

TOWN OF LADYSMITH

GOVERNMENT SERVICES COMMITTEE

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

Monday, July 20, 2009 at 5:30 p.m.

Council Chambers, City Hall

A G E N D A

Chairperson: Councillor D. Paterson

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| 1. CALL TO ORDER | |
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| 6. CORRESPONDENCE | |
| 6.1 <u>D. Mackie</u>
Re: Brown Drive Park Fence | 28 |
| <u>Staff Recommendation</u>
<i>That the correspondence be referred to Staff for review and recommendation.</i> | |
| 6.2 <u>D. Lemelin, National President, Canadian Union of Postal Workers</u>
Re: Postal Report | 29 - 36 |
| <u>Staff Recommendation</u>
<i>That Council consider if it wishes to support the CUPW's request for support for the resolution regarding public post offices and rural delivery.</i> | |
| 7. NEW BUSINESS | |
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ADJOURNMENT



Town of Ladysmith

STAFF REPORT

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

Re: CITY MANAGERS REPORT: 2009 Second Quarterly 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 second quarter of 2009, highlights include the completion of agreements with the Ladysmith Maritime Society, including support for grants for the expansion of the community marina, commencement of waterfront contamination assessment, including grant applications and archaeological assessment, sale of properties adjacent to Habitat Home, applications for several grants, including a joint project with the Ladysmith Resources Association and the Boys and Girls Club; graduation of Leadership BC Ladysmith program participants and completion of community projects (including a Community to Community Grant with CFN); continue implementation of visioning; 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	LRCA-B&G engagement-grant application completed	EOI issued for site-awaiting grant approval for building
Community Marina	Agreements signed-grant applications completed	Awaiting grant approval for marina expansion
Visioning Document	Staff engagement and action commenced	Action plan in process
Waterfront Development	Grant applications completed	Awaiting grant approval
Mission, Vision-Council	Five Year Strategic Plan	Process design
CAEE gold grant application		Completed
Leadership BC partnership	Completed-13 graduates from program; community projects completed	Completed. In process of expansion with Nanaimo, Central Vancouver Island. Continue to be hosted by Ladysmith Chamber of Commerce.
City Hall renovation	Short term and long term solutions required	Completed-short term Commenced-long term
Licences of Occupation-DL 651	Completed: Removal action by Province, Licence of Occupation obtained	Completed
Chamber of Commerce-Contract Visitor Info Centre	Agreement signed-new location selected	Completed
Financial Plan/Budget	On schedule	Completed
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	Completed	Completed

Work Plan Additions or other duties: 2009

Work	Status	Discussion and Next Steps
Environmental Commission	Priority Setting completed	Completed and on going
Economic Uncertainty	Continue to monitor and adjust plans due to economic changes-of significant concern-interest and development revenues	On going
Volunteer Appreciation	Commenced steps to develop a volunteer appreciation package	Review draft and bring to Council
RCMP agreement	\$'s recd., draft recd	Finalize agreement
Job descriptions	All job descriptions reviewed, posted in	Completed and on going

	workplaces	
Performance Reviews	All staff completed	Completed for 2008
Communications Plan	Draft completed	Review and implement
Environmental Sustainability Direction	Enhance knowledge-staff training-veggie gardens	Internal Green Team implemented. On going.
MATI 2 Mentor	MATI 2 (leadership)	Completed
Employee Development	Learning Day held quarterly	On-going; Next learning day Sept
UBCM-Province of BC Working Group on Carbon Neutral Local Government	City Manager on Joint Committee	Completed original scope of work; on-going review for implementation Provincially
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	Implementation Q2-09	On going

To be considered after Oct 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)



Town of Ladysmith
STAFF REPORT

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

Re: SECOND QUARTER REPORT

The Second Quarter continued to be very busy for the Public Works Department. Despite the amount of work, the crews set up a great display for an open house during the Public Works Week in May. The open house was from 1 - 6 and we saw more than 120 people go through.

OPERATIONS

The Transportation crew completed the crack sealing program and then started the line painting program. The power washing was completed in the downtown area. Brush cutting and catch basin cleaning is ongoing throughout the summer. Dust control was also completed in June and crews were able to replace a large section of sidewalk on Buller Street and 3rd Ave.

In the Water and Sewer department, the meter reading was completed in early April and the flushing program continued until the water restrictions were applied in May. A turbidity meter was installed at the Arbutus Reservoir and new controls were installed at Holland Lake to allow us to more easily regulate the water supply during times of high turbidity. The booster pump at the Arbutus Reservoir was also replaced and a number of minor service leaks were repaired.

Due to budget considerations the Parks crew is down one person this year. The crews have still been able to stay caught up with the various maintenance operations. The department has worked closely with the water utility to reduce the amount of watering and still maintain a high level of usability for the fields. We switched the golf course irrigation to match the Towns equipment and have been able to reduce their consumption drastically. The winter kill of some of the plants has required that that we replace large areas of plantings. The most notable was the Aggie Bank.

The Parks crews also initiated planting of vegetables and herbs in the flower beds at various locations throughout Town. To date we have supplied the Ladysmith Food bank with approximately 200 lbs. of broccoli, 75 lbs. of carrots and beets, 50 lbs. of lettuce and spinach, 15 gallons of chives and 10 gallons of mint.

CAPITAL

The Public Works Department still continues to do the vast majority of the capital projects authorized by Council. We did however have the private sector complete some of the large and more technical projects. Chemainus Road has been completed and if Council wishes to have an opening celebration, the Province would like to be notified in order to assist and have delegation at the opening celebrations. The private sector also completed the replacement of the of the lift station at Gill Road. The paving was completed on Bertram Place and the Headworks contract at the sewage treatment facility was started. Our own crews completed the water main replacement on 2nd Ave. and they also finished setting the hypochloride system at the sewage treatment facility. The booster pump at the Arbutus Reservoir was also replaced.

The sidewalk on Fourth Avenue from Walkem Road to Christie Road was completed. The next capital project that the department will take on is the water main replacement at the North end of Arbutus Crescent.

I concur with this report.



Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: July 13, 2009
File No:

Re: **DEVELOPMENT SERVICES DEPARTMENT WORK PLAN:
REPORT ON QUARTER 2 ACTIVITIES (APRIL TO JUNE 2009)**

PURPOSE:

The purpose of this report is to provide Council an overview of Development Services Department activities for the second 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:

Council has identified the following five strategic priorities for the Development Services Department:

- Holland Creek Area Plan review: two meetings held with land owners/developing parties and consultant.
- Affordable Housing – completed first phase; new manufactured home-only zone created; working on land deal.
- Tourism Plan – UBCM Phase II Activities: continued cooperative marketing; working on custom banners for Transfer Beach Boulevard; train station feasibility review underway; secured tourism contract resources.
- Economic Development Resource Review: Working with CVRD to determine regional resources; consulting with Economic Development Commission.
- Development Cost Charge (DCC) Bylaw Review – working with consultant to finalize proposal for stakeholder consultation

Legislative Requirements:

Development application processing:

- Notification process for: Fox DVP; Rempel DVP; Huntjens public hearing, Phillips, Bezeau and zoning bylaw housekeeping amendment public hearings
- Public Hearing for: Huntjens rezoning; Phillips rezoning; Bezeau (Cloke) rezoning; housekeeping amendment
- Direction from Council received on: Huntjens rezoning; Bezeau (Cloke) rezoning, Phillips rezoning; SHOA DVP, Fox DVP; Tim Horton's DP; GPM covenant
- Development permits approved under delegated authority: Cash Store signage; E. Madill signage; Hasting building façade improvement; Holiday House façade improvement.
- Covenants: Worked with applicant's legal counsel on Huntjens covenant.

Departmental Operations:

- Prepared staff reports to Council regarding: tenant signage for the Machine Shop building; tourism support services RFP; HRAC recommendations
- Organized and attended meetings of HRAC, ADP, APC, EDC, and TAC.
- Attended Global commission meeting.

Economic Development Strategic Plan:

- TAC and Chamber co-hosted three successful SuperHost workshops.
- Followed-up on marine sector survey with target sector publications.

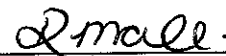
Heritage Strategic Plan:

- Prepared report to Council regarding HRAC use of town logo; Community Heritage Register / Statement of Significance project proposal.

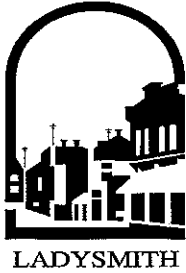
ATTACHMENTS:

"None".

I concur with this report.



Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

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

Re: CORPORATE SERVICES DEPARTMENT WORK PLAN:
REPORT ON 2nd QUARTER ACTIVITIES (APRIL TO JULY 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)

Top 5 Strategic Priorities:

- Establishment of a community-wide trolley service – ongoing – finalizing route details, vehicle acquisition, trolley drivers, trolley stops, etc.
- Development of Communications Plan – ongoing – document drafted and under review by senior management team
- Archaeological Impact Assessment of Ladysmith Harbour – project initiated - ongoing
- Initiated Bylaw Review Project – ongoing – identification of key bylaws underway; tracking system being developed.
- Canada's Top 100 Employer and Service Provider – ongoing - researching selection criteria; review of HR policies and propose amendments policies

Legislative Requirements:

- Conducted 11 Council meetings, 9 Executive Council meetings and 3 Government Services Committee meetings (pre-meeting preparations and post-meeting follow-up)
- Parcel Tax Review Panel – reviewed one submission

- 2009 Financial Plan adopted
- 2008 Audited Financial Statements adopted
- Research into software for tangible capital asset reporting and management system - ongoing
- Conducted health and safety inspections of City Hall and health and safety meetings
- Processed tax payments

Departmental Operations:

- Conducted second Global Commission meeting
- Conducted monthly Occupational Health and Safety Committee and Wellness Committee meetings
- Processed six job postings
- Ratified Chamber of Commerce agreement
- Processed RFP for marketing/realtor services for Town-owned lots on Strathcona
- Awarded grants-in-aid
- Conducted Global Training session in May
- Conducted Trolley Committee meeting and associated research
- Processing/maintenance of Town leases - ongoing
- Processed payroll as required - ongoing
- Completed edits and updates of Community Profile 2008
- Assisted with writing proofing, editing and compiling Annual Report
- Processed Advisory Commission vacancies - advertising, scheduling interviews, report to Council, letters of notification, binders for new members
- Awarded janitorial contract for RCMP detachment
- Prepared renewals and two new leases for Machine Shop
- Ongoing communications (prepared five news releases, website updates, correspondence, etc.)
- Managed sale of surplus items
- Finalized Snow Angels Program for winter 2008/2009 (presentations to recipients, letters to nominees and nominators)
- Organized June 30 Global Commission Meeting
- Provided administrative and communications support to Leadership BC Ladysmith
- Held Administrative Services planning session
- Administrative Assistant's Lunch

- Organized National Public Works Week BBQ
- Organized monthly Labour Management and Joint OH&S committee meetings
- Conducted "Idea Campaign"
- Jeans Day for BC Children's Hospital/CH
- Review of Employee Development Form - in progress
- OH&S - Investigation Training Session
- Employee Newsletter - in progress

I concur with this report.



Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: July 16, 2009
File No:

2009 Second 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 \$42,315 facility admissions of \$57,900 and facility booking revenue of \$17,100. 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 over \$3,000. Sale of merchandise this quarter is \$2,265.
- 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 Fall Leisure Guide, which will be mailed to residents on August 14. With staff creating the guide and generating revenue by selling ad space, the cost of the leisure guide's production has been reduced by approximately \$8,000 per year. Further benefits include improved quality control by all individuals that contribute, cleaner easier-to-read copy and
- Staff completed the 2008 Annual Report as well as working on various other projects.
- Two new staff members have joined the admin team, one as a casual and one as a temporary permanent part-time staff member who is replacing Camelia who has gone on a medical leave prior to her maternity leave.
- Staff are organizing the purchase and installation of the new Pass Module, which will allow patrons to scan their own cards prior to gaining entrance. This will allow for more accurate stats, increase security and enable staff focus more energy to other duties, such as registrations.

Maintenance

- Finished Aggie kitchen renovations
- New hot tub heater installed
- New hot tub chlorine pump installed
- New soda ash agitator installed
- New main pool impeller installed
- Brought Expo building up to fire code (exit signs and emergency lighting)

2009 Second Quarter Report- Aquatics

Second Quarter Total Revenue: \$73,829

- Aquatic programs (private and public swim lessons): 545 patrons enrolled, with revenue of \$11,899

- Aquatic high level courses: 68 patrons enrolled, with revenue of \$9,921
- Aquatic admissions: over 8,000 patrons at the pool with revenue of \$22,135
- Aquatic pool rentals. \$11,911
- Aquatic school rentals: combination of school recreational swims and lessons for 11 schools with approx 25 students per class, along with summer daycamp leaders training for the Chemainus First Nations and the Duncan Friendship Centre; revenue \$17,418
- Accommodated approximately 50 students with at the annual Dry Grad
- Aquatic special event: most popular of the monthly Dive in Cinema this quarter was Twilight with approx 85 per swim as well as other special events with 292 in attendance with total special events revenue at \$545
- Monthly sponsored swims by LPR&C and Community partner (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 20 per swim
- Adaptive Fitness swim Monday to Friday have over 1,000 over the course of the quarter

Fitness Centre & Fitness Programs

- 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
- Since fitness staff having completed the very challenging BCRPA Personal Trainer Certificate program, we have been able to offer patrons the option for personal training. This quarter, we have generated \$3,415 in personal training revenue. It is anticipated that this will increase as more and more people will choose this one-on-one very effective training

Fitness Centre Attendance Statistics & Comparison

	2008	2009	%
April	3752	3263	-15%
May	3431	3337	-3%
June	3075	3198	4%

Fitness Centre Drop-In Classes & Comparison

	2008	2009	%
April	360	478	33%
May	332	418	26%
June	256	454	78%


Fitness Revenue & Comparison

	2008	2009	%
Fitness Programs	\$13,024	\$16,245	25%
Fitness Admissions	\$3,770	\$4,839	29%
Fitness Passes	\$30,688	\$30,742	1%

Community Programs

- Spring community program revenues at \$12,395 were down 4% from Spring 08
- Met with North Cowichan programmer & manager April 9th re: joint opportunities in programs, marketing, events, etc.
- Summer daycamps: received approval for summer student grant for two full-time positions (a senior and junior leader); one full-time senior leader, one full-time junior leader, and three casual junior leaders hired; full summer staff training during final week of June to ensure quality and continuity of programming.
- Good progress in coordinating youth services & summer planning with Youth Program Coordinator
- Rec Room attendance continues to improve with teens often overheard saying "let's go to the Rec Room!"
- Youth Advisory members and stakeholders discussions re: possible revival of Island Cinema.
- Ladysmith Parks, Rec & Culture presented with "Champions of Children" award on April 14 for our work building and supporting a child-friendly community.
- Spirit of BC Committee meetings combined with Torch Relay committee until after event October 31.
- Teddy Bear Picnic at Transfer Beach on May 9th with Early Years Partnership activities and community information.
- Attended Youth Services Fair at LSS May 21 with Rec Room and Youth Services displays and presentation.
- Attended the following various meetings: Literacy Now Regional Task Force (now "Regional Literacy Council"; Ladysmith Interagency Group meetings; Ladysmith Early Years Partnership: monthly meetings ;Ladysmith Family and Friends board meetings; Ladysmith Food Action Coordination Team (FACT) meetings; Success by 6 Council of Partners quarterly meeting; Community Gardens public consultations; Ladysmith Commons Committee meetings; Social Planning Cowichan "Status of the Community Report" update interview; United Way community consultation regarding priority funding opportunities April 15; regional "Pilot Impact Council" meetings; Ladysmith Community Health Advisory Committee; Ladysmith Community Health Centre "Green Fair"; Ladysmith Community Caregivers annual reception at United Church hall; Ladysmith Youth Advisory Coalition; Olympic Torch Relay / Spirit of BC committee meetings; RFABC (Recreation Facilities Association of BC) meeting.

I concur with this report.



Ruth Malli, City Manager

Status of Top 25 Strategic Priorities

Parks, Recreation and Culture

Sport Fields

- Working with Town Staff to determine process and procedures for subdivision and zoning, land sale and acquisition, servicing costs and addressing title changes regarding covenants and easements.

FJCC HVAC/Lighting

- Met with Engineers who are putting together package for ordering new FJCC HVAC unit and reviewing technological options for new energy sources eg. Geothermal or Solar. Also looking at upgrading lighting in Gym and Pool area.

Holland Creek Trails

- Continuing to review areas of concern, and upgrading and improving sections as applicable, as budgets permit.

Environmental Initiatives

- Meeting with consultant to review options and implement action plan.

School district No. 68

- Unable to meet with School District staff as they are focussing on preparing their revised Facilities Renewal Plan, which has been presented to the Board. We will be continuing to initiate discussions a schedule a Joint Use Committee meeting in the near future.

Corporate Services Division

Communications Strategy

- Communications Plan drafted; under review by senior management team; will be presented to Council at a Government Services Committee in the near future (80% complete)

Town-Operated Trolley System

- System scheduled to commence August 1/09 "Ladysmith Days"; finalizing vehicle selection, route and stops, driver selection, and other operational issues. (60% complete)

Small Craft Harbours Lease

- Small Craft Harbours to submit application to Integrated Land Management Branch for construction of rock breakwater to connect existing breakwater to shore; breakwater structure to be constructed in such a way as to make possible vehicle access, pedestrian access and future use as a causeway /

public access recreational opportunity and to not impede or affect existing boat ramp. Awaiting response from Small Craft Harbours. (60% complete)

Canada's Top 100 Employers & Service Provider

- Staff researching selection criteria; will identify priority policies and propose amendments policies (multi-year project – ongoing)

Bylaw Review Project

- Focus on environmental issues; will also ensure compliance with current legislation; scheduling meetings with senior managers to identify priority bylaws; met with other local governments to assist with development of bylaw tracking system; staff in process of inputting data. (20% complete)

Development Services

Holland Creek Area Plan

- HBLanarc has prepared a scope of work for review, including planning, transportation and civil engineering, land economist review; and ecologist
- Scope of work includes using the Holland Creek Area visioning outcomes as a starting point for the review of the 2001 Holland Creek local area plan through an advisory committee; design charette; community review and policy and regulation development
- Looking at ways to phase the project
- Two meetings held with the three developing parties (April and May); next meeting this summer
- Process would take about one year to complete

Affordable Housing

- working with the Director of Parks, Recreation and Culture on the scope of work
- project involves sale of surplus town land, as directed by Council
- new zoning regime would be developed for a mobile home park only zone, as directed by Council
- land use on remainder of land will be developed in consultation with the developer

Tourism Plan – UBCM Phase II Activities

- Working with TAC member on custom banners for Transfer Beach Boulevard, as supported by Council
- TAC and Chamber are co-hosted 3 “SuperHost” workshops.
- Working with Herold Engineering on the train station feasibility assessment (order of magnitude cost) for the rehabilitation of the building for a VIC / public space, as supported by Council

Economic Development Resource Review

- working with CVRD to access regional resources
- preparing a report for Council

Development Cost Charge (DCC) Bylaw Review (Phase 1)

- will be working with the consultant to add more "greening" to the bylaw review project, as supported in the budget
- next step will be consultation with stakeholders

Public Works

Wastewater Treatment Plant

- The contractor is well underway with the construction of the headworks. As of May 31st, the contract was approximately 7% complete.
- We have also had our meeting with the Canadian Food and Drug Administration and the United States Environmental Protection Agency. The meeting went well and we will be receiving their report when completed.

Waterline – Stocking to Holland Lakes; UV Light Treatment

- The application for the right of way has been sent in along with the application for the License of Occupation have been sent in.
- The archaeological assessment of the pipeline area has been completed and there are no indications of any archaeological sites.
- The application for the Infrastructure Grant for the dual pipeline between Arbutus Reservoir and the South End Chlorinator has also been submitted.

Amphitheatre Bank Stabilization

- A preliminary site investigation was completed by the Geotechnical Engineers. A design for the bank stabilization still needs to be completed.

Municipal Roads Maintenance

- The crack filling for this year has been completed.
- Pot Hole Patching is ongoing.
- Chemainus Road has been completed.

Organic Waste Collection – Commercial/Multi-family

- Meetings are underway with the contractor to help in determining the collection method for multi-family. Once determined there will be separate meetings with all the strata's and apartments to implement the program.

City Manager

New Civic Building

- Request for expressions of interest issued for architects to respond to both Spirit Square and building component
- Application for Community Adjustment Funds for building

- Weekly meetings with Boys and Girls Club and Ladysmith Resources Centre
- Next step on Spirit Square will be consultation with stakeholders, once architect selected. Awaiting grant approval on building.

Community Marina

- Agreements approved by Council and Ladysmith Maritime Society (LMS) for partnership to improve community marina facilities
- Assisted LMS with grant application
- Partnered with LMS for business plan
- Concept presented to Town commissions and committees
- Next step: awaiting grant approval

Implementation of Visioning Document

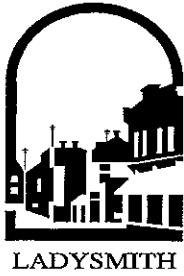
- Implementation includes consideration and integration of green alternatives in all operational and capital decisions: Projects commenced or planned for 2009 include the vegetable gardens at city hall, partnering with development community and Chemainus First Nations on Holland Creek Area Plan, review of the bike plan, DCC's greening, establishment of Environmental Commission and Staff Green Team, water-use reduction strategies.
- Next steps: Capacity building of green knowledge and skills in the community. Includes working with Vancouver Island University (meeting planned) and looking at the economic development opportunities (sub-committee of EDC established "green industry"). It is also important to incorporate the 'green/sustainability' vision into the upcoming review of values, mission, vision.

Waterfront Development

- Partnership with Province, Golder and Associates awarded contract, commenced.
- In consultation with Chemainus First Nation, engaged archaeological consultant.
- Next step: although funding is in place, also awaiting grant approval from Brownfield program

Confirm Vision, Mission and Values with Council

- Work to commence in fall.
- Next steps: engage with Council on process and expected outcomes.



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: July 15, 2009
File No: 3360-09-03

Re: **OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT & REZONING APPLICATION**
315 Holland Creek Place - Lot 1, DL 43, Oyster District, Plan 32981

RECOMMENDATION(S):

(1) That the Government Services Committee recommend to Council that staff be directed to process Official Community Plan and Zoning Bylaw amendment application 3360-09-03.

(2) That the Government Services Committee recommend to Council the following Official Community Plan consultation pursuant to S. 879 of the Local Government Act for OCP and Zoning Bylaw amendment application 3360-09-03 (Holland Creek Holdings - Kolk):

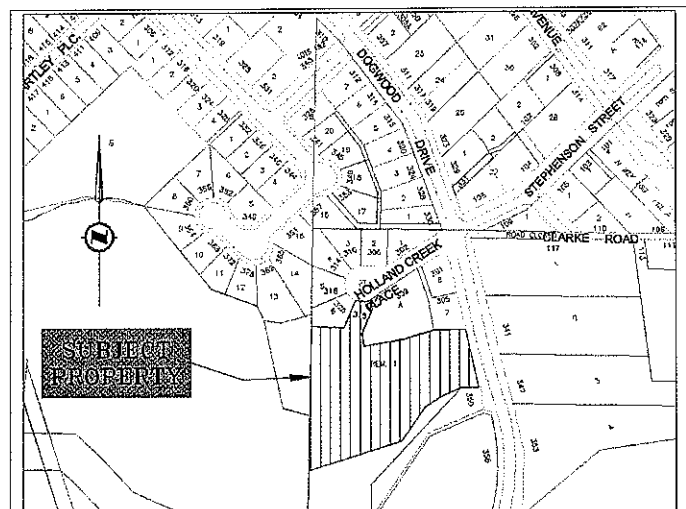
- (i) Refer the application to the Advisory Planning Commission (APC) and the Advisory Design Panel (ADP) for review and comment prior to Council direction on the development of amending bylaws, and
- (ii) Undertake first nations' consultation by referring the application to the Chemainus First Nation for comment given that the location of the subject property is in the vicinity of Holland Creek.

PURPOSE:

The purpose of this report is to introduce an Official Community Plan (OCP) and rezoning application; and to seek direction regarding consultation.

INTRODUCTION/BACKGROUND:

An application has been received from Holland Creek Holdings (Luke Kolk) to amend the Official Community Plan and rezone 315 Holland Creek Place to permit 13 townhomes. The subject property is 1 hectare in size and is zoned 'Suburban Residential Zone (R-1)'.



The applicant states that "the property lends itself to strata (development)" as single family lots in this area would not be practical primarily due to limited road accessibility.

The property is accessed by Holland Creek Place and is bordered by Dogwood Drive, Town owned land, and single family lots. The land is characterized by generally sloping down to the south, with a level area closer to Dogwood Drive, and a steep bank in the southern portion of the land. In general the land contains no trees, with the exception of the steep sloped portion which is in a natural state and contains trees and native vegetation.

SCOPE OF WORK:

The Official Community Plan designates the property as ‘Single Family Residential’ and the applicant is requesting to designate the property as ‘Multi-Family Residential’. The Holland Creek Area Plan (HCAP) designates the property as ‘Single Family’ and the sloped portion of the site is designated ‘Open Space’. The ‘Open Space’ policies in the HCAP require that the steep slopes on the site be protected, that the natural environment be a defining feature of the development, and that linkages to Holland Creek trail be considered.

Staff is working with the applicant to ensure the development integrates green building and site design attributes which could be secured as part of the rezoning. If the rezoning is successful the applicant would be required to apply for a development permit prior to construction.

Table 1: Summary of OCP Amendment and Rezoning – 3360-09-03

	<i>Current</i>	<i>Proposed</i>
<i>OCP</i>	Single Family Residential	Multi-Family Residential
<i>HCAP</i>	Single Family Residential and Open Space	Multi-Family Residential
<i>Zoning</i>	R-1 “Suburban Residential”	Medium Density Residential
<i>Minimum lot size:</i>	668 m ²	892 m ²
<i>Permitted uses:</i>	Single Family Residential	13 residential units

ALTERNATIVES:

That Council proceed no further with OCP and Zoning Bylaw Amendment application 3360-09-03 (Holland Creek Holdings – Kolk).

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

As this application proposes to amend the OCP, Council must:

1. Consider whether consultation on the OCP amendment should be early and on-going, and
2. Specifically consider whether consultation is required with:
 - (i) the boards of the CVRD and the RDN
 - (ii) the council of a municipality adjacent to Ladysmith
 - (iii) First Nations
 - (iv) the school district, great boards or improvement district boards, and
 - (v) the provincial or federal government and their agencies.

It is standard practice for Council to refer rezoning proposals to the Advisory Planning Commission at an early stage. Proposals that would result in a form and character development permit application may be referred to the Advisory Design Panel at the rezoning stage. Given the proximity of the subject property to the Holland Creek Park, Chemainus First Nation may be interested in the proposal. The Provincial archaeological database does not indicate any artefacts at this location, and the proponent proposes to further buffer the park by retaining natural areas, The proposal does not appear to impact other agencies' interests.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

In addition to the OCP consultation, a neighbourhood information meeting and public hearing would be required if the application proceeds.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Engineering Department and to the Subdivision Approving Officer for review and comment.

RESOURCE IMPLICATIONS:

Processing rezoning applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

An application has been received to amend the Official Community Plan and Zoning Bylaw to permit 13 townhomes at 315 Holland Creek Place. It is recommended that Council further consider the application and refer the application to the Advisory Planning Committee, Advisory Design Panel, and the Chemainus First Nation.

I concur with the recommendation.



Ruth Mall, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Council
From: Ruth Malli, City Manager
Date: July 15, 2009
File No:

Re: COWICHAN VALLEY REGIONAL DISTRICT REGIONAL RECREATION PROPOSAL

RECOMMENDATION(S):

That Council request the Cowichan Valley Regional District (CVRD) to participate with the Town of Ladysmith in a year-long study to determine where users of Frank Jameson Community Centre reside and how often they use the facility, in order to assist the CVRD in determining the most appropriate regional recreation funding model.

PURPOSE:

The purpose of this proposed initiative is to address questions raised at the Cowichan Valley Regional District (CVRD) about where users of the Frank Jameson Community Centre live, and to help the CVRD in determining the most suitable regional recreation funding model.

INTRODUCTION/BACKGROUND:

Council voted in May 2009 (motion # CS 2009-275) to support the regional recreation funding model put forth by the CVRD (described as the "Regional/Sub-Regional Recreation Funding Model with Sub-Regionally Funded Cowichan Aquatic Centre" as presented in the January 28, 2009 CVRD report.) Subsequent discussions at the Regional District level have raised questions about how many users of the Frank Jameson Community Centre live in communities outside Ladysmith (for example, North Cowichan, Saltair, Cedar, Cassidy or South Nanaimo.)

This study would provide an objective response to the questions.

SCOPE OF WORK:

It is anticipated that the survey will take one year, and that it could be carried out effectively and with a minimum of staff time required through purchase and use of a client tracking module of the 'Class' software currently used at the Frank Jameson Community Centre.

ALTERNATIVES:

Council can choose to conduct this survey without participation by the Cowichan Valley Regional District;

Or

Council can choose not to do the survey.

FINANCIAL IMPLICATIONS:

There will be a cost involved in the purchase and installation of the Class software module or in the design of other survey methodology if preferred; it is hoped that the Regional District could assist with the costs.

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Any Council initiative that aims to ensure that all users of the Frank Jameson Community Centre pay a proportionate and fair share will be positively received by Ladysmith citizens.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

RESOURCE IMPLICATIONS:

It is anticipated that there will be some staff time involved in learning and administering the survey methodology and in reporting out to the Cowichan Valley Regional District. This can be accomplished with existing staff.

ALIGNMENT WITH STRATEGIC PRIORITIES:

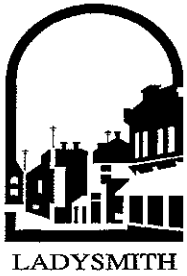
This initiative supports Strategic Direction A – Wise Financial Management.

SUMMARY:

N/A

ATTACHMENTS:

None



Town of Ladysmith
STAFF REPORT

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

Re: Environmental Impact Study

RECOMMENDATION(S):

That Council authorize the expenditure of \$30,000 for the Environmental Impact Study for the sewage treatment facility with the funds to be allocated from the Sewer Utility Reserve Fund, and that the financial plan be amended accordingly.

PURPOSE:

The purpose of this staff report is to obtain Council's authorization to adjust the financial plan to proceed with the Environmental Impact Study for the sewage treatment facility.

INTRODUCTION/BACKGROUND:

During the preliminary design process for the sewage treatment facility, the Ministry of Environment requested that the Town conduct an Environmental Impact Study (EIS) in order to demonstrate that the sewage treatment facility will not adversely impact the receiving environment. The Town argued that the receiving environment would only be improved with the new facility and that the expense of an EIS should not be required at this time.

After a Liquid Waste Management meeting with the Ministry, a letter was received (attached) which required that the Town do a staged study prior to construction of the new facility to show the improvement once the facility is completed. They request that stage one of the study be carried out prior to the installation of the new treatment plant.

SCOPE OF WORK:

Stage one tasks include an assessment of the marine environment which will include:

1. Characterise bathymetry in marine environment
2. assess currents
3. minimum available dilution in receiving waters
4. location of outfall
5. effluent plume modelling
6. assessment of flushing action
7. number, location and size of other discharges to water body
8. inventory of all receiving water uses
9. collation of all receiving environment monitoring information

ALTERNATIVES:

Council could authorize staff to proceed with the study or Council could direct staff not to proceed with the environmental impact study at this time.

FINANCIAL IMPLICATIONS:

The estimate for the stage one study is \$30,000. Council authorized administration to submit an application for a study grant in the amount of \$10,000 at their regular meeting on June 15, 2009. The remainder of the funds can come from the sewer utility reserve funds.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The EIS is a provincial requirement and given the Town's focus on sustainability and green initiatives, staff believes that the community will support this study.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None.

RESOURCE IMPLICATIONS:

The majority of the work will be done by the private sector and, as a result, there will be minimal impact on Town staffing resources.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The wastewater treatment facility is one of the Director of Public Works' top five strategic priorities.

SUMMARY:

In order to get approvals from the Ministry of Environment for the Liquid Waste Management Process and the Construction of the Stage 2 Sewer Treatment Facility, an Environmental Impact Study needs to be completed. The Ministry has agreed to allow the Town to do the Study in two stages. The first stage needs to be completed prior to the installation of any new treatment works.

I concur with the recommendation.


Ruth Malli, City Manager

ATTACHMENTS:

Letter from Ministry of Environment



April 7, 2009

File: 76780-30/TLADY

Mr. Joe Friesenhan, A.Sc.T.
Director of Public Works
Town of Ladysmith
Box 220
LadysmithBC V9G 1A2

Dear Mr. Friesenhan,

Re: Town of Ladysmith Liquid Waste Management Plan Environmental Impact
Study Requirements

Thank you for meeting with ministry staff on March 23, 2009 to review and discuss our comments regarding the Town of Ladysmith's (TOL) Liquid Waste Management Plan (LWMP) Combined Stage 1 and 2 Draft Report. We acknowledge the TOL's ongoing commitment in developing a LWMP that will serve the needs of the community well into the future, while at the same time ensuring that all regulatory guidelines and standards will be met.

As committed to during our meeting, the ministry has reviewed the requirements around the TOL's completion of an Environmental Impact Study and has the following comments.

As per the Revised Guidelines for Preparing LWMP, the TOL is required to complete an Environmental Impact Study (EIS) in order to demonstrate that the sewage facility will not adversely impact the marine receiving environment. In order to facilitate the completion of facility upgrades within the timeframe specified by the Ministry of Community Development, the Ministry of Environment supports the TOL should it wish to take a staged approach in completing the EIS in 2 stages. It is recommended that Stage 1 be carried out prior to the installation of any new treatment works. Stage 1 tasks should include but not necessarily be limited to, an assessment of the marine environment, as follows and outlined in Section 3.41 of the EIS Guideline:

.../2

**Ministry of
Environment**

Vancouver Island Region
Environmental Protection Division

Mailing Address:
2080A Labieux Rd
Nanaimo BC V9T 6J9

Telephone: 250 751-3100
Facsimile: 250 751-3103
Website: www.gov.bc.ca/cmvr

3.41 Physical Environment

1. characterize bathymetry in lake or marine environments;
2. assess currents and seasonal or other stratification, including current meter and drogue study results, wind analysis and conductivity/depth/temperature profiles;
3. minimum available dilution in the receiving water, both 7-day low flow, seasonal low flows and lowest seasonal water levels (see the Municipal Sewage Regulation (MSR) for definitions);
4. location of outfall (depth, flow and distance) for flows less than 5000 m³/d are specified in appendix 2 to schedule 7 of the MSR. For flows greater than 5000 m³/d, the EIS must determine, in conjunction with computer modeling of the discharge, the optimum outfall location, length and depth of the discharge and the diffuser arrangement;
5. effluent plume modeling and dilution calculations;
6. assessment of flushing action or the lack thereof including the impact of any known backeddies;
7. the number, location and size of other discharges to the water body;
8. in addition, for lakes: limnology including stratification and overturn, average yearly lake outflow, theoretical detention time, and location, number, and size of other discharges to the lake;

Stage 1 should also include an inventory of all receiving water uses, noting that the outside boundary of the discharge's Initial Dilution Zone (IDZ) must not be within 300 m of a commercial shellfish lease or know native or recreational shellfish harvesting area(s). Software applications such as the Department of Fisheries and Oceans 'Mapster 2.2', accessible via their website, may be of assistance in completing this inventory.

Lastly, Stage 1 should include the collation of all receiving environment monitoring information that has been collected to date, as well as a summary and interpretation of these results.

All of the above information is required in order to determine the most suitable location for the marine outfall. For projected (final build-out) flows greater than 5000 m³/d, as in the case of TOL, the EIS must determine in conjunction with computer modeling of the discharge, the optimal outfall location, length and depth of the discharge and the diffuser arrangement. The positioning of the outfall will in turn determine whether the MSR standards for either embayed marine waters or open marine waters will apply. Existing data or studies may be used to assist in completing Stage 1 of the EIS.

.../3

Mr. Joe Friesenhan, A.Sc.T.
Director of Public Works

- 3 -

April 7, 2009

At the TOL's option, Stage 2 of the EIS may be completed following the installation of the treatment works that are selected and approved through the Liquid Waste Management Planning process. This stage should include an impact assessment of the quality and quantity of the discharge on the receiving environment, with consideration being given to all other discharges to the harbour, in order to assess the combined impact of all relevant discharges. Both effluent and receiving waters are to be evaluated to determine whether water quality guidelines are being met at the edge of the IDZ, and to confirm that sediment biota, chemistry and toxicity are not being adversely affected. Such monitoring will also serve to ground truth the modeling and predictive assessments that were conducted in Stage 1. Please refer to Section 3.43 of the EIS Guidelines for specific considerations.

A separate EIS is to be carried out to demonstrate that the design and construction of the sewage facility will not adversely impact the environment, archeological sites, First Nations lands, or adjacent neighbourhood. Please refer to Section 3.7 of the EIS Guideline for further details.

If you have any further questions regarding these comments, please contact the undersigned at 250 751-3233.

Yours truly,



Kirsten White, A.Ag.
Senior Environmental Protection Officer
Environmental Management Section

June 08th, 2009

Attention, Mayor and Council

JUN - 8 2009

Re: Brown Drive Park Fencing

I am writing a request for assistance for my fence that borders Brown Drive Park. I live at 831 Davidson Road, as I have talked also to my neighbours on each side of me, they agree that there is an increase in park use over the years, and our fences have been used in many cases as a back drop for kids playing baseball, soccer, frisbee, golf, etc.. My fence personally has had the lattice knocked out on numerous occasions from stray balls etc.. hitting my fence, and people climbing my fence to retrieve balls and frisbee's,

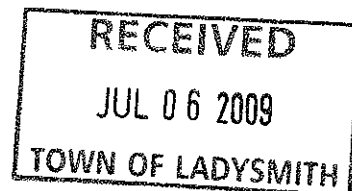
My Neighbour at 841 Davidson Road, has also had the park trees buckle her fence, I am asking that our fences be allowed to be 6 feet high, and be replaced, or funding to help us to replace our fences, they are very run down, and are unsightly to look at. I love living on the park, and this is where kids should be allowed to play, I am just finding it hard to keep my fence maintained because of park users, and ask for your help in finding a solution,

Thank you and will look forward to hearing from you

Della Mackie
831 Davidson Road
Ladysmith

(250)245-3614

Della Mackie



June 2009

Dear Mayor:

Re: Postal report says no to deregulation but threatens rural and small post offices and rural delivery – Federal government to decide what happens

The advisory panel of the Canada Post Corporation Strategic Review (CPCSR) has finally issued its report. The report examines virtually all aspects of Canada's postal service. It contains both positive and negative recommendations.

I will begin with the good news. The CPCSR report recommends against deregulation of our public post office. It says, "There appears to be little public support for the privatization or deregulation of Canada Post, and considerable if not unanimous support for maintaining a quality, affordable universal service for all Canadians and communities."

This recommendation is, in many ways, a tribute to the hundreds of municipalities that sent letters, submissions and resolutions opposing postal deregulation to the review's advisory panel.

The CPCSR report also recommends that Canada Post's universal service obligation be defined in a 'contract' or 'service charter' between the Government of Canada and Canada Post in order to clarify expectations and responsibilities relating to service. It proposes that rural service be part of Canada Post's universal service obligation (USO).

This is also good news as long as standards are reasonable and there is adequate public consultation on the standards.

Unfortunately, the report also contains recommendations that are bad news for many municipalities, especially rural and small communities.

The CPCSR report recommends that the current moratorium on post office closures in rural and small towns be replaced with new rules and procedures, including the ability to replace public post offices with private outlets.

Rob Merrifield, Minister of State for Transport and the Minister responsible for Canada Post, had indicated that the government would review the CPCSR report and consult with stakeholders prior to taking any action. However on June 18, 2009 the government introduced legislation to remove international letters from Canada Post's exclusive privilege. This amendment will allow international remailers to continue to siphon off Canada Post's lettermail volumes and revenues, thus eroding the post office's ability to provide service in remote and rural areas. Canada Post President Moya Greene has estimated that international mailers siphon off between \$60 to \$80 million dollars per year in business.

CUPW believes that Minister Merrifield should be consulting with municipal stakeholders like your community prior to taking any negative actions such as legalizing the remailers. Canada Post belongs to all of us and we have a right to have input into decisions that could fundamentally alter the nature of this service.



CUPW hopes you will consider passing the attached resolution or a similar resolution directed at Minister Merrifield.

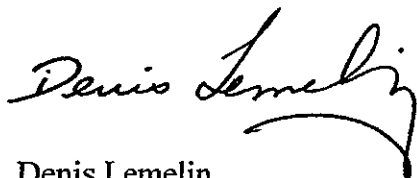
We believe, and we hope you agree, that it is important to let the Minister know that cutting delivery to rural mailboxes, legalizing remailers, and closing or converting public post offices to private outlets is not in the interest of communities. Our public post office plays a vital role in local economies by providing good jobs and the stable infrastructure that communities need to thrive and businesses need to grow. We think the federal government should be strengthening and investing in infrastructure like the post office in the midst of an economic crisis, not weakening or selling it.

In closing, I would like to thank all the municipalities that participated in the CPCSRS and in other efforts, over the years, to preserve universal, public postal service.

Thank you as well for reading this letter and considering our request. I have included a copy of a petition on the moratorium and remailers as well as some additional information on the CPCSRS report. You can download or view the actual report by going to <http://www.cpcstrategie-review-examenstrategiecp.gc.ca>. To obtain a print copy of the report, call 1 800 635-7943 or go to www.publications.gc.ca. You can also obtain a copy of CUPW's submission to the CPCSRS, which outlines our vision of public postal service, by writing to us (377 Bank Street, Ottawa, Ontario, K2P 1Y3) or going to http://www.cupw.ca/index.cfm/ci_id/10881/la_id/1.htm.

Please feel free to contact me if you have any questions or concerns relating to this letter or the report.

Yours truly,



Denis Lemelin
National President

Encl.

cc: National Executive Committee
Regional Executive Committees
National Union Representatives
Regional Union Representatives
Specialists
CUPW locals
David Christopherson, MP
Mario Laframboise, MP
Joseph Volpe, MP
Jack Layton, Leader, New Democratic Party
Gilles Duceppe, Leader, Bloc Quebecois
Michael Ignatieff, Leader, Liberal Party
Stephen Harper, Prime Minister and Leader of the Conservative Party of Canada



SAVE PUBLIC POST OFFICES AND RURAL DELIVERY

WHEREAS the report of the Canada Post Corporation Strategic Review (CPCSR) recommends that the current moratorium on post office closures in rural and small towns be replaced with a mechanism involving new rules and procedures, including the ability to replace public post offices with private outlets.

WHEREAS the report also recommends that rural mailbox delivery be reconsidered.

WHEREAS these recommendations, if implemented by the federal government, would undermine public postal service and jobs in our community and fundamentally change the nature of Canada Post's retail and delivery network.

WHEREAS the report proposes that Canada Post's highly inadequate community consultation process be used when closing or "rationalizing" a post office/outlet and that a similar process be used when replacing rural mailbox delivery with delivery to a community box, green box or post office.

BE IT RESOLVED THAT _____ write to Rob Merrifield, the Minister responsible for Canada Post, and request that the government preserve public postal service and jobs in our community by rejecting CPCSR recommendations that would:

1. Put an end to the moratorium on post office closures in rural and small towns and give Canada Post the flexibility to close post offices covered by the current moratorium or convert these public post offices to private outlets
2. Cut delivery to rural mailboxes without exploring all options or properly consulting with residents or the representatives of rural delivery workers.

BE IT FURTHER RESOLVED that we request that Minister Merrifield consult with the public, postal unions and other major stakeholders to develop a uniform and democratic process for making fundamental changes to Canada Post's retail and delivery network.

MAILING INFORMATION

Please send your resolution to: Rob Merrifield, Minister of State for Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to:

1. Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
2. Your member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>
3. Jean Perrault, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

FOR FURTHER INFORMATION

Contact Gayle Bossenberry, 1st National Vice President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3, (613) 236-7230 (extension 7901)

Report of Canada Post Corporation Strategic Review Key Recommendations affecting Rural and Small Communities

End to moratorium: The advisory panel of the CPCSR is recommending an end to the current moratorium on post office closures. It proposes that the moratorium be replaced by a mechanism with new rules and guidelines. The panel says its proposed mechanism would “set postal services expectations for Canada Post in rural Canada” but “allow Canada Post some flexibility to deal with emergent issues” and look at “cases where lower-cost alternatives could be put into place,” allegedly “with little or no negative impact to the communities being served.”

There are huge differences between a moratorium on public post office closures and a mechanism that spells out the kind of postal service rural residents can expect.

For example, the proposed mechanism would allow Canada Post to replace public post offices with private outlets. It would also establish a new definition of “rural.”

The current moratorium was not designed to protect rural postal service. It was designed to protect *public* postal service in rural and small one-post-office towns.

Rural and small municipalities, postal unions and other groups participated in a rebellion against post office closures and conversions (from public to private) in the late 1980s and early 1990s. In 1994, we managed to get the newly-elected Liberal government to agree to a moratorium on public post office closures in rural and small communities. In 2006, the Conservative government agreed to continue this moratorium after receiving hundreds of letters on this issue from the public, postal unions and municipalities.

The time has come to once again let our members of Parliament and elected officials know that we want the government to maintain the moratorium.

End to rural mailbox delivery: The advisory panel is also recommending that rural mailbox delivery be reconsidered where potential traffic safety concerns exist.

Rural mailbox delivery has already been removed in many locations. Some rural residents have had their mail moved to community mailboxes that are no safer than the rural mailboxes at the end of their driveway.

Canada Post should not cut delivery to rural mailboxes without exploring all options or properly consulting with residents and the representatives of rural delivery workers.

In cases where a rural delivery worker identifies unsafe roadside boxes, Canada Post should work with the rural resident, the rural delivery worker and his or her union representative to find an interim solution to safety problems. For example, the rural delivery worker could drive up to a rural resident’s door, have a neighbour accept a rural resident’s mail on a temporary basis (with permission from the resident and neighbour), or temporarily move delivery to a post office.

Universal Service Obligation (USO) and Service Charter: The Advisory Panel of the CPCSR is also recommending that Canada Post’s universal service obligation be defined in a ‘contract’ or ‘service charter’ between the Government of Canada and Canada Post in order to clarify expectations and responsibilities relating to service.

Inclusion of rural service in USO: The panel is proposing that rural service be part of Canada Post’s universal service obligation (USO).

The panel wants the Service Charter to outline “what the government expects Canada Post to continue to support, with respect to rural posts,

over the long term. This would include specific reference to the minimum number and location of rural postal outlets, the access/service levels to be provided to rural Canadians and the process to be followed where post office closings, rationalizations or transitions are contemplated.”

See additional information under the section entitled “Consultation on the future of public postal service.”

New definition of rural: It is also recommending that the definition of rural used by Canada Post in relation to its rural post office and delivery networks be “communities with a population of 10 000 or less.”

Proximity based approach to rural post offices and outlets: The advisory panel of the CPCSRS is recommending the following proximity-based approach to rural postal offices and outlets:

1. 100% of Canadians shall have access generally equivalent to that available to them as of the effective date of the Charter, unless changes are made in full accordance with the procedures prescribed in the proposed service charter.
2. 98% of Canadians shall have access to a postal service outlet within 15 kilometres of their residence.
3. 80% of rural households shall have access to a postal service outlet within 7.5 kilometres of their residence.

Consultation on future of public postal service: The advisory panel of the CPCSRS is recommending that Canada Post consult with rural residents or rural representatives on a new set of obligations that will replace the moratorium and make rural service part of Canada Post’s universal service obligation.

It is further recommending that Canada Post balance the universal service obligation and

financial self-sustainability by proactively consulting with rural communities, “where opportunities are identified, with a view to reviewing and identifying alternative modes of delivery and access to the network that would serve community needs equally well and make Canada Post more financially self-sufficient.”

This means private postal outlets and community mailboxes.

For additional details, see recommendations #40 to #48 of the CPCSRS report.

The advisory panel believes that Canada Post’s community consultation process should form the basis of future community consultations.

Canada Post’s community consultation process is wholly inadequate. The corporation currently consults with “community leaders” when it is considering closing post offices covered by the moratorium, but not the public, postal unions or other major stakeholders.

When the Liberal government announced the moratorium in 1994, it said, “As long as this Government is in power, no rural or small town post office will close.” It promised not to make any changes to this policy without first undergoing “a full and comprehensive consultation with Postal Service Customer Councils.” The government said, “The people will decide.”

Much has changed. The Liberals are no longer in power and Postal Services Customer Councils no longer exist. “The people” do not really have a say when a post office is closed or converted into a private outlet.

Let the federal government know that you want a say in what happens with your public postal service and with CPCSRS recommendations affecting your community.

Summary of Major Recommendations in Report of Canada Post Corporation Strategic Review

Deregulation denied

The Advisory Panel recommends that Canada Post Corporation (CPC) maintain the exclusive privilege to deliver letters.

Universal Service Obligation

The report recommends the adoption of a detailed Universal Service Obligation (USO) which would be issued as a "Service Charter". The Service Charter would be updated regularly (at least every five years) and would include standards concerning delivery, retail services, pricing and the reserved area to be covered by the exclusive privilege. The costs of the USO would be identified and covered primarily through services covered by the exclusive privilege.

Delivery modes including door to door delivery

The report recommends the CPC Annual Report contain an analysis of the cost and environmental impact of each different type of delivery mode including community mailboxes (CMBs), door to door, centralized delivery etc.

Rural delivery safety

The report recommends rural mailbox delivery be reconsidered in light of safety concerns.

International mail

The report supports the removal of outbound international mail from the exclusive privilege.

Modernization plan

The Advisory Panel supports Canada Post's \$3 Billion modernization program. CPC should provide a detailed plan to the government. CPC should be permitted to borrow up to \$1.7 Billion to finance the implementation of the program.

Environment

Benchmarks should be established to ensure that CPC's modernization program reduces its carbon footprint.

Third party review of collective agreements

The Advisory Panel recommends that an independent third party work with Canada Post and its unions to review existing collective agreements to identify whether any parts will inhibit the modernization plan or impede productivity improvements necessary to ensure CPC's financial self-sustainability.

Public policy objectives

The report recommends that Canada Post should not be required to subsidize services designed to meet public policy objectives, such as the library book rate, government free mail, the food mail program and the publications assistance program. If the government wants these services to be offered free, or at a discount rate, it should provide the funding. It also recommended that libraries be entitled to the volume discounts accorded other large volume mailers.

Competitive services

The report recommends CPC be allowed to continue to provide competitive services such as airmail and courier services. Also the Corporation should leverage its networks and develop new revenue streams related to its core business.

Employee share ownership plan

The report recommends that the government allow CPC to introduce an employee share ownership program.

Rural postal services

The report recommends rural postal service be included in the USO. Detailed obligations for minimum services, locations, access and service levels and the process to govern closings should be included in the Service Charter. It also recommends that rural should be redefined as communities with a population of 10,000 or less. Concerning the moratorium the Advisory Panel recommends CPC be allowed to use private sector franchises in rural Canada. CPC should consult with rural communities to review and identify alternative modes of delivery and access to services.

Postage rates and dividends

The report recommends a new price cap which would reflect CPC's overall costs including labour and transportation. At minimum the price cap should be no less than inflation. A significant one-time increase may be necessary. There should be a relaxation of the requirement to pay dividends during the modernization program.

Postal councils

The report recommends that Canada Post maintain the National Advisory Council and create a major postal users council, a rural postal user council and a small and medium sized enterprise council.

Productivity

The report recommends that CPC intensify its efforts to improve productivity and report the results.

Financial framework

The report recommends the 1998 Policy and Financial Framework be adjusted to reflect the costs of the USO and Service Charter and the impact of the modernization program.

No regulatory agency

The report recommends the mechanism of a price cap instead of the establishment of a regulatory agency. The Advisory Panel recommends that

forecasts of rate increases be included in the Five Year plan and publicized.

Pension obligations

The report recommends that the government and CPC ensure that funding obligations for the pension solvency deficit do not impede the modernization program.

Partnerships

The report recommends CPC partners with other firms and/or competitors.

Governance

The Advisory Panel strongly believes the oversight of the corporation should rest primarily with the Board of Directors. The report recommends specific roles for the Board of Directors and describes the division of responsibilities between the government and the Board of Directors. The CEO should not be on the Board of Directors.

Postal services working group and university chair

The report recommends the establishment of a Postal Services Working Group comprised of senior representatives from various government departments and agencies. It also recommended the creation of a university chair in postal studies.

Regular Canada Post strategic reviews

The report recommends conducting a strategic review of Canada Post every five years.

Government oversight

The report recommends that the Board of Directors deal directly with the Minister of Finance on financial matters and with a Minister of a program department (currently Minister of Transport) on regulatory or social matters.

Petition to the House of Commons

WHEREAS the federal government is considering ending the current moratorium on post office closures.

WHEREAS the federal government has introduced legislation to legalize the activities of remailers, which will erode the revenues of Canada Post Corporation needed to maintain its current Universal Service Obligation.

WHEREAS our public post office plays a key role in our social and economic life by providing the infrastructure that healthy communities need to thrive and businesses need to grow.

We call on the Government of Canada to maintain the moratorium on post office closures and withdraw the legislation to legalize remailers.

We also call upon the Government of Canada to instruct Canada Post to maintain, expand and improve postal services.

Signature
(Sign your name. Do not print.)

Address
(Give your full home address
or your city and province.)

Signature (Sign your name. Do not print.)	Address (Give your full home address or your city and province.)

**Please send the petition with original signatures to
Your local MP c/o House of Commons, Ottawa, Ontario, K1A 0A6
No postage required**