any modification of this agreement is not effective unless it is in writing and signed by the parties.

11. Any notice required to be given pursuant to this Lease shall be sufficiently given if delivered:

a. to the Club at 380 Davis Road, Ladysmith, British Columbia V9G 1T9,

b. to the Town at 410 Esplanade, PO Box 220, Ladysmith B.C. V9G 1A2,
Attention: Director of Corporate Services

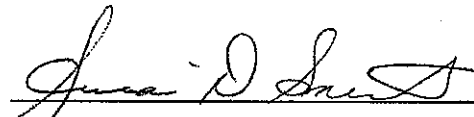
The Corporate Seal of the Town of Ladysmith)
was affixed in the presence of its authorized)
signatories:)

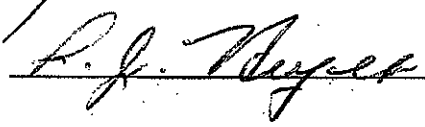

_____))
R. Hutchins, Mayor)


_____))
S. Morden, Deputy Corporate Officer)

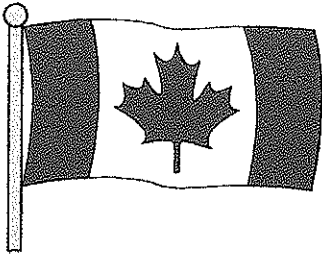
(seal)

Ladysmith Golf Club by its authorized signatory:)

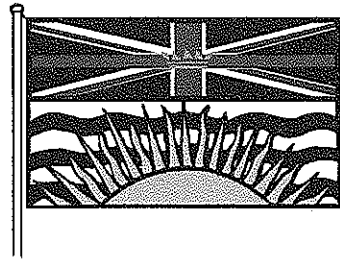

_____))


_____))

(seal)

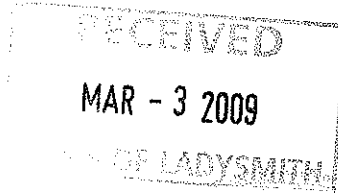


Ladysmith Ratepayers Association
The Voice of Ladysmith taxpayers



March 2/09

Mayor & Council
Town of Ladysmith B.C.



Ladies & Gentleman;

By now you are all well aware of the Ivy Green Mobile Home park eviction notices which have caused great worry and stress for these citizens of our town.

The residents of this mobile home park are working diligently to resolve the problems they face moving their mobile homes. There is no confrontational activity arising from the residents and all remain confident that the Mayor and council of the town of Ladysmith will be diligent in doing all possible to help resolve the problem also.

At this pint in time they are working toward forming a co-op organization within the present residents. The goal is to try and find land within the town of Ladysmith that could be developed into a suitable park for them to move their homes to.

Obviously this is a very bold step however it is the first step in possibly resolving not only the problems in Ivy Green Park, it could also provide some hope for future mobile home dwellers that are or could be facing eviction notices.

This is a great oppportunity for the town of Ladysmith to lead the way on Vancouver island by showing that if all work diligently toward one goal there are answers and solutions for these citizens.

Therefore the Ladysmith Ratepayers Association resolves to assist in every way possible to realize the dream that these citizens of our town are striving toward.

As Vice President of the Ladysmith Ratepayers Association I urge every member of the governing body of the town of Ladysmith to put this at the very top of our town priorities and lobby the provincial government and all service clubs etc. to come to the table with their assistance and any financial help possible.

Sincerely

D.A. (Don) Harrison

Ladysmith Ratepayers Association
Vice President