

# TOWN OF LADYSMITH

## GOVERNMENT SERVICES COMMITTEE

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

Tuesday, May 19, 2009 at 5:30 p.m.

Council Chambers, City Hall

### AGENDA

Chairperson: Councillor D. Paterson

**Pages**

**1. CALL TO ORDER**

**2. AGENDA APPROVAL**

**3. DELEGATIONS**

- 3.1. Presentation of Bronze Duke of Edinburgh's Award Leader of Ladysmith Trekkers, Gerry Yellowlees  
Mayor Hutchins will present the Award to Bill Gilroy.
- 3.2. TimberWest – D. Iannidinardo, J. Luxmoore, E. Jeklin, F. Limshue, M. Brandon, S. Handel  
Review of Potential 2009 Activities in Holland, Banon and Stocking Lake Watersheds

**4 CITY MANAGER'S REPORT (Verbal Report)**

**5 STAFF REPORTS**

- 5.1 Director of Public Works **1 - 5**  
Re: Cemetery Fees
- 5.2 Director of Public Works **6 - 7**  
Re: Amphitheatre Burling Pond Decking
- 5.3 Director of Public Works **8 - 12**  
Re: Roundabout Sidewalk
- 5.4 Director of Public Works **13 - 20**  
Re: Parking Tickets
- 5.5 Director of Public Works **21 - 22**  
Re: Toilet Rebate Program
- 5.6 Director of Public Works **23 - 36**  
Re: Parks Maintenance
- 5.7 Director of Public Works **37 - 38**  
Re: Resolution Place – Green Space

***Reports and Documents are available to review in Council Chambers at City Hall***

	<u>Pages</u>
5.8 <u>Director of Public Works</u> Re: 49 <sup>th</sup> Parallel Grocery Construction	<b>39 - 41</b>
5.9 <u>Director of Public Works</u> Re: Davis Road Speed Bump Request	<b>42 - 43</b>
<b>6</b> <b>MEMBER SUBMISSIONS</b> None	
<b>7</b> <b>CORRESPONDENCE</b>	
7.1 <u>Kinsmen Club of Ladysmith - Ladysmith Days Parade - August 1, 2009</u>	<b>44</b>
<b>8</b> <b>NEW BUSINESS</b>	
<b>9</b> <b>UNFINISHED BUSINESS</b>	
<b>10</b> <b>ADJOURNMENT</b>	



LADYSMITH

Town of Ladysmith  
**STAFF REPORT**

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

Re: **CEMETERY FEES**

**RECOMMENDATION:**

That Council approve the cemetery service fees as outlined and that staff be directed to include the revised cemetery service fees in the Town of Ladysmith Fees and Charges Bylaw.

**INTRODUCTION/BACKGROUND:**

On February 2, 2009 Council gave 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to "Town of Ladysmith Cemetery Management Bylaw 2009, No.1668". As part of the bylaw review process, staff also examined the fees and charges associated with the bylaw. The current rates have been in place since 2001.

The cemetery has 3055 full burial plots and 2630 of those are occupied. There are 244 cremation plots of which 99 are occupied. Over the past five years, the Town has averaged 34 burials annually, consisting of 12 full burials and 22 cremations.

One of the changes in the Cemetery Management Bylaw increases the capacity of each plot in the cemetery from one full burial and up to four cremated remains to one full burial and up to eight cremated remains. Essentially, each plot can now accommodate up to nine individuals. The bylaw also introduces columbaria to the cemetery.

An increase in cremation inurnments is anticipated in light of the changes to the bylaw.

**SCOPE OF WORK:**

N/A

**ALTERNATIVES:**

Council can choose to maintain fees at current levels.

**FINANCIAL IMPLICATIONS:**

The proposed fees reflect the actual costs of providing the services; costs are expected to increase with the increase in the number of burials now permitted.

**LEGAL IMPLICATIONS:**

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There is always the potential for citizens to be unhappy with an increase in fees. However, this is the first increase since 2001 and is intended to keep pace with the costs of providing the services.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

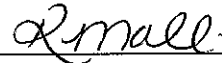
ALIGNMENT WITH STRATEGIC PRIORITIES:

This demonstrates wise financial management.

SUMMARY:

The attached tables outline the proposed increases to the cemetery fees. The proposed fees reflect the actual cost of providing the services. An examination of the fees and charges in other local governments reveals that the proposed changes are appropriate.

I concur with the recommendation.



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Ruth Malli, City Manager

ATTACHMENTS:

Proposed Cemetery Fees & Charges

**Proposed 2009 Cemetery Charges - Town of Ladysmith**

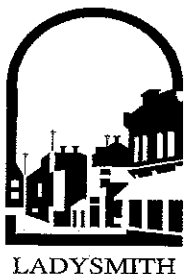
Discussion Apr 14, 2009

<b>Ground Burial Lots</b>	Right of Interment	Maintenance Care Fund	<b>TOTAL COST \$</b>	May 2001 Cost	Change
Full Burial Lot Interment Right - Resident (or former resident) Adult	\$560	\$190	\$750	\$650	+100
Full Burial Lot Interment Right - Resident Child (12 & under)	\$280	\$95	\$375	\$300	+75
Cremated Remains Lot Interment Right - Resident (or former resident)	\$260	\$90	\$350	\$300	+50
Full Burial Lot Interment Right - Non Resident	\$900	\$300	\$1,200	\$1,000	+200
Cremated Remains Lot Interment Right - Non Resident	\$375	\$125	\$500	\$450	+50
<b>Ground Burial Services</b>	Preparation & Placement		<b>TOTAL COST \$</b>		
Open & Close for Adult Full Burial	\$700	n/a		\$500	+200
Grave Liner	\$300	n/a	\$1,000	\$300	+0
Open & Close for Child Full Burial	\$350	n/a		\$200	+150
Grave Liner	\$300	n/a	\$650	\$300	+0
Open & Close - Single Cremation Burial	\$250	n/a		\$225	+25
Cremation Vault (8" x 8" approx.)	\$150	n/a	\$400	\$200	-50
Open & Close - Double Cremation Burial	\$275	n/a		n/a	
Cremation Vault (15" x 10" approx.)	\$175	n/a	\$450	n/a	
Open & Close - Additional Interment to Double Vault	\$200	n/a	\$200	n/a	
Exhumation or Disinterment - Full Burial	\$1,400	n/a	\$1,400	\$900	+500
Exhumation or Disinterment - Cremated Remains	\$500	n/a	\$500	\$400	+100
<b>Memorial Installation</b>	Installation	Maintenance Care Fund	<b>TOTAL COST \$</b>		
Install Single Marker - size up to 60x30cm (24"x12")	\$150	\$10	\$160	\$120	+40
Install Double Marker - size up to 75x45cm (30"x18")	\$230	\$10	\$240	\$240	+0
Removal & Re-installation of Memorial	\$150	\$10	\$160	\$75	+85
<b>Administration Fees (In addition to above Fees)</b>	Fee		<b>TOTAL COST \$</b>		
Late Arrival - after 3:00pm	\$150	n/a	\$150	\$300	-150
Cremation Burial services on Saturday	\$150	n/a	\$150	\$300	+0
Full Burial services on Saturday	\$300	n/a	\$300	\$300	+0
Transfer or Surrender Fee for Interment Right Certificate	\$50	n/a	\$50	n/a	
Special Services and Handling Fees	By prior arrangement with Administrator			n/a	

Note: All fees are subject to GST



			Ladysmith		North	City	Port	Campbell	Average	
<b>INTERMENT FEES CTD.</b>			Current		Cowichan	Nanaimo	Alberni	River	Van Island	
Exhumation/Disinterment	Casket Burial		900.00		1,426.00	1,075.00	1,312.50	2,148.00	1,490.38	1,400.00
Exhumation/Disinterment	Cremated Remains		400.00		525.00	370.00	337.50	415.00	411.88	500.00
After hours Service	Outside 9am-3pm		300.00		Double	400.00	Add 75%	984.00		150-300
<b>MEMORIALS</b>										
Single (max. 30x50cm)	Installation		80.00		156.00	45.00	140.00	162.00	125.75	150.00
(up to 12" x 20")	Care		40.00		25.00	35.00	10.00	81.00	37.75	10.00
	Total		120.00		181.00	80.00	150.00	243.00	163.50	160.00
Double (max. 45x75cm)	Installation		160.00				140.00	162.00		230.00
(up to 18" x 30")	Care		80.00				10.00	81.00		10.00
	Total		240.00				150.00	243.00	196.50	240.00
Removal & Reinstallation	All Sizes		55.00				125.00			150.00
	Care		20.00				0.00			10.00
	Total		75.00				125.00			160.00
<b>COLUMBARIA FEES</b>										
Lower Niches	Resident	Plot	n/a		518.20					810.00
		Care			51.80					90.00
		Total			570.00					900.00
Centre Niches	Resident	Plot	n/a		590.90					900.00
		Care			59.10					100.00
		Total			650.00					1,000.00
Lower Niches	Non-Resident	Plot	n/a		1,031.80					1,215.00
		Care			103.20					135.00
		Total			1,135.00					1,350.00
Centre Niches	Non-Resident	Plot	n/a		1,181.80					1,350.00
		Care			118.20					150.00
		Total			1,300.00					1,500.00
Inurnment	First Placement				201.00					200.00
	Second Placement									
Niche Plate		Plot	n/a		182.70					180.00
		Care			18.30					20.00
		Total			201.00					200.00



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: May 12, 2009  
File No:

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Re: AMPHITHEATRE BURLING POND

RECOMMENDATION:

That the Committee recommends that Council authorize the expenditure of \$7,900 for the construction of the burling pond decking with the funds to come from the Amphitheatre Project Reserve Fund, and that the Financial Plan be amended accordingly.

PURPOSE:

To enable construction of the base and cross members to support the decking at the Burling Pond.

INTRODUCTION/BACKGROUND:

In 2008, the two climbing poles at the Amphitheatre were deemed unsafe during a routine inspection. At the same time the cover of the burling pond was also inspected and found to have substantial rot starting up.

Island Timberlands supplied logs for three new poles. The poles were peeled and milled to the proper size by Steeves Forest Products. When the wood from the two original poles was found to be too rotten to use, the third donated log was cut up to make the decking for the burling pond.

When crews attempted to rebuild the decking with the new lumber, it was discovered that the base and cross members were also starting to show signs of rot. Herold Engineering was engaged to assess and design a new base for the burling pond cover. The estimate for the material for the base and the cost to construct is \$7,900.

There is a total of \$8,593 left in the Amphitheatre project from the original construction.

SCOPE OF WORK:

Staff resources are required to construct the decking for the burling pond.



ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:

It is proposed that the funds be drawn from the Amphitheatre Project Reserve Fund.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

None.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

"None".

I concur with the recommendation

*Ruth Malli*

Ruth Malli, City Manager



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: May 4, 2009  
File No:

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Re: ROUNABOUT SIDEWALK

RECOMMENDATION:

For your information

BACKGROUND / HISTORY:

Attached is a letter from Faith Malsen with a concern about the lack of a sidewalk on the Southeast corner of the roundabout.

During the construction of the roundabout, an attempt was made to purchase the six metre triangle at the intersection in question to allow for the construction of the sidewalk around the entire roundabout. For various reasons the purchase was unsuccessful. The corner of the property is located two feet behind the curb. This did not allow for the construction of the sidewalk. This was also the reason for not constructing the sidewalk all along that side of the road from Symonds to Warren Street.

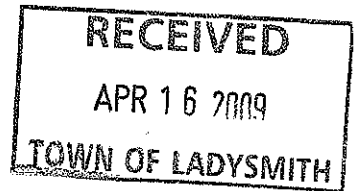
The route that Ms. Malsen is taking can be made safer for her if she were to cross by the walkway across Symonds and then cross First Avenue at the North end of the roundabout without adding any distance to her walk.

ATTACHMENTS:

Letter from F. Malsen

I concur with the recommendation:

  
\_\_\_\_\_  
Ruth Malli, City Manager



Attention: Mayor of Ladysmith & Council

Re: Dangerous Walkway

Hello, my name is Faith C. Maslen. I am a P.W.D. (person with disabilities). I'm recovering from a MVA (motor vehicle accident), which occurred March 23, 2006.

As part of my therapy, I was issued for health reasons, to attain a dog. I was recently given a 10 month old cocka poo. I was taking my puppy for her morning walk on Friday March 20<sup>th</sup>, 2009. I currently live at my parent's home @ 1138 Transcanada Hwy, Ladysmith. Due to previous disabilities in relation with my past MVA I try to stay on flat ground as it is less painful for me when walking for any distance or length of time.

So on Friday, March 20<sup>th</sup>, 2009, I was walking my puppy (Bubbles) on the same route I had walked her on the previous morning walks. I begin going south from 1138 Trans Canada Highway to the lights. Then along the highway past Bob Stuart Park, through the Cenotaph, turning west down (Warren St. to 1<sup>st</sup> Avenue, then Northbound (dropping scooped waste into the bin) to the first crosswalk. Then crossing the street to the east side. Walking from the south east crosswalk to the north east cross walk (across the grass) on the south east corner of the intersection. (Roundabout) Then I would cross from the south end (grass)side, across the walkway to the north east corner, by the Save on Gas Station, where I could stop do some business. Then my puppy would get a treat (milk bone) and w would continue North bound to the lights, then back to 1138 Transcanada Hwy.

However, on Friday March 20<sup>th</sup> 2009, as I was walking my puppy (in the rain) the grass surface became slippery & dangerous, and I injured my left ankle, falling in my walk from one cross walk to the other. This was in the morning hours. I'm not sure of the exact time, but it should be on the ambulance report. Luckily, my ankle did not break, but all ligaments were pulled. I was instructed by my Doctor in emergency Dr Chris Fritsch to stay off my foot for a two complete days.

So far, my mother, Patricia Maslen has had to purchase a wheeled walker so I can do basic in home movements to the bathroom etc. Also she has had to take over the care of my puppy (Bubbles). As she was already doing most my care on a daily basis on regular basis since my motor vehicle accident.

Following are the diagrams of the area where I fell and injured my left ankle

The slippery surface noted on Diagram #2, was not this way before. I had often walked along this area and although it was rough and rocky, it was always possible to have a safe footing. Since someone has put black dirt over this area it has become slippery & unsafe to walk on.

As I am now laid up with an injured left ankle that at present I can put no pressure on, I am wondering if when my ankle heals and I am again able to resume walking, training

and the overall general care of my puppy will the unsafe walking area have been amended to a safer more stable walkways for all people, but specially P.W.D.

I thank you for your time and I am patiently waiting for your reply on how these unsafe walk ways will be dealt with.

Sincerely

A handwritten signature in cursive script that reads "Faith C Maslen". The signature is written in black ink and extends across the width of the page.

Faith C Maslen  
P.O. Box 2035, Ladysmith BC V9G 1B5

DIAGRAM #1

Fin  
Herbers

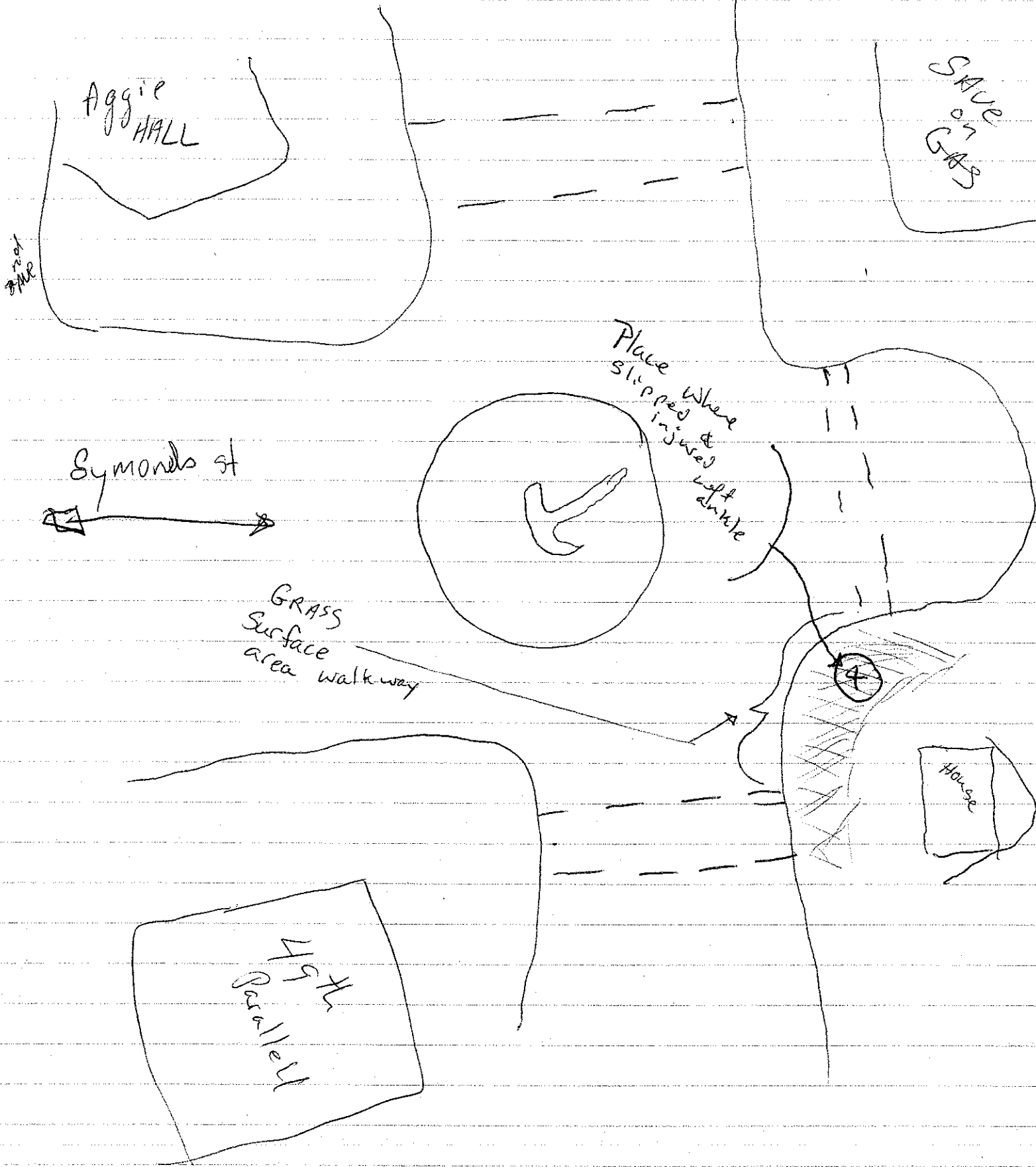
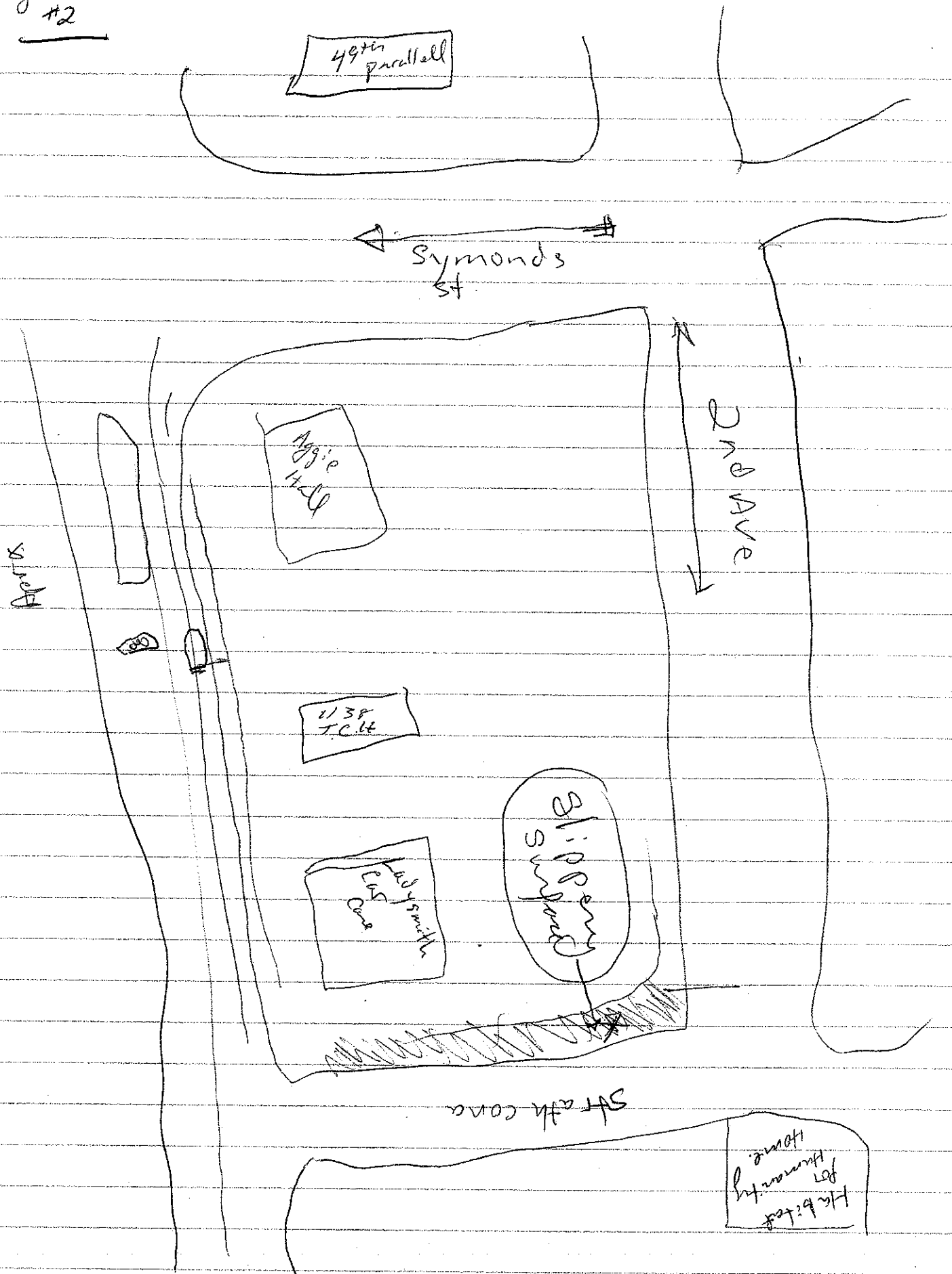


Diagram #2





Town of Ladysmith  
**STAFF REPORT**

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

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Re: **PARKING TICKETS**

**RECOMMENDATION(S):**

That the request to forgive payment of parking tickets be denied.

**PURPOSE:**

N/A

**INTRODUCTION/BACKGROUND:**

Jillian Brownlow has written to Council requesting that parking tickets totalling seven hundred and twenty dollars (\$720) between three offenders be forgiven. Staff was requested to review the issue and report back to Government Services Committee.

Investigation has revealed that the Bylaw Enforcement Officer allowed the offenders several opportunities to move their vehicles prior to tickets being issued. Unfortunately the individuals did not use the opportunities to move the vehicles, and eventually the Bylaw Officer started to issue tickets.

The following notifications were issued:

Shelly Brownlow: 2 tickets, 10 letters and at least 10 telephone calls.  
Anthony Brownlow: 11 tickets, 27 letters and at least 27 telephone calls.  
Nathan Martin: 4 tickets, 1 letter for the first 3 tickets, 4 additional letters and at least 5 telephone calls.

The tickets were not paid and were subsequently sent to our collections agent.

**SCOPE OF WORK:**

N/A

**ALTERNATIVES:**

Council can choose to forgive some or all of the outstanding parking fines.

**FINANCIAL IMPLICATIONS:**

Forgiving the fines will result in a loss of revenues of \$720 to the Town.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Forgiving parking fines could encourage other citizens to request forgiveness of parking fines or other town-imposed penalties.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

SUMMARY:

Due to the excessive number of tickets and the numerous attempts to collect the fines, and the potential for setting a precedent, it is recommended that these tickets not be forgiven.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

ATTACHMENTS:

Request letter from Jillian Brownlow  
Collection agency letters - copies



November 26, 2008

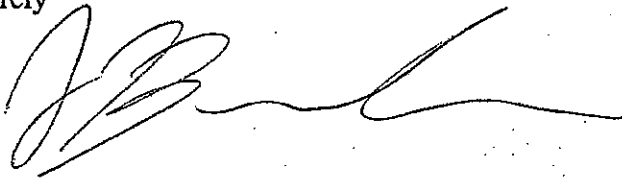
Dear Mr. Hutchins and Council of the Town Of Ladysmith

NOV 26 2008

I Jillian Brownlow am writing this letter concerning parking tickets at my residence 32 – High St. #2. When the parking tickets started I went to City Hall to arrange parking for my apartment as there is none. I was informed that the tickets weren't mandatory to pay. I asked about a parking pass, as I know other residents of Ladysmith have obtained. I was then informed the Town of Ladysmith was not giving out anymore parking passes. As of today, I have five letters from Penny Perpluk of Effective Collections starting from October 20<sup>th</sup> 2008 regarding three vehicles I have drove of my parents and roommate to complete my collage degree in Nanaimo. The total amount of money owed to the Town of Ladysmith in my responsibility is seven hundred and twenty dollars.

When I got these letters I talked to the man whom serves the tickets and he told me the tickets we had in the beginning weren't legal in court. I was not aware of the tickets laws changing, also never until this point received any letters regarding payment for any parking tickets in five years of living at my residence. Now I am well aware that these tickets are legal and must be paid. I am asking you on behalf of myself and Nathan Martyn to please pardon this amount due to my understanding and confusion of these parking tickets. I do apologize for this huge misunderstanding and want you to know I have made more than an effort, 100% to park behind the CIBC while I am at home. Thank you

Sincerely



Jillian Brownlow

Box 924 (32 High St.)  
V9G 1A6

Effective Collections  
5674 Rutherford Road. Nanaimo, BC V9T 6R2  
Telephone: 250-756-4366 Fax: 250-756-4281  
Toll Free: 1-877-235-6006

WITHOUT PREJUDICE

November 5, 2008

Nathan Aaron Martyn  
P.O. Box 924  
Ladysmith, BC V9G 1A6

RE: Account in the amount of \$180.00 owed to Town of Ladysmith

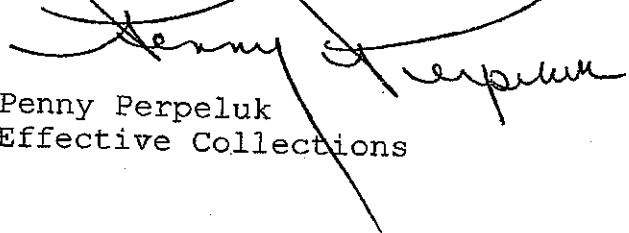
Dear Nathan Aaron Martyn

We have sent numerous letters requesting payment on this account. As these requests for payment have apparently been ignored by you, we have been authorized to proceed with COURT ACTION for the amount claimed together with all incurring court costs and service fees as well as interest.

You have ten (10) days from the date of this letter, which would be November 15~~th~~, 2008 by 5:00 p.m. to pay this account in full or to contact this office to make payment arrangements.

Payments are to be made to Effective Collections by CASH, BANK DRAFT, OR MONEY ORDER.

Yours truly,



Penny Perpeluk  
Effective Collections

Effective Collections  
5674 Rutherford Road. Nanaimo, BC V9T 6R2  
Telephone: 250-756-4366 Fax: 250-756-4281  
Toll Free: 1-877-235-6006

WITHOUT PREJUDICE

November 5, 2008

Anthony Robert Brownlow  
P.O. Box 924  
Ladysmith, BC V9G 2A6

RE: Account in the amount of \$420.00 owed to Town of Ladysmith

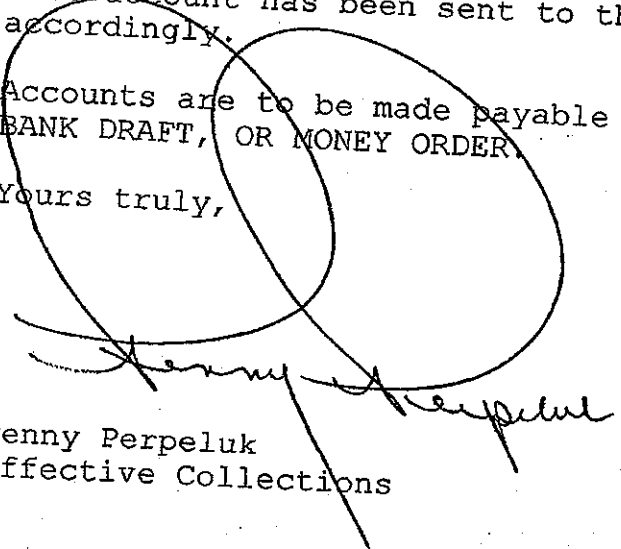
Dear Anthony Robert Brownlow

PAST REQUESTS FOR PAYMENT OF THE ABOVE ACCOUNT(S) HAVE APPARENTLY BEEN  
IGNORED BY YOU.

This account has been sent to the CREDIT BUREAU, govern yourself  
accordingly.

Accounts are to be made payable to Effective Collections by CASH,  
BANK DRAFT, OR MONEY ORDER.

Yours truly,



Penny Perpeluk  
Effective Collections

Effective Collections  
5674 Rutherford Road. Nanaimo, BC V9T 6R2  
Telephone: 250-756-4366 Fax: 250-756-4281  
Toll Free: 1-877-235-6006

WITHOUT PREJUDICE

November 7, 2008

Shelley Annette Brownlow  
P.O.Box 924  
Ladysmith, BC V9G 1A6

RE: Account in the amount of \$120.00 owed to Town of Ladysmith

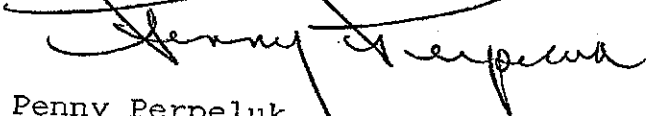
Dear Shelley Annette Brownlow

PAST REQUESTS FOR PAYMENT OF THE ABOVE ACCOUNT(S) HAVE APPARENTLY BEEN  
IGNORED BY YOU.

This account has been sent to the CREDIT BUREAU, govern yourself  
accordingly

Accounts are to be made payable to Effective Collections by CASH,  
BANK DRAFT, OR MONEY ORDER

Yours truly,



Penny Perpeluk  
Effective Collections

Effective Collections

5674 Rutherford Road. Nanaimo, BC V9T 6R2

Telephone: 250-756-4366 Fax: 250-756-4281

Toll Free: 1-877-235-6006

WITHOUT PREJUDICE

October 15, 2008

Shelley Annette Brownlow

P.O.Box 924

Ladysmith, BC V9G 1A6

RE: Account in the amount of \$120.00 owed to Town of Ladysmith

The above account has been brought to your attention previously. To-date no payment has been made on this account. This account is still outstanding.

Total amount outstanding is \$120.00

Protect your Credit Standing by forwarding payment in full to this office within SEVEN (7) DAYS from the date of this notice.

Consideration can be given by this office to accept some realistic payment schedule provided you are in contact with this office as requested and a reasonable payment is made within SEVEN (7) days.

Accounts are to be made payable to Effective Collections by CASH, BANK DRAFT, or MONEY ORDER ONLY

Yours truly,



Penny Perpeluk  
Effective Collections

Effective Collections  
5674 Rutherford Road. Nanaimo, BC V9T 6R2  
Telephone: 250-756-4366 Fax: 250-756-4281  
Toll Free: 1-877-235-6006

WITHOUT PREJUDICE

October 15, 2008

Anthony Robert Brownlow  
P.O. Box 924  
Ladysmith, BC V9G 2A6

RE: Account in the amount of \$420.00 owed to Town of Ladysmith

Dear Anthony Robert Brownlow

We have sent numerous letters requesting payment on this account. As these requests for payment have apparently been ignored by you, we have been authorized to proceed with COURT ACTION for the amount claimed together with all incurring court costs and service fees as well as interest.

You have ten (10) days from the date of this letter, which would be October 25th, 2008 by 5:00 p.m. to pay this account in full or to contact this office to make payment arrangements.

Payments are to be made to Effective Collections by CASH, BANK DRAFT, OR MONEY ORDER.

Yours truly,



Penny Perpeluk  
Effective Collections



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: May 5, 2009  
File No:

---

Re: TOILET REBATE PROGRAM

RECOMMENDATION:

That Council authorize an additional \$15,000 for the Toilet Rebate Program with the funds to come from the water reserve, and that the financial plan be amended accordingly.

PURPOSE:

To ensure that there are adequate funds available to support the toilet rebate program to the end of 2009.

INTRODUCTION/BACKGROUND:

At the regular Council meeting on July 7, 2008, Council passed the following resolutions:

- 2008-382 That the Toilet Rebate Program be approved as presented and that the details of the program be approved as follows: i. Residents of the Town of Ladysmith connected to the water or sewer system who replace a 13 Litre or 20 Litre flush toilet in their home with a Low or Dual flush toilet shall be provided with a rebate upon the provision of satisfactory evidence of the replacement and appropriate disposal/destruction of the old toilet; ii. Where the replacement toilet is a low flush model or a dual flush model, the rebate shall be \$75; iii. There shall be a lifetime maximum of two rebates per residence; iv. The Toilet Rebate Program shall be retro-active to May 1, 2005 and shall conclude on December 31, 2009.
- 2008-372 That \$20,000 from the water fund be used to fund the Toilet Rebate Program, subject to budget review.
- 2008-373 That the Toilet Rebate Program be extended to December 31, 2009 and that the educational brochure and application form be approved as amended.

In 2008, a total of 208 rebates were approved at a cost of \$15,600, leaving a balance from the original \$20,000 allocation of \$4,400. To date in 2009, the Town has approved 105 replacements for a cost of \$7,875. In order to meet projections and continue the program until the end of 2009, an additional \$15,000 is required to fund the toilet rebate program.

SCOPE OF WORK:

N/A

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

It is proposed that the additional funds will be taken from the water reserve.

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There could be negative publicity should the Town not have funds to meet its commitment to the toilet rebate program to the end of 2009.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

Promotes sustainability.

SUMMARY:

In order to meet projected demand for the toilet rebate program and continue the program until the end of 2009, as per Council's intention, an additional \$15,000 is required.

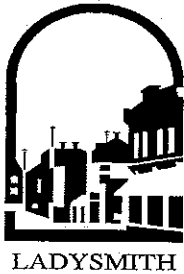
ATTACHMENTS:

None.

I concur with the recommendation:

Ruth Mall, City Manager





## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: May 13, 2009  
File No:

---

Re: PARKS MAINTENANCE

RECOMMENDATION:

That Council approve the purchase of the zero turn lawnmower from Island Tractor for the total price of \$12,705.90 plus GST with the funds to come from the Equipment Pool Reserve, and that the financial plan be amended accordingly.

PURPOSE:

INTRODUCTION/BACKGROUND:

In order to achieve some efficiencies in parks maintenance, staff are recommending the purchase of a zero turn lawnmower is required. There are only three suppliers in the area that sell the specific type of equipment required. An invitation to tender was sent to all three suppliers with the following results:

Island Tractor	\$12,705.90
Friesen Equipment Ltd.	\$13,937.47
Oakcreek Golf & Turf Inc.	\$16,600.35

SCOPE OF WORK:

N/A

ALTERNATIVES:

Council can decide not to purchase the zero-turn lawnmower.

FINANCIAL IMPLICATIONS:

It is proposed that the funds for the purchase of this equipment come from the Equipment Pool Reserve Fund.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

None.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is consistent with wise financial management.

SUMMARY:

The purchase of a zero-turn lawnmower will help to achieve efficiencies within the department.

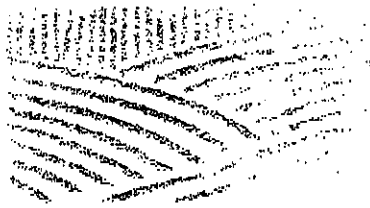
ATTACHMENTS:

Tenders from suppliers.

I concur with the recommendation

  
\_\_\_\_\_  
Ruth Malli, City Manager

**ISLAND**



**TRACTOR**



**Kubota**

Sending 5 page(s) including this cover page.

Date: May 11, 2009

To: Glen Britton

From: Daryl

Glen,  
Thank you for considering us with  
your equipment requirements.  
Please find our submission attached.  
If you have any questions please feel  
free to call.

**ISLAND TRACTOR & SUPPLY (1999) Ltd.**

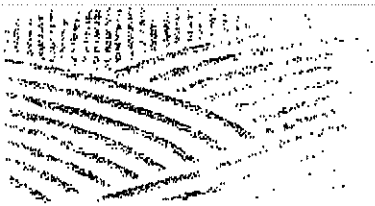
2928 Sprott Road, Duncan, B.C. V9L 6B5

Ph (250) 746-1755

Toll Free 888-795-1755

Fx (250) 746-1717

# ISLAND



# TRACTOR



## Kubota

Sending      page(s) including this cover page.

Date: May 13, 2009

To: Glen Britton @ Town of Ladysmith

From: Veryl Forbes

Glen,  
Breakdown would be as follows:

Mowing Unit -	\$9,275.00
Tire & Battery Levy -	25.00
GST	465.00
PST	650.65

\$10,415.65

Bagging System -	\$2,575. <sup>10</sup> / <sub>27</sub>
GST	128. <sup>75</sup> / <sub>27</sub>
PST	180. <sup>25</sup> / <sub>27</sub>

\$2,884.00

ISLAND TRACTOR & SUPPLY (1999) Ltd.

2928 Sprott Road, Duncan, B.C. V9L 6B5

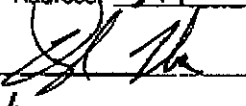
Toll Free 888-795-1755

Ph (250) 746-1755

Fx (250) 746-1717

Town of Ladysmith Contact Person: Glen Britton

Phone Number: (250) 245 6448 or 245 6400

DESCRIPTION:	
Delivered unit e.m. collection system ready to use	\$11,850.00
Environmental Taxes, Documentation, Delivery to Ladysmith	25.00
PST	830.90
GST	593.75
<b>Total Cost of Mower with bagging system</b>	<b>\$13,299.65</b>
<u>State Period and Terms of Warranty:</u>	12 months. (See attached)
<u>State Delivery from date of firm order:</u>	15 working days
<u>Address of Parts and Service Depot:</u>	2928 Sprott Road Duncan, B.C.
<u>Date:</u> <u>May 8, 2009</u>	<u>Company Name:</u> <u>Island Tractor</u>
<u>Address:</u>	<u>2928 Sprott Road, Duncan</u>
<u>Authorized Signature:</u>	
<u>Name:</u> <u>Daryl Forbes</u>	<u>Title:</u> <u>President</u>

Town of Ladysmith Specifications for: Zero Turn Lawn mower

Specified Requirements	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<u>GENERAL DESCRIPTION</u> Supply and delivery of ONE New Zero Turn Lawn Mower <u>State Year, Make and Model:</u>	2008 Kubota ZG 227
Weight Min. 534kg (1177 lb) <u>State Weight:</u>	537 Kg (1184 lbs)
Transmission system 2-hstw/gear reduction <u>State Type and # Speeds:</u>	2 HST w 16 gear Reduction
Engine minimum 27hp <u>State Capacity and Horsepower:</u>	46.87 in <sup>3</sup> (768 c.c.) 27 HP
Dimensions max width	67.1 in. (1705mm)
Speed Control; 2 hand lever	Yes
Brake Type wet multi disks, foot operated	Yes
PTO-Shaft Drive	Yes
Clutch type - Hydraulic independent PTO clutch with multi disc brakes	Yes
PTO Brake - wet disc brakes	Wet Single Disc
Cutting height - 1 in - 5 inch - ¼ Inch increments	Yes
Mower lift system - Hydraulic	Yes
Mower Deck Type- commercial Fabricated deck	Yes
Deck steel thickness-minimum 0.17 inch (4.2mm)	.17 inch
Cutting width- minimum 54 and Maximum 56 inch	54"
Number of blades 3	Yes
Electronics - fuel gauge , hour meter	Yes
Bagging System- rear bag, deck mounted blower	Yes



# FRIESEN EQUIPMENT LTD.



**JOHN DEERE**  
**AGRICULTURAL      COMMERCIAL      LAWN & GROUNDS CARE**

4650 Trans Canada Hwy. Duncan, BC V9L 6L2  
PH 250-715-3711 FAX 250-715-3704

<b>TO:</b>	Town of Ladysmith	<b>DATE:</b>	May 8, 2009
<b>ATTN:</b>	Glen Britton	<b>NUMBER OF PAGES:</b>	Three <small>(including cover page)</small>
<b>FAX:</b>	250-245-0932	<b>PHONE:</b>	
<b>FROM:</b>	Garry Robinson grobinson@friesenequipment.com		

Attached is the quote as requested for the zero turn lawnmower with Power Flo three bag catcher.

Thank you,

Garry Robinson

Cell 250 - 252 - 1500



Town of Ladysmith Specifications for: Zero Turn Lawn mower

Specified Requirements	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<b>GENERAL DESCRIPTION</b> Supply and delivery of ONE New Zero Turn Lawn Mower <u>State Year, Make and Model:</u>	2009 John Deere Z830A
Weight Min. 534kg (1177 lb) <u>State Weight:</u>	pounds. 1598 tractor and deck
Transmission system 2-hstw/gear reduction <u>State Type and # Speeds:</u>	Parker heavy duty 0-12mph
Engine minimum 27hp <u>State Capacity and Horsepower:</u>	Kawasaki 27hp pressure lube and filter 852cc
Dimensions max width	68" chute down
Speed Control; 2 hand lever	Yes
Brake Type wet multi disks, foot operated	Drum, foot pedal
PTO-Shaft Drive	Electro magnetic Vbelt
Clutch type - Hydraulic independent PTO clutch with multi disc brakes	Electro magnetic Vbelt
PTO Brake - wet disc brakes	Drum foot pedal
Cutting height - 1 in - 5 inch - 1/4 inch increments	Yes
Mower lift system - Hydraulic	Foot pedal
Mower Deck Type- commercial Fabricated deck	7 Iron Pro Commercial
Deck steel thickness-minimum 0.17 inch (4.2mm)	7 gauge (.177 inch)
Cutting width- minimum 54 and Maximum 56 inch	54"
Number of blades 3	Yes
Electronics - fuel gauge . hour meter	Hour meter
Bagging System- rear bag, deck mounted blower	Yes 3 bag - Power flo



Town of Ladysmith Contact Person: Glen Britton

Phone Number: (250) 245 6448 or 245 6400

DESCRIPTION:	
2009 John Deere Z 830 A	
Commercial with 54" 7 Tron Pro Deck	#10,257.00
3 bag 14 bushel catcher	2,764.00
Environmental Taxes, Documentation, Delivery to Ladysmith	5.00
PST	911.47
GST	651.30
<u>Total Cost of Mower with bagging system</u>	<u>#14,588.77</u>
<p><u>State Period and Terms of Warranty:</u> 24 months.</p> <p><u>State Delivery from date of firm order:</u> Four weeks or less.</p> <p><u>Address of Parts and Service Depot:</u> Duncan store.</p>	
<p>Date: <u>May 8, 2009</u> Company Name: <u>Friesen Equipment Ltd.</u></p> <p>Address: <u>4650 Tran Canada Hwy Duncan</u> <u>V9L 6L2</u></p> <p>Authorized Signature: <u>[Signature]</u></p> <p>Name: <u>Garry Robinson</u> Title: <u>Sales Representative</u></p>	

# OAKCREEK GOLF & TURF INC.

*Fax*

TO: GLEN BRITTON

OF: TOWN OF LADYSMITH.

FAX NUMBER: \_\_\_\_\_

PAGES: 4 (Incl. Cover Page)

FROM: DARYL NAGY  
SALES REPRESENTATIVE  
15-4970 Polkey RD  
Duncan B.C. V9L6W3

SENT ON: MAY 13-09.

OFFICE TEL: 250-701-0766  
FAX: 250-701-0767

EMAIL: [djnagy@telus.net](mailto:djnagy@telus.net)  
WEB: [www.oakcreekgolf.com](http://www.oakcreekgolf.com)

*GOOD MORNING GLEN.*

*I HAVE ATTACHED 2 OTHER OPTIONS FOR  
LOWER HP MOWERS PLEASE REVIEW AND GET  
BACK TO ME.*

*THANKS DARYL.*



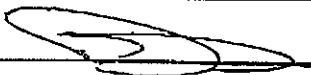


Town of Ladysmith Specifications for: Zero Turn Lawn mower

Specified Requirements	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<b>GENERAL DESCRIPTION</b> Supply and delivery of ONE New Zero Turn Lawn Mower <u>State Year, Make and Model:</u>	2009 Toro G3 Z MASTER 74923
Weight Min. 534kg (1177 lb) <u>State Weight:</u>	1147 LBS.
Transmission system 2-hstw/gear reduction <u>State Type and # Speeds:</u>	12cc REV PUMP - 10MPH
Engine minimum 27hp <u>State Capacity and Horsepower:</u>	27 HP KAWISAKI
Dimensions max width	57.5 IN
Speed Control; 2 hand lever	YES
Brake Type wet multi disks, foot operated	HYDRAULIC PUMP CONTROLS
PTO-Shaft Drive	NO
Clutch type - Hydraulic independent PTO clutch with multi disc brakes	175 FT-LB ELECTROMAGNETIC
PTO Brake - wet disc brakes	HYDRAULIC CONTROLS.
Cutting height - 1 in - 5 inch - 1/4 inch increments	1 IN - 5.5 IN 1/4 INCREMENT
Mower lift system - Hydraulic	FOOT ASSIST
Mower Deck Type- commercial Fabricated deck	FULL FABRICATED.
Deck steel thickness-minimum 0.17 inch (4.2mm)	7 GAUGE
Cutting width- minimum 54 and Maximum 56 inch	52"
Number of blades 3	3 x 6.3 mm THICK.
Electronics - fuel gauge , hour meter	YES
Bagging System- rear bag, deck mounted blower	YES.

Town of Ladysmith Contact Person: Glen Britton

Phone Number: (250) 245 6448 or 245 6400

DESCRIPTION:	
Toro G3 Z MASTER	\$ 15,500.00
Environmental Taxes, Documentation, Delivery to Ladysmith	15.00
FST	\$ 1,085.35
GST	\$ 775.75
<b>Total Cost of Mower with bagging system</b>	<b>\$ 17,376.10</b>
<u>State Period and Terms of Warranty:</u> 5 YEAR      1200 HRS.	
<u>State Delivery from date of firm order:</u> 2 WEEKS.	
<u>Address of Parts and Service Depot:</u> 15-4970 POLKEY RD DUNCAN S.C.	
Date: <u>MAY 13-09</u> Company Name: <u>OAKCREEK GOLF + TURF.</u>	
Address: <u>15-4970 POLKEY RD. DUNCAN</u>	
Authorized Signature:	
Name: <u>DARYL NATCH</u>	Title: <u>BRANCH MANAGER</u>

May 11, 2009

**Quote for Ladysmith:**

**Model 74449(2009)**

**Z400**

**500kg/1102 lb**

**10 cc/rev pump**

**21 hp Kawasaki**

**53.7" width**

**2 hand lever control**

**Brake hydraulic controlled**

**NO PTO**

**Clutch 175 ft-lb electromagnetic**

**Cutting 1 to 4.5 in(1/4)**

**Lift system(lever assist)foot option**

**Full Fabricated 7 gauge deck.179**

**52"**

**3 blades**

**No fuel gauge,yes :hre meter**

**Bagging system:yes**

**LIST:\$12,215**

**Warranty=4 years/1200 hres**

**Model 74903(2009)**

**Z Master G3**

**(520)1147lbs**

**12cc/rev pump**

**25 HP Kohler**

**57.5" width**

**2 hand lever control**

**Brake Hydraulic controlled**

**No PTO**

**200ft-lb electromagnetic**

**1 to 5.5 in(1/4)**

**Foot assist**

**Full Fabricated 7 gauge deck.179**

**52"**

**3 blades**

**fuel gauge and Hour meter**

**Yes**

**List\$14,975**

**5 years/1200 hres**



# 49th Parallel **GROCERY**

**Ladysmith Store #1**  
**Head Office**  
1020 1<sup>st</sup> Avenue, P.O. Box 687  
Ladysmith, B.C. V9G 1A5  
Ph. # (250) 245-3221  
Fax # (250) 245-3498  
E-mail: [info@the49th.com](mailto:info@the49th.com)

RECEIVED

April 24, 2009

APR 27 2009

Attention: Mayor and Council **TOWN OF LADYSMITH**  
Town of Ladysmith

Ms. Felicity Adams, Manager of Development Services  
Town of Ladysmith

**Re: 49<sup>th</sup> PARALLEL GROCERY EXPANSION**  
**1020 1<sup>st</sup> Avenue , Ladysmith, B.C.**

We are pleased to report that construction will be starting April 27, 2009. Our building permit was issued April 21, 2009.

We are requesting temporary permission to work 24 hours a day and seven days a week when necessary and thus a variance from current bylaws from early May 2009 until completion. Construction is anticipated to be complete by the end of September 2009. There are a number of sections, mostly interior but some exterior as well, which may require 24 hour attention in order to expedite construction and minimize the disruption of our ongoing business. This work will be contained as best as possible.

We appreciate your support of this project.

Yours truly,

Peter Richmond  
President

Wayne Richmond  
Owner

49<sup>th</sup> Parallel Grocery  
[www.the49th.com](http://www.the49th.com)

"That's ~~Where~~ **Where** It's At!"



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: May 4, 2009  
File No:

---

Re: RESOLUTION PLACE GREEN SPACE

RECOMMENDATION:

That the committee recommend that Council authorize the removal of the dead trees in the green space around Resolution place and develop the area into a tot lot and maintainable walking trails.

BACKGROUND / HISTORY:

In February of 2005, after a developer cut into a bank right up to the green space on the West Side of Resolution Place causing damage to the roots of the trees in the green space, Davey Tree Services was requested to do a risk assessment of the trees in question. A verbal assessment was given indicating that the trees will likely die. In March of 2006, Davey Tree Services was requested to assess the trees again. The attached report recommends the removal of the trees in question.

The investigation of the trees brought to light the unsightly use of the green space by residents encroaching into the green space. Attached are some pictures identifying the extent of the encroachment. A meeting was held with the residents to discuss the development and the unsightly use of the green space.

In November of 2006, an arborist report was requested to determine the current stand condition with regards to wind stability, health and recommended management actions to optimize health and stability. A report from JPH Consultants is attached. To implement the first phase of the recommendations from the report, Davey Tree Services was asked to provide a cost estimate for budget purposes. The estimate is attached.

In March of 2008, a large diameter tree was cut down in the green space. This incidence also identified the encroachment of some of the properties into the green space area by fences. There was a complaint received about a second tree which was felt may come down in a wind storm. The attached arborist report suggests the tree was safe and did not require removal at that time.

In April of 2008, encroachment into the green space was again evident and much of the green space was being used as private drive ways and parking areas as shown in

the attached pictures. The attached arborist report from Mumby's Tree Services Ltd. identified that nearly 50% of the trees have died or are a high risk to fail and cause damage to bordering development. The report states that it is very challenging to retain a site like this one in a natural state.

In April of 2008, a notice was delivered to all residents of Resolution Place requiring them to remove all personal property from the green space. Most of the area was cleaned up and left in an acceptable manner.

In October of 2008, one of the residences was again encroaching onto the green space resulting in complaints re unsightly premises. Numerous attempts were made to have the sight cleaned up. A registered letter was sent out on November 19<sup>th</sup> advising the owner to clean up the site.

#### OPTIONS

1. Continue to hand out notices when infractions are encountered.
2. Take down all the dead trees and monitor annually as per arborist report
3. Remove all trees and develop into open space which can be maintained
4. Remove damaged trees, raise the canopy on sound trees and develop into a tot lot and maintainable walking trails.

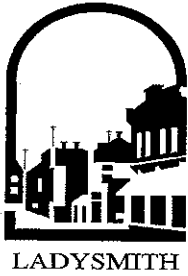
#### ATTACHMENTS:

Various Arborist reports  
Pictures

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: May 14, 2009  
File No:

---

Re: 49<sup>TH</sup> PARALLEL GROCERY EXPANSION

RECOMMENDATION:

That Council consider the request from 49<sup>th</sup> Parallel Grocery to work 24 hours per day, seven days per week until construction on the expansion is complete, subject to the developer agreeing to perform all heavy duty construction prior to 11:00 p.m. and notifying all residents within a 100 metre radius prior to work commencing.

INTRODUCTION/BACKGROUND:

A building permit for the expansion of the 49<sup>TH</sup> Parallel Grocery was issued on April 21<sup>st</sup>, 2009. In order to minimize the length of the construction and also to minimize the disruption to the business, the owners have requested permission to work around the clock until the expansion is completed towards the end of September.

Section 12e of Bylaw 1478, the Noise Bylaw, allows for construction and demolition within the Town of Ladysmith to take place from 7 a.m. to 6 p.m. every day except Sunday.

SCOPE OF WORK:

N/A

ALTERNATIVES:

Council can deny the request or seek citizen input before granting it..

FINANCIAL IMPLICATIONS:

None

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is likely there will be some citizens who are disturbed by the evening and Sunday construction noise. The 11:00 p.m. limit on heavy construction will help to mitigate some of that concern.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

I concur with the recommendation

*R. Malli*

Ruth Malli, City Manager

ATTACHMENTS:

Letter from 49<sup>th</sup> Parallel Grocery.



# 49th Parallel **GROCERY**

**Ladysmith Store #1****Head Office**

1020 1<sup>st</sup> Avenue, P.O. Box 687  
Ladysmith, B.C. V9G 1A5  
Ph. # (250) 245-3221  
Fax # (250) 245-3498  
E-mail: [info@the49th.com](mailto:info@the49th.com)

RECEIVED

April 24, 2009

APR 27 2009

Attention: Mayor and Council TOWN OF LADYSMITH  
Town of Ladysmith

Ms. Felicity Adams, Manager of Development Services  
Town of Ladysmith

**Re: 49<sup>th</sup> PARALLEL GROCERY EXPANSION**  
**1020 1<sup>st</sup> Avenue, Ladysmith, B.C.**

We are pleased to report that construction will be starting April 27, 2009. Our building permit was issued April 21, 2009.

We are requesting temporary permission to work 24 hours a day and seven days a week when necessary and thus a variance from current bylaws from early May 2009 until completion. Construction is anticipated to be complete by the end of September 2009. There are a number of sections, mostly interior but some exterior as well, which may require 24 hour attention in order to expedite construction and minimize the disruption of our ongoing business. This work will be contained as best as possible.

We appreciate your support of this project.

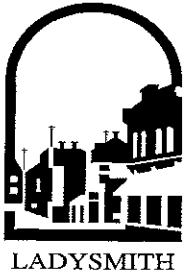
Yours truly,

Peter Richmond  
President

Wayne Richmond  
Owner

49<sup>th</sup> Parallel Grocery  
[www.the49th.com](http://www.the49th.com)

"That's Where It's At!"



Town of Ladysmith  
**STAFF REPORT**

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

---

Re: SPEED BUMPS ON DAVIS ROAD

RECOMMENDATION:

That the Committee consider the installation of a reflector across from the west entrance to 385 Davis Road.

BACKGROUND / HISTORY:

A letter was received from the residents at 385 Davis Road, Gulf View Estates, requesting that the Town install a speed bump outside the west entrance to the development, to make it safer for them to exit.

Davis Road is a major collector road with a speed limit of 50 kph. The area in question is also on a hill and curve which makes it very difficult to even go the 50 kph. In 2002, traffic calming was installed in the area to slow traffic down. A speed bump at that location would create a dangerous situation for the traffic along Davis Road.

The suggestion of a reflector to allow the residents to see a little way around the curve does have merit.

ATTACHMENTS:

Letter from Gulf View Estates.

I concur with the recommendation

  
\_\_\_\_\_  
Ruth Malli, City Manager

RECEIVED  
 MAY - 6 2009  
 TOWN OF LADYSMITH

April 22, 2009

Mayor, Rob Hutchins  
 City of Ladysmith,  
 Ladysmith, B.C.

Sir:

We, the residents of Gulf View Estates, 385 Davis Road, wish to present our concerns about the upper driveway from the apartments, and the close proximity to the corner above.

We have had some close calls when pulling out of that driveway with speeding cars coming around the corner. We realize there is a sign that warns drivers of the driveway, but it seems people tend to ignore the sign and we are faced with a problem of getting out of the driveway fast enough to be out of their way.

Would it be possible to have a speed bump put on the road to slow people down when coming around the corner. If that is not possible, could a reflector be put on the corner so we can see if a car is coming into the curve.

We don't know what the solution could be, but sincerely hope you will look at any possible solution that will make it easier for us to leave and enter the driveway.

Thank you very much.

Judy Hofstad, unit 216  
 Concerned Residents

245-2550

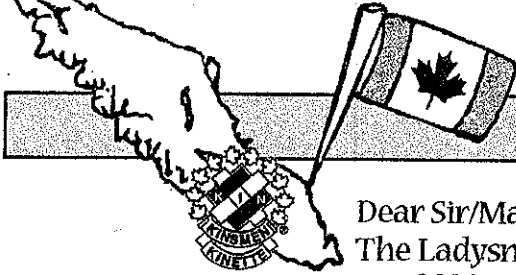
*Ann Percin*

Name	Unit
<i>Hed. Hofstad</i>	<i>216</i>
<i>J. Lomell</i>	<i>214</i>
<i>R. Taylor</i>	<i>6</i>
<i>V. Cantin</i>	<i>6</i>
<i>D. Seomse</i>	<i>2</i>
<i>W. Helgeson</i>	<i>102</i>
<i>M. McKenzie</i>	<i>210</i>
<i>B. Harding</i>	<i>209</i>
<i>E. Joste</i>	<i>108</i>
<i>B &amp; M Boschman</i>	<i>112</i>

Name	Unit
<i>Patrick &amp; Sarah Showers</i>	<i>#205</i>
<i>Rosalind Westaway</i>	<i>#203</i>
<i>Tony &amp; Audrey Fischer</i>	<i>#211</i>
<i>June K. Zinke</i>	<i>104</i>
<i>Amelunke</i>	<i>114</i>
<i>Address Series</i>	<i>204</i>
<i>D. B. Macdonald</i>	<i>212</i>
<i>B &amp; Macdonald</i>	<i>212</i>
<i>A. Kenyon</i>	<i>213</i>
<i>NW Appleton</i>	<i>4</i>
<i>W. C. [unclear]</i>	<i>207</i>
<i>L.A. SELZER</i>	<i>202</i>
<i>43 NOT SELZER</i>	<i>"</i>

# Kinsmen Club of Ladysmith On The 49th Parallel

P.O. Box 324, Ladysmith, B.C. V9G 1A3



Dear Sir/Madam

The Ladysmith Kinsmen Club in conjunction with the Ladysmith Days Committee, would like to extend this invitation to you and your organization to participate in our community's annual **Ladysmith Days Parade**.

**The theme for this year is: "Celebrate Our Local Talent"**

**DATE: Saturday, August 1, 2009**

**TIME: Parade Line-up can start at 7:00 am.**

**Judging begins at 8:30 am sharp**

**Parade starts at 10:00 a.m. sharp**

**ROUTE:** The parade line-up will be along Bel-Aire and Bayview Streets, south of Dalby's Service. Proceed north on Bel-Aire, then long First Avenue to Symonds Street and proceed to Second Avenue and park off to the side along Second Avenue.

**AWARDS:** Ribbons will be presented to the following categories: marching/dancing unit, band, float, commercial entry, comic entry, decorated bike, kiddies (theme) costume, adult (theme) costume, animal entry, best theme entry and "neatest" antique vehicle. The awards are determined by the judges, who are three local, Ladysmith residents. The ribbons will be presented to first, second and third place entries.

*Immediately following the parade, a reception for all parade participants will be held at the Aggie Hall, located at the end of the parade route. Light refreshments will be served for all parade participants.*

We sincerely hope you will be able to join us and help make this another successful parade and Ladysmith Days.

There is no entry fee for the parade. We are asking that groups who wish to **HAND OUT** candy or other items during the parade, done by **PEOPLE WALKING BESIDE THE FLOATS**. *We do not allow ANY parade participants to throw anything from their floats while the parade is moving.*

All that we request is a prompt reply and that all entries realize that participation is at the individuals and the groups own risk and that each group **abide by the rules** of the parade committee.

Sincerely,

Mike Sumpter (250-245-2104)

Duck Paterson (250-245-2263)

## Ladysmith Kinsmen Club Parade Entry Form

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

GROUP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TYPE OF ENTRY: \_\_\_\_\_

LENGTH OF ENTRY: \_\_\_\_\_

WILL YOU HAVE MUSIC?  YES  NO  
(please indicate any music IT'S IMPORTANT FOR PLANNING)

NUMBER OF PERSONS WITH ENTRY: \_\_\_\_\_

Please Reply Before July 12, 2009

**All participants understand that they are participating at their own risk.**

We would appreciate it if you could return the completed entry form to  
Box 324, Ladysmith, B.C. V9G 1A3, as soon as possible.

**PLEASE MAKE SURE THAT ALL INFORMATION IS INCLUDED** so that we can plan the parade line-up properly.