



TOWN OF LADYSMITH

A Regular Meeting of the
Council of the Town of Ladysmith
will be held in Council Chambers at City Hall on

TUESDAY, AUGUST 4, 2009
at 7:00 p.m.

AGENDA

Page

CALL TO ORDER

1. AGENDA APPROVAL

2. EXECUTIVE SESSION (6:30 p.m.)

In accordance with Section 90(1) of the *Community Charter*, the first section of the meeting will be held *In Camera* to consider the following items:

- labour relations or other employee relations
- litigation or potential litigation affecting the municipality;

3. RISE AND REPORT

4. PUBLIC HEARING

None

5. BYLAWS (OCP / ZONING)

None

6. MINUTES

Adoption of following minutes:

- July 6, 2009
- July 20, 2009
- July 25, 2009

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7. DELEGATIONS

None

8. PROCLAMATIONS

None

9. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS

None

10. COUNCIL COMMITTEE REPORTS

10.1. Mayor R. Hutchins

CVRD; Trolley Committee; Early Years Partnership

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10.2. <u>Councillor S. Bastian</u> Advisory Planning Commission; Protective Services Committee; Youth Advisory Committee	
10.3. <u>Councillor J. Dashwood</u> Liquid Waste Management Committee	
10.4. <u>Councillor S. Arnett</u> Economic Development Commission; Parks, Recreation & Culture Commission; Chamber of Commerce	
10.5. <u>Councillor D. Paterson</u> Government Services Committee; Celebrations Committee; Festival of Lights	
10.5.1. <u>Government Services Committee Recommendations</u> Recommendations from the meeting of July 20, 2009	9 - 10
10.6. <u>Councillor L. Evans</u> Heritage Revitalization Advisory Commission; Community Health Advisory Committee; Social Planning Cowichan	
10.7. <u>Councillor B. Whittington</u> Vancouver Island Regional Library Board; Advisory Design Panel; Environment Commission	
11. STAFF / ADVISORY COMMITTEE REPORTS	
11.1. <u>Director of Parks, Recreation and Culture</u> Special Occasion License Requests	11
11.2. <u>Director of Public Works</u> Utility Vehicle Tender	12 - 13
11.3. <u>Manager of Development Services</u> Amendment to Downtown Design Guidelines (Town Initiated)	14 - 16
11.4. <u>Manager of Development Services</u> Official Community Plan and Rezoning Application – 10930 Westdowne Road	17 - 21
11.5. <u>Manager of Development Services</u> New Manufactured Home Park and Residential Development (Town Initiated) Bylaws 1692 and 1693	22 - 25
11.6. <u>Fire Chief's Report – June, 2009</u>	26
11.7. <u>Building Inspector's Reports – May and June, 2009</u>	27 - 28
12. CORRESPONDENCE	
12.1. <u>S/Sgt R. Plamondon, Ladysmith RCMP</u> June 2009 Report	29 - 38
12.2. <u>R. Holland, Ladysmith Festival of Lights</u> Appreciation for grant in aid	39

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13. BYLAWS	
13.1. <u>Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644</u> <u>Amendment Bylaw, 2009, No. 1680</u>	40 - 46
May be read a first, second and third time.	
<i>Council Resolution CS-2009-325 – June 1, 2009</i> <i>That the cemetery services fees be amended as outlined in the Staff report dated May 14, 2009 by the Director of Public works, and that Staff be directed to include the revised cemetery service fees in the Town of Ladysmith Fees and Charges Bylaw.</i>	
13.2. <u>Town of Ladysmith Official Community Plan Bylaw 2003, No. 1488</u> <u>Amendment Bylaw (No. 25) No. 1692</u>	47 -49
May be read a first and second time	
13.3. <u>Town of Ladysmith Zoning Bylaw 1995, No. 1160</u> <u>Amendment Bylaw (No.75) 2009, No. 1693”</u>	50 - 53
May be read a first and second time.	

14. NEW BUSINESS

None

15. UNFINISHED BUSINESS

None

16. QUESTION PERIOD

ADJOURNMENT



Town of Ladysmith

Minutes of a meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, July 6, 2009 at 7:00 p.m.

COUNCIL MEMBERS PRESENT:

Steve Arnett
Jill Dashwood
Duck Paterson

Scott Bastian
Lori Evans
Bruce Whittington

COUNCIL MEMBERS ABSENT:

Mayor Rob Hutchins

STAFF PRESENT:

Ruth Malli
Felicity Adams

Sandy Bowden
Rebecca Kalina

Deputy Mayor Paterson called the meeting to order at 6:07 p.m.

EXECUTIVE SESSION

2009-372: It was moved, seconded and carried that this meeting retire into Executive Session (6:07p.m.) pursuant to Section 90(1) of the Community Charter to consider the following items:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

The Regular Session of Council was called to order at 7:02 p.m.

AGENDA APPROVAL

The Deputy Mayor requested Council's consideration of removing item 11.10 Building Inspector's Report from the agenda and adding a staff report regarding the submission of an Olympic Torch Relay Community Grant Application.

2009-373: It was moved, seconded and carried that the agenda for the Regular Council meeting for Monday, July 6, 2009 be approved as amended.

MINUTES

2009-374: It was moved, seconded and carried that the Council minutes of June 15 and 30, 2009 be approved as circulated.

DELEGATIONS

LADYSMITH AND DISTRICT HISTORICAL SOCIETY - TOWN ARCHIVES

Deputy Mayor D. Paterson presented Susan Jones of the Ladysmith and District Historical Society with an award from Heritage BC to honour special projects and accomplishments in the field of heritage conservation and specifically for the Ladysmith Town Archives. The Deputy Mayor thanked Ms. Jones for the important work that the Society and its volunteers undertake to preserve the history of Ladysmith for the community.

LEADERSHIP BC - LADYSMITH - FIVE STAR CULTURAL CONNECTION LEADERSHIP GROUP

The Five Star Cultural Connection Leadership BC team (Wil Vandergrift, Linda Granger, Janine Cornett, Harvey Khun Khun and Terry Sampson) presented a summary report of their project "Building Bridges between Communities". Deputy Mayor D. Paterson thanked the group for the opportunity to bring the Chemainus First Nation and the Town of Ladysmith together and specifically the opportunity for the Council members of both communities to paddle together in the historic canoe journey.

BYLAWS (OCP/ZONING)

OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT APPLICATION 3360-98-01

2009-375: It was moved, seconded and carried that the covenant prepared by Joan Phillips for rezoning application 3360-98-01 (379 Davis Road - Lot A, District Lot 43, Oyster District, Plan VIP 69091) be accepted; and that the Mayor and Corporate Officer be authorized to execute the document.

OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT 3360-08-04

2009-376: It was moved, seconded and carried that the covenant for rezoning application 3360-08-04 (Huntjens - 1142 Trans Canada Highway - Lot 6, District Lot 139, Oyster District, Plan 7217) be accepted; and the Mayor and Corporate Officer be authorized to execute the documents.

DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS

DEVELOPMENT VARIANCE PERMIT APPLICATION 3090-09-03

2009-377: It was moved, seconded and carried that Development Variance Permit 3090-09-03 for Lot 3, Block 98, DL 56, Oyster District, Plan 703A (230 4th Avenue) be approved to vary the rear yard setback from 7.5 metres to 2 metres to permit an addition to the rear of the home; and that the Mayor and Corporate Officer be authorized to sign DVP 3090-09-03.

DVELOPMENT PERMIT APPLICATION 3060-09-03

2009-378: It was moved, seconded and carried that Development Permit 3060-09-03 for 1111 First Avenue (Lot A, District Lot 118, Oyster District, Plan 45624) and 1115 First Avenue (Strata Lot 2, District Lot 118, Oyster District, Strata Plan VIS5873) be approved to permit a new location for the drive-through access lane to serve Tim Hortons restaurant; and that the Mayor and Corporate Officer be authorized to sign Development Permit 3060-09-03.

COUNCIL / COMMITTEE REPORTS

Councillor S. Bastian reported that the Protective Services Committee will be arranging a meeting with all emergency response teams in Ladysmith to review procedures. Councillor Bastian noted that he recently participated in a trial run of the trolley route.

Councillor J. Dashwood extended an invitation to Council and community members to attend the Liquid Waste Management Committee Open House on Thursday, July 9, 2009 from 6:00 p.m. to 8:00 p.m. at the Aggie Hall in order to provide feedback regarding the Liquid Waste Management Plan for the Town.

Councillor S. Arnett reported that there is a vacancy on the Economic Development Commission and that the Commission is looking at business recruitment and retention issues.

Councillor D. Paterson reported that Celebrations Committee is busy with final preparations for Ladysmith Days and invited everyone to attend events on Friday, July 31st at Coronation Mall; Saturday, August 1st downtown and Aggie Hall; and Sunday, August 2nd at Transfer Beach and that the Committee welcomes all volunteers to help with the events.

Councillor L. Evans stated that she attended Social Planning Cowichan Affordable Housing Directorate meeting and presented the Directorate's goals for Councils information.

2009-379: It was moved, seconded and carried that approval be given to the Heritage Revitalization Advisory Commission to use the Town logo on the Extension Mine Explosion memorial plaque.

Councillor B. Whittington reported that the Environment Commission is currently reviewing their future directions and priorities and have had contact with Terasen regarding the Town being involved in alternate energy production.

REPORTS

REQUEST FOR PROPOSALS - TOURISM SUPPORT SERVICES

2009-380: It was moved, seconded and carried that the proposal from Carleigh Randall to

provide tourism support services to the Town for the cost of \$10,000 be accepted.

NEW MOBILE HOME PARK-ONLY ZONE

2009-381: It was moved, seconded and carried that staff be directed to prepare:

- a) An amendment to the Official Community Plan to permit 20 mobile/manufactured home units per hectare within a manufactured home park-only zone, and
- b) Land use regulations and development standards for the new "manufactured home park" as outlined in the report dated June 29, 2009 entitled New Mobile Home Park-Only Zone by F. Adams, Manager of Development Services.

2009-382: It was moved, seconded and carried that the proposed manufactured home park land use regulations and development standards for the new "manufactured home park" as outlined in the report dated June 29, 2009 entitled New Mobile Home Park-Only Zone by F. Adams, Manager of Development Services be forwarded to the Advisory Planning Commission for review and comment.

HERITAGE REVITALIZATION ADVISORY COMMISSION PROJECT REQUEST

2009-383: It was moved, seconded and carried that Staff be directed to submit a grant proposal to the BC Heritage Branch for funding for the Heritage Revitalization Advisory Commission "Community Heritage Register/ Statement of Significance" project, and if it is funded, Council will remove one of the five projects from the Development Services list of the top 25 strategic priorities.

SALE OF SURPLUS EQUIPMENT

2009-384: It was moved, seconded and carried that Council accepts the bids received for surplus equipment as listed in the June 30, 2009 report entitled "Sale of Surplus Equipment" prepared by S. Bowden Director of Corporate Services;

AND THAT Staff be authorized to dispose of the balance of the items that did not receive bids as they see fit.

LADYSMITH AND DISTRICT HISTORICAL SOCIETY - SALE OF BOOKS

2009-385: It was moved, seconded and carried that Staff be directed to transfer the Town's complete inventory of the publications entitled "Dunsmuir's Dream" and the "Ladysmith Heritage Inventory" to the Ladysmith and District Historical Society (LDHS) to manage, and that the LDHS be advised that they may retain all financial proceeds from the sale of the books, and that the LDHS be further advised that they must continue to pay a \$5.00 per book donation from the sale of the "Ladysmith Heritage Inventory" books to the Knight family.

MACHINE SHOP TENANT SIGNAGE

2009-386: It was moved, seconded and carried that Council does not support the removal of trees in the vicinity of the machine shop to enhance signage visibility, and that tenant signage may be installed on the west side of the machine shop as per the June 1, 2009 signage template, and the issue regarding highway directional signage be referred to staff to provide options for highway signage (for both north and southbound traffic) directing traffic to the waterfront amenities at Transfer Beach.

SPLICING SHED LEASE

2009-387: It was moved, seconded and carried that the notice given by WestIsle Wood Products to vacate the premises known as the Splicing Shed at 840 Oyster Bay Drive, effective July 31, 2009 be accepted.

2009-388: It was moved, seconded and carried that Staff be requested to enter into a

lease for the Splicing Shed at 840 Oyster Bay Drive with Blondeau's Cabinets and Millwork for a two-year lease effective August 1, 2009, at a rate of \$5.00 per square foot, in accordance with the delegation bylaw; and that the correspondence dated June 9, 2009 from Blondeau's Cabinets and Millwork be accepted as notice of their intent to cancel their current lease in Unit H of the Machine Shop.

WATERING REGULATIONS

2009-389: It was moved, seconded and carried that the Town adopt the District of North Cowichan Stage I, Stage II and Stage III Watering Regulations.

FIRE CHIEF'S REPORT

2009-390: It was moved, seconded and carried that the Fire Chief's report dated May, 2009 be accepted.

OLYMPIC TORCH RELAY COMMUNITY GRANT

2009-391: It was moved, seconded and carried that Staff be authorized to apply for an Olympic Torch Relay Community Grant through the Ministry of Tourism, Culture and the Arts in the amount of \$8,000.

CORRESPONDENCE

POUND REPORT - MAY, 2009

2009-392: It was moved, seconded and carried that the Pound Report for May, 2009 from Coastal Animal Control Services of BC LTD be received and filed.

BC COALITION OF PEOPLE WITH DISABILITIES

2009-393: It was moved, seconded and carried that the BC Coalition of People with Disabilities be advised that Council supports a ban on the use of handheld communication devices while operating a motor vehicle, with exemption provided for police and other emergency personnel.

WEST NILE VIRUS RISK REDUCTION - DRAINAGE DITCH METHUEN AVENUE

2009-394: It was moved, seconded and carried that the correspondence dated June 22, 2009 from M. Volden regarding concerns about the drainage ditch along Methuen Avenue and the West Nile Virus Risk Reduction Initiative be received and the letter be referred to Staff for a response.

VANCOUVER ISLAND REGIONAL LIBRARY

2009-395: It was moved, seconded and carried that Councillor Whittington advise the Vancouver Island Regional Library of issues regarding local library services; which includes the Towns' encouragement to the Vancouver Island Regional Library and School District 68 to share library resources in Ladysmith.

KIDS HELP PHONE

2009-396: It was moved, seconded and carried that a grant-in-aid in the amount of \$500 be issued to the Kids Help Phone.

BETHEL TABERNACLE CHURCH

2009-397: It was moved, seconded and carried that the letter dated June 10, 2009 from Reverend R. Bedard of the Bethel Tabernacle thanking the Town for the recently installed sidewalk on 4th Avenue beside the church property be received.

CITY OF BURNABY - LOCAL GOVERNMENT LIABILITY IN BUILDING REGULATION

2009-398: It was moved, seconded and carried that a letter of support be provided to the City of Burnaby for their initiative for a review of the ongoing problems associated with municipal liabilities resulting from building contraction regulation as outlined in their correspondence dated June 4, 2009 from Mayor Derek R. Corrigan.

PADDLEFEST 2009

2009-399: It was moved, seconded and carried that the thank you letter dated June 15, 2009 from B. Bell, President of the Vancouver Island Paddlefest Society be received.

NANAIMO AIRPORT COMMISSION

2009-400: It was moved, seconded and carried that the letter dated June 22, 2009 from K. Bosma, Director, Nanaimo Airport Commission regarding the Nanaimo Airport runway extension and reliability improvement project be received.

EXECUTIVE SESSION

The Executive Session of Council resumed at 8:50 p.m.

ARISE AND REPORT

2009-401: It was moved, seconded and carried that the Executive Session of Council rise without report. (9:15 p.m.)

ADJOURNMENT

2009-402: It was moved, seconded and carried that the meeting be adjourned at 9:15 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



Town of Ladysmith

Minutes of a meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, July 20, 2009 at 7:00 p.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Scott Bastian
Jillian Dashwood	Lori Evans
Duck Paterson	Bruce Whittington

STAFF PRESENT:

Ruth Malli	Sandy Bowden
Rebecca Kalina	

Mayor Hutchins called the meeting to order at 6:25 p.m.

EXECUTIVE SESSION

2009-403: It was moved, seconded and carried that this meeting retire into Executive Session (6:25 p.m.) pursuant to Section 90(1) of the Community Charter to consider the following items:

-personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

The regular session of Council resumed at 7:01 p.m.

ARISE AND REPORT

2009-404: It was moved, seconded and carried that the Executive Session of Council rise without report. (6:42 p.m.)

AGENDA APPROVAL

2009-405: It was moved, seconded and carried that the agenda for the Regular Council meeting for Monday, July 20, 2009 be approved as circulated.

REPORTS

2008 ANNUAL MUNICIPAL REPORT

R. Malli, City Manager, presented the 2008 Annual Municipal Report to Council for their review.

2009-406: It was moved, seconded and carried that the 2008 Town of Ladysmith Annual Report be received.

FAÇADE IMPROVEMENT DEVELOPMENT PERMIT APPLICATION

2009-407: It was moved, seconded and carried that the colour palette submitted by the applicant for the façade improvement development permit applications 08-08 and 08-09 (411 First Avenue) be approved in principle.

2009-408: It was moved, seconded and carried that Staff be directed to prepare a Town-initiated OCP amendment to amend the Design Guidelines to incorporate the colour palette submitted by the applicant for the façade improvement development permit applications 08-08 and 08-09 (411 First Avenue) and advise Council of the process; and further, that the OCP amendment be processed as expeditiously as possible.

RESOLUTION PLACE

2009-409: It was moved, seconded and carried that the capital expenditure for the Amphitheatre (engineering) project be reduced from \$50,000 to \$37,000 and an increase in

funding be made for the removal of trees from the green space around Resolution Place from \$0 to 13,000, and that the financial plan be amended accordingly.

EXTERIOR REFINISHING OF ST. JOHN THE EVANGELIST ANGLICAN CHURCH

2009-410: It was moved, seconded and carried unanimously that \$2,250 of the Heritage Strategic Plan implementation budget be issued as a grant in aid for St. John's Anglican Church to assist with the undertaking of the St. John's the Evangelist Anglican Church Feasibility Study so that the Church may apply for heritage restoration funding.

2009-411: It was moved, seconded and carried that a statement of support be provided to the St. John's Anglican Church and consultant in support of its request for heritage restoration funding from the BC Heritage Legacy Fund.

CORRESPONDENCE

JUNE, 2009 POUND REPORT

2009-412: It was moved, seconded and carried that the June, 2009 Pound Report from T. Hughes of Coastal Animal Control Service of BC Ltd. be received.

GRANT IN AID REQUEST - FOOD ACTION COORDINATING TEAM

2009-413: It was moved, seconded and carried that the application for a grant in aid for the Food Action Coordinating Team in the amount of \$1,000 be referred to the grant in aid process and that staff be directed to report back to Council regarding the outstanding grant in aid applications.

WASHINGTON STATE BOARD ON GEOGRAPHIC NAMES AND BC GEOGRAPHICAL NAMES OFFICE

2009-414: It was moved, seconded and carried that the correspondence dated June 30, 2009 from the BC Geographical Names Office be referred to the next joint Stz'uminus First Nation/Town of Ladysmith Council meeting to consider the BC Geographical Names Office's proposal to name the inland waters adjacent to Washington State and Southwest BC the "Salish Sea".

UNFINISHED BUSINESS

RESCIND RESOLUTION - WATERING RESTRICTIONS

2009-415: It was moved, seconded and carried that the following Resolution No. 2009-389 be rescinded and that staff be directed to bring forward a subsequent report regarding this matter:

"That the Town adopt the District of North Cowichan Stage I, Stage II and Stage III Watering Regulations."

ADJOURNMENT

2009-416: It was moved, seconded and carried that the meeting be adjourned at 8:15 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



Town of Ladysmith

Minutes of a Special Meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Saturday, July 25, 2009 at 10:30 a.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins

Steve Arnett

Jillian Dashwood

Duck Paterson

Scott Bastian

Bruce Whittington

COUNCIL MEMBERS ABSENT:

Lori Evans

STAFF PRESENT:

Ruth Malli (via telephone)

Mayor Hutchins called the meeting to order at 10:35 a.m.

AGENDA APPROVAL

2009-417:

It was moved, seconded and carried that the agenda be adopted as presented.

REPORTS

LADYSMITH TROLLEY

2009-418: It was moved, seconded and carried that funding from the Gas Tax Fund for the purchase of a trolley be increased from \$100,000 to \$200,000 and that the financial plan be amended accordingly.

2009-419: It was moved, seconded and carried that Council authorize the purchase of a new 2009 Supreme Trolley for an amount not to exceed \$188,000, subject to resolution of outstanding issues including but not limited to mechanical review, licensing, insurance and others as identified.

ADJOURNMENT

2009-420: It was moved, seconded and carried that the meeting be adjourned at 11:10 a.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Director of Corporate Services (Sandy Bowden)

Town of Ladysmith

COMMITTEE REPORT



LADYSMITH

To: Mayor and Council
From: The Chair, Duck Paterson
Date: July 22, 2009
File No: 0550-20

Re: GOVERNMENT SERVICES COMMITTEE - July 20, 2009

At its meeting on July 20, 2009 the Government Services Committee recommended to Council the following:

- 1.) That the City Manager's Report, dated July 15, 2009, regarding the second quarter of 2009 be received.
- 2.) That the 2009 second quarter reports from the Director of Public Works, dated July 14, Manager of Development Services, dated July 13, 2009, the Director of Corporate Services, dated July 14, 2009, and the Director of Parks Recreation and Culture, dated July 16, 2009 and the report on the Status of the Top 25 Strategic Priorities be received.
- 3.) That Staff be directed to process Official Community Plan and Zoning Bylaw amendment application 3360-09-03.
- 4.) That Staff be directed to proceed with 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 Stz'uminus First Nation for comment given that the location of the subject property is in the vicinity of Holland Creek.
- 5.) That the Cowichan Valley Regional District (CVRD) be requested 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.
- 6.) 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.
- 7.) That the letter from D. Mackie dated June 8, 2009 regarding the Brown Drive Park fence be referred to Staff for review and recommendation.

8.) That Council support the following Canadian Union of Postal Workers' resolution regarding post office closures in rural and small towns.

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 the Town of Ladysmith 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 CPCS 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.

9.) That Staff be directed to contact the Union of British Columbia Municipalities regarding the correspondence dated June 2009 from the Canadian Union of Postal Workers regarding rural mail delivery and small post offices and request their input on the issue.

10.) That the minutes of the Government Services Committee meeting held on Monday, July 20, 2009 be approved as circulated.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Pat Durban, Director of Parks, Recreation & Culture
Date: July 28, 2009
File No:

Re: **SPECIAL OCCASION LICENSE REQUEST**

RECOMMENDATIONS:

The Parks, Recreation & Culture Commission recommend that Council approve the request from the Royal Canadian Legion for a Special Occasion License for the picnic scheduled for September 13 at the Transfer Beach Horseshoe Pitch from 12:00 noon until 5:30 p.m.

Parks, Recreation & Culture Staff recommend that Council approve the request from the Ladysmith Fraternal Order of Eagles for a Special Occasion License for the Beer Garden scheduled for August 9 at the Transfer Beach Horseshoe Pitch from 12:00 noon until 4:00 p.m.

SUMMARY OF KEY POINTS:

At the Parks, Recreation & Culture Commission meeting held on May 20, 2009 the following application for a Special Occasion License was considered.

1. **Royal Canadian Legion Picnic** - to be held at Transfer Beach in the Horseshoe Pitch area on September 13 from 12:00 to 5:00pm.

Due to unforeseen circumstances, the Fraternal Order of Eagles did not apply for a special occasion licence until just recently. The Parks, Recreation and Culture Commission was therefore not able to review the request. instead, as in the past with late applications, staff reviewed the following request:

2. **Fraternal Order of Eagles Beer Garden**- to be held at Transfer Beach in the Horseshoe Pitch area on August 9 from 12:00 to 4:00pm

Each group has completed the required application and has confirmed they will ensure this area will be fenced off, that the entrances and exits will be controlled by security, parking attendants will be on site, food will be served, and that tables and chairs will be provided.

Staff Sergeant Plamondon has reviewed the requests and supports this recommendation.

ATTACHMENTS:

Application forms (2)

I concur with the recommendation

for Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: July 29, 2009
File No:

Re: **UTILITY VEHICLE TENDER**

RECOMMENDATION(S):

That Council award the tender for the supply of a utility vehicle to Surfwood Supply for the low tender price of \$28,193.52 (taxes included), with the funds to come from the Equipment Pool Reserve, and that the Financial Plan be amended accordingly.

PURPOSE:

To award the tender for the supply of a utility vehicle

INTRODUCTION/BACKGROUND:

In March of 2009, Council approved a recommendation for the Town of Ladysmith to clear snow from a newly developed snow route for pedestrians. In order for Public Works to clear snow from that large an area, a small utility vehicle, equipped with a snowplow, will be required. The best unit for the job was tendered by invitation to the three suppliers which handle this type of unit with the following results:

Surfwood Supply	\$28,193.52
Isle Golf Cars	\$29,108.29
Island Tractor & Supply (1999) Ltd.	\$30,766.40

Prices include all taxes

ALTERNATIVES:

A number of different units were looked at in order to do the sidewalks and also be used in other areas such as the trails and for meter reading when there is no snow.

FINANCIAL IMPLICATIONS:

The unit would be purchased with funds from the equipment pool reserve. The cost of the service will increase the snow removal budget by approximately \$400 per snow event.

LEGAL IMPLICATIONS:

There may be some legal implications from the Town taking on a number of new areas for snow removal which our bylaw states are the responsibility of the adjacent property owner.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There should be favourable public feedback regarding the Town's concern for the safety of pedestrians. There may be some negative feedback from areas which do not have their sidewalks cleared by the Town.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

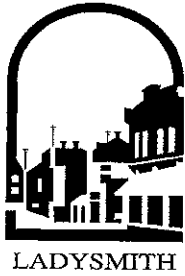
I concur with the recommendation.



per Ruth Malli, City Manager

ATTACHMENTS:

Tender packages may be viewed at Corporate Services.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: July 28, 2009
File No:

Re: **AMENDMENT TO DOWNTOWN DESIGN GUIDELINES (TOWN INITIATED)**

RECOMMENDATION(S):

That Council provide direction on amending the Downtown Design Guidelines, as per the options presented below, and direct which one of the five strategic priorities for Development Services, as noted below, is to be replaced with the project "Update to Downtown Design Guidelines":

- Holland Creek Area Plan
- Affordable Housing
- Tourism Plan – UBCM Phase II Activities
- Economic Development Resource Review
- Development Cost Charge (DCC) Bylaw Review (Phase 1)

PURPOSE:

The purpose of this report is to seek Council clarification about the direction to incorporate into the Downtown Design Guidelines the colour palette submitted by the applicant for DP-08-08 and DP-08-09, as directed by Council.

INTRODUCTION/BACKGROUND:

The OCP and the Sign and Canopy Bylaw contain design guidelines for development in the downtown. These bylaws provide the following guidelines which would be amended to implement Council's direction. Development permit guidelines for a revitalization area can include particulars for the exterior design and finish of buildings and other structures, such as a heritage colour palette.

OCP - Downtown Development Permit Area (DPA 2):

(m) The use of appropriate exterior finishing materials shall be encouraged for all uses locating in the area, e.g. consistent with the heritage theme.

Sign and Canopy Bylaw - Downtown Specified Area Design Guidelines (Schedule F)

Colour: Building owners are strongly advised to seek the help of a design professional in choosing an appropriate colour scheme. The overall colour scheme should be harmonious, and unify the various elements of the façade. In general, earth tones and natural pigment colours are the most appropriate

choice. Colours that are unacceptable include yellows, oranges, reds, blues, greens, fluorescent colours and plain white.

SCOPE OF WORK:

Any amendment to the downtown design guidelines requires, at a minimum, the preparation of an amending bylaw and statutory process. Council could also direct that specific consultation take place.

Where form and character development permit approvals have been delegated to staff, clear design guidelines are essential. Three options to clarify the downtown design guidelines are presented below. An expansion to the colour palette to include specific non-heritage colours could create a challenge for applicants, staff and Council, as colour choice could become unlimited – option 1 anticipates this scenario by removing any reference to a colour palette.

If consideration of exterior building colour choice in the downtown area continues to be an interest of Council, option 2 or option 3 maintains decision-making by Council.

For example as a result of the current downtown design guidelines (heritage palette), recently both a new sign proposal and a new façade improvement proposal were modified by the applicant from the requested colours to heritage colours. This was required in order that staff could approve the permit under its delegated authority. However, one of the proponents had suggested using one of the colours recently approved by Council (i.e. bright yellow). Removing or changing the colour palette would allow for this proposal to have been approved; however, the project is now complete. An appeal to Council could have been pursued.

ALTERNATIVES:

Three options are presented for Council's consideration:

Option 1: Remove the reference to a colour palette

That Council direct staff to prepare an amendment to the downtown design guidelines to remove, in both the OCP and Sign and Canopy Bylaw, the requirement for the use of an approved "heritage paint palette" and a façade development permit for exterior building colour or sign colour in the downtown area.

This would mean that exterior colour selection would be solely at the discretion of the building owner and would not be limited to colours contained in a heritage palette. Any colour choice would be available. A façade improvement development permit would not be required. This option provides the greatest flexibility for building owners. However, staff would not recommend this option if Council wishes to maintain a heritage theme in the Downtown.

Option 2: Expand the colour palette

That Council direct staff to prepare an amendment to the downtown design guidelines to expand the colour palette, in both the OCP and Sign and Canopy Bylaw, to a heritage colour palette (any paint company) and the following three colours:

- Benjamin Moore: Golden Nugget 2019-20; Venezuelan Sea 2054-30; and Flame 2012-20.

It is anticipated that this option could open the door to additional non-heritage colour requests. Such requests would be directed to Council (as they would in option 3). Future amendments to the downtown design guidelines could be anticipated to add additional colours.

Option 3: Update the colour palette

That Council direct staff to prepare an amendment to the downtown design guidelines to update the colour palette, in both the OCP and Sign and Canopy Bylaw, to encourage the use of a heritage colour palette, and that any deviation from a heritage colour palette/scheme would be considered on a case-by-case basis and would require Council's approval.

Like option 2, it is anticipated that this option could open the door to additional non-heritage colour requests. Such requests would be directed to Council. Future amendments to the downtown design guidelines could be anticipated to add additional colours.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS:

If an amendment to the Official Community Plan (OCP) is to be prepared, OCP consultation will be required to be considered by Council, and a public hearing held. Amendments to the Sign and Canopy Bylaw do not require a public hearing.

Council may wish to refer changes to the downtown design guidelines to the Heritage Revitalization Advisory Commission for comment.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS: The HRAC has previously supported the development of a "heritage colour paint palette" for the downtown area.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS: N/A

RESOURCE IMPLICATIONS: The revision of design guidelines is not one of Council's 25 strategic priorities.

ALIGNMENT WITH STRATEGIC PRIORITIES: A strategic direction for the Town is effective land use planning and community design.

SUMMARY:

Council has requested the amendment of the downtown design guidelines. Staff are seeking direction on the Development Services work plan and options for implementing the direction.

I concur with the recommendation.



fa Ruth Malli, City Manager

ATTACHMENTS: "None".



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: July 24, 2009
File No: 3360-09-04

**Re: OFFICIAL COMMUNITY PLAN & REZONING APPLICATION - 10930 Westdowne Rd.
(Parcel B, (DD9863W) of Lot 14, District Lot 72, Oyster District, Plan 8793)**

RECOMMENDATION(S):

(1) That Council direct staff to prepare amending bylaws for Official Community Plan and Zoning Bylaw amendment application 3360-09-04 (10930 Westdowne Rd.).

(2) That Council approve the following Official Community Plan consultation pursuant to S. 879 of the Local Government Act for OCP and Zoning Bylaw amendment application 3360-09-04 (10930 Westdowne Rd.): (a) Refer the application to the Advisory Planning Commission (APC) for review and comment.

(3) That Council waive the requirement for an information meeting, as no change of use is proposed for 10930 Westdowne Rd.

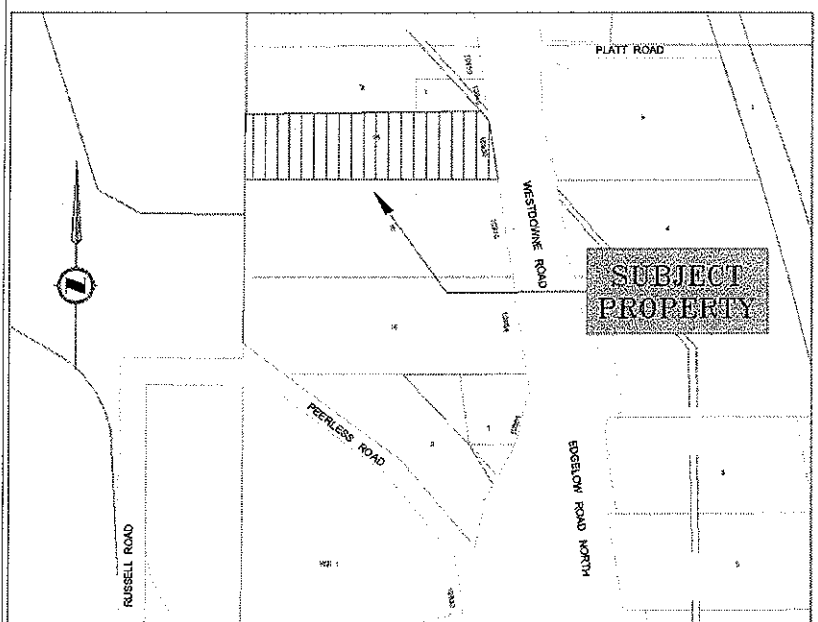
PURPOSE:

To present to Council an application from property owner Ken Cross, to amend the Official Community Plan, South Ladysmith Area Plan, and Zoning Bylaw for his property at 10930 Westdowne Rd.

INTRODUCTION/BACKGROUND:

The South Ladysmith Area came into the boundary of the Town in 2002. Current zoning regulations have been 'inherited' from the CVRD.

The subject parcel is 1.3 ha (3.3 acres) in size and is currently zoned 'Service Commercial' (C-3) according to CVRD Zoning Bylaw 1180. However, only the front portion of the property, 1802m² (0.4 acres), is utilized for commercial purposes. The remainder of the property contains two residential buildings and the rear half of the property is treed. (See Schedule A.) Currently the entire parcel of land is being assessed as commercial, which is causing hardship. The owner appealed this property assessment and the BC Assessment Authority advised that rezoning the property was the means to affect



change. Thus, the applicant wishes to amend the Official Community Plan, South Ladysmith Area Plan, and Zoning Bylaw such that the bylaws better reflect the actual use of the land. The applicant wishes to remain living at the property and does not intend to subdivide the land nor change the current use of the land.

To the north of the subject property is the 'Town and Country Mobile Home Park' which is zoned MP-1. To the south is a lot zoned 'Service Commercial (C-3)'. To the east, on the other side of the Trans Canada Highway, is CVRD area. To the west is a riparian area and Crown land designated and zoned for potential 'Heavy Industrial (I-2)' use. (See Schedule B: South Ladysmith Area Plan – Map 2).

Table 1: Summary of OCP Amendment and Rezoning – 3360-09-04

	<i>Current</i>	<i>Proposed</i>
<i>OCP</i>	Highway Commercial (entire parcel)	Highway Commercial and Residential
<i>South Ladysmith Area Plan</i>	Highway Commercial (entire parcel)	Highway Commercial and Residential
<i>Zoning Bylaw 1180</i>	Service Commercial (C-3)	Service Commercial (C-3) R-2(A) Two Family Suburban Residential
<i>Minimum lot size:</i>	0.8 ha	0.8 ha
<i>Permitted uses:</i>	Highway Commercial (e.g. vehicle sales, service station, retail store, wholesale, plant nursery, restaurant, mini-warehousing, accessory residential)	Highway commercial uses for the front of the property. Two single family residential dwellings for the rear of the property.
<i>Servicing</i>	Well and Septic	Municipal Water and Septic

SCOPE OF WORK:

The Official Community Plan and South Ladysmith Area Plan designate the subject property as Highway Commercial. To facilitate the applicant's request the rear 1.3 ha (3.3 acres) is proposed to be designated as 'Residential'. Also, it is proposed that the rear 1.3 ha (3.3 acres) be zoned to Two Family Suburban Residential (R-2A) of Zoning Bylaw 1180. The R-2A zone permits parcels 0.8 hectares or larger to have two single family dwellings.

ALTERNATIVES:

That Council proceed no further with OCP and Zoning Bylaw Amendment application 3360-09-04 (10930 Westdowne Rd.).

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

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

1. Consider whether consultation regarding the OCP amendment should be early and on-going, and
2. Specifically consider whether consultation is required with the:
 - boards of the CVRD and the RDN,
 - council of a municipality adjacent to Ladysmith,
 - First Nations,
 - school district, great boards or improvement district boards, and
 - 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.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If the application proceeds a neighbourhood information meeting would be required. However, since there is no change of use proposed for the land it is recommended to waive the requirement for an information meeting.

If the application proceeds the Local Government Act requires public notification and a public hearing.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The subject application has been referred to the Director of Public Works for consideration.

RESOURCE IMPLICATIONS:

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

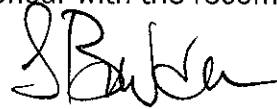
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

An application has been received to amend the Official Community Plan, South Ladysmith Area Plan, and Zoning Bylaw for the property at 10930 Westdowne Rd. to redesignate and rezone the rear 1.3 ha portion of the property such that highway commercial uses are no longer permitted on that portion. It is recommended to direct staff to prepare amending bylaws and refer the application to the Advisory Planning Commission.

I concur with the recommendation.

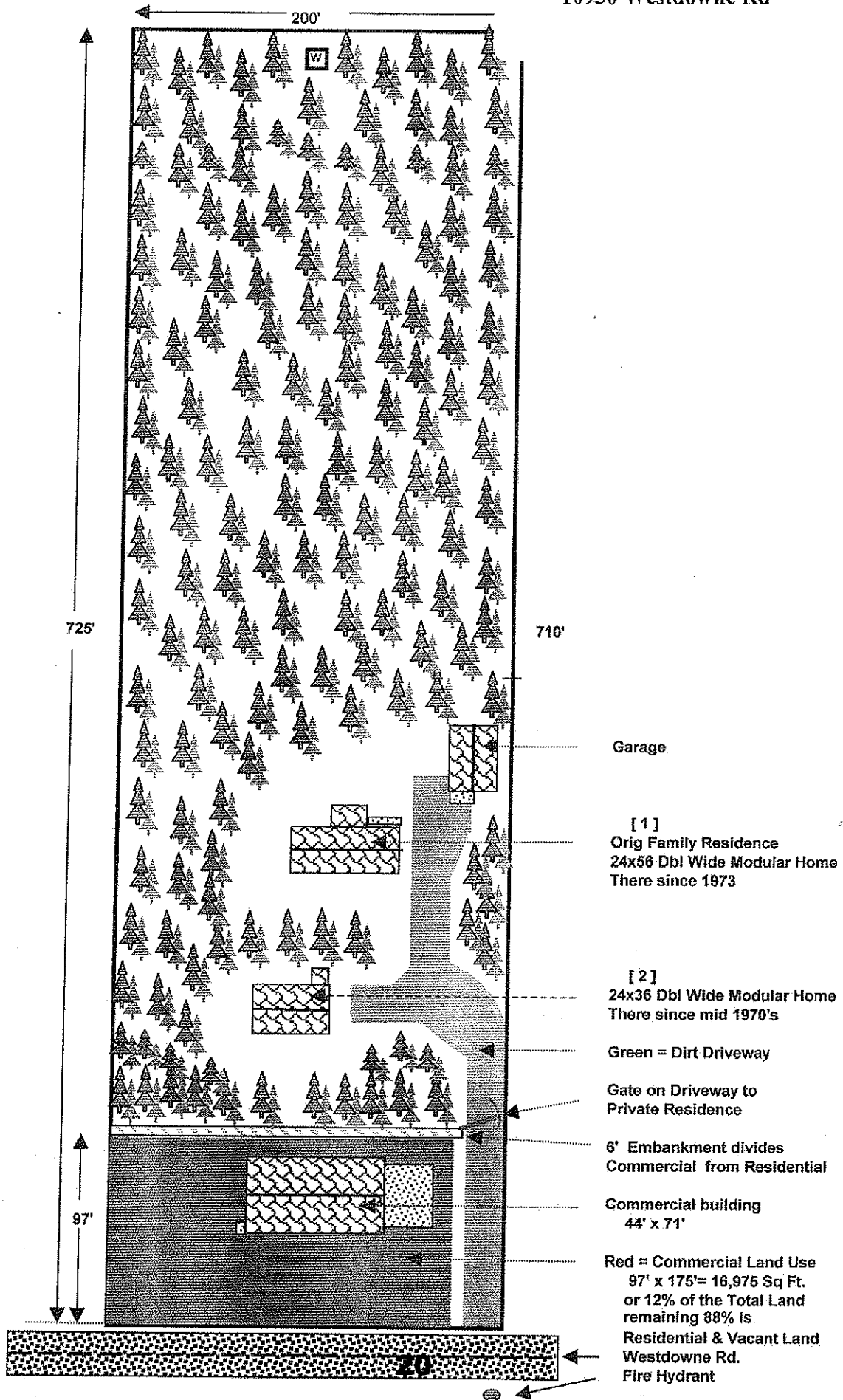


RM Ruth Malli, City Manager

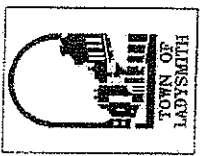
ATTACHMENTS:

- Schedule A: Site Plan (10930 Westdowne Rd.)
- Schedule B: South Ladysmith Area Plan – Map 2

Schedule A – Site Plan
 10930 Westdowne Rd



South Ladysmith Area Plan Land Use & Transportation



- Legend:
- Collector Road
 - Local Road
 - ALR
 - Plan Area
 - Proposed Trail
 - Industrial
 - Residential
 - Mobile Home Park Residential
 - Business Park
 - Open Space
 - Highway Commercial
 - Agricultural Land Reserve
 - Agricultural





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: July 31, 2009
File No: 3360-09-05

Re: **NEW MANUFACTURED HOME PARK AND RESIDENTIAL DEVELOPMENT (TOWN INITIATED) BYLAWS 1692 AND 1693**

RECOMMENDATION(S):

That Council:

1. Give first reading and second reading to Bylaw 1692 cited as "Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 25), 2009, No. 1692" and Bylaw 1693 cited as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 75), 2009, No. 1693".
2. Consider the following Official Community Plan consultation, pursuant to section 879 of the *Local Government Act*, for OCP and Zoning Bylaw amendment application 3360-09-05 (Town initiated - DL108):
 - (a) Hold a public meeting prior to the holding of the public hearing,
 - (b) Refer Bylaws 1692 and 1693 to the Advisory Planning Commission for comment, and
 - (c) Refer Bylaws 1692 and 1693 to the Cowichan Valley Regional District for comment, as the land is adjacent to the "North Oyster/Diamond" electoral area of the CVRD.
3. Schedule a public hearing for Bylaw 1692 and Bylaw 1693 for September 21, 2009.
4. Confirm the road standard for the internal public road to serve the park and residential development as either a local road (15.5 metre ROW) or collector road (20.0 metre ROW).

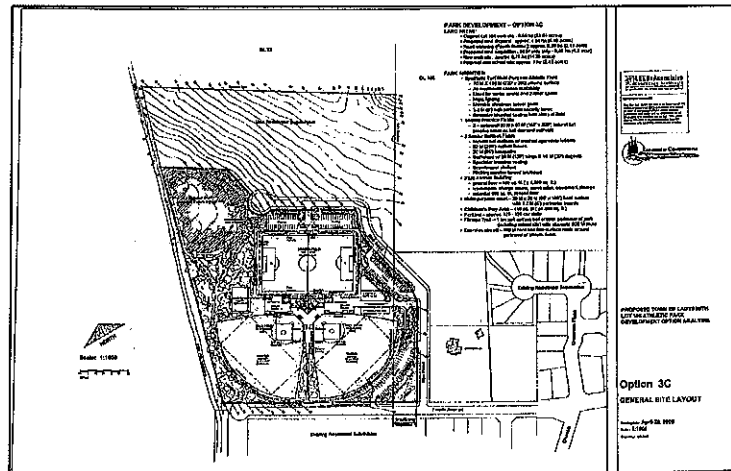
PURPOSE:

The purpose of this report is to present Town-initiated Bylaw 1692 to amend the Official Community Plan and Bylaw 1693 to amend the Zoning Bylaw, and to seek Council direction regarding public process.

INTRODUCTION/BACKGROUND:

Council has provided direction regarding the rezoning of approximately 4.0 hectares of 'District Lot 108' for the creation of a manufactured home park (for the residents of Ivy Green Mobile Home Park) and residential development. The direction from Council is that the land will be sold to a private developer to undertake the residential development, including the manufactured home park.

The subject property is located at the north-west boundary of the Town and is adjacent to Haul Road to the west, Fourth Avenue to the south, private land and Regional Park to the east and private land to the north. The portion of the subject property that is the subject of Bylaws 1692 and 1693 is located in the northern section of DL108 and is noted as "new residential subdivision" on the park plan. The subject property is designated 'Parks and Open Spaces' in the Official Community Plan (OCP) and it is currently zoned Parks (P-2) zone.



SCOPE OF WORK:

The draft bylaws have been prepared based on direction received from Council regarding manufactured home park land use policy, regulation and development standards.

Approximately 2.0 ha of the surplus land is proposed to be used for a new manufactured home park. As well, the draft bylaws propose to zone the remaining area to Multiple Family Residential (R-3-A) Zone to permit multi-family residential development including duplexes. The land would also be placed into Multi-Family Residential Development Permit Area 4.

Summary of Bylaw 1692:

Bylaw 1692 proposes to amend the OCP to:

- Add a new policy to support manufactured home parks as an affordable housing option,
- Permit a manufactured home park density up to 20 units per hectare
- Re-designate the subject area for manufactured home park use and multi-family residential use, and include the multi-family area within DPA 4.

Summary of Bylaw 1693:

Bylaw 1693 proposes to amend the Zoning Bylaw to:

- Add new definitions for manufactured home park and manufactured home consistent with provincial legislation,
- Create a new Manufactured Home Park only zone,
- Rezone the subject area for manufactured home park use and multiple family residential use, including duplexes.

ALTERNATIVES:

That Council provide additional direction regarding land use policy and regulation for the 'District Lot 108' surplus lands.

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.

Council previously presented a concept plan for the Sports Field and residential development to a Global Meeting of Town commissions. It is standard practice for Council to refer rezoning proposals to the Advisory Planning Commission. Council may wish to refer the Bylaws to the Cowichan Valley Regional District as the land is located on the boundary of the Town and is near Regional Parkland.

In addition to the OCP consultation, a public hearing will be required to be held if the application proceeds.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The location of the proposed mobile home park is adjacent to Haul Road which is a TimberWest forestry road. Dust and noise from truck traffic is expected as TimberWest estimates the number of trucks hauling per day is between 20 to 35 trucks between June to October. This estimate does not include crew vehicles, shop trucks, empty logging trucks returning for another load. TimberWest has requested that a sound fence (to attenuate noise) or a 5 to 10 metre-wide buffer be installed along the residential portion of DL108. This request has been included within Bylaw 1693 as a fenced or landscaped buffer area. Existing trees could also be retained along Haul Road.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The development of the adjacent park land is a priority for the Director of Parks, Recreation and Culture. The Director of Public Works is reviewing municipal servicing requirements. Land sales and agreements would involve Corporate Services.

RESOURCE IMPLICATIONS:

This project is a Council priority. Processing this application is within available staff resources.


ALIGNMENT WITH STRATEGIC PRIORITIES:


Affordable housing is one of Council's 25 strategic priorities.

SUMMARY:

Bylaw 1692 and Bylaw 1693 have been prepared to facilitate the rezoning of Town-owned land for a manufactured home park use and multi-family residential use. Recommendations are provided for Council to consider if it wishes to move the proposal forward in the approvals process.

I concur with the recommendation.



 Ruth Malli, City Manager

ATTACHMENTS:

Bylaw 1692 and Bylaw 1693.



Ladysmith Fire / Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: June, 2009

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YEAR'S TOTALS
Alarms Activated: Pulled Station		1											1
By mistake	1			1									2
Electrical problem		3	2	1	1								7
Due to cooking			2	1		1							4
Assistance						1							1
Burning Complaint			1	4	2	1							8
Fire: Structure	2	1	1	1	1								6
Chimney	1	1	1										3
Interface / Bush		1		1	2	1							5
Vehicle	1					1							2
Other	1		1	3		3							8
Hazardous Materials													
Hydro Lines: Down / Fire	1	1											2
Medical Aid	3	1	1	1	1	1							8
Mutual Aid	1				2								3
MVI	2	4	5	2	3	2							18
Rescue													
MONTH TOTALS (not incl. Practises)	13	13	14	15	12	11							78
Practises (Totals for each Month)	4	4	5	4	4	5							26

ALARMS ACTIVATED (location/owner):

- 500 Russell Road – Unit #6: cooking fire

COMPARISONS:

Year to Date / 09 78 (excl. practises)
 Year to Date / 08 98 (excl. practises)
 Year to Date / 07 69 (excl. practises)

APPROVED:


 Fire Chief

TOWN OF LADYSMITH
 BUILDING PERMIT
 SUMMARY REPORT
 MONTH: MAY 2009

Commercial	Industrial	Institutional	(New) Residential	# Dwelling Units	Residential Adds / Renos	Permits This Month	Permits For Year To Date	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values This Year
0	0	0	251000	2	25600	6	46	2607.00	276600	4486270

SUMMARY - YEAR TO DATE

	Commercial	Industrial	Institutional	(New) Residential	# Dwelling Units	Residential Adds / Renos	Permits This Month	Permits For Year To Date	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values This Year
JAN	\$ -	\$ -	\$ -	\$ 516,000	4	\$ 28,000	5	5	\$ 4,546	\$ 544,000	\$ 544,000
FEB	\$ -	\$ -	\$ 105,000	\$ 283,000	3	\$ 36,000	7	12	\$ 2,982	\$ 424,000	\$ 968,000
MAR	\$ 330,000	\$ -	\$ -	\$ -	0	\$ 44,000	7	19	\$ 2,440.75	\$ 374,000	\$ 1,342,000
APR	\$ 1,200,000	\$ -	\$ -	\$ 415,000	3	\$ 51,590	12	31	\$ 12,295	\$ 1,525,670	\$ 4,209,670
MAY	\$ -	\$ -	\$ -	\$ 251,000	2	\$ 25,600	15	46	\$ 2,607	\$ 276,600	\$ 4,486,270
JUN											
JUL											
AUG											
SEP											
OCT											
NOV											
DEC											
TOTAL	\$ 1,530,000	\$ -	\$ 105,000	\$ 1,465,000	12	\$ 185,190	46	46	\$ 24,871	\$ 3,144,270	\$ 8,144,590

of Demolitions for month = 2 , for YTD = 2

DWELLING UNITS / VALUE
 YEAR TO DATE / 09 12 \$ 1,465,000
 YEAR TO DATE / 08 34 \$ 4,328,000
 YEAR TO DATE / 07 47 \$ 7,268,390

COMPARISONS

PERMITS ISSUED / VALUE
 YEAR TO DATE / 09 46 \$ 4,486,270
 YEAR TO DATE / 08 66 \$ 5,728,780
 YEAR TO DATE / 07 70 \$ 8,144,590



BUILDING INSPECTOR



Royal Canadian
Mounted Police

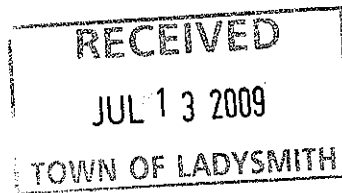
Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Ladysmith Detachment
320 6th Ave, P.O. Box 280
Ladysmith, B.C.
V9G 1A2

Your File - Votre référence

Mayor Rob Hutchins
Town of Ladysmith
410 Esplanade
Ladysmith, B.C.
V9G 1A2



Our File - Notre référence

Date

July 9th, 2009

Monthly Mayor Report - June 2009

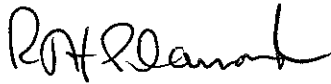
There were two hundred and thirty (230) calls or occurrences (year to date calls - 1043) received during the month of June in the immediate Town of Ladysmith. Below is an overview of various police occurrences for the month and from previous years.

Occurrences	This Month	2009 YTD	2008 YTD	2007 Mar-June YTD
Sexual Assaults	0	2	4	0
Assaults	7	35	21	3
Break & Enter - Business	0	6	17	4
Break & Enter - Residence	3	18	16	2
Break & Enter - Other	0	10	9	2
Theft of Vehicle	1	8	17	15
Theft fm Vehicle - Over \$5000	0	0	3	0
Theft fm Vehicle - Under \$5000	9	55	28	26
Theft Over \$5000	2	3	4	1
Theft Under \$5000	11	61	60	30
Possession Stolen Property	1	4	4	4
Mischief/Property Damage Over	1	3	1	0
Mischief/Property Damage Under	11	43	53	42
Total Calls for Service, Ladysmith	230	1043	997	598
Total Calls for service, area of Ops	418	2061	2016	1315

For your information, please find enclosed copies of the following reports for the month of June 2009.

- Guardroom statistics
- Criminal record check statistics

Sincerely,



S/Sgt R. PLAMONDON
Non Commissioned Officer in Charge
Ladysmith Detachment

LADYSMITH RCMP 2009

	PRISONERS	CRIMINAL RECORD CHECKS PAID	CRIMINAL RECORD CHECKS VOLUNTEER	MCF Requests etc.	Total CR checks
JAN	2	28	45		73
FEB	3	36	15		51
MAR	0	12	34		46
APR	0	24	15		39
MAY	0	33	19		52
JUN	5	17	38		55
JUL					0
AUG					0
SEP					0
OCT					0
NOV					0
DEC					0
TOTAL	10	150	166		316

TSMIT
SOUTH ISLAND TRAFFIC SERVICES
Activity Enforcement Type All Member Report
Grouped By Zone

Area/Jurisdiction: All Members (Grouped By Zone): Regular and/or Special
Report Period: 2009-06-01 - 2009-06-30
Enforcement: VT: ENHANCED/Non-ENHANCED Data

Zone ID: 1(0350)2 Type ID	Zone Description: BNDRY N COWICHAN MUN - RTE 1A / DAVIS RD N Enforcement Type	Enforcement Quantity	% Zone
0201	SPEEDING - GENERAL	37	64.91%
0205	SPEEDING - EXCESSIVE	3	5.26%
0304	DRIVER - NOVICE	2	3.51%
0305	DRIVER - NO LICENCE	3	5.26%
0406	DRIVING - FOLLOWING TOO CLOSE	1	1.75%
0409	DRIVING - UNSAFE PASSING	1	1.75%
0504	VEHICLE - NO INSURANCE	1	1.75%
0601	SEATBELT - GENERAL	6	10.53%
0802	DRUG - NO CASE	2	3.51%
0908	COMMERCIAL - LOAD SECURITY	1	1.75%
Zone Total:		57	

Zone ID: 1(0355)1 Type ID	Zone Description: DAVIS RD - HASLAM CREEK Enforcement Type	Enforcement Quantity	% Zone
0103	INTERSECTION - TRAFFIC LIGHT	1	11.11%
0201	SPEEDING - GENERAL	8	88.89%
Zone Total:		9	

Zone ID: 1(0355)2 Type ID	Zone Description: HASLAM CREEK - DUKE POINT Enforcement Type	Enforcement Quantity	% Zone
0201	SPEEDING - GENERAL	2	50.00%
0304	DRIVER - NOVICE	1	25.00%
0504	VEHICLE - NO INSURANCE	1	25.00%
Zone Total:		4	

Zone ID: 1(0357) Type ID	Zone Description: DUKE POINT HWY U/P - JCTN HWY 19 Enforcement Type	Enforcement Quantity	% Zone
0103	INTERSECTION - TRAFFIC LIGHT	1	5.88%
0201	SPEEDING - GENERAL	3	17.65%
0305	DRIVER - NO LICENCE	1	5.88%
0601	SEATBELT - GENERAL	8	47.06%
0802	DRUG - NO CASE	1	5.88%
0902	COMMERCIAL - DEFECTS ON VEHICLE	1	5.88%
0911	COMMERCIAL - CVPE INSPECTION	2	11.76%
Zone Total:		17	

Tuesday, June 30, 2009

Page 1 of 3

OPRA - Program Statistics Report

• Notes requires data entry.

Program Information

Program Name:	Ladysmith Police-based Victim Services	Contract Number:	15092062-10
Program Type:	Police-based	Contractor Name:	Ladysmith Resource Centre Association
Program Definition:	Police-Based Victim Service Program		
Program Address:	336 Belaire Street Ladysmith, British Columbia V9G 1A2		
Service Area(s):	Ladysmith RCMP Detachment		
Service Recipient(s):	Age: All Crime Type: All Crime Gender: All		

Program Statistics Report Information

Name of Recorder:	CAP BCEIDLMBELL1	Month/Year:	May 2009
Report Status:	ACT	Version #:	3

SECTION 1 - STAFFING INFORMATION

# Program Staff:	<input type="text" value="2"/>	# Program Staff Hours:	<input type="text" value="110"/>
# Program Staff After Hours Call-Outs:	<input type="text" value="3"/>	# Volunteers:	<input type="text" value="0"/>
# Volunteer Service Hours:	<input type="text" value="0"/>	# Volunteer On-Call Hours:	<input type="text" value="560"/>
Distance Travelled (km):	<input type="text" value="66"/>		

SECTION 2 - CASELOAD INFORMATION

# New Clients:	<input type="text" value="16"/>	# Ongoing Clients:	54
# General Inquiries:	<input type="text" value="11"/>	# Clients' Services Concluded:	<input type="text" value="13"/>
# Incidents:	<input type="text" value="13"/>	# New Clients resulting from Family Violence:	<input type="text" value="4"/>
# New Clients resulting from Hate Crime:	<input type="text" value="0"/>	# New Clients resulting from Bullying:	<input type="text" value="0"/>

SECTION 3 - NEW CLIENT INFORMATION

<i>Client Type</i>			
Client Type Total:	16		
# Females:	<input type="text" value="12"/>	# Males:	<input type="text" value="4"/>
# Other Client Types:	<input type="text" value="0"/>		

<i>Age Group</i>			
Age Group Total:	16		
# Children:	<input type="text" value="2"/>	# Youth:	<input type="text" value="2"/>
# Adults:	<input type="text" value="11"/>	# Seniors:	<input type="text" value="1"/>
# Unknown:	<input type="text" value="0"/>		

<i>Incident Type</i>			
Incident Type Total:	16		
# Murder/Manslaughter:	<input type="text" value="0"/>	# Attempted Murder:	<input type="text" value="0"/>
# Robbery:	<input type="text" value="0"/>	# Abduction/Kidnapping:	<input type="text" value="0"/>

Sexual Assault/Abuse

Adult/Senior:
 # Youth:

Adult/Senior Survivor:
 # Child:

Assault/Abuse

Partner:
 # Senior:
 # Other:

Child:
 # Other Familial:

Other Incidents

Criminal Harassment:
 # Property Crime:
 # Suicide/Attempted Suicide:
 # Missing Persons:
 # Sudden Death:

Threatening:
 # Other Crime:
 # Motor Vehicle Accident:
 # Natural Disaster:
 # Other Incident:

Client Referred From

Client Referred From Total: 16
 # Out of Province:

Funded Victim Service Program

Police-Based Victim Service Program:
 # CVAP:
 # VictimLINK:

Community-Based Victim Service Program:
 # Victim Safety Unit:
 # Restorative Justice Programs:

Other Referral Sources

Crown Counsel:
 # Corrections:
 # Hospital/Medical:
 # School/Educational:
 # Community Agency:
 # Other Referral Sources:
 # Referral Source Unknown:

Police:
 # Government:
 # Private Practitioners:
 # Transition House/STV Counselling:
 # Self:
 # Other Clients:

SECTION 4 - SERVICES PROVIDED

Court Support

Witness Orientation:
 # Court Accompaniment Hours:

Court Accompaniment:
 # Facilitated Accompaniment:

Other Assistance

Assistance with Victim Impact Statements:
 # Assistance with Other Forms:
 # Group De-briefs:
 # Next of Kin Notification:
 # Other Activities:

Assistance with CVAP Forms:
 # Other Justice System-Related Supports:
 # Safety Planning:

Where Client Referred To

# Out of Province:	<input type="text" value="0"/>	# Police-Based Victim Service Program:	<input type="text" value="1"/>
# Community-Based Victim Service Program:	<input type="text" value="2"/>	# CVAP:	<input type="text" value="0"/>
# Victim Safety Unit:	<input type="text" value="0"/>	# VictimLINK:	<input type="text" value="0"/>
# Restorative Justice Programs:	<input type="text" value="0"/>	# Other Referrals:	<input type="text" value="7"/>

Notes:

Other incidents = Domestic disputes, family problems, Assist the public
Other referrals - Family Justice Centre, Al Anon

Report Status Log

Date	Status	Record Created	Notes
09-Jun-2009	Active	Record Created	

Main Identity

From: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Sent: July 8, 2009 11:49 AM
 Subject: Fw: SW FORM-JAN09

— Original Message —

From: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Sent: July 8, 2009



JUNE

SPEED WATCH MONTHLY REPORT FOR July 2009

VOLUNTEER GROUP: LADYSMITH COP ___ VOLUNTEER COORDINATOR: DON WATSON

PHONE: 250-245-0667 FAX: _____ E-MAIL: BOOKY1@SHAW.CA

Locations (Intersection/ Corridor/ Highway)	# of Speed Watch Deployments	Total Vehicles Checked	Over 10 km/h	# of deployments with police presence (2 or 3 strikes)	# of tickets issued
High Crash Location(s)					
Davis Road and TCH	1	1205	149	0	0
T.C.H. at Airport	1	583	172	0	0
Spruston Rd and T.C.H.	4	3803	607	1	0
Brenton-Page Rd Left hand turn check		3 vehicles illegal left hand turn in 1 hr.			
Other location(s)					
Playground and school zones Davis Road School	1	111	29	0	0
TOTALS	7	5602	957	1	0

Total visibility hours	13.5 hours	# of Warning Letters issued	0
Total admin hours	4	# of Active Volunteers	7

TOTAL HOURS	17.5 hours	# of Seat Belt Surveys	0
--------------------	------------	-------------------------------	---

Comments

We need more R.C.M.P. backup.

Please email to: [REDACTED]
Phone: (250) 729-3505
Fax: (250) 729-3547

May-09

DAILY JOURNAL VISITORS REPORT

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Officer	Wash Key
1						2+4		6		0+1
2							7	7		0
3										
4	5							5	1	0
5		0+1						1		0+0
6			7+1					8		1+0
7				3+4				7		0+0
8						3+2		5		0+0
9							4	4		0
10										
11	3+4							7	1	0+0
12		5+1						6	2	1+0
13			0+5					5		0+1
14				5+2				7	2	0+0
15						5+2		7	2	0+
16										
17										
18										
19		8+5						13	1	0+1
20				4+2				6		0+0
21					3+8			11		0+2
22						4+3		7		0+0
23							6	6		
24										
25	4+3							7		0+0
26			8+7					15	1	0+0
27				1+3				4		0+2
28					5+5			10		0+1
29						5+2	4	7		0+1
30								4		0
31								165	8	17

TOTAL For MAY/09 165 8 17

Ladysmith



Box 98, Ladysmith, BC, V9G 1A1

Phone: (250)245-5888

Fax: (250)245-0311

www.ladysmithfol.com

RECEIVED

JUL 22 2009

July 15, 2009

Mayor Rob Hutchins
TOWN OF LADYSMITH
PO Box 220
LADYSMITH, BC V9G 1A2

Re: **Ladysmith Festival of Lights**

Dear Mayor Hutchins, Council Members and Staff:

On behalf of the Board of Directors of the Ladysmith Festival of Lights Society, we wish to express our deep appreciation for the grants-in-aid funding received in the amount of \$12,000 in support of our 2009 Light Up.

We commend you and thank you for helping to make our 21st Anniversary Festival a truly spectacular event. Our continued success is a direct result of the generous support from our lovely seaside community.

We look forward to celebrating our 22nd Anniversary with you on Thursday, November 26, 2009.

Sincerely,

Rollie Holland
President

Last Thursday in November • It's a Turn On!

Support from the Province of BC through the BC Gaming Commission.

TOWN OF LADYSMITH

BYLAW NO. 1680

A bylaw to amend "Ladysmith Fees and Charges Bylaw 2008, No. 1644"

The Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. "Ladysmith Fees and Charges Bylaw 2008, No. 1644" is hereby amended by adding the following Schedule 3:

SCHEDULE "3"

TOWN OF LADYSMITH FEES AND CHARGES BYLAW NO. 1644

Cemetery Services:	Fee
Ground Burial Lots:	
Full Burial Lot Interment Right - Resident (or former resident) Adult	\$750.00
Full Burial Lot Interment Right - Resident Child (12 & under)	\$375.00
Cremated Remains Lot Interment Right - Resident (or former resident)	\$350.00
Full Burial Lot Interment Right - Non Resident	\$1,200.00
Cremated Remains Lot Interment Right - Non Resident	\$500.00
Ground Burial Services:	
Open & Close for Adult Full Burial	
Grave Liner	\$1,000.00
Open & Close for Child Full Burial	
Grave Liner	\$650.00
Open & Close - Single Cremation Burial	
Cremation Vault (8" x 8" approx.)	\$400.00
Open & Close - Double Cremation Burial	
Cremation Vault (15" x 10" approx.)	\$450.00
Open & Close - Additional Interment to Double Vault	\$200.00
Exhumation or Disinterment - Full Burial	\$1,400.00
Exhumation or Disinterment - Cremated Remains	\$500.00
Memorial Installation:	
Install Single Marker - size up to 60x30cm (24"x12")	\$160.00
Install Double Marker - size up to 75x45cm (30"x18")	\$240.00
Removal & Re-installation of Memorial	\$160.00
Administration Fees: (In addition to above Fees)	
Late Arrival - after 3:00pm	\$150.00
Cremation Burial services on Saturday	\$150.00
Full Burial services on Saturday	\$300.00
Transfer or Surrender Fee for Interment Right Certificate	\$50.00
Special Services and Handling Fees	Prior arrangement with administrator.

40 Note: All fees are subject to GST

2. Citation

This bylaw may be cited for all purposes as "Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2009, No. 1680".

READ A FIRST TIME on the _____ day of _____, 2009

READ A SECOND TIME on the _____ day of _____, 2009

READ A THIRD TIME on the _____ day of _____, 2009

ADOPTED on the _____ day of _____, 2009

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



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 1st, 2nd and 3rd 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.

R. Malli

Ruth Malli, City Manager

ATTACHMENTS:

Proposed Cemetery Fees & Charges

Report reviewed at previous Government Services Committee meeting.

Proposed 2009 Cemetery Charges - Town of Ladysmith

Discussion Apr 14, 2009

Ground Burial Lots	Right of Interment	Maintenance Care Fund	TOTAL COST \$	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
Ground Burial Services	Preparation & Placement		TOTAL COST \$		
Open & Close for Adult Full Burial	\$700	n/a	\$700	\$600	+200
Grave Liner	\$300	n/a	\$300	\$300	+0
Open & Close for Child Full Burial	\$350	n/a	\$350	\$200	+150
Grave Liner	\$300	n/a	\$300	\$300	+0
Open & Close - Single Cremation Burial	\$250	n/a	\$250	\$225	+25
Cremation Vault (8" x 8" approx.)	\$150	n/a	\$400	\$200	-50
Open & Close - Double Cremation Burial	\$275	n/a	\$275	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
Memorial Installation	Installation	Maintenance Care Fund	TOTAL COST \$		
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
Administration Fees (In addition to above Fees)	Fee		TOTAL COST \$		
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

Cemetery Fee Comparison April 2009

		Ladysmith Current May 2001	North Cowichan Jan 2009	City Nanaimo Jul 2002	Port Alberni Jan 2006	Campbell River Jul 2004	Average Vancouver Island	TOL PROPOSED
LOTS								
	Date of Fee Schedule:							
Adult Casket Lot	Resident	Plot 485.00 Care 165.00 Total 650.00	504.00	430.00	390.00	656.00	495.00	560.00
			126.00	270.00	130.00	328.00	213.50	190.00
			630.00	700.00	520.00	984.00	708.50	750.00
Child Casket Lot	Resident	Plot 230.00 Care 650.00 Total 880.00	177.60	170.00	270.00	400.00	254.40	280.00
			44.40	180.00	90.00	200.00	128.60	95.00
			222.00	350.00	360.00	600.00	383.00	375.00
Cremation - (75x150cm)	Resident	Plot 200.00 Care 100.00 Total 300.00	160.80	170.00	180.00	200.00	177.70	260.00
			40.20	180.00	60.00	100.00	95.05	90.00
			201.00	350.00	240.00	300.00	272.75	350.00
Adult Casket Lot	Non-Resident	Plot 750.00 Care 250.00 Total 1,000.00	1,115.20	490.00	585.00	824.00	763.55	900.00
			278.80	360.00	195.00	412.00	311.45	300.00
			1,394.00	850.00	780.00	1,236.00	1,065.00	1,200.00
Cremation - (75x150cm)	Non-Resident	Plot 335.00 Care 115.00 Total 450.00	364.80	235.00	270.00	264.00	283.45	375.00
			41.20	215.00	90.00	132.00	132.05	125.00
			459.00	450.00	360.00	396.00	415.50	500.00
INTERMENT FEES								
Adult Casket	Open & Close	500.00	715.00	525.00	875.00	1,075.00	797.50	700.00
	Grave Liner	300.00	339.00	450.00		376.00	388.33	300.00
	Total	800.00	1,054.00 (N-R x2)	975.00	1,451.00	1,451.00	1,160.00	1,000.00
Child Casket	Open & Close	200.00	350.00	225.00	425.00	520.00	380.00	350.00
	Grave Liner	300.00	339.00	450.00		376.00	388.33	300.00
	Total	500.00	689.00 (N-R x2)	675.00	896.00	896.00	753.33	650.00
Cremated Remains Single	Open & Close	225.00	339.00	220.00	225.00	288.00	288.00	250.00
	Cremation Vault	200.00	116.00	50.00			83.00	150.00
	Total	425.00	455.00 (N-R x2)	270.00			362.50	400.00
Cremated Remains Double	Open & Close	n/a	n/a					275.00
	Cremation Vault							175.00
	Total							450.00

Report Review

INTERMENT FEES CTD.	Ladysmith Current	North Cowichan	City Nanaimo	Port Alberni	Campbell River	Average Van. Island
Exhumation/Disinterment	900.00	1,426.00	1,075.00	1,312.50	2,148.00	1,490.38
Exhumation/Disinterment	400.00	525.00	370.00	337.50	415.00	500.00
After hours Service	300.00	Double	400.00	Add 75%	984.00	150-300
MEMORIALS						
Single (max. 30x50cm) (up to 12" x 20")	80.00	156.00	45.00	140.00	162.00	125.75
Care	40.00	25.00	35.00	10.00	81.00	37.75
Total	120.00	181.00	80.00	150.00	243.00	163.50
Double (max. 45x75cm) (up to 18" x 30")	160.00			140.00	162.00	230.00
Care	80.00			10.00	81.00	10.00
Total	240.00			150.00	243.00	240.00
Removal & Reinstallation	55.00			125.00		150.00
Care	20.00			0.00		10.00
Total	75.00			125.00		160.00
COLUMBARIA FEES						
Lower Niches	Plot n/a	518.20				810.00
Care		5780				90.00
Total		57090				900.00
Centre Niches	Plot n/a	590.90				900.00
Care		59.10				100.00
Total		650.00				1,000.00
Lower Niches	Plot n/a	1,031.80				1215.00
Care		103.20				135.00
Total		1,135.00				1,350.00
Centre Niches	Plot n/a	1,181.80				1350.00
Care		118.20				150.00
Total		1,300.00				1,500.00
Inurnment						
First Placement	n/a	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

Report reviewed at previous Committee Meeting

TOWN OF LADYSMITH

BYLAW NO. 1692

A bylaw to amend "Official Community Plan Bylaw, 2003, No. 1488"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw, 2003, No. 1488".

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

- (1) Section 3.2.3 "Land Use Planning and Community Design Policies" of Schedule "A" – "Town of Ladysmith Community Plan" is amended by adding a new policy at the end of the section, as follows:

"New manufactured home parks are supported as an affordable housing option."

- (2) Section 3.8.1 "Land Use Designations" of Schedule "A" is amended by:
 - (a) deleting the sentence at the end of the paragraph headed "Mobile Home Park Residential": "The maximum density allowed in a Mobile Home Park Residential designation is 15 units per hectare.", and replacing it with the following sentence:

"The maximum density allowed in a Mobile Home Park Residential designation is 15 units per hectare, except for a manufactured home park only zone which may have a maximum density of 20 units per hectare."

- (3) Map 1 "Land Use" of Schedule "A" is amended by placing:

- (a) "Mobile Home Park Residential", and
- (b) "Multi-Family Residential"

on a portion of Lot 1, Plan VIP73133, District Lot 108, as shown on Schedule 1 to this Bylaw.

- (4) Map 2 "Development Permit Areas" of Schedule "A" is amended by placing "Multi-Family Residential Development Permit Area (DPA 4) on the area designated "Multi-Family Residential" as shown on Schedule 1 to this Bylaw.

CITATION

- (5) This bylaw may be cited for all purposes as "Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 25), 2009, No. 1692".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the day of

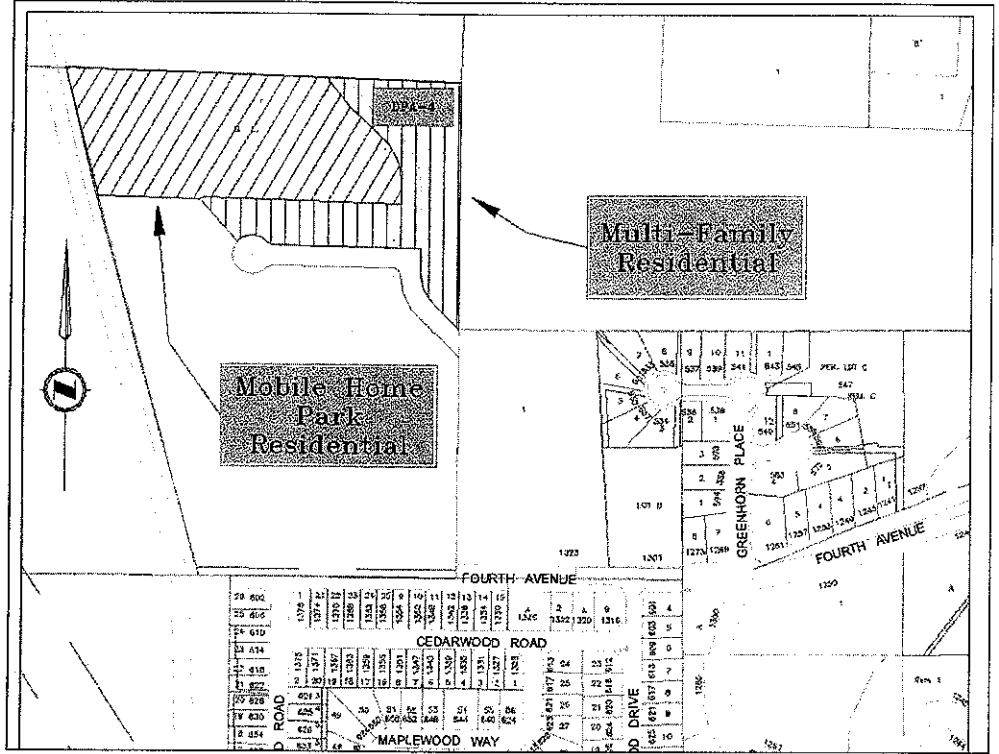
READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

BYLAW 1692 – SCHEDULE 1



TOWN OF LADYSMITH

BYLAW NO. 1693

A bylaw to amend "Town of Ladysmith Zoning Bylaw, 1995, No. 1160"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the zoning bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160";

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

(1) The text of "Town of Ladysmith Zoning Bylaw 1995, No. 1160" as amended is hereby further amended as follows:

(a) Adding the definitions "Manufactured Home" and "Manufactured Home Park" to Section 4.0 Definitions, as follows:

"Manufactured home means any structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to provide residential accommodation and to be moved from one place to another by being towed or carried."

"Manufactured home park means land used or occupied by a person for the purpose of providing space for the accommodation of 3 or more manufactured homes and for imposing a charge or rental for the use of that space."

(b) Adding the following to Section 13.0 Medium Density Residential (R-3-A):

"13.1 (d) In addition to the uses listed above, two-family residential dwelling use is permitted on Lot 1, Plan VIP73115A, District Lot 108."

(c) Adding a new zone "Manufactured Home Park (MHP-1)", as shown on Schedule 1 to this Bylaw.

(2) The map, being 'Schedule A' to "Town of Ladysmith Zoning Bylaw 1995, No. 1160" is hereby amended by placing:

(a) Manufactured Home Park Zone (MPH-1), and

(b) Medium Density Residential Zone (R-3-A),

on a portion of Lot 1, Plan VIP73133, District Lot 108, as shown on Schedule 2 to this Bylaw.

CITATION

(3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No.75), 2009, No. 1693".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

BYLAW No. 1693 – SCHEDULE 1

15A.0 MANUFACTURED HOME PARK (MHP-1)

15A.1 Permitted Uses

Subject to the conditions of use below, the following uses and no other uses are permitted in this Zone:

- (a) manufactured home park;
- (b) home occupation.

15A.2 Conditions of Use

- (1) The maximum number of manufactured homes permitted per parcel in this zone is 20 manufactured homes per hectare of land.
- (2) The maximum parcel coverage shall not exceed 38.0 percent.
- (3) No buildings or structures located on a parcel in this zone shall be sited closer than:
 - (a) 4.5 metres to the front lot line
 - (b) 1.5 metres to the side lot line
 - (c) 3.0 metres to the rear lot line
- (4) The height of a principal building shall not exceed 5.0 metres; except for a common building, when the maximum height shall be 8.0 metres.
- (5) Five percent of the gross parcel area shall be provided as common activity area(s) and shall be located so as to be connected to the internal road or path network.
- (6) Where a parcel is located adjacent to Haul Road, a landscape buffer located not less than 6.0 metres from that road shall be provided as follows:
 - (a) planting materials with a minimum height of 1.8 metres, planted a maximum of 1.0 metre apart, or
 - (b) fencing with an average height from finished grade of 2.4 metres.
- (7) Where common waste services (garbage, organics, recycling) are provided, a solid enclosure shall be provided for waste bins.

15A.3 Minimum Lot Size

- (1) All development must be connected to water and sewer services.
- (2) The minimum parcel size permitted for manufactured home park shall not be less than 1.0 hectare.
- (3) The minimum area for an individual manufactured home shall not be less than 300 square metres.

15A.4 Off Street Parking and Vehicle Storage

- (1) Except as provided in this section, off street parking and loading must be provided as required by the Municipality's parking regulations.
- (2) One off-street parking space shall be provided for each manufactured home.
- (3) For every five manufactured homes, one parking space shall be designated and signed for visitor parking.
- (4) For every five manufactured homes, an area equivalent to 6.0 metres by 3.0 metres shall be provided in a maximum of two groupings for the common storage of recreational vehicles, boats, and the like.

BYLAW No. 1693 – SCHEDULE 2

