

TOWN OF LADYSMITH

GOVERNMENT SERVICES COMMITTEE

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

Monday, April 20, 2009 at 6:30 p.m.

Council Chambers, City Hall

AGENDA

Chairperson: Councillor D. Paterson

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1. CALL TO ORDER	
2. AGENDA APPROVAL	
3. DELEGATIONS	
3.1 <u>Ladysmith and District Historical Society – I. Ouelette, President and S. Jones, Archivist</u> Re: Request for Additional Funding.	1 - 2
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7. MEMBER SUBMISSIONS

None

8. CORRESPONDENCE

- | | | |
|-----|--|----------------|
| 8.1 | <u>C. Atwood, Executive Director, BC Bottle Depot Association</u>
Re: New Governing Agency | 37 - 50 |
| 8.2 | <u>Central Vancouver Island Multicultural Society</u>
Re: 1 st Annual Diversity Champion Awards | 51 - 53 |
| 8.3 | <u>Minister R. Coleman, Ministry of Housing and Social Development</u>
Re: Partnership to Create New Homes for Seniors and Person with Disabilities | 55 - 60 |
| 8.4 | <u>M. Marcotte, Director, North Oyster District</u>
Re: Appointment to Parks, Recreation and Culture Commission | 61 |

9. NEW BUSINESS

10. UNFINISHED BUSINESS

10.1 CVRD Regional Recreation Funding Report

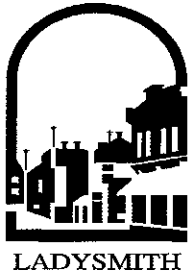
Council will recall that at the April 6, 2009 Council meeting representatives from the CVRD attending the meeting to present their report on Regional Recreation Funding. At that time Council requested that the matter be referred to the April 20, 2009 Government Services meeting for discussion.

Copies of the report were distributed at the April 6, 2009 Council meeting.

A copy of the report is available in Council Chambers.

An electronic copy of the report has been forwarded to all members of Council.

ADJOURNMENT



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Ruth Malli, City Manager
Date: April 17, 2009
File No:

Re: FUNDING REQUEST-Ladysmith and District Historical Society

RECOMMENDATION:

That the Government Services Committee be advised of possible funding sources for a request on tonight's agenda.

SUMMARY OF KEY POINTS:

The Ladysmith and District Historical Society have an urgent request for funding. The annual budget and grants in aid process will be completed in May 09. There exists reserve funding for a similar purpose.

BACKGROUND / HISTORY:

Council has put aside funding in reserves for the Archives building and for the establishment of a museum (from the sale of Dunsmuir Dream books).

Dunsmuir Dream \$4,810

Archives Building \$4,732

ANALYSIS:

Given that the need for funding is urgent. Given that there is a reserve for this purpose, the GSC could direct that reserve funding be utilized at this time.

Introduction/Cover Letter

The Town of Ladysmith has an opportunity to play a lead role in promoting and encouraging the community to become more conscious of the amount of energy it uses and to seek options to reduce energy consumption. The Environmental Commission has spent several months giving this matter careful consideration, and is pleased to make the following recommendations to Council:

It is important to note that it is not the responsibility of the Town of Ladysmith to spearhead all these actions. Some are the direct responsibility of the Town; in other cases, the Town can encourage action on initiatives, and /or provide readily accessible information to its citizens.

The most important thing that Council can do is provide leadership in engaging the community to take collective responsibility for reducing energy consumption and actively pursuing a much more sustainable lifestyle.

The Cowichan Valley Regional District, through its own Environment Commission, has laid out a blueprint for sustainable practices. The initiatives recommended in this document are intended to support that blueprint and ensure that the Town of Ladysmith, and the community as a whole, do our part.

The Ladysmith Environmental Commission believes that Council should support immediate implementation of the recommended initiatives where it is feasible to do so. The Commission would be happy to clarify and or all these priorities in more detail at the council's request. We are also developing other ideas and actions that we will be recommending to Council in the near future. (Not in priority order.)

1. Promote Energy-Efficiency Incentive Programs

Encourage citizens to adopt energy-saving habits by offering incentives, information, rewards and recognition.

Priority actions:

- Provide a reward like a draw for a year-long fitness or swim pass for residents who switch to energy-efficient (35 mpg) vehicles
- Provide an incentive to homeowners to sign up for an energy audit in the coming year
- Set up e-mail billing for Town utilities
- Create a very visible section on the Town's website offering information and links about energy reduction, and celebrating milestones achieved by the Town and its citizens.

2. Encourage Energy-Efficient, Green Development

In accordance with the 2009 Ladysmith Sustainability Visioning Report, the Town should take the lead in encouraging/requiring 'green' developments and the use of innovative sustainability practices in building and infrastructure design and construction.

Priority actions:

- Adopt smart growth principles as the Town's baseline for community planning
- Adopt increased density – "up, not out"
- Adopt development standards that limit run-off, and promote a high standard of energy-efficiency and water conservation
- Protect green space in its natural state

3. Increase Public Transit Opportunities

The automobile accounts for 70 per cent of the greenhouse gases created by our communities. Give that many Ladysmith residents commute, it is critical to provide incentives and encouragement to reduce gasoline consumption.

Priority actions:

- Set up Town transit system
- Establish commuter bus connections to Nanaimo and Duncan
- Facilitate carpool and car share through the Town's website and community group/organizations
- Lobby for commuter rail

4. Create a Holland Creek Watershed Management Plan

The Town is responsible for ensuring a safe, plentiful water supply. Its citizens are responsible for doing their part to protect the watershed and its sensitive ecosystems.

Priority actions:

- Develop a comprehensive watershed management plan to ensure the continued supply of potable water and the protection of the environment
- Investigate the acquisition of watershed lands

5. Pursue Alternative Power Generation Opportunities

The Town has an opportunity to become more self-sufficient in energy generation, and to create economic opportunities at the same time.

Priority actions:

- Encourage the use of geo-thermal and/or bio-mass power in new development proposals
- Encourage consideration of alternate energy uses for existing development
- Place special emphasis on use of alternative energy in the Holland Creek development proposal and on "Institutional Row" on 6th Avenue
- Use Ladysmith Harbour to power downtown

6. Protect and Enhance the Ladysmith Harbour Marine Environment

Ladysmith Harbour is the jewel of our community. Remediation of existing pollution and protection from further contaminants is essential.

Priority actions:

- Continue with the environmental assessment of the Ladysmith Harbour
- Facilitate the development of a multi-jurisdictional environmental response to the assessment
- Ensure that the health of the harbour is a top priority in the Ladysmith Liquid Waste Management Plan
- Stabilize Slack Point
- Establish a Ladysmith Harbour Commission

Next Steps

The main responsibilities of the Ladysmith Environment Commission are to work with the Cowichan Valley Regional District and the CVRD's Environmental Strategic Plan to provide strategic guidance on priority environmental issues and responses for the Town of Ladysmith; and, to undertake specific enquiries aimed at evaluating a major issue or issues affecting the community and the environment and recommending solutions to Council.

Members of the Commission feel that it is equally important for the Commission to provide support in the implementation of the recommendations as required, and to assist in monitoring and evaluation of the success of the actions in achieving the Commission's and Town's objectives.

We welcome the opportunity to discuss with Council how the Commission can provide any implementation and monitoring support required.

Respectfully submitted,

Ladysmith Environmental Commission



Town of Ladysmith
STAFF REPORT

To: Mayor & Council
From: R. Malli, City Manager
Date: April 15, 2009
File No:

Re: CITY MANAGERS REPORT: 2009 First Quarter Report

Background: Role of the City Manager

The City Manager (CM) provides strategic and operational leadership to the organization.

The CM assigns work from Council to the senior management team. The CM has work assigned to her directly from Council, as well as community, operational and legislative responsibilities. The CM must maintain strong positive relationships with Council and staff, business and other community members, and also other government and professional contacts. Focus is on two questions: How does this decision impact the service value that we provide to our citizens today and in the future? And how does this decision or action impact the ability of our staff to perform service to our citizens today and in the future?

Areas of focus~2009:

- corporate and community sustainability (focus on people and process)
- relationship building and community engagement (communications and relevant service)
- adaptation to economic uncertainty and ensuring that the Town is well positioned for opportunities and challenges
- understanding and implementation of whatever Council and staff *really* need to succeed

In the first quarter of 2009, highlights include the contract negotiations with the RCMP, provision of technical training and strategic priority setting with a new Council, completion of Habitat for Humanity home (on land donated by the Town), applications for several grants; completion, together with the Province of British Columbia (Province) and Chemainus First Nation (CFN) of the removal of derelict vessels on District Lot 651, including the issuance of a Licence of Occupation; negotiations with Ladysmith Maritime Society (LMS); Leadership BC Ladysmith program and community projects (including a Community to Community Grant with CFN); continue implementation of visioning (sessions with staff); commencement of strategic response to economic change. In addition, we continue with our focus on corporate foundational work (recruitment, retention, training, providing adequate workspaces, communication, policy and systems change).

Each member of the senior management team will report separately on their divisions.

2009 Assigned Tasks

Project or Task	Discussion	Status-Next Steps
New Civic Space		Engage with citizens
Community Marina	LMS business plan	LMS-Town recommendations
Visioning Document	Staff engagement and action	Action plan
Waterfront Development	Golder, archaeological report	Grant applications
Mission, Vision-Council		Process design
CAEE gold grant application		Completed
Leadership BC partnership	Community to Community Grant	Completed and recd grant. Event planning
City Hall renovation	Short term and long term solutions required	Completed-short term Commenced-long term
Licences of Occupation-DL 651	Solution to removal of derelict vessels	Completed: Removal action by Province, Licence of Occupation obtained
Chamber of Commerce-Contract Visitor Info Centre		Completed-new location
Financial Plan/Budget		On schedule
Quarterly Reports and Action Plans	Quarterly reports and action plans commenced Jan 08. Monthly verbal updates.	Completed and on going
Finance mentor		On schedule
Annual Report	underway	Completion by June 30th

Work Plan Additions or other duties: 2009

Work	Status	Discussion and Next Steps
Environmental Commission	Priority Setting	Presentation to GSC
Volunteer Appreciation	Commenced steps to develop a volunteer appreciation package	Review draft
RCMP agreement	\$'s recd., draft recd	Finalize agreement
Job descriptions	All job descriptions reviewed, posted in workplaces	Completed-on going
Performance Reviews	All staff completed	Completed for 2008
Communications Plan	Draft completed	Review and implement
Environmental Sustainability Direction	Enhance knowledge-staff training	Internal Green Team implemented. On going.
MATI 2 Mentor	MATI 2 (leadership)	June 14-19
Employee Development	Learning Day held quarterly	On-going: Next learning day May 15
UBCM-Province of BC Working Group on Carbon Neutral Local Government	City Manager on Joint Committee	Completed original scope of work; on-going review
LGMA-Women in Local Government	CM on advisory team	Fall 09

Transit-develop and implement comprehensive plan -internal link	Trolley program and inter municipal links. BC Transit, CVRD and RDN	Received feasibility report from BC Transit-committee to make recommendation to Council
Strategic Plan 2004-2008	Celebration of completion	Next step-celebrate!
Regional Emergency Planning	Re-new training-goal is for all senior managers to be trained at Level 3 EOC	Senior managers complete training at CVRD
Strategic connections with educational institutions-renewal and influence	CM invited to sit on School of Public Administration-UVic Advisory Board	On going-CM representing local government
Global committee	Plans commenced	Implementation Q2-09

To be considered after July 1, 2009

- Strategic Plan 2009-2013 (commenced)
- 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
- Project management implementation (commenced)
- Customer Service survey
- Inquiry response strategy (email, phone, customer service)-part of communications plan
- Strategic directions - all work tied
- Implement Stakeholder strategy
- Top 100 Employers (commenced)

LEGISLATIVE	OPERATIONAL	STRATEGIC	COUNCIL	OTHER
City Manager				
GHG emissions-achieving targets set by Council	CM is lead of senior management team-need dedicated time to be involved with major projects-Strategic Level	Lead organization-in time of uncertainty, CM role is critical (communication, direction, availability)-Strategic level	CM is staff liaison to Council, requires dedicated time re: desired service delivery	Provincial working committee GHG emissions
Annual Report	Labour Management-Confidential issues and Labour Management Committee Chair	Waterfront Development-Golder Report-Geotech and Environmental Assessment with Province. Includes CFN archaeological study-Project Management level	Confirm vision, mission values with Council	MATI 2-Leadership Mentor
Budget (presenter-lead)	Regional policing-representative from Town	Annexation of lands-Strategic level	Strategic Plan 2009 - 2013	Leadership BC Ladysmith-Advisory Board
Finance Mentor (mentor-advisor in finance)	Project Management-implement program (note: important re: several large projects, tied to grants)	Community Marina-includes business plan and provincial, federal agencies-Project Management level	Stakeholder management strategy (how often are we connecting with our key stakeholders?)	UVIC Public Admin Advisory Board
	Fire Dept Service Review	Energy Plan implementation-several specific projects TB chosen-PM and Strategic levels	DBA-BIA and Town Of Ladysmith-enhancing relationships during economic challenge	Sister City-Kaikoura, green globe community
	Fire Dept-JEPP grants for training	Implementation of the Vision Document-several specific projects to be chosen-PM and Strategic levels	Tree Bylaw-facilitate intent clarity and develop strategy	VIU Leadership-Innovation Board

LEGISLATIVE	OPERATIONAL	STRATEGIC	COUNCIL	OTHER
	RCMP operations review	Recruitment-Retention of staff-several strategies including leadership development	Develop Council 'work plans'-what is Council going to achieve in this term?	
	RCMP partnership-building lease	Interagency relations (attendance at several events) outcomes-grants, information, contacts	GM provides policy advise to Council-research	
	Grant applications-Brownfield and Build Canada	Natural Step-Implement in Ladysmith		
	Financial Bylaws	Transit Plan-working with BC Transit to develop a plan, including trolley		
	Performance Management-all aspects of organization (several strategies)	Top 100 Employers		
	Sub-regional recreation funding model with CVRD	Tie all work to strategic directions-implement a strategy		
	Staff liaison to Environmental Commission	Service standards Strategy (emails, phone, customer service); Customer service survey		
		Project Management		
		CFN staff liaison		



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: April 16, 2009
File No:

Re: FIRST QUARTER REPORT

For the second year in a row, the unusually cold spring, and frequent snow events, kept the Public Works Department busy with the sanding and snow plowing operations which slowed down the regular cleanup process.

OPERATIONS

The first snowfall of the year was Sunday, January 4th and the crews were kept busy clearing roads, sanding and hauling snow from the downtown area until after the last snow fall (so far) which occurred on March 9th. We did start sweeping up the winter sand in March and hope to complete that operation sometime in May.

Between the snowfalls and the sanding for icy conditions, crews did have an opportunity to take down the Christmas lights and start the flushing program. There were a number of burials that the crews had to handle and we were also able to install two separate water, sewer and storm services. We were able to install a number of new parking signs in the downtown area and we did finalize the inventory.

During the cold weather we also developed a couple of leaks in the infloor heating system at the Public Works yard. After locating the leaks, portions of the concrete floor were removed to repair the leaks.

CAPITAL

Crews did get an opportunity to work on a couple of capital projects when the weather allowed. The trenching for the chlorination system at the sewage treatment plant was completed. The carpenters also completed the kitchen renovations at the Aggie Hall. We started to work on installing the services on the 2nd Ave. water project. The contract for the headworks at the sewer treatment facility was awarded and the contractor has started the excavation.

During the first snowfall in January, a major water break on Arbutus created a situation which required the removal of a large section of asphalt. Council gave approval to replace a large section of water main on Arbutus and Bertrum prior to repaving the road. There was also a small section of storm main that was replaced to take the flows from Arbutus.

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: April 20, 2009
File No:

2009 First Quarter Report

Administration

- On average the front reception staff attends 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 \$80,876.88, facility admissions of \$75,277 and facility booking revenue of \$19,828.20. 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.
- The 2009 Spring Leisure Guide was completed in-house; which included promoting the guide to local businesses as a way to advertise their services; ad revenue for this leisure guide was \$1730. Cost to print was just under \$5,000.
- Staff currently working on the 2009 Summer Leisure Guide, which will be mailed to residents on June 8, 2009.
- Power point presentations have been created by staff to show information about the department and opportunities. These are displayed on the new flat screen TV mounted in the lobby
- Complete Aggie Hall Kitchen upgrade
- Work with all staff on 2009 Budgets

Maintenance

- Replace diverter valve on Whirl pool filter
- Replace impellor on main pool pump
- Replace condensing coil in Dry O Tron
- Repair fire alarm panel at Aggie
- Rebuild main pool solenoid valve
- Aggie kitchen renovation project
- Replace rotometer for main pool chlorination
- Install emergency light/exit packs at Machine Shop
- Install emergency light packs at city hall
- Repair emergency lighting at High street
- Annual sprinkler inspections for Machine Shop and RCMP
- Change filter media for air handling units
- Repairs to High Street furnace
- repair pump on Taski Floor machine
- Service to lockers
- Install low flow valves on urinals at FJCC
- Repair/replace snow dams on FJCC roof
- Dam pump areas of FJCC pools

- Repair youth zone games tables
- Build new step boxes for fitness centre
- Mount screen on Aggie stage
- Repair kiosk at Post Office
- Remove plumbing from city hall bathroom
- Mount large screen TV in FJCC lobby wire in cable and HDMI
- Biannual inspection and cleaning of RCMP roof and replacement of mast stand
- Collect/ install large screen TV donation to youth zone
- Removal of old VIHA equipment from high street
- Minor repairs to RCMP building
- Make "Humdergen" safe for public and from vandals
- Repair to pool exits

Aquatics

- First Quarter Revenue \$92,217.
- Aquatic programs (private and public swim lessons) 642 - \$22,849
- Aquatic high level courses . \$11,844. Stats 91 These numbers reflect patrons preparing for the pleasure craft operators certificate that boaters need to have in place by Sept 15th 2009
- Aquatic admissions. \$32,219. Stats 11,292
- Aquatic pool rentals. \$16,313.
- Aquatic school rentals. \$8,011. Total of 13 schools either through sets of lessons or recreational swims. Again Kuper Island School having the most challenge co-ordinating transportation and ferry schedules.
- Aquatic special event. \$981. Stats 313 Popular monthly Dive in Cinema with 87 per swim. Back by demand was the Pirates swim with 105 in attendance. Volunteer participation from the high school was exceptional this year.
- Monthly sponsored swims by LPR&C and Community partners (Fraternal Order of Eagles, Spirit of BC Days and Tim Horton's with approx 60 per swim.
- Last Friday of every month sponsored Adaptive Fitness swim by Ladysmith Fraternal Order of Eagles with approx 24 per swim.
- Adaptive Fitness swim Mon to Fri Stats 1,062
- Record snow falls affected attendance during this first quarter.

Community Programs

- Winter 09 community program revenues at \$13,500 were down 15% from Winter 08 of \$15,942;
- monthly programmer meetings getting back on track
- Summer daycamp planning: established that the Youth Program Coordinator would be responsible for 2009 summer daycamp coordination on a trial 1-year basis, with full time hours June - August inclusive; Senior Leader and Junior Leader positions posted; Canada Summer Jobs grant application submitted
- Rec Room attendance is increasing; Youth Program Attendant position posted to enable full service on Friday nights with access to sports in the gym, etc.
- reduced services Jan - Mar while Danielle completed her 3-month practicum out of town (she graduates with her BA in Child & Youth Care this spring)
- Youth Council recruitment continues; partnership with LSS in promoting community youth initiatives

- meetings with Youth Altitude rep Rena Roussin re: Chemainus First Nation cultural bridging project
- Spirit of BC Week February 6 – 14 with additional participation from Historical Society, Golf Club, Chemainus First Nation, Ladysmith Family & Friends, Ladysmith Chronicle; “One Year Countdown” funding included grant for audio-video displays to be used for programs and events promotions
- Olympic Torch Relay planning meeting in North Cowichan – March 4
- Spirit of BC Summit in Vancouver March 6 & 7
- Literacy Now Regional Task Force – January 19, March 30
- Ladysmith Interagency Group: January 28
- Ladysmith Early Years Partnership: monthly meetings January 19, February 16; partnership evaluation interview with VIU consultant January 23; Ready, Set, Learn – Healthy Start to Learning event at Aggie Hall March 10
- Ladysmith Youth Advisory Coalition: January 8, February 5, March 5
- Ladysmith Community Health Advisory Committee: January 8, February 4, March 4
- Ladysmith Family and Friends: board meetings January 14, February 11, March 11; regular meetings with coordinator Jacquie Neligan; discussions re: Food Skills for Families partnership between LaFF and LPRC
- Ladysmith Food Action Coordination Team (FACT) – January 20
- Leadership BC Ladysmith – community contacts discussion with program coordinator January 27
- Spirit of BC Ladysmith Committee – January 28, February 5, March 12
- Special Services to Children – mtg. with Steve Hancock (MCFD) re: community referral process
- Employment Navigators – mtg. with new Executive Director Ann MacGillvray February 6
- Chemainus First Nation – mtg. with George Harris February 6 re: common events possibilities
- Success by 6 Council of Partners – quarterly meeting in Parksville February 11
- 2010 Legacies Now Business Opportunities Workshop – February 23
- BCRPA regional meeting at Oliver Woods Community Centre – March 13
- BC Healthy Living Alliance – Policy Forum in Nanaimo March 25
- Community Gardens public visioning process planning meeting – March 31

Fitness

Fitness Centre Attendance Comparison

	2008	2009	%
January	4296	4522	5%
February	4322	3963	-8%
March	3767	4192	11%

Fitness Centre Drop-In Classes Comparison

	2008	2009	%
January	307	406	32%
February	353	446	26%
March	327	494	51%

Fitness Revenue Comparison

	2008	2009	%
Fitness Programs	\$20,714	\$24,278	17%
Fitness Admissions	\$4,979	\$5,125	3%
Fitness Passes	\$37,869	\$37,932	.2%

- Along with the 10 drop-in fitness classes offered throughout the week, the Fitness Centre is also offering a total of 20 different registered fitness classes for kids, youth and seniors.
- Fitness Centre staff has been working in partnership with local schools to provide fitness and wellness activity days.
- Fitness Centre staff has been working diligently on receiving BCRPA Personal Trainer certification. To date, all staff has successfully completed this challenging course.

I concur with the recommendation:



R. Malli, City Manager



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: April 14, 2009
File No:

Re: CORPORATE SERVICES DEPARTMENT WORK PLAN:
REPORT ON 1st QUARTER ACTIVITIES (JANUARY TO APRIL 2009)

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, annual audit, financial statements, tangible capital asset management)
- Human Resources (staff training, recruitment, employee wellness, benefit administration)
- Accounting/Information Technology (payroll, accounts payables/receivables, computer technology/system management)

Strategic Priorities:

- Space needs for City Hall under review - ongoing
- Establishment of a community-wide trolley service - ongoing
- Visioning process final stages
- Review of Tangible Capital Asset programs - ongoing
- Conducted monthly Occupational Health and Safety Committee and Wellness Committee meetings
- Development of Communications Plan - ongoing
- Strategic Priority Session - Confirmed Strategic Priorities for 2009
- Archaeological Impact Assessment of Ladysmith Harbour - ongoing
- Initiated Bylaw Review Project - ongoing

Legislative Requirements:

- Conducted 16 Council meetings, 13 Executive Council meetings and 4 Government Services Committee meetings (pre-meeting preparations and post-meeting follow-up)
- Received campaign financial disclosure documents from all candidates in the 2008 local government election
- 2009 budget preparations – ongoing
- 2008 Annual Report – ongoing
- Assisted Auditors with annual review
- Prepared 2008 year end
- Research into software for capital asset reporting and management system - ongoing
- Conducted health and safety inspections of City Hall and health and safety meetings

Departmental Operations:

- Conducted first Global Commission meeting and confirmed schedule of future meetings
- Processed 11 job postings
- Re-introduction of “quiet time” at City Hall
- Conducted Human Resources Department planning session
- Participated in Inter-Municipal HR Meeting
- Conducted quarterly Administration Department planning session
- “Vision Board” – Core Services component underway
- Conducted “Lunch & Learn” session in April re: visioning process
- Conducted Global Training session in February
- Attended Environment Commission meetings on behalf of City Manager
- Conducted Trolley Committee meeting and associated research
- Ratification of Historical and Artefacts Society Agreements
- Appointed Customer Service Coordinator
- Assisted with Leadership BC
- Processing/maintenance of Town leases – ongoing
- Processed payroll as required - ongoing

I concur with the recommendation:

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R. Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: April 16, 2009
File No:

Re: **DEVELOPMENT SERVICES DEPARTMENT WORK PLAN:
REPORT ON QUARTER 1 ACTIVITIES (JANUARY TO MARCH 2009)**

PURPOSE:

To provide Council an overview of Development Services Department activities for the first quarter of 2009.

INTRODUCTION/BACKGROUND:

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

SCOPE OF WORK:

Strategic Priorities:

- Develop Green Initiatives: Continue to work with Visioning outcomes; Appointed to the provincial Green Incentives System technical working group – attended first meeting; Commenced development of work plan for Holland Creek Area Plan review.
- Implement economic development communications initiatives: Finalized target sector business profiles and display booth banner design; Advanced TAC tourism signage recommendations to EDC and Council.
- Market to attract and recruit industrial and commercial business: Trade Show coverage at the Boat Show, Agriculture Show and Real Estate Show.
- Implement tourism sector support and marketing: Tourism advertising placed in regional and local visitor guides; Developed local cooperative marketing opportunity combining tourism, festivals and downtown business promotion; Prepared staff report to Council regarding tourism contract resources.
- Council established the following five strategic priorities for the department: Holland Creek Area Plan; Affordable Housing; Implementation of tourism plan - UBCM Phase 2 activities; Economic development resource review; Development Cost Charge (DCC) Bylaw Review (Phase 1).

Legislative Requirements:

Development application processing:

- Notification process for: GPM Public Hearing; SHOA height DVP.
- Direction from Council received on: GPM rezoning; ESSO sign variance; Phillips rezoning; Huntjens rezoning.
- Development permits approved under delegated authority: Ladysmith Car Care (ESSO) façade and signage; Home Hardware landscaping amendment.
- Covenants: Worked with applicant's legal counsel on GPM covenant.
- Prepared amendment to the development application procedures bylaw regarding Council consideration of DVP applications and application requirements for redevelopment proposals causing displacement of tenants.

Departmental Operations:

- Prepared staff reports to Council regarding: manufactured home park policy and development procedures; boundary extension request for 11235 Baker Road; business lease interest in the Machine Shop building.
- Prepared successful expression of interest and grant proposal for a Built Environment and Active Transportation (BEAT) grant. Attended a BEAT Summit.
- Prepared department budget.
- Organized and attended meetings of HRAC, ADP, APC, EDC, and TAC.
- Attended Global commission meeting.

Economic Development Strategic Plan:

- Reviewed 2009 strategic plan activities with the EDC.
- Prepared final report for CISP grant (sector business profiles and banner design)
- Attended TAC Promotion and Marketing sub-committee meetings.
- Worked with Tourism Vancouver Island to finalize funding request to Tourism BC.
- Attended District of North Cowichan Economic Development Committee.

Heritage Strategic Plan:

- Prepared report to Council regarding HRAC Community Heritage Register / Statement of Significance Project proposal and received Council direction.
- Provided recommendation to Council on recognition for former Mayor Kay Grouhel.
- Secured grant funding from Heritage BC and organized and hosted a Heritage Tourism Workshop.

I concur with the recommendation:



R. Malli, City Manager



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: April 8, 2009
File No:

Re: **MACHINE SHOP SIGNAGE**

RECOMENDATION

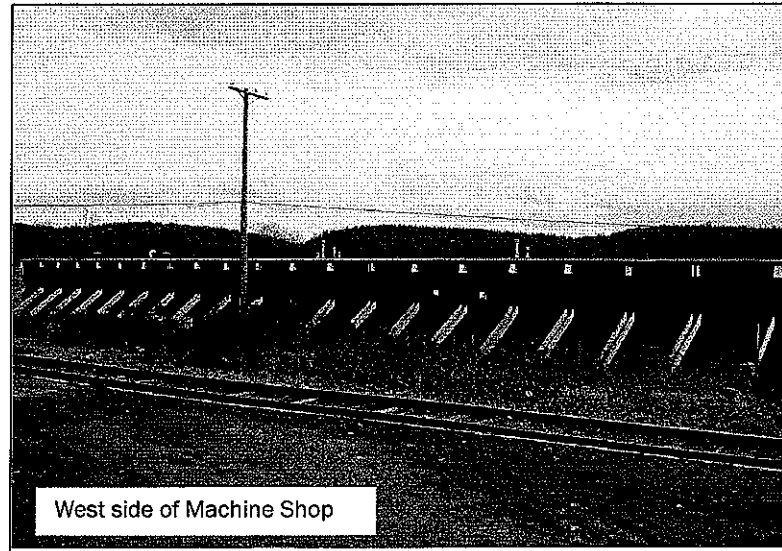
THAT staff be directed to develop a template for Machine Shop tenant signage.

PURPOSE:

The purpose of this report is to seek direction regarding signage for tenants of the Machine Shop.

INTRODUCTION/BACKGROUND:

The Town has received a request for signage from two tenants of the Machine Shop. The Art Gallery requested an 18m² (200ft²) vinyl banner type sign facing the highway to attract travelers from the highway. Atlantis Kayaks requested a 3.7m² (40ft²) vinyl sign also to be located on the west side of the building to attract highway travellers.



It is understandable that the tenants are interested in advertising their business by displaying signage on the west side of the building. The tenants lease with the Town requires that they seek Council approval for any signs that are displayed. If Council is interested in permitting signage on the Machine Shop building the following is a recommended approach to ensure fairness for all existing and future tenants. There are currently 9 tenants in the building and there is the potential for 12-14 tenants.

SCOPE OF WORK:

To ensure all tenants have the potential for signage and to maintain an aesthetic appeal on the exterior of the machine shop it is recommended that a template be developed for the signs such that the signs are consistent in size, colour, and font. It is recommended to permit each tenant to have one sign on the exterior of the building above their entry door and one sign on the west side of the building facing the highway.

The Machine Shop is approximately 64 metres (210 ft) in length. The west face of the building is characterized by 22 support beams that protrude from the building creating 21 even sections. Thus, it is possible to space 10 signs on the west face of

the building in alternating sections so that the signs are evenly spaced and not cluttered. It is recommended that the west facing signs be approximately 3m x 1m (10ft x 3ft) in size.

By creating a Council approved sign template for the Machine Shop, tenants would not need to seek Council approval each time they wished to erect a sign. The Machine Shop falls within an 'Official Community Plan Development Permit Area' thus a development permit and sign permit is needed for each sign proposed. The Manager of Development Services has been delegated the authority to issue sign development permits. The development permit and sign permit process could be used to ensure consistency with the required template for the Machine Shop. Also, guidelines could be established for installing and removing signs to ensure integrity of the building.

ALTERNATIVES:

To not permit signage on the highway side of the Machine Shop building.

FINANCIAL IMPLICATIONS n/a

LEGAL IMPLICATIONS n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS: n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS: n/a

ALIGNMENT WITH STRATEGIC PRIORITIES: n/a

SUMMARY:

Tenants of the Machine Shop have requested signage on the west side of the Machine Shop building to attract highway travellers. To ensure a consistent appealing look for all potential tenants of the Machine Shop, it is recommended to develop a signage template.

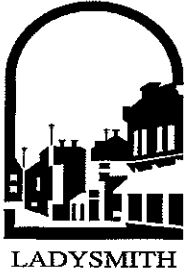
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: April 15, 2009
File No:

Re: 2009 TIMBERWEST ACTIVITIES

RECOMMENDATION:

For your information

BACKGROUND / HISTORY:

A meeting was held with TimberWest to review their proposed activities within the Tows watershed. Attached is a summary of the meeting along with a map showing the area that TimberWest will likely be working in 2009. TimberWest also brought up the wish to extend the use of glyphosate on roadside brush within the watershed. A TimberWest Operations Forester has offered to show the effect of the glyphosate application.

ATTACHMENTS:

Summary of meeting with TimberWest
Map showing proposed Activity.

I concur with the recommendation:

Ruth Malli, City Manager

MEMORANDUM



To: Joe Friesenhan
From: Domenico Iannidinardo
CC: Glen Waatainen, Eric Jeklin, Murray Brandon (Couverdon)
Date: 14 April 2009
Re: **Review of potential 2009 activities in Holland, Banon, and Stocking Lake watersheds**

Joe,

Thank you for meeting with all of us on April 3rd. It was very productive. In addition to a general discussion of potential operations in cutblocks W11, W1A, W17, and W33, the following points were noted:

1. You understood that W11 (near Stocking Lake) has very little, if any, area that actually drains into the lake. You had no specific concerns from a water quality perspective.
 - a. TimberWest will further refine the watershed boundary around this area
 - b. TimberWest could possibly build road in this block in 2009 if other real estate related discussions do not lead to a deferral.
2. We mentioned how we monitor water quality above and below active harvesting in certain scenarios within the watershed. For example, we did this the last time we harvested in the Stocking Lake watershed.
3. Pipeline from Holland Lake to Stocking Lake:
 - a. You updated us stating that you may be proceeding to license approval stage for this diversion in the next year or so. It is understood that continued communication with TimberWest / Couverdon is required at many future stages.
4. Banon diversion was opened this winter to fill Holland Lake. This was the first time in eight years.
5. You mentioned that Ladysmith is likely to ramp up its sampling program within its watershed source areas in 2009. This is a progression from sites previously established with the help of TimberWest.
6. We discussed how our (previously reviewed) minor application of glyphosate (selective herbicide) on roadside brush within the watershed source area has been successful. An explanation of how applicators give stream crossing a wide buffer occurred.
 - a. We discussed the need to extend this roadside application further into the watershed. This is necessary for:
 - i. Safety for TimberWest activities
 - ii. Maintenance of the Town's access to Holland Lake and the upcoming diversion project.
 - b. A few benefits of herbicide compared to manual brush control were discussed:
 - i. Less carbon-based fuel consumption from small engines
 - ii. Less generation of debris and deciduous leaves that risk plugging culverts or decomposing in watercourses, potentially reducing water quality.
 - iii. Less need for using excavators or bulldozers to clear brush and increase exposed soil, which can lead to higher turbidity

- c. You mentioned how Ladysmith crews only use manual brush clearing methods on Town projects.
 - d. As an experienced professional applicator, our Operations Forester, Eric Jeklin, reviewed TimberWest's guidelines and how they would be altered for further caution in the drinking watershed areas. Moreover, he explained how glyphosate is inactivated when it comes into contact with soil because it is absorbed onto soil particles. This means that it is not easily leached and is unlikely to mobilize into groundwater.
 - e. We also discussed how selective application methods were needed beyond the roadside corridors into regenerating stands in the watershed.
 - i. This has all the benefits (compared to manual) as in roadside application, but includes the addition of improving coniferous survival. Healthy conifer plantations with little brush generally provide better interception of snow. Furthermore, this contributes to overall quicker recovery in managed watersheds.
 - ii. In all cases, glyphosate has extremely low toxicity to humans.
 - f. Eric Jeklin will call you in the next month or two to show you the previously treated areas and areas that he feels need roadside treatment in 2009. At that time, he'll also show you areas beyond the roadside (into the cutblocks) that may need treatment in 2010.
7. You asked that TimberWest provide
- a. a brief summary of the meeting (this document), and
 - b. an 11x17 updated map clearly showing the true watershed boundaries of the Town of Ladysmith's drinking water source area. This map is attached.
 - i. Note that since our meeting, we inspected the area on the ground and confirmed that W11 does have a significant part of its proposed harvest area that would drain into Stocking Lake. This is contrary to your understanding of the matter at the time of our meeting. You will see that the watershed boundary has been updated on this map to reflect this. Knowing this, please contact TimberWest at your next convenience if the Town would like to further discuss the proposed harvest plan in the Stocking Lake watershed.

As always, please contact us if you have any questions.

Glen Waatainen, RFT
 Engineer
 Office: 250 729 3769
 Cel: 250 709 5766
waataineng@timberwest.com

Murray Brandon, RFT
 Project Manager
 Office: 250 729 3733
 Cel: 250 246 0425
murray.brandon@couverdon.com

Eric Jeklin, RPF
 Operations Forester
 Office: 250 729 3788
 Cel: 250 250 715 5663
jekline@timberwest.com

Domenico Iannidinardo, RPF, RPBio, PEng
 Manager, Integrated Resource Analysis Section
 Office: 250 729 3778
 Cel: 250 715 7387
iannidinardod@timberwest.com

Holland / Banon / Stocking Lake Drinking Water Source Area 2007 Orthophoto Ladysmith Extent



Ladysmith

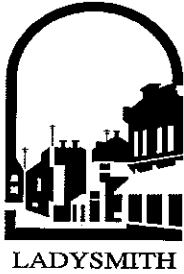


Legend	
!	Cities
P	Water License POD
SURFACE	
[Blue Box]	Lake
[Red Outline Box]	Ladysmith Extent
[Yellow Dashed Outline Box]	Sub-basins
[Pink Box]	Non TW Land
[Brown Outline Box]	TW Legal Lines

1:50,000

April 2009

Potential 2009 activity labeled in this font shows approximate harvest location



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: April 7, 2009
File No:

Re: ADDRESS CHANGE

RECOMMENDATION:

That Council authorize the address change of 1129 – 2nd Ave to 1129A -2nd Ave. and 1129B – 2nd Ave. with any cost for the address change to be paid by the Cherry Lane Strata Corporation.

BACKGROUND / HISTORY:

After receiving a letter from the Cherry Lane Strata requesting separate addresses for each unit in the strata, Council passed a resolution for staff to review and report.

Prior to 1992, the property in question was one large parcel. Construction of 2 duplexes was started in 1992. Two units were completed in 1994 with the remaining two being completed in 1997. The subdivision of the parcel was completed in 1994. Originally, the parcel to the East had a highway address and the parcel to the West had a 2nd Avenue address.

When the East parcel was approved for a strata site, their access to the highway was eliminated. An agreement was made to allow an access through the West parcel. With both parcels using the same access road onto 2nd Avenue, it was best to give the same address to both parcels in case of emergencies.

Although not desirable, having the parcels identified as 1129 A and 1129B could be facilitated.

ATTACHMENTS:

Letter from Cherry Lane Strata

I concur with the recommendation:

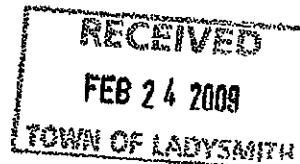

Ruth Malli, City Manager

Cherry Lane Strata

PO Box 453, Ladysmith, BC, V9G 1A3

STAFF RECOMMENDATION
Refer to Staff for review and report back to Council.
Concur with the recommendation.
<i>R. Mark</i> R. Mark, City Manager

His Worship The Mayor and Council
Town of Ladysmith
PO Box 220 (410 Esplanade)
Ladysmith
V9G 1A2



February 8th, 2009

Dear Sirs and Mesdames,

Our street address is 1129 2nd Ave., an address that we share with another strata. At this address are two legal entities with separate property titles. We have separate water lines and utilities, and are billed separately for them by the Town of Ladysmith.

One legal entity is the Cherry Lane Strata, which we represent. The other is registered to Brad Harley Construction, we believe. Our strata was built over 15 years ago, while the strata registered to Brad Harley was built within the last two years and still has unsold units so does not yet have a strata corporation, as far as we know.

The owners of the homes in the newly constructed strata have a right of way through our strata, and use our driveway to access their property.

Just before the end of last year we found out that Slegg Lumber had registered liens against each home in our strata because of unpaid bills by Brad Harley Construction incurred with regard to building the other strata. Slegg Lumber informed us that they did this as a consequence of information provided to them by the Town of Ladysmith. They have now removed those liens, however, we have no way of knowing whether other companies will also register liens.

At a meeting held with Brad Harley and ourselves, and with the participation of the Town's planner and engineer, we requested that separate street addresses be given to each strata. This was refused, the reason given being that it had no precedent.

Firstly, we are renewing that request for separate street addresses. The easiest way would be to designate Cherry Lane Strata as being at 1129A 2nd Ave., and the other strata as being at 1129B 2nd Ave.

Secondly, we request that two separate entries be made in the Town's records, one for each designation, and that the existing designation be removed. That is, that 1129 2nd Ave. be removed completely from all records and separate new entries for 1129A and 1129B be entered. Inquirers would then be required to know to which of the properties their inquiry referred.

Yours truly,

Karen Cameron (McIntyre),
Chair, Cherry Lane Strata

Linda Llewellyn,
Treasurer

cc. Manager, Town of Ladysmith



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: April 14, 2009
File No:

Re: ANNUAL DRINKING WATER REPORT

RECOMMENDATION:

That Council approve the 2008 Annual Water Report for submission and authorize the report to be uploaded to the Town's website.

BACKGROUND / HISTORY:

Section 15 of the Drinking Water Protection Act and Section 11 of the Drinking Water Protection Regulation require all water suppliers to provide annual reports to their users.

The report contains a description of the Town's water supply and distribution systems along with the accomplishments for the system over the past few years and especially the accomplishments for 2008.

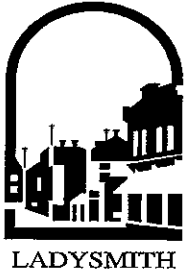
Upon approval from Council, the report will be submitted to VIHA and also placed on the Town's web page for the public to view.

ATTACHMENTS:

2008 Annual Water Report is available in Council Chambers for review.
An electronic copy of the 2008 Annual Water Report has been forwarded to all members of Council.

I concur with the recommendation:

Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: April 19, 2009
File No:

Re: ODOUR CONTROL AT SEWER TREATMENT PLANT

RECOMMENDATION:

That the Government Services Committee recommends to Council the expenditure of \$85,000 in the sewer utility be authorized and a Sol-Air unit be purchased for \$63,020 plus taxes.

BACKGROUND / HISTORY:

A number of complaints have been received over the past couple of years regarding the sewer smell in the area of Bayview and Stephenson. The major problem was created by a cross connection from a sanitary service into the storm sewer. This was located and separated. There is still a smell created whenever the plant requires dewatering. This takes place at least one day each week.

Part of the new design to get the Town to secondary treatment includes a three stage odour control. This will take care of any odour created through all phases of the sewage treatment process. The first stage of this odour control system is a Solair UV treatment for the odour control in the dewatering building. The cost of this stage is approximately \$85,000 to install. The unit could eliminate approximately 80% of the odour and would be used in the final design of the secondary treatment process.

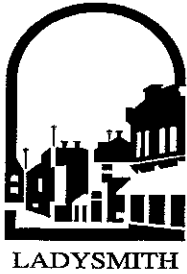
Sol-Air systems Inc. of Kelowna are the lone supplier for the UV unit at \$63,020.

ATTACHMENTS:

"None".

I concur with the recommendation:

Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli
From: Joe Friesenhan, Director of Public Works
Date: April 15, 2009
File No:

Re: CROWN LAND APPLICATION

RECOMMENDATION:

That the Government Services Committee recommends to Council that the application for a Crown Land Right of Way for the Holland Lake to Stocking Lake pipeline submitted by Koers & Associates Engineering Ltd. on behalf of the Town be approved.

BACKGROUND / HISTORY:

The preliminary design of the proposed pipeline from Holland Lake to Stocking Lake has been completed. Our engineers, Koers & Associates Engineering Ltd., have made application to the Province for a water license amendment and for a Crown Land Right of Way.

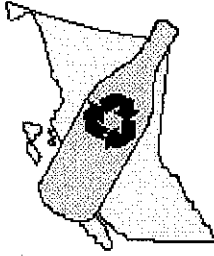
For the Province to accept an application for Crown Land Right of Way, an official Council resolution approving the application is required.

ATTACHMENTS:

"None".

I concur with the recommendation:

Ruth Malli, City Manager



BC Bottle Depot Association
9850 King George Hwy, Surrey, V3T 4Y3
Phone: 604-930-0003 Fax: 604-930-0060
Email bcbda@telus.net

March 25th 2009

Open letter to all BC Municipal Councils

Dear Mayor and Council

This letter is being sent with an attached "Open Letter to the Honourable Minister Penner, Minister of the Environment and Minister Responsible for Climate Action." The letter was delivered to Minister Penner last week and describes the current situation within the recycling industry in particular the Used Beverage Container and Electronics Stewardship Programs and the voluntary milk program. The BC Bottle Depot Association (BCBDA) is sending this letter to all municipal councils in hopes that each council will support the initiative outlined below and in the letter to Minister Penner and / or take the appropriate actions to protect their communities, taxpayers and their local environments.

The BCBDA is a voluntary, membership based non-profit organisation (since 1997) that represents a large number of depots across BC. The BCBDA has taken the initiative to demand that the Ministry of the Environment take appropriate steps to create a governing agency to manage all monies generated within stewardship plans and include the voluntary milk recycling plan to ensure that the recycling industry as we know it does not fail or become eroded to the point of collapse. Failure of the collection facilities would place the burden of recycling on the back of taxpayers - your taxpayers. With the Electronic Stewardship program scheduled to be expanded this year to include more items and will in the next two years include large items such as fridges and stoves and a provincial election happening soon it is imperative that action be taken now. The Electronic stewardship Plan consultation invitation is also attached to this email.

Encorp Pacific (Canada) currently manages the Used Beverage Container Stewardship Plan, the Electronics Stewardship Plan (as a management contract to Electronic Stewardship Association of BC (ESABC)) and the Voluntary Milk Container Program all of which have failed to reach their recovery targets. The current system allows for the unredeemed deposits, eco fees and advanced disposal fees to be kept by the steward (Encorp). These fees are collected province wide from consumers and are supposed to be used for the cost of recycling the discards. Currently there are a large number of communities in the province (almost 70% for electronics) that have no collection facility for these

products and the local government is burdened with the cost of recycling or land filling these items or paying for the shipment of these items to communities that have collection facilities or landfills while the steward (Encorp) keeps the money. Encorp does not share any of the collected deposits, eco fees or advanced disposal fees with the municipalities. In the majority of communities that do not have collection facilities the reason is only because Encorp does not offer enough compensation to depots or other collectors to pay for the cost of accepting the goods.

The BCBDA has grown weary as have many municipalities (see motion from Quesnel City Council included in the letter to Minister Penner) of trying to make Encorp and the Ministry of Environment understand the inequities of the product stewardship recycling system and we are asking for your help in the creation of a new governing agency much like the Beverage Container Management Board (BCMB) in Alberta in order to make these recycling programs fair and sustainable.

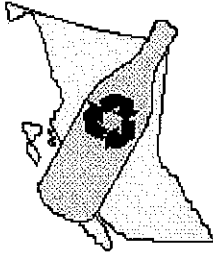
We ask all Municipal Councils to read the Open Letter to Minister Penner, include that letter, this cover letter and the Electronics consultation invitation on your council agenda and if council determines that your community is underserved by any of these or other stewarded recycling programs (tires, paint, medications, used oil), please respond to the BCBDA. We hope you are willing to assist this initiative by putting pressure on the Provincial Government and the Ministry of Environment for the creation of the governing agency as described in the letter to Minister Penner. This important initiative will help stabilize the future of recycling and assist the preservation of our environment. Please advise the BCBDA of your decision.

I look forward to your reply and anticipated support in regards to this initiative. Please contact me if you require more information.

Yours truly,



Corinne Atwood
Executive Director
BC Bottle Depot Association



BC Bottle Depot Association
9850 King George Hwy, Surrey, V3T 4Y3
Phone: 604-930-0003 Fax: 604-930-0060
Email bcbda@telus.net

March 13th 2009

An open letter to the Honourable Barry Penner
Minister of the Environment and
Minister Responsible Climate Action
Room 112
Parliament Buildings
Victoria BC
V8V 1X4

By Email env.minister@gov.bc.ca

Dear Minister Penner

This letter is to bring to your attention the concerns of the BC Bottle Depot Association (BCBDA) and its members that the recycling industry, in particular the viability of the bottle / recycling depot system in BC are in jeopardy. As you may be aware, privately owned and operated bottle depots in BC form a network across the province that provide collection points for used beverage containers and other recyclables when zoning and feasibility permit. The current drop in commodity values of other recyclables and the unlevel playing field that bottle depots and the associated collection agencies for recyclables must operate on have made it more difficult for independently owned businesses to survive.

For the purpose of this letter I will focus on the steward of the Used Beverage Container Stewardship Plan, Encorp Pacific (Canada) mostly because Encorp Pacific (Canada) is the steward that bottle depots and the BCBDA have the most exposure to and Encorp is the only steward that publicizes its activities by way of an annual report albeit flawed. The other stewardship plans in the Province of BC operate under similar guidelines.

Approximately one in four (25% or greater depending on the container type) containers sold with a beverage in British Columbia is not returned to a bottle depot or other collection area. The unredeemed containers end up in landfills at the taxpayer's expense. The unredeemed deposits paid by consumers on those containers are kept by Encorp and are supposed to be used for the purpose of managing the used beverage container stewardship plan.

Encorp Pacific Canada is a federally registered not for profit agency that was created by beverage manufacturers to manage their used beverage containers as per the Recycling Regulation. Encorp Pacific Canada's Board of Directors consists of major beverage producers and retailers such as Coke and Pepsi, the Dairy Council, fruit beverages and

bottled water. Encorp's mandate is to serve their producer / brand owners best interests by managing the Used Beverage Container Stewardship Plan to their advantage.

Extended Producer Responsibility (EPR) programs as described by the Ministry of the Environment in the BC Recycling Regulation demand that the producer / brand owners of certain products such as used beverage containers including wine, spirits and beer, paint, electronics, used oil, tires and medicines submit a stewardship plan that expresses how the producer will recover and manage the waste associated with their products. Producers or agencies created to represent producers must reach designated recovery rates and take responsibility for the management of collection of their product or risk being penalized by the Ministry of the Environment.

If one reviews Encorp's 2007 Annual Report and compares units sold (1,305,303,765) to units recovered (993,100,883) over 312 million (312,202.872) containers were not recovered (equal to 17.3 million dollars in unredeemed deposits). This would be enough containers to sustain approximately 50 or more depots of average size. These unrecovered containers went to landfill at the taxpayer's expense. The Ministry of Environment's Recycling Regulation states that the cost of recycling and disposal is to be born by the producer and the consumer, not the taxpayer.

Encorp boasts a network of depots but in fact has no ownership of any of depot. They do however operate as a monopoly in the collection and management of the used beverage container system and have the power to grant or withhold Depot License Agreements (DLA) and try to impose their standards on the depot. Bottle depots existed as independently owned and operated businesses well before the introduction of Extended Producer Responsibility (EPR) by the Ministry of the Environment through the waste management and recycling regulation, and continue to be independently owned and operated. The difference being that as per the recycling regulations depots must now only sell their containers to Encorp.

The BCBDA representing its member depots and related recycling partners are concerned that Encorp and the other stewards-agencies and / or producers entrusted with the stewardship of waste products also manage unredeemed deposits, container recycling fees, advanced disposal fees and eco fees generated within the system and paid by consumers. Giving the monies to the very producers (and / or their agents) that produce the waste and allowing them to use the monies freely rewards the producer / stewards and therefore there is little incentive for the stewards to reach recovery rates. The more waste recovered, the less money kept by the producer / steward in unredeemed deposits and fees. This system also takes away incentive for producers to design their containers for recyclability. The producer can choose to use the cheapest containers available or the container that best captures the public eye to house their products, not necessarily the most environmentally friendly.

According to Encorp's 2007 Annual Report (online version), on page 18 a pie chart indicates \$58.8 million dollars in revenue from unredeemed deposits and assorted other sources and 70.5 million dollars in expenses. In that same 2007 report on page 21 Encorp reports revenues of 130.8 million dollars and expenses of 142.5 million dollars. It is unknown why Encorp's revenues over expenses vary so drastically between pages of the same report but one thing is clear, that Encorp is not a humble not-for-profit agency. There are millions of dollars at stake. The other product stewards have access to large

sums of money generated by the recycling programs although it is believed that Encorp's revenues far exceed the revenue of other stewardship programs especially when Encorp also manages the voluntary milk program and holds the advanced disposal fees collected under the electronics program.

The BC Bottle Depot Association (BCBDA) was formed by depot operators after the Used Beverage Container Plan was approved with Encorp as the lone steward. It was felt by depot owners that they needed a collective voice to address their concerns. The BCBDA is the only provincially and federally recognized negotiating body for bottle depot across BC and works on behalf of depots to see that they are properly compensated for the work they perform and that depots have representation in the event that a dispute arises between depot and steward. The BCBDA also serves as an independent watchdog and stakeholder group for the used beverage container and other stewardship plan programs.

The BCBDA and Encorp entered into a Recognition Agreement in 2001 whereas Encorp recognized the BCBDA as the official representative of bottle depots licensed by Encorp. Both parties worked together to develop and implement programs to improve the bottle depot collections facilities. Encorp cancelled the Recognition Agreement between Encorp and the BCBDA in 2006 when the BCBDA started to question the activities and motives of Encorp after a three year negotiation process for an increase in handling fees for depots failed. Encorp has since stricken the BCBDA from the Advisory Committee it uses as stakeholder consultation to the Ministry of the Environment.

Concerns Regarding True Recovery Rates

In the fall of 2008 the BCBDA wrote to the Ministry of the Environment staff about the recovery rates posted by Encorp in their Annual Reports for all years but in particular for the period 2001-2004 when a large fraud occurred. The news of this fraud was found in an article published in the Vancouver Sun June 23rd 2008. The Supreme Court Action BCSC779 was filed in 2005 by Encorp and continued until 2008 before being settled in Encorp's favour. Questions arose and details were released of the fraud through the Judges Reasons. The Supreme Court awarded Encorp 2.4 million dollars from the depot as it was found to be over remitting containers and accepting deposits and handling fees on the inflated amounts. The fact that this fraud continued for at least 4 years under Encorp's nose before being discovered is of major concern.

If one calculates that \$2.4 million to represent the lowest deposit and handling fee rate, that award represents more than 30 million containers that were allowed to fall through cracks in the system or mysteriously enter the system. If one reads the Judges Reasons for the award they will see that the fraud was for far more than 30 million containers. The Judges Reasons are available electronically from the BCBDA at bcbda@telus.net. The monies paid to this depot would likely be from the unredeemed consumer deposits held by Encorp for the operation of the used beverage container system. Unredeemed deposits were never intended to be used to pay out frauds. It is unknown how many dollars were spent by Encorp in legal fees and court costs to obtain this award. These legal costs would also be paid for with unredeemed deposits and other monies generated within the used beverage container collection system.

As part of the Depot License Agreement (DLA), Encorp is to perform audits of shipments of containers from depots. The BCBDA receives complaints from its members on a regular basis about the Encorp auditing process. Depot operators often complain that they are audited to the point of harassment. It is unclear if regular audits were ever performed on shipments from this depot. The amount of containers involved in this fraud would have sustained business for 5 or 6 average size depots. The table below summarizes the one container type that was the basis for the fraud. The award does not speak to other container types that may have also been fraudulently remitted.

Year	Stated Remitted sku2025 Containers to Encorp by Rocky Mountain Bottle Depot	Containers Delivered to Processor of sku2025	Containers Sold in the Province of BC of sku2025
2001	7.93 million	3.35 million	No data
2002	19.73 million	3.74 million	7 million
2003	27.67 million	2.15 million	7.29 million
2004	11.84 million	2.70 million	8.2 million

The inflated recovery rates that were the basis of the fraud are believed to have been used by Encorp to inflate the recovery rates in their annual reports of the years 2001-2004 and may have been used to secure Encorp's renewal of their Used Beverage Container Stewardship Plan in 2007. Of particular note was the year 2003 when the depot in question submitted more than 27 million containers of one container type when only slightly more than 7 million of that same type was sold across the province. Encorp as agent for the beverage producer/ manufacturer has records of sales of all beverages in BC and should have been able to detect the fraud. Encorp claims that the average size depot collects 5 -7 million mixed containers annually. How could this overage of submitted containers in one container type have gone undetected?

The depot owner involved sold the depot before this case was awarded and Encorp has little hope of collecting on the award. Personal properties of the depot operator were seized but in the end the consumer and taxpayer will absorb the costs of this award. This misrepresentation of container recovery volumes and Encorp's failure to catch the fraud over a four year period led the BCBDA to ask the Stewardship Programs Officer of the Ministry of Environment (with Cc to yourself) in a letter dated September 4th 2008 to fully review the recovery rates that were submitted by Encorp in their Annual Reports in 2001-2004. In light of the award it would make sense that the recovery rates stated in those reports are inaccurate. In that same request letter the BCBDA Executive Director asked if the Ministry of Environment staff were aware of this Supreme Court Action before or at the time they approved the Encorp Used Beverage Container Stewardship Plan in 2007.

No solid answers have been given by the Ministry of Environment to verify if the recovery rates on any of the containers in the Encorp Used Beverage Container Stewardship Plan or if any of the target recovery rates have truly been achieved, or if the product steward (Encorp) has every been penalized for not reaching recovery rate targets. The Ministry's reply to BCBDA did not address the question of knowledge of the fraud but stated that the Ministry would not get involved in contractual issues. This has nothing to do with contractual affairs. This is about the unmonitored use of millions of consumer dollars. Meanwhile millions of taxpayer dollars continue to be spent on the disposal of used beverage containers at landfills at no cost to Encorp.

The disappointing reply letter from Ministry of environment staff has left no other avenue for the BCBDA but to take our concerns to the provincial government arena. The BCBDA has asked depots to visit their MLA's and ask for their support and insist that Ministry of the Environment be directed to create a governing agency much like the BCMB described below that will consist of representatives from government, industry, advocacy, BCBDA members and non member depots, product stewards and the public. This new agency needs to be given the necessary authorities to monitor the stewardship programs and would also be responsible for the management of funds generated by the systems. The BCBDA insists on being consulted and included in the process of creating such a governing agency

The Alberta Beverage Container Management Board

It was not so long ago that the BC system of recycling used beverage containers mimicked the Alberta System but with the demise of the BC Beverage Container Management Board (BCMB) and lack of a separate governing agency to control the use of the unredeemed deposits and advanced disposal fees, our system in BC has slipped backwards in some regards while Alberta's remains protected for now.

The Alberta BCMB (Beverage Container Management Board) www.bcmb.ab.ca has authority to manage the monies that are generated within the used beverage container system, license the depots, determine handling fees for depots and service providers and hire and monitor the collection agencies. Manufacturers participate in the system by sitting on the BCMB board of directors as one of many stakeholders. This has created a more level playing field for all service providers in the used beverage container industry.

In BC the sister organization BCMB withered and died on the vine from what is understood largely to be apathy and frustration as the BCMB board felt they had "no authoritative teeth" and served mostly as an advisory committee. The BC BCMB had not been granted the authority needed to monitor the recycling programs, nor was it given the responsibility of managing the funds generated by stewardship plans. Management of the unredeemed deposits is crucial to fair play. If the manufacturers hold the funds and can use them freely there is no incentive for them to improve the system as the more containers unredeemed the more money the manufacturers have for unrestricted revenue.

Dispute Resolutions

Since the demise of the BC Beverage Container Management Board, bottle depots and the BCBDA must work directly with the product stewards. At times this has left depots and the BCBDA in conflict with Encorp. A dispute resolution is included in each Depot License Agreement as included in the Ministry of Environment's Recycling regulations. Historically individual or group attempts to resolve disputes with Encorp have been blocked by Encorp and the disputes have ended when the party opposing Encorp has met with bankruptcy or near bankruptcy. Encorp only address the need to have a dispute resolution process in place for one group of service provider contractors, the bottle depots. The implication is that Encorp never has had or will have a dispute with the other service providers or producers over contracts or rates of payment. If a dispute occurs between the transporters, processors or other service providers and Encorp, and an agreement can't be reached, Encorp can very easily fire them and hire new contractors.

This is not an acceptable dispute resolution process, and it gives Encorp total control, without consideration for fairness or reasonableness.

By virtue of the Depot License Agreement and the BC Bottle Depot Association, most of the bottle depots cannot be bullied into submission, (nor can they withhold providing service to the public) this protection is not currently, available to most other service providers. Many of the other service providers have Encorp as their only source of income, and are not represented by an association and do not have the financial ability to protect themselves from possible unfair business practices.

In August of 2006 the BCBDA attempted to bring Encorp to arbitration for handling fee increases and Encorp fought the effort to arbitrate vigorously. Prior to the commencement of the arbitration, the arbitrator was asked by Encorp to determine if the BCBDA could arbitrate on behalf of its members even though at the time the arbitration was filed the BCBDA was recognized by Encorp through a Recognition Agreement as the official representative of depots. In a previous arbitration in 1998-1999 Encorp had brought the BCBDA to arbitration. That arbitration concluded in BCBDA's favour and the original Depot License Agreement (DLA) was born.

The arbitrator at that August 2006 preliminary hearing ruled the BCBDA was not able to arbitrate on behalf of its members and then awarded Encorp the costs of the arbitration that did not happen. The BCBDA was eventually able to negotiate a new contract and handling fee schedule with Encorp in the fall of 2007. Encorp then gave all depots, (members and non members) the increases negotiated by the BCBDA. If not for the BCBDA a large number depots in BC would never have received handling fee increases or a new contract.

In September of 2006 BCBDA representatives met with Ministry of Environment staff to address concerns with the Used Beverage Container Stewardship Plan and its anticipated renewal. The BCBDA (after being denied an arbitration) strongly believed there was a lack of a feasible dispute resolution in the original DLA and the Amended DLA. The BCBDA also raised concern that there was no depot in the province known to be able to afford to arbitrate under the dispute resolutions. If Encorp chooses to block the arbitration and drag out proceedings at the expense of the other party who could afford to fund a dispute?

Fair dispute resolutions are not just contractual issues. They are included in Recycling Regulations and are to be included in service provider contracts for everyone's protection. The Ministry of the Environment is obligated to ensure that fair dispute resolutions are in place in all contracts. Below is the excerpt from the regulation.

**Approval of Stewardship Plan
Section 5 (vi)**

"A dispute resolution procedure for disputes that arise between a producer and person providing services related to the collection and management of the product during implementation the plan or operation of the product stewardship program.

Last year an individual depot tried to bring Encorp to arbitration after the two parties could not come to agreement on handling fees. The depot spent tens of thousands of dollars out of their pocket (almost 100,000), only to be denied the right to arbitrate even though the DLA included arbitration as a form of dispute resolution. The dispute was never heard. That depot was denied the right to arbitration as Encorp argued two issues:

- That the DLA did not speak to arbitration of handling fees and therefore handling fees could not be arbitrated and
- That as the depot was a member of the BCBDA, the BCBDA would have to arbitrate for them. The rulings of one action are never allowed to be brought forward in other actions so the arbitrators in either case were never made aware of past arbitrations.

Encorp has submitted costs of approximately \$70,000 for the arbitration that did not happen between Encorp and the BCBDA and has recently submitted additional costs to increase the award to \$90,000. Part of the original arbitrator's award stated that each item Encorp is claiming cost for must be approved by Supreme Court Assessment. It has yet to be determined how much of that amount they will receive. It's one thing to lose arbitration and be made to pay the costs, it's another to be blocked from arbitration and be made to pay costs of an arbitration that never happened. This has now happened on two separate occasions.

Increased Deposit Rates

An equally important issue I would like to address is why has BC not raised the deposit rates and included milk containers into the deposit system as they have recently done in Alberta? Encorp is spending millions of dollars on advertising and promotions which increase the over all recycling costs without increasing the recovery rate. Years ago the larger used beverage containers in BC had a deposit of 30 cents per container and BC took a step back and reduced the deposit to 20 cents to match Alberta's system in order to keep both systems synchronized. Keeping deposits and eligible containers the same in the BC and Alberta system is crucial to the sustainability of the recycling system in both provinces.

Encorp has not kept pace with what motivates our society today. A consumer earning \$5.00 / hr and paying .25 cents a litre of fuel, 10 years ago, was more motivated to return 10 cans for 50 cents. That same consumer today, who is earning \$15 -20.00 / hr is more motivated to garbage the 10 cans than pay 90 cents to \$1.10 per litre of fuel to go to a depot for the \$.50 deposit. Society can only be motivated to do the "right thing" for so long, and then money must be used to increase motivation.

Currently containers sold in BC can be brought to Alberta to benefit from the higher deposit rates and it is rumoured that people are stockpiling milk containers to bring them to Alberta in June when they enter the deposit system there. Not only will this practice strain the revenues of the Alberta system, it will remove supplies of recyclable materials from BC. The reasons for Encorp not to be working toward higher deposit rates may be the unredeemed deposits as mentioned at the beginning of this letter. Higher deposit rates will mean higher recovery rates and less unredeemed deposit being kept by the stewards of the Used Beverage Containers Plan. Meanwhile Alberta's system will be damaged by paying out possibly 100% or more in deposits.

Encorp charges each brand owner a Container Recycling Fee (CRF) on a container type basis to pay the cost of recycling that isn't paid for by unredeemed deposits and commodity sales. The Brand Owners charge this back to the consumer as a separate line item on the Retailers till receipt. The Regulation does allow for this. Encorp justifies this method saying that it allows the cost of recycling to pass to the consumer without mark-up by the wholesaler or retailer.

This is misleading to the point of being false as no where in the Regulation is there a restriction on what the wholesaler can charge the retailer or what the retailer charges the consumer as a CRF, if Encorp has a \$.02 CRF on a container type the wholesaler or retailer can charge \$.03 if they so choose. Another justification used by Encorp in listing the CRF as a separate item on the sales receipt, is the consumers right to know the cost of recycling. Again this is misleading, as the CRF only represents (the cost of recycling not paid for by the unredeemed deposits and sale of alum etc.) part of the total cost.

This practice puts the bottle depots in the unpleasant position of having to explain to an angry customer that they are not being ripped off, and that the \$.07 they paid represents the \$.05 deposit that they get back and the other \$.02 is a non-refundable fee. The customer usually thinks it is another type of tax by the Government. When it is explained that the CRF pays for part of the recycling costs, then they produce an identical container that held an alcohol cooler (2l plastic) and ask why doesn't it cost to recycle this one referring to the Liquor Distribution Branch (LDB) and Brewers Distributing Ltd. (BDL) that do not have CRF's shown separately on the till receipt. Having the CRF included in the wholesale cost would give a producer a competitive advantage if they were to re-design their container to increase the sustainability and recyclability after its end of life.

All manufacturers of all beverage products have regulated costs, WCB, EI, and CPP to name a few and they are included in the wholesale costs of the products. The concept of Extended Producer Responsibility (EPR) is that the Producer / Brand Owner is responsible for the recycling and can share the associated costs, with the consumer. With Encorp's encouragement to pass the CRF cost to the consumer at the retail level, the Producer / Brand Owners have NO COST.

Most bottle depots operate below capacity and could easily manage addition volume should the deposit rates increase. Instead of increasing the deposit rates Encorp has taken it upon them selves to create opportunities for new depots to open close to existing depots without consulting the existing depots owners to determine if they can handle addition volume. Encorp has been offering these new depot locations to depot operators of their choosing at times refusing to accept proposals from existing depots or to take into consideration the effect these new depots will have on the existing ones. Having more depots will not encourage people to bring in their containers. People can bring in their containers in limited amounts to retail stores that are located everywhere. Increased deposit rates will motivate the consumer to bring in their larger orders such as bottle drives and other fundraisers to the existing bottle depots where they can redeem unlimited amounts. Opening more depots without considering the existing depots will only deplete resources for all depots and could result in business failure for some depots.

The Electronics Stewardship and the Voluntary Milk Plans

Encorp also manages the Electronic Stewardship Plan for ESABC. Encorp provided start-up funds for ESABC and therefore was awarded the agency for the electronic stewardship plan. This has created a loyalty between parties whereas Encorp is given free reign in their activities. Almost 70% of communities in BC currently do not have an electronic collection facility. This product is considered hazardous and has been banned from most landfills and the communities left without a collection site have incurred the additional costs for disposal of the electronic products.

Encorp collects environmental handling fees for new electronic purchase from persons living in these communities without supplying services. The realisation of this has led communities such as Quesnel who have grown weary of trying to obtain collection services for electronics and other stewarded products to take affirmative action and in our opinion make bold moves in the right direction.

Quesnel City Council meeting of February 23rd 2009

Council discussed environmental fees charged on the sale of new electronics such as televisions, computers, fax machines and desktop printers. Encorp is funded by these fees however, Quesnel does not receive Encorp electronic recycling services and those items are shipped to Williams Lake at additional cost.

Environmental Handling Fees on Sale of New Electronics

09-06-117 MOVED Councillor Cave, Seconded Councillor Thapar and resolved: THAT Council approves submitting the following resolution to NCMA:

WHEREAS THE Encorp Return-It Electronics recycling program is funded through the collection of Environmental Handling Fees paid by consumers at the time of purchase of new electronics;

AND WHEREAS many smaller municipalities in B. C. are not served by Encorp Return-It facilities that receive recyclable electronics and must bear the additional costs of collecting and disposing of end-of-life electronics;

THEREFORE BE IT RESOLVED THAT the North Central Municipal Association lobbies the Provincial Government to return the environmental handling fees to municipalities that are not served by the Return-It Electronics program in order to assist with costs to properly collect and dispose of end-of-life electronics.

CARRIED

The BCBDA supports this bold move as many of our member depots have been denied the opportunity to service these areas or have refused to participate in the electronic program as the payment for services under electronics program are negative revenue.

Milk

Encorp is the management agency for the voluntary milk program now into its third year. The amount of handling fees given to depots to handle these containers is almost 75% less than the depot would receive for handling plastic beverage containers of the same size. Depots accepted the program anticipating that large volumes of containers would offset the poor handling fees. This program has been a dismal failure as there is no monetary incentive for the public to bring back their containers.

The province of Alberta recently included milk containers in their deposit system and will charge a 25 cent deposit on the containers and offer more than 5 times the handling fee to depots to accept the containers. Discussions with our Alberta counterparts indicate that they are expected large recovery rates on the milk containers. Alberta has also had to go to the additional expense of creating an identification system as they are anticipating a large quantity of milk and used beverage containers to be brought in from BC as our deposit system has not been synchronized with theirs.

Summary

The BCBDA feels that there is enough reason as outlined in this letter to request that you as Minister of the Environment direct staff to start the process of creating a governing agency to manage the monies generated by stewardship plans starting with the used beverage containers stewardship electronics stewardship plan and that this agency will eventually monitor and manage the monies generated by all stewardship plans. The BCBDA feels that the Ministry of Environment can if willing develop and implement constructive legislation to create such an agency. A time line needs to be determined so that this endeavour is carried out to fruition in the near future.

In addition the BCBDA ask that you as the Minister of the Environment to respond to the BCBDA with answers to the questions the BCBDA asked in the letter September 4th 2008 and new questions listed on the next page of this letter.

Questions from September 4th 2008

- 1) Will the Ministry of Environment conduct a review into the recovery rates that were submitted by Encorp in their Annual Reports in 2001-2004 that are now known to be inaccurate?
- 2) Was the Ministry of Environment aware of the Supreme Court Action BCSC779 at the time they approved the Encorp Used Beverage Container Stewardship Plan in 2007?
- 3) Has the Ministry of Environment ever penalized Encorp for not reaching recovery rate targets?

New Questions

- 4) Will the Ministry of the Environment review the operating and administration costs posted by Encorp and determine how much of the consumer's monies have been spent on legal actions and administrative bonuses over the course of Encorp's stewardship of the used beverage containers?

5) What action will the Ministry of the Environment take to guarantee that all service providers in the Used Beverage Container Stewardship Plan will have access to feasible dispute resolutions?

I look forward to your reply

Yours truly,

Corinne Atwood
Executive Director
BC Bottle Depot Association

Cc Premier Gordon Campbell
Senior Staff of the Ministry of the Environment
BC MLA's
All Interested parties



**PUBLIC CONSULTATION – INVITATION TO COMMENT ON ESABC STEWARDSHIP PLAN
FEBRUARY 15, 2009 AMENDMENTS**

On December 8, 2008, the Provincial Government issued an Order in Council (OIC 900) which contained an extensive list of products to be added to the recycling program in two separate stages in 2010 and 2012. ESABC is inviting public comment on the amendments to their Stewardship Plan which expands the range of products which will be included in its recycling program.

A series of four open houses in Prince George, New Westminster, Kamloops and Nanaimo have been scheduled to provide the public with an opportunity to meet with representatives of ESABC and find out more about the planned expansion of the ESABC program. These regional consultation sessions will take place on the following dates and times.

Prince George: *Coast Inn of the North*: April 7th: 9 am to 1 pm

New Westminster: *Inn at the Quay*: April 9th: 9am to 1pm

Kamloops: *Coast Canadian Inn*, April 15th: 1pm to 4pm

Nanaimo: *Coast Bastion Inn*: April 20th: 9am to 1 pm

BACKGROUND:

Since program commencement ESABC has been working proactively with a view to expanding the list of Electronic products accepted for recycling on a harmonized and phased basis consistent with the Canadian Council of Ministers of the Environment (CCME) Canada Wide principles. To further this goal, ESABC issued, on July 27, 2008, a consultation paper asking for key industry stakeholder input on a proposed list of products to be added to the program. As a result of this consultation ESABC concluded that the harmonized list of proposed products was suitable for inclusion in the ESABC program.

This list includes computer scanners, audio and video recording and playback systems, vehicle audio and video systems, as well as all types of telephones. This list is a significant expansion to the original program in both the number and type of products, which will require the recruitment of approximately significantly more producers and retailers and will result in a large increase in the volume and tonnage of materials to be handled by collection points, transporters and processors.

1ST Annual Diversity Champion AWARDS

Do you know someone who is

- Taking a leadership role in promoting a welcoming and inclusive community in the central island region
- Embracing the values of equity and diversity
- Promoting diversity in a way that is innovative and unique

Nominate



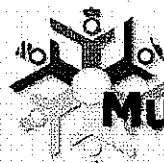
A Small business

A Corporation

A Not-for-Profit or Public Institution

An Individual or Group

Nomination forms are available at the Central Vancouver Island Multicultural Society
Phone: 250-753-6911 Ext. 5 or download at www.cvims.org/awards.php



Central Vancouver Island
Multicultural Society

Celebrating 30 years of promoting an Inclusive and Welcoming Community!
1979 - 2009

Nanaimo Daily News.

CITY OF NANAIMO
THE HARBOUR CITY



Miri Piri Darbar Sikh Gurdwara Sahib



1st Annual *Diversity Champion Awards*

Nomination Form

Central Vancouver Island Multicultural Society

NOMINATION DEADLINE: Friday, May 29, 2009

NOMINEE INFORMATION

Name: _____

Address: _____

City: _____ Prov: _____ Postal: _____

Phone: _____ Fax: _____

Contact Person: _____ Position: _____

E-mail: _____ Web Site: _____

AWARD CATEGORY (Please Check One)

- Small businesses
- Corporations
- Not-for-Profits or Public Institutions
- Individuals or Groups

Completed nomination forms must be received no later than 3:00 PM, Friday, May 29, 2009 at

Central Vancouver Island Multicultural Society

285 Prideaux Street Nanaimo, BC V9R 2N2

250-753-6911

www.cvims.org

see page 2 for a list of requirements

REQUIREMENTS (Please Attach the Following Information – Maximum 5 pages)

1. Provide a brief introduction of the Nominee
2. Describe how the Nominee takes a leadership role in promoting a welcoming and inclusive community in the central island region
3. Describe how the Nominee recognizes, acknowledges and embraces the values of diversity, respect, equity and inclusion
4. Describe how the Nominee actively supports diversity in the Central Vancouver Island area in a way that is unique and innovative

Drop off, fax or email nomination forms

Diversity Champion Awards

285 Prideaux Street

Nanaimo, B.C.

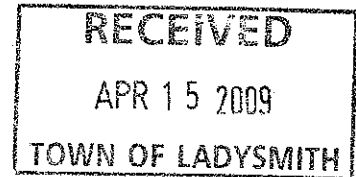
V9R 2N2

Fax: 250-753-4250

e-mail: office@cvims.org

BEFORE SENDING IN YOUR NOMINATION, PLEASE CHECK THE FOLLOWING:

- All required nominee information is complete and all questions are answered in full
- Nomination package does not exceed 5 pages including optional supplementary materials
- All questions are answered in order indicated above
- Nominees may be contacted for additional information



April 8, 2009

Mayor Robert Hutchins
Town of Ladysmith
PO Box 220 Stn Main
Ladysmith BC V9G 1A2

Dear Mayor Robert Hutchins:

Re: Partnership to Create New Homes for Seniors and Persons with Disabilities

It is my pleasure to invite the Town of Ladysmith to partner with the Province of British Columbia in the creation of new housing units for low-income seniors and persons with disabilities.

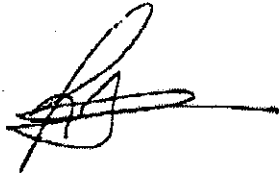
The Seniors' Rental Housing initiative is part of a new federal-provincial housing agreement announced by Premier Gordon Campbell today. Under the terms of the new agreement, funding of \$123.58 million will be provided to create up to 1,000 housing units over the next two years for seniors and persons with disabilities. The federal and provincial governments will each provide matching allocations of \$61.79 million. This new initiative will create approximately 800 jobs in B.C.

This initiative will focus on promoting partnerships with municipalities, non-profit housing providers and the private sector, and will in most cases use modular, manufactured housing construction that promotes wood product use. The use of manufactured housing will support local manufacturers and ensure that the homes can be provided in a timely manner. This housing initiative will be administered by BC Housing (a program overview and schematic design of typical modular units are attached).

This is an important opportunity for the Province and the Town of Ladysmith to respond to local housing needs. The Province, through the affordable housing agreement, will provide capital funding for the construction of the modular homes. As housing sites for this initiative must be provincially or municipally-owned, the Town of Ladysmith may wish to make a significant contribution by providing a suitable site for development. I have asked BC Housing to also identify potential properties held by its land holding company, the Provincial Rental Housing Corporation, for the purposes of this program. Once completed the development will be managed by a local non-profit sponsor through an agreement with BC Housing.

I encourage you to consider partnering with the Province to create needed housing in your community. If you are interested in exploring this opportunity please contact Andy Orr, Director of Regional Development with BC Housing at 604 439-4196 at your earliest convenience.

Sincerely,



Rich Coleman,
Minister of Housing and Social Development

pc: Andy Orr, Director Regional Development, BC Housing

SENIORS' RENTAL HOUSING

Introduction

The Seniors' Rental Housing initiative is part of a new federal-provincial housing agreement announced in April 2009. This agreement provides for \$123.58 million to create up to 1,000 housing units over the next two years for seniors and persons with disabilities. The federal and provincial governments will each provide matching contributions of \$61.79 million. This new initiative will create approximately 800 jobs in BC.

This initiative will focus on promoting partnerships with local governments, non-profit housing providers and the private sector, and will in most cases use modular, manufactured housing construction that promotes wood product use.

Program Overview

The Seniors Rental Housing initiative will:

- Increase the supply of new affordable rental housing for low-income seniors and persons with disabilities, primarily in small communities.
- Provide affordable rental housing through a delivery model that, where possible, requires no ongoing operating funding, subsidies or support services.
- Stimulate local economies through the development of new rental housing and the use of local materials.

The Seniors' Rental Housing initiative helps implement the provincial housing strategy, *Housing Matters BC*. The initiative is an important addition to the range of housing options for seniors, including SAFER, Seniors' Supportive Housing, and Independent Living BC.

How the Initiative Works

The Province will provide capital funding for the construction of the homes. As housing sites for this initiative are to be provincially or municipally-owned, local governments are being asked to consider offering municipally-owned sites for development. BC Housing is also identifying potential properties held by its land holding company, the Provincial Rental Housing Corporation, for the purposes of this initiative.

The coordination of the construction of all developments funded through this initiative will be lead by BC Housing in consultation with partners. The developments will be managed by a local non-profit housing provider. Non-profit operators will be responsible for the day-to-day operations, maintenance and management of the housing. Operating subsidies, if required, will be provided by BC Housing.

Target Population

This initiative will target low-income households who are:

- Seniors, defined as single persons age 55 and older or couples where at least one person is aged 55 or older.
- Persons with disabilities in receipt of a recognized disability pension, or considered disabled for income tax purposes. For couples, one person must meet these criteria.

SENIORS' RENTAL HOUSING

Income limits for eligible individuals or households will be based on Core Need Income Thresholds established by Canada Mortgage and Housing Corporation which vary by community. Generally speaking, eligibility requirements for subsidized housing in British Columbia will apply.

Use of Modular Housing

In order to respond quickly and take advantage of funding opportunities, single storey modular housing construction will be promoted, dependent on specific community needs, conditions, partnerships and resources. In certain situations multi-storey wood frame housing forms may be used where land value requires a higher density to achieve an economically viable project and community planning objectives.

All new buildings will be required to meet or exceed energy efficiency requirements, such as the energy performance standard of EnerGuide 80, the use of Energy Star rated products, and an overall reduction in Greenhouse Gas (GHG) Emissions as per the requirements of Bill 44, Greenhouse Gas Reduction Targets Act.

A sample modular unit design has been prepared for illustrative purposes, which provides independent living for seniors and for persons with disabilities and that will fit well in the communities. Unit sizes are modest, with one-bedroom units typically in the 600 sq. ft. range. See sample unit design and renderings attached.

Selection of Sites and Housing Providers

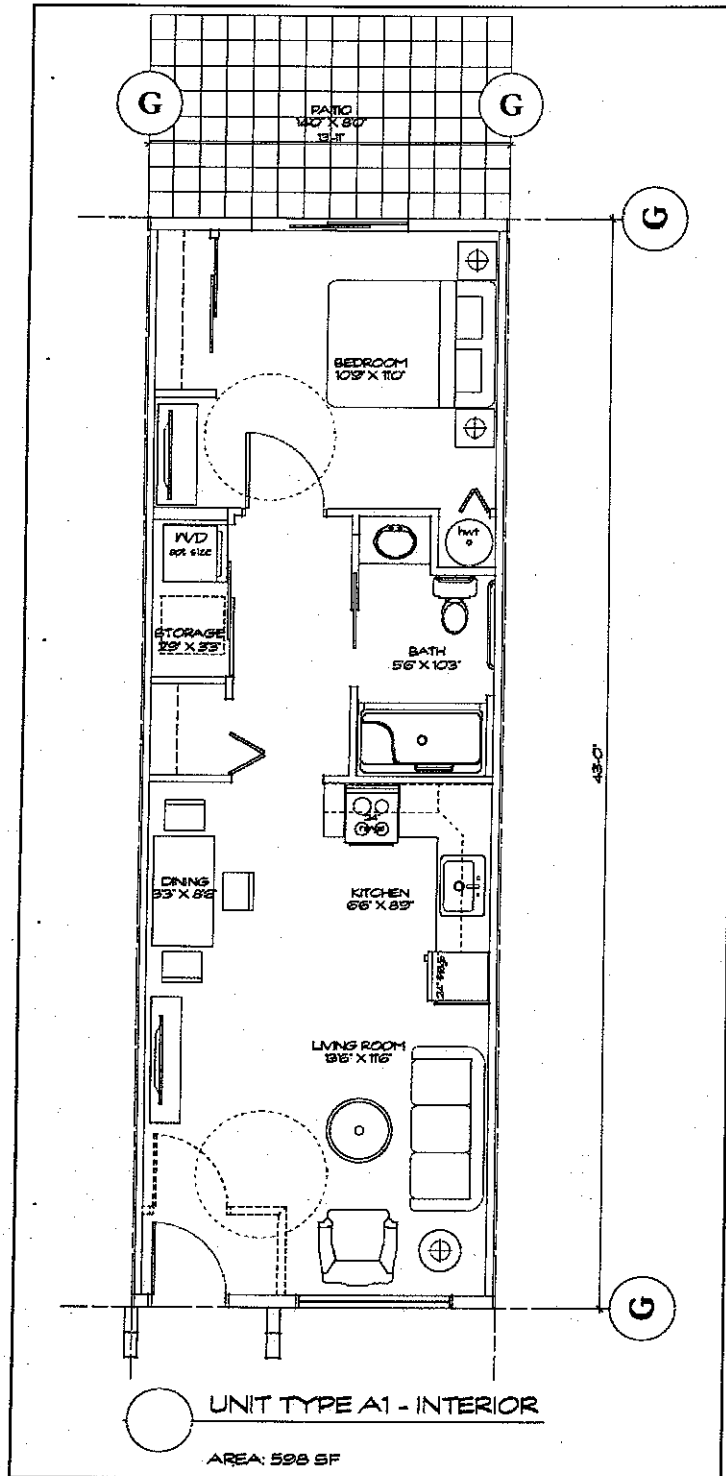
BC Housing will work with local governments to review and identify an appropriate site for the development that is either municipally- or provincially-owned. The selection of housing sites for this initiative will take into account a number of factors including proximity to public transit and health services, and accessibility to shopping, amenities and community supports. Co-location with existing housing projects or other community amenity spaces is encouraged.

A Request for Expression of Interest (REOI) will be issued by BC Housing for housing sites where non-profit housing providers have yet to be identified.

More information on the Seniors' Rental Housing initiative is available at www.bchousing.org.

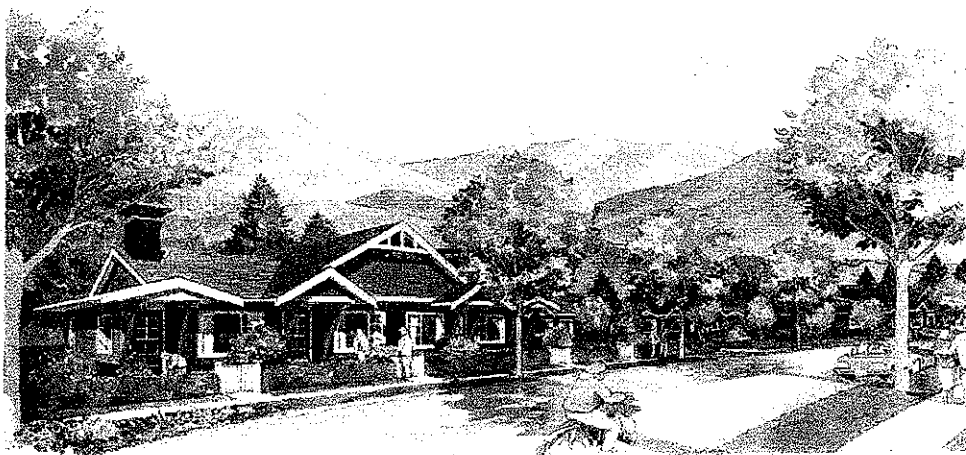
SENIORS' RENTAL HOUSING

Seniors' Rental Housing initiative – Sample Modular Unit Design



SENIORS' RENTAL HOUSING

Seniors' Rental Housing initiative – Sample Modular Unit Design Artist's Rendering





TOWN OF LADYSMITH

410 Esplanade, P.O. Box 220, Ladysmith, BC V9G 1A2
Municipal Hall (250) 245-6400 • Fax (250) 245-6411 • info@ladysmith.ca • www.ladysmith.ca

March 25, 2009

Director Mary Marcotte
Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C. V9L 1N8

Marcy,
Dear Director Marcotte:

RE: RECOMMENDATION TO REDUCE SIZE OF PARKS, RECREATION AND CULTURE COMMISSION

I am writing to inform you that the Parks, Recreation and Culture Commission for the Town of Ladysmith has recommended to Council changes to Bylaw 1528, the establishing bylaw for the Commission. These recommended changes include reducing the size of the Commission, by eliminating representation from North Oyster and reducing quorum from five to four.---

Prior to Council considering such recommendations, I respectfully request your re-consideration of North Oyster's representation on the PRCC. As you know the seat has been vacant for several years. We would welcome such representation, and will await your feedback before considering the recommendations.

As Council is planning to consider these recommendations at our April 20 meeting, I would appreciate hearing back from you prior to that time.

Sincerely,

Robert Hutchins
Mayor

Director Mary Marcotte advised that the Cowichan Valley Regional District would like to retain representation on the Ladysmith Parks, Recreation and Culture Commission from North Oyster and will provide the Town with the name of an appropriate representative of North Oyster in the near future.
Staff Recommendation:

That Director Marcotte of the CVRD be advised that the Town welcomes a representative from North Oyster and looks forward to receiving confirmation of the appointee.

cowichan