



TOWN OF LADYSMITH

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

MONDAY, NOVEMBER 2, 2009
at 7:00 p.m.

AGENDA

CALL TO ORDER

Page

1. EXECUTIVE SESSION (6:00 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:

- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]
- 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;

2. RISE AND REPORT

3. AGENDA APPROVAL

4. BYLAWS (OCP / ZONING)

4.1. Official Community Plan and Zoning Amendment Application 3360-09-03

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Official Community Plan Bylaw, 2003, no. 1488, Amendment Bylaw (No. 28), 2009, No. 1700 and Bylaw 1701 cited as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 77), 2009, No. 1701

Lot 1, DL43, Oyster District, Plan 32981 -- 315 Holland Creek Place

Bylaw 1700 may be read a first and second time

Bylaw 1701 may be read a first and second time

A public hearing may be scheduled

5. DELEGATION

5.1. One Sky – Canadian Institute of Sustainable Living – Kim Struthers, Godwin Ugah

Presentation on One Sky's Energetic Olympics competition and how energy consumption cuts in Ladysmith can make a difference in other countries

6. PROCLAMATIONS

None

7. MINUTES

10 - 14

Adoption of the following minutes:

- October 19, 2009

8. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS

None

9. COUNCIL COMMITTEE REPORTS

9.1. Mayor R. Hutchins

CVRD; Trolley Committee; Early Years Partnership

9.2. Councillor S. Bastian

Advisory Planning Commission; Protective Services Committee; Youth Advisory Committee

9.3. Councillor J. Dashwood

Liquid Waste Management Committee

9.4. Councillor S. Arnett

Economic Development Commission; Parks, Recreation & Culture Commission; Chamber of Commerce

9.5. Councillor D. Paterson

Government Services Committee; Parks, Recreation & Culture Commission; Celebrations Committee; Festival of Lights

Government Services Committee Recommendations

Recommendations from the meeting of September 21, 2009.

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9.6. Councillor L. Evans

Heritage Revitalization Advisory Commission; Community Health Advisory Committee; Social Planning Cowichan

9.7. Councillor B. Whittington

Vancouver Island Regional Library Board; Advisory Design Panel; Environment Commission

Environment Commission Report

Report regarding appropriateness of mandate, structure and administration of Environment Commission

16 - 17

10. STAFF / ADVISORY COMMITTEE REPORTS

10.1. Transfer Beach Clean-up

18 - 19

10.2. Heritage Street Signs

20 - 22

10.3. Transfer Beach Banners – Purchasing Policy

23 - 26

11. CORRESPONDENCE

27 - 30

11.1. Ladysmith Rotary Club

Proposed “Rotary Walkway” on the new breakwater

Staff Recommendation:

That, if Council wishes to consider the request from the Ladysmith Rotary Club to construct a “Rotary Walkway” on the new breakwater, the matter be referred to staff.

12. BYLAWS

12.1. Town of Ladysmith Waterworks Regulation Bylaw 1999, No.1298, Amendment Bylaw 2009, No. 1670

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May be read a first, second and third time.

13. NEW BUSINESS

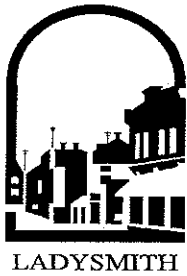
None

14. UNFINISHED BUSINESS

None

15. QUESTION PERIOD

ADJOURNMENT



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: November 2, 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 Council give first and second reading to Bylaw 1700 cited as "Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No.28), 2009 No.1700" and Bylaw 1701 cited as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No.77), 2009, No.1701".

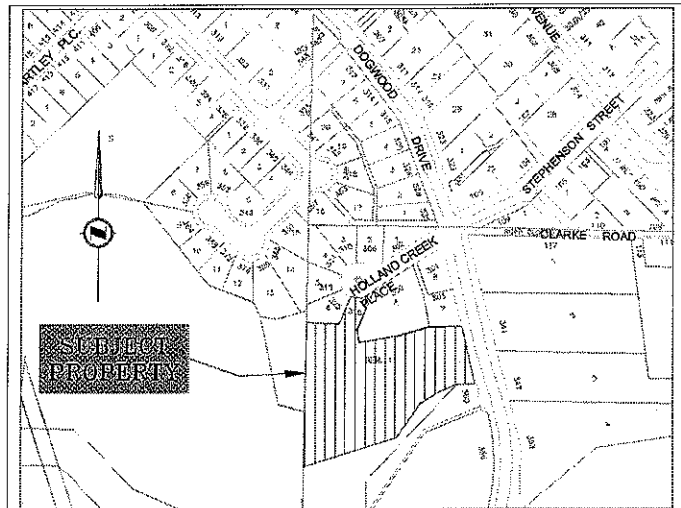
2. That a public hearing be scheduled for Bylaw 1700 and Bylaw 1701 on December 7, 2009.

PURPOSE:

The purpose of this report is to present Bylaw 1700 to amend the Official Community Plan and Bylaw 1701 to amend the Zoning Bylaw, and to seek direction to schedule a public hearing.

INTRODUCTION/BACKGROUND:

On October 19 Council passed a motion directing staff to prepare bylaws to amend the Official Community Plan and Zoning Bylaw to permit 13 residential units at 315 Holland Creek Place and to work with the developer towards a land-use agreement for the proposed development, such that the developer contributes \$5000 to the amenity fund, constructs a walkway from the east end of the site to the sidewalk at Dogwood Drive, protects the entire bank area with a restrictive covenant, and utilizes many 'build green' practices in the development of the 13 units.



SCOPE OF WORK:

Bylaw 1700 proposes to amend the Official Community Plan by:

- placing 'Multi-Family Residential' as a designation on the subject property;
- placing 'Development Permit Area 4 – DPA4' on the subject property; and
- amending the Holland Creek Area Plan by placing 'Multi-Family' on the buildable area of the subject property.

Bylaw 1701 proposes to amend the Zoning Bylaw by:

- adding a new zone 'Low Density Residential (R-3-B)'; and
- placing 'Low Density Residential (R-3-B)' on the subject property.

ALTERNATIVES:

That Council provide additional direction regarding OCP and Zoning Bylaw Amendment application 3360-09-03 (Holland Creek Holdings – Kolk).

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS:

If the application proceeds a public hearing is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If the application proceeds the applicant will be required to hold a neighbourhood information meeting prior to a public hearing. The application has been referred to the Stz'uminus First Nation, the Advisory Planning Commission, and the Advisory Design Panel and their comments were previously provided to Council.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Engineering Department, Fire-Chief, and to the Subdivision Approving Officer for review and their comments have been incorporated into the proposal.

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:

It is recommended to give first and second reading to Bylaw 1700 and 1701 and to set a public hearing date.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Bylaw 1700

Bylaw 1701

TOWN OF LADYSMITH

BYLAW NO. 1700

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) Bylaw No. 1488: Schedule "A" – *Town of Ladysmith Community Plan Map 1 – Land Use* is amended by placing "Multi-Family Residential" on Lot 1, District Lot 43, Oyster District, Plan 32981, Except Part in Plan 37237, 48015, VIP80990, VIP85254 (315 Holland Creek Place) as shown on Schedule 1 attached to this bylaw.
- (2) Bylaw No. 1488: Schedule "A" – *Town of Ladysmith Community Plan Map 2 – Development Permit Areas* is amended by placing "Development Permit Area 4 – (DPA4)" on Lot 1, District Lot 43, Oyster District, Plan 32981, Except Part in Plan 37237, 48015, VIP80990, VIP85254 (315 Holland Creek Place) as shown on Schedule 2 attached to this bylaw.
- (3) Bylaw No. 1488: Schedule "C" – *Holland Creek Area Plan Figure 4 – Parks & Open Space, Land Use & Circulation* is amended by placing "Multi-Family" on a portion of Lot 1, District Lot 43, Oyster District, Plan 32981, Except Part in Plan 37237, 48015, VIP80990, VIP85254 (315 Holland Creek Place) as shown on Schedule 3 attached to this bylaw.

CITATION

- (4) This bylaw may be cited for all purposes as "Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 28), 2009, No. 1700".

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*

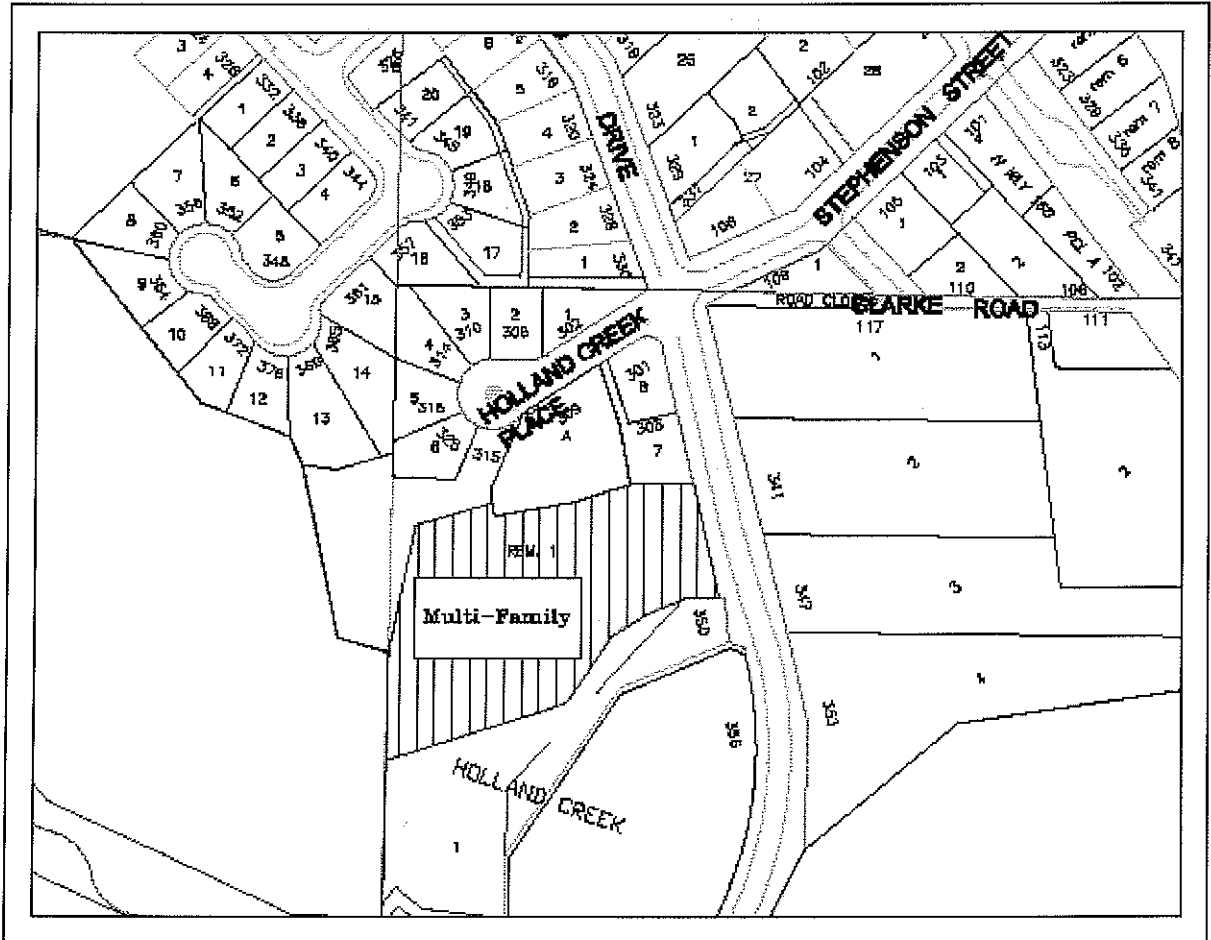
on the _____ day of _____

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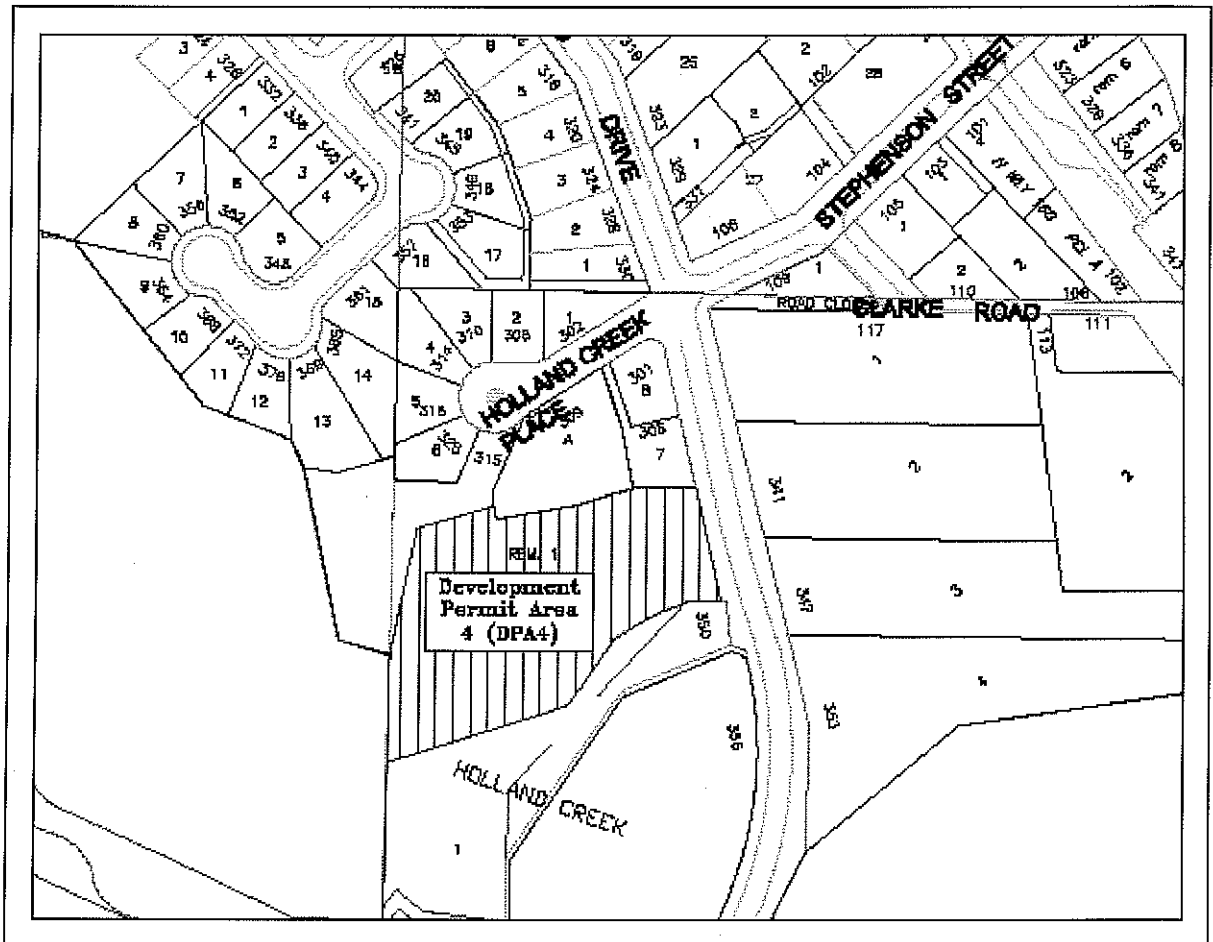
ADOPTED on the _____ day of _____

Mayor (R. Hutchins)

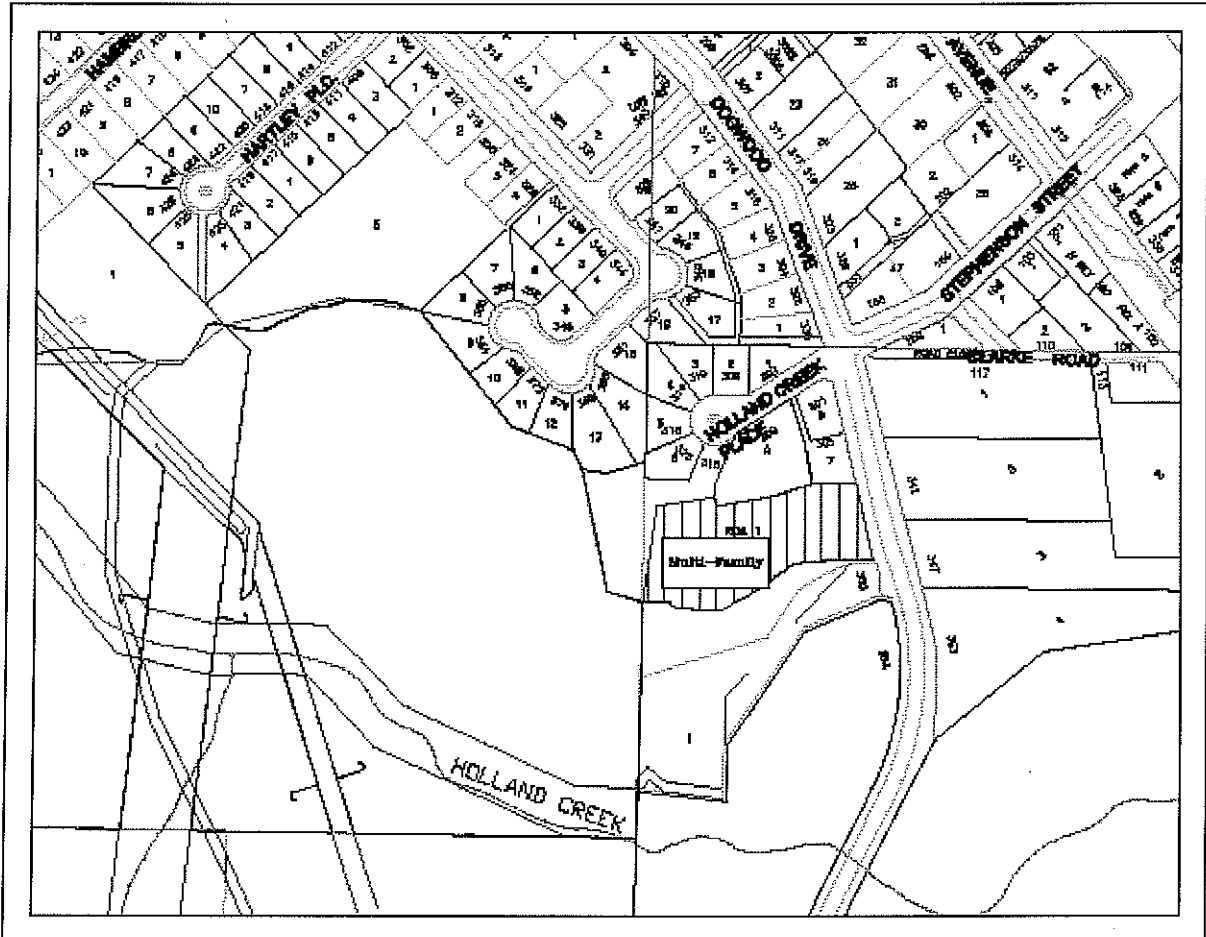
BYLAW No. 1700 - SCHEDULE 1



BYLAW No. 1700 - SCHEDULE 2



BYLAW No. 1700 – SCHEDULE 3



TOWN OF LADYSMITH

BYLAW NO. 1701

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 by adding a new zone "Low Density Residential (R-3-B)", as shown on Schedule 1 to this Bylaw.
- (2) The zoning map, being 'Schedule A' to "Town of Ladysmith Zoning Bylaw 1995, No. 1160", is hereby amended by placing "Low Density Residential (R-3-B)" on Lot 1, District Lot 43, Oyster District, Plan 32981, Except Part in Plan 37237, 48015, VIP80990, VIP85254 (315 Holland Creek Place) 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. 77), 2009, No. 1701".

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. 1701 – SCHEDULE 1

13A.0 LOW DENSITY RESIDENTIAL ZONE (R-3-B)

13A.1 Permitted Uses

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

- (a) two family residential dwelling;
- (b) multi-family residential dwelling;
- (c) home occupation.

13A.2 Conditions of Use

- (1) The maximum parcel coverage shall not exceed 33.0 percent and the maximum floor space ratio is 0.66.
- (2) The height of a principal building shall not exceed 9.0 metres; except where a principal building roof pitch is less than 4:12, then the maximum height shall be 7.5 metres.
- (3) No buildings or structures located on a parcel within this zone shall be closer than:
 - (a) 6.0 metres to the front lot line;
 - (b) 3.0 metres to one side lot line and a minimum of 1.5 metres to the other side lot line;
 - (c) 1.5 metres to the rear lot line.
- (4) The maximum number of dwelling units permitted in this zone is 15 units per hectare of land. A parcel may contain more than one principal building.
- (5) Areas with a grade greater than 30% and sensitive natural areas shall be retained in their natural state.
- (6) The minimum finished floor area for each type of dwelling unit contained in a multi-family residential use building shall be in compliance with the requirements set out in the table below:

Type of Dwelling	Minimum Finished Floor Area Per Dwelling
Bachelor Dwelling Unit	32.0 square metres
One Bedroom Dwelling Unit	60.0 square metres
Two Bedroom Dwelling Unit	70.0 square metres
Three Bedroom Dwelling Unit	85.0 square metres
Townhouse	70.0 square metres

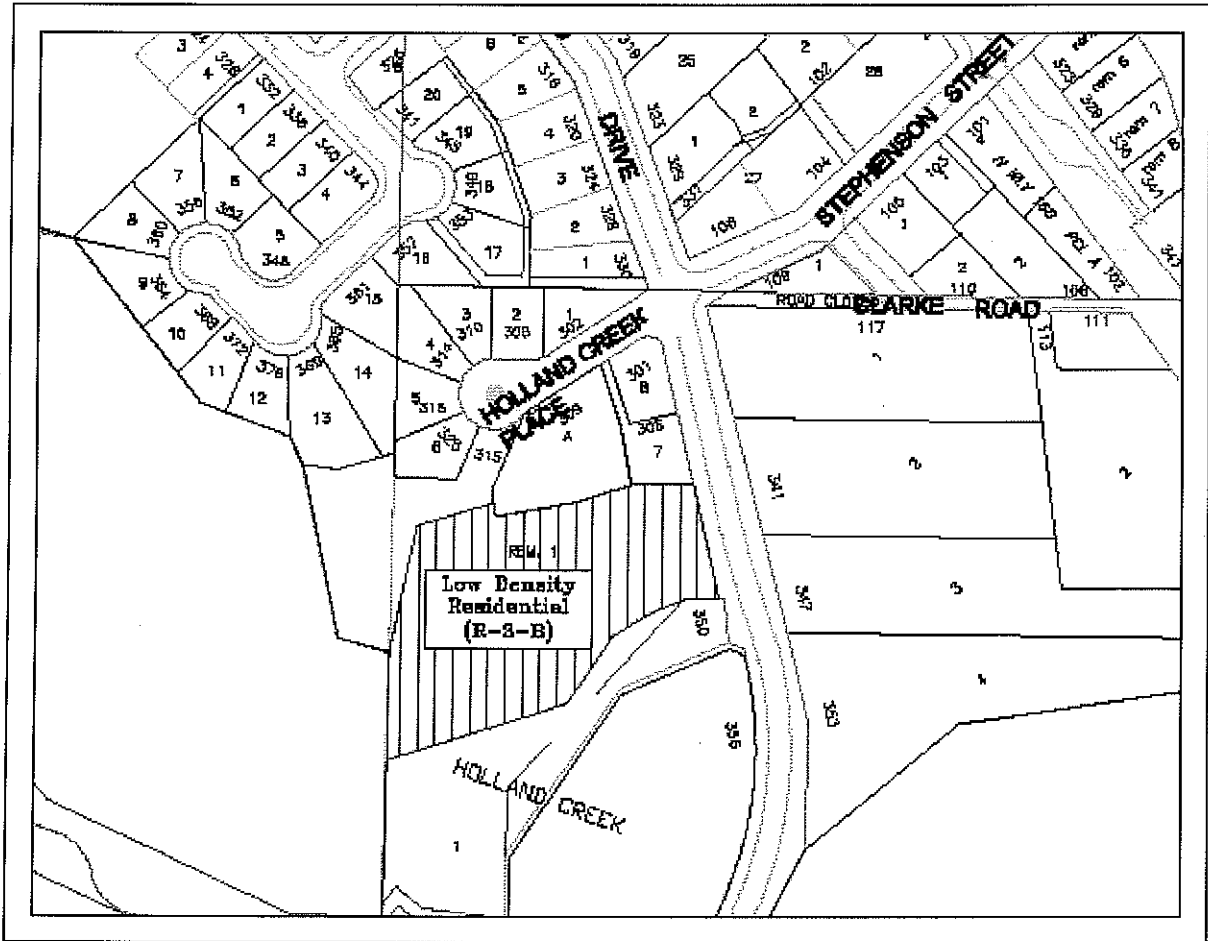
13A.3 Minimum Lot Size

- (1) All development must be connected to water and sewer services.
- (2) The minimum parcel size permitted shall not be less than 1334 square metres.

13A.4 Off Street Parking and Loading

Off street parking and loading must be provided as required by the Municipality's parking regulations.

BYLAW No. 1701 – SCHEDULE 2





Town of Ladysmith

Minutes of a meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, October 19, 2009 at 7:00 p.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins (Chair) Steve Arnett
Jillian Dashwood Lori Evans
Duck Paterson Bruce Whittington

COUNCIL MEMBERS ABSENT:

Scott Bastian

STAFF PRESENT:

Ruth Malli Sandy Bowden
Rebecca Kalina Felicity Adams

Mayor Hutchins called the meeting to order at 7:02 p.m.

AGENDA APPROVAL

The Mayor requested Council's consideration of the following additions to the agenda:
- 11.1 Proposed Reduction in Ferry Service - Departure Bay/Horseshoe Bay
- 11.2 Government Services Committee Recommendation October 19, 2009 Meeting
- Executive Session of Council to consider: 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;

2009-533: It was moved, seconded and carried that the agenda for the Regular Council meeting for Monday, October 19, 2009 be approved as amended.

MINUTES

2009-534: It was moved, seconded and carried that the Council minutes of October 5, 2009 be approved as distributed.

PUBLIC HEARINGS

PUBLIC HEARING - Bylaw 1696 and Bylaw 1697

APPLICANT AGENT
Town of Ladysmith

PUBLIC ATTENDANCE: 12

A Public Hearing for Bylaw 1696 and Bylaw 1697 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, October 19, 2009 at 7:03 p.m.

Mayor Hutchins welcomed the public and noted that the public input portion of the hearing would take place in two parts - Part 1 would entertain questions clarifying the project or bylaw and Part 2 would afford attendees an opportunity to provide comments to council on the proposed development.

Felicity Adams, Manager of Development Services, provided an overview of the application submitted by the Town of Ladysmith for Block B, District Lot 56, Oyster District, Plan 6460, Except Part in Plan 13908 and VIP68919. She noted that the property is located at 208 High Street and 217 Buller Street and that the purpose of Bylaw 1696 is to amend the Official Community Plan to re-designate the subject property from Multi-Family Residential to Institutional and remove the property from Commercial Development Permit Area (DPA3); the purpose of Bylaw 1697 is to amend the Zoning Bylaw to rezone the subject property from Multi-Family Residential (R-3) to Institutional Zone (P-1) to permit a Community Services Centre/Civic Space. She stated that Bylaw 1697 would also add a definition for Park and Open Space and would amend the definition of Public Assembly Use to include outdoor market and permit offices associated with public assembly uses and would permit Park and Open Space use in all zones.

Ms. Adams advised that the Public Hearing notice was published in the Chronicle newspaper and posted on community notice boards through out Town and on the Town's website. Notices were also mailed and delivered to neighbouring property owners and a copy was made available at the front counter at City hall for the two week notice period. She stated that a neighbourhood information meeting was held on October 6, 2009 and there were five members of the public in attendance. She noted that comments were supportive of the project and that two written submissions were received that provided the following comments.

- Support for the project;
- Concern about noise level and seniors' centre parking during construction;
- That the access to the food bank and resource centre needs to be at ground level;
- Concern about impact on view shed and height; noise during construction and potential extended hours for construction.

Ms. Adams advised that this application was reviewed by the Advisory Planning Commission (APC) at their October 8, 2009. The APC supported proposed Bylaws 1696 and Bylaw 1697 and encouraged green building design. She further commented that there were no written submissions, one telephone call was received and two in-person enquiries were received at City Hall in connection with this Public Hearing.

Mayor Hutchins called for questions a first time.

V. Power – Buller Street expressed concern regarding the possible closure of Second Avenue between Buller Street and High Street and access to her home from Second Avenue.

Mayor Hutchins stated that Second Avenue will not be closed.

S. Dice – Short Close informed Council that she is with the Pre-School Society that operates out of the United Church and they have concerns about their emergency kiosk and playground which is situated on a portion of the land.

R. Malli, City Manager responded that anyone who may be impacted by construction on the site will be involved in the site planning and will be consulted before any work begins.

R. Johnson – Bayview inquired what the permitted uses for Institutional Zoning are and what percentage of the land can be covered with buildings.

Felicity Adams, Manger of Development Services, reviewed the uses for the P1 Institutional Zone and stated that the zone permits 40% coverage.

R. Johnson – Bayview inquired If there will be further public hearings.

R. Malli, City Manager explained that only one public hearing will be held in accordance with the legislation but there will be a public consultation process regarding site designs for Spirit Square/Civic Space which will include several public meetings.

M. Quaife – Baden-Powell Street inquired where Spirit Square will be located on the site.

R. Malli, City Manager advised that the Provincial Government has approved moving Spirit Square to this new location and that the actual location of the square on the property will depend on public input during the consultation process.

Mayor Hutchins called for questions a second time

Mayor Hutchins called for questions a third time

J. Sheppard – High Street inquired if upgrade of the property will affect property taxes in the area.

R. Malli, City Manager advised that the BC Assessment Authority is responsible for assessments regarding the value of properties.

Mayor Hutchins stated that if there is development in an area it may increase the value of the homes in the area.

B. Verchere– 3rd Avenue expressed concerns regarding the height of the building on the property and how it will impact views.

N. Grant - Buller- inquired if there will be angle parking on Second Avenue and if there will be a community garden included on this site.

Mayor Hutchins

Stated that parking layout will be part of the design process and that a community garden is not planned for this site.

Mayor Hutchins called for comments a first time.

N. Gant – Buller expressed support for the proposed zoning changes and development.

R. Johnson – Bayview noted that he is not opposed to the re-zoning of the property and understands that all tenants of the site are supportive. He inquired if this is the appropriate site for a community building in terms of the vision the forefathers had for Ladysmith. He also pointed out that the public notice was not published in the October 13, 2009 edition of the Chronicle.

Mayor Hutchins called for comments a second time.

Mayor Hutchins called for comments a third time.

Mayor Hutchins called for any written submissions. No letters were forthcoming.

Hearing no further comments, Mayor Hutchins declared that the Public Hearing for Bylaw 1696 and Bylaw 1697 was closed, (7:29 p.m.)

7: 45 p.m. R. Malli, City Manager, confirmed that the Public Hearing notice for Bylaw 1696 and Bylaw 1697 was not published in the October 13, 2009 edition of the Chronicle and therefore another public hearing will be scheduled.

REPORTS

Councillor J. Dashwood vacated Council Chambers at 7: 32 p.m. for the following agenda item.

OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT AND REZONING APPLICATION 3360-09-03

2009-535: It was moved, seconded and carried that staff be directed to prepare bylaws to amend the Official Community Plan and Zoning Bylaw to permit 13 residential units at 315 Holland Creek Place, Lot 1, DL 43, Oyster District, Plan 32981 (3360-09-03 Holland Creek Holdings), and that Council supports staff working with the developer towards a land-use agreement for the proposed development of 315 Holland Creek Place (3360-09-03), to include the following commitments:

- To construct a walkway from the east end of the site to the sidewalk adjacent to Dogwood Drive.
- To register a restrictive covenant on title to protect the covenant area shown on the September 9, 2009 survey by G.W. Lindberg Land Surveying Inc. (Figure 1).
- To contribute \$5,000 towards the amenity fund; and
- To develop utilizing 'Green Building Practices' including an erosion and sediment control plan; maintain or reduce predevelopment site runoff levels; minimize light trespass to adjacent properties and Holland Creek Trail; install permeable surfaces for parking areas;

install energy efficient windows, energy efficient appliances, a high efficiency furnace or heat pump, low flow fixtures, as well as on-demand hot water supply; landscaping to consist of drought tolerant plant material; irrigation will be supplemented with a rain water collection system; and utilize regional building materials, renewable materials, or materials with recycled content.

Councillor J. Dashwood returned to Council Chambers at 7:38 p.m.

AMENDMENT OF PROTECTIVE SERVICES CAPITAL BUDGET ALLOCATION

2009-536: It was moved, seconded and carried that staff be directed to reallocate up to \$11,000 from the 2009 Protective Services - Fire Hall roof repair budget to the emergency power supply budget for a total of \$31,000.

FIRE CHIEF'S REPORT

2009-537: It was moved, seconded and carried that the Fire Chief's Report for September, 2009 be received.

BUILDING INSPECTOR'S REPORT

2009-538: It was moved, seconded and carried that the Building Inspector's Report for September, 2009 be received.

CORRESPONDENCE

POUND REPORT

2009-539: It was moved, seconded and carried that the Pound Report for September, 2009 from Coastal Animal Control Services of BC Ltd. be received.

BYLAWS

2009-540: It was moved, seconded and carried that Town of Ladysmith Fire Department Bylaw 1985 No. 832 Amendment Bylaw 2009, No. 1698 be adopted.

2009-541: It was moved, seconded and carried that Town of Ladysmith Permissive Tax Exemption Bylaw 2009, No. 1699 be adopted.

NEW BUSINESS

PROPOSED REDUCTION IN BC FERRY SERVICE - DEPARTURE BAY-HORSESHOE BAY ROUTE

2009-542: It was moved, seconded and carried that a letter be sent to BC Ferries expressing Council's concern regarding the proposed reduction in ferry service between Departure Bay and Horseshoe Bay and that the letter stipulate that Council supports the City of Nanaimo Council's position protesting the possible reduction in the service.

RECOMMENDATION FROM OCTOBER 19, 2009 GOVERNMENT SERVICES COMMITTEE MEETING

2009-543: It was moved, seconded and carried that, after consultation with the Kinsmen Club, staff be directed to remove the Kinsmen Park playground equipment.

UNFINISHED BUSINESS

SALE OF UNUSED ROAD RIGHT-OF-WAY

2009-544: It was moved, seconded and carried that staff be authorized to accept the offer from Steeves Enterprises Ltd. of twenty-one thousand (\$21,000) dollars, plus GST, for the portion of unused road right-of-way legally described as that Part of District Lot 91, Oyster District, show on plan VIP86877, and that the Mayor and Director of Corporate Services be authorized to sign any required legal agreements to complete this transaction.

EXECUTIVE SESSION

2009-545: It was moved, seconded and carried that this meeting retire into Executive Session (8:25 p.m.) pursuant to Section 90(1) of the Community Charter to consider the following item:

- 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;

RISE AND REPORT

2009-546: It was moved, seconded and carried that the Executive Session of Council rise without report (8:46 p.m.)

ADJOURNMENT

2009-547: It was moved, seconded and carried that the meeting be adjourned at 8:46 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Town of Ladysmith

COMMITTEE REPORT



To: Mayor and Council
From: Councillor Paterson, Chair, Government Services Committee
Date: October 23, 2009
File No: 0550-20

Re: GOVERNMENT SERVICES COMMITTEE - October 19, 2009

At its meeting on October 19, 2009 the Government Services Committee recommended to Council the following:

- 1.) That staff be directed to review the scope of the train station rehabilitation project and provide funding options for Council's consideration.
- 2.) That the Town adopt a water rate structure, for residential users only, of \$21 base rate for the initial 25 cubic metres of water used, followed by \$0.50, \$0.60, \$0.75, \$1.00 and \$1.35 for each additional increment of 25 cubic metre effective January 1, 2010.
- 3.) That the issue regarding the redesign of Symonds Street to reduce the maximum grade be referred to the 2010 budget process and staff provide a list of projects at that time to afford Council with an opportunity to prioritize the projects.
- 4.) That staff be requested to apply for the Walk BC Grant to a maximum of \$5,000 and the British Columbia Healthy Living Alliance (BCHLA) Physical Activity Strategy for up to \$4,000.
- 5.) That a two-percent increase to the fees at the Frank Jameson Community Centre for Parks, Recreation and Culture be approved.



Town of Ladysmith
STAFF REPORT

To: Council
From: John Wilson, Chair, Environment Commission
Ruth Malli, City Manager
Date: October 27, 2009

RE: ENVIRONMENT COMMISSION REPORT

RECOMMENDATION:

That Council adopt the following report from the Environment Commission, as carried at the Environment Commission meeting of October 16, 2009:

It was moved, seconded and carried that the Environment Commission report back to Council that, in accordance with Bylaw 1631, Section #6 (c), the Commission confirms that the Commission mandate, structure and administration are appropriate.

INTRODUCTION/BACKGROUND:

Section 6 c) of Bylaw 1631– A Bylaw to Establish an Environment Commission for the Town of Ladysmith requires that the Environment Commission report back to Council, within one year of its inaugural meeting on the appropriateness of the Commission mandate, structure and administration.

The Commission held its inaugural meeting on June 23, 2008. The Commission discussed Commission mandate, roles and responsibilities at its June 2009 meeting. Commission members wanted more time for a full discussion on the topic, and concluded their review at their October 21 meeting.

ALTERNATIVES:

Council could choose not to adopt the recommendation of the Environment Commission.

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The work of the Environment Commission is aligned with the Town's overall commitment to sustainability, and with the Strategic Direction '*Responsible Stewardship of the Environment*', and touches on several of the Top 25 Strategic Priorities for 2009.

SUMMARY:

The Environment Commission has reviewed its mandate, structure and administration as required by bylaw and is reporting to council that it finds them to be appropriate. It is recommended that Council adopt the report of the Environment Commission.

ATTACHMENTS:

None.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 20, 2009
File No:

Re: **TRANSFER BEACH CLEAN UP**

RECOMMENDATION(S):

That a letter of thanks be sent to the Nanaimo Paddlers Club for the work of their volunteers in cleaning up the shoreline of Ladysmith Harbour from Transfer Beach to the Government Wharf.

PURPOSE:

To show Council appreciation for the work of the volunteers in helping clean up the shoreline in Ladysmith Harbour.

INTRODUCTION/BACKGROUND:

The Nanaimo Paddlers annually volunteer to clean up various sections of beaches in the area that they use for paddling. On Saturday, September 26th, a group of volunteers from the Nanaimo Paddlers Club removed over 1300 pounds of refuse including a fridge found floating near shore from the shoreline in Ladysmith Harbour stretching from the government boat ramp in the North to just south of the residences south of Transfer Beach. The refuse was piled at Slag Point and was picked up and disposed of by Town crews on Monday.

SCOPE OF WORK:

ALTERNATIVES:

FINANCIAL IMPLICATIONS:

LEGAL IMPLICATIONS:

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

ALIGNMENT WITH STRATEGIC PRIORITIES:

SUMMARY:

The Nanaimo Paddlers Club volunteers annually to clean the shoreline in Ladysmith Harbour.

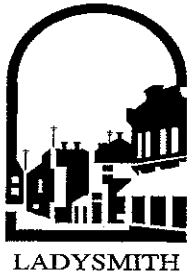
I concur with the recommendation.

R. Malli

Ruth Malli, City Manager

ATTACHMENTS:





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: October 26, 2009
File No: 6800-30

Re: **HERITAGE STREET SIGNS**

RECOMMENDATION(S):

That Council approve the design of the heritage-style street sign blades in the Downtown area as: black background with a gold horizontal border, lower case heritage font in cream colour, with the Town logo and text below the logo "Town of Ladysmith Heritage Area".

PURPOSE:

The purpose of this report is to present the recommended heritage street signs and seek Council's approval.

INTRODUCTION/BACKGROUND:

In 2007, Council provided support to the Heritage Revitalization Advisory Commission (HRAC) to undertake a project to prepare special street signs to be used in the Downtown heritage area as a means of distinguishing the area from other areas in the Town and to create a visual connection between the signs at the entrance to the Heritage Area and the street corners within the area.

The original design presented to Council in 2007 was revised due to cost. A new design was considered by the HRAC in 2008 and finalized in 2009.

SCOPE OF WORK:

Where there are street signs within the Downtown area (Esplanade to Second Avenue from Symonds Street to Baden-Powell Street), the existing sign blades will be replaced with the heritage-style street sign blade. The recommended sign style is attached to this report and includes: black background with a gold horizontal border, lower case heritage font in cream colour, with the Town logo and text below the logo "Town of Ladysmith Heritage Area".

There are approximately 22 signs that would be installed in the Downtown area.

ALTERNATIVES:

That Council provide further direction on the heritage street sign project.

FINANCIAL IMPLICATIONS:

The Public Works Department budget includes street signs. The budget request for 2010 will include funding for the heritage street signs.

LEGAL IMPLICATIONS: N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

After considering two sample sign options, including lower and upper case lettering, the HRAC made the following motion at its meeting held October 15, 2009.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommends to Council the black colour, heritage font, lower case Heritage Street Signs.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works Department would install the new signs.

RESOURCE IMPLICATIONS:

The heritage street signs project has been a project facilitated by the Development Services Department. Street signage is a core function of the Public Works Department.

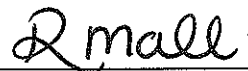
ALIGNMENT WITH STRATEGIC PRIORITIES:

The Heritage Strategic Plan approved by Council in March 2008, to be implemented subject to budget, includes action 9.2: complete heritage street name signs project that identify the Downtown Core.

SUMMARY:

The HRAC has developed a recommended "heritage street sign" style for the Downtown area. Staff recommends that Council support the heritage sign style for the Downtown area.

I concur with the recommendation.

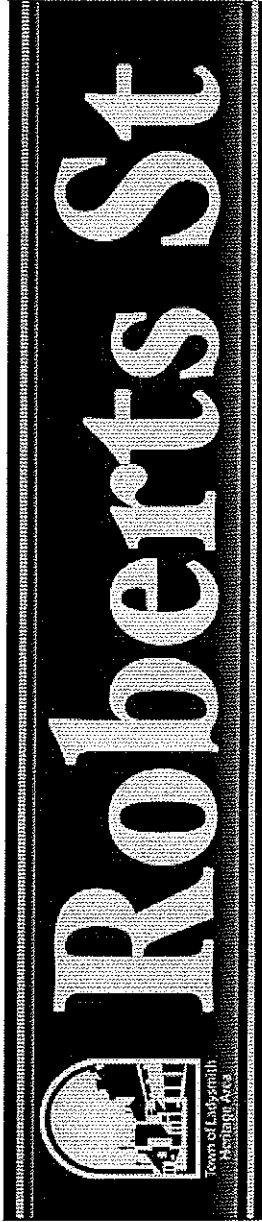


Ruth Malli, City Manager

ATTACHMENTS:

Recommended heritage-style street sign.

**Pantone 614c/Gold on Black
Font 3.875" Hoefler Bold**





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: October 27, 2009
File No:

Re: **TRANSFER BEACH BANNERS – PURCHASING POLICY**

RECOMMENDATION(S):

That Council waive the Purchasing Policy and award the contract for the Transfer Beach Banners, designed by the Tourism Advisory Committee, to 'Artopia' Adaptive Display Arts Ltd.

PURPOSE:

The purpose of this report is to seek Council's approval to award the contract to prepare the Transfer Beach Banners to 'Artopia'.

INTRODUCTION/BACKGROUND:

'Artopia' has provided the Town's custom (Heritage By The Sea) and stock (e.g. kayak) banners.

In April 2009, Council received a report from the Economic Development Commission (on behalf of the Tourism Advisory Committee) regarding signage and way-finding initiatives focused on Transfer Beach Boulevard. Council supported the recommendation regarding custom banners, as did the Parks, Recreation and Culture Commission.

The custom banner design was to focus on the Transfer Beach precinct depicting Transfer Beach amenities and activities using the tourism branding (A View to Sea). The tourism brand is used in all of the Town's external tourism visitor marketing material.

SCOPE OF WORK:

The Tourism Advisory Committee has developed its tourism banner program for Transfer Beach Boulevard which includes the production of 55 silk-screened banners at the cost of \$6540 plus taxes. The program uses four Artopia "stock" banners, customized with a dropped "V" tail with the Tourism Ladysmith logo. The cost includes cleaning and storage, if requested. A five percent discount is available if the order is placed at one time.

The banners would be ordered now and installed in 2010 as part of the Town's banner program.

ALTERNATIVES:

That a generic program is developed and three written quotations obtained.

FINANCIAL IMPLICATIONS:

Grant funding (UBCM Phase 2) for the implementation of the Tourism Plan includes funding for the banner program (Tactics 15 and 16).

LEGAL IMPLICATIONS: N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Tourism Advisory Committee developed and recommends the program.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works Department installs banners through-out the Downtown and Transfer Beach Boulevard.

RESOURCE IMPLICATIONS:

The work to develop the program is complete and includes the use of 'Artopia' stock designs selected to reflect activities at Transfer Beach and customized with the tourism logo.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Dynamic economic development is Strategic Direction C including the action to continue to enhance existing signage and implement tourism plan activities.

SUMMARY:

The custom banners for Transfer Beach Boulevard have been designed by the Tourism Advisory Committee and the cost of production is included in the Community Tourism Program (UBCM Phase 2) grant. The contract is recommended to be awarded to 'Artopia'.

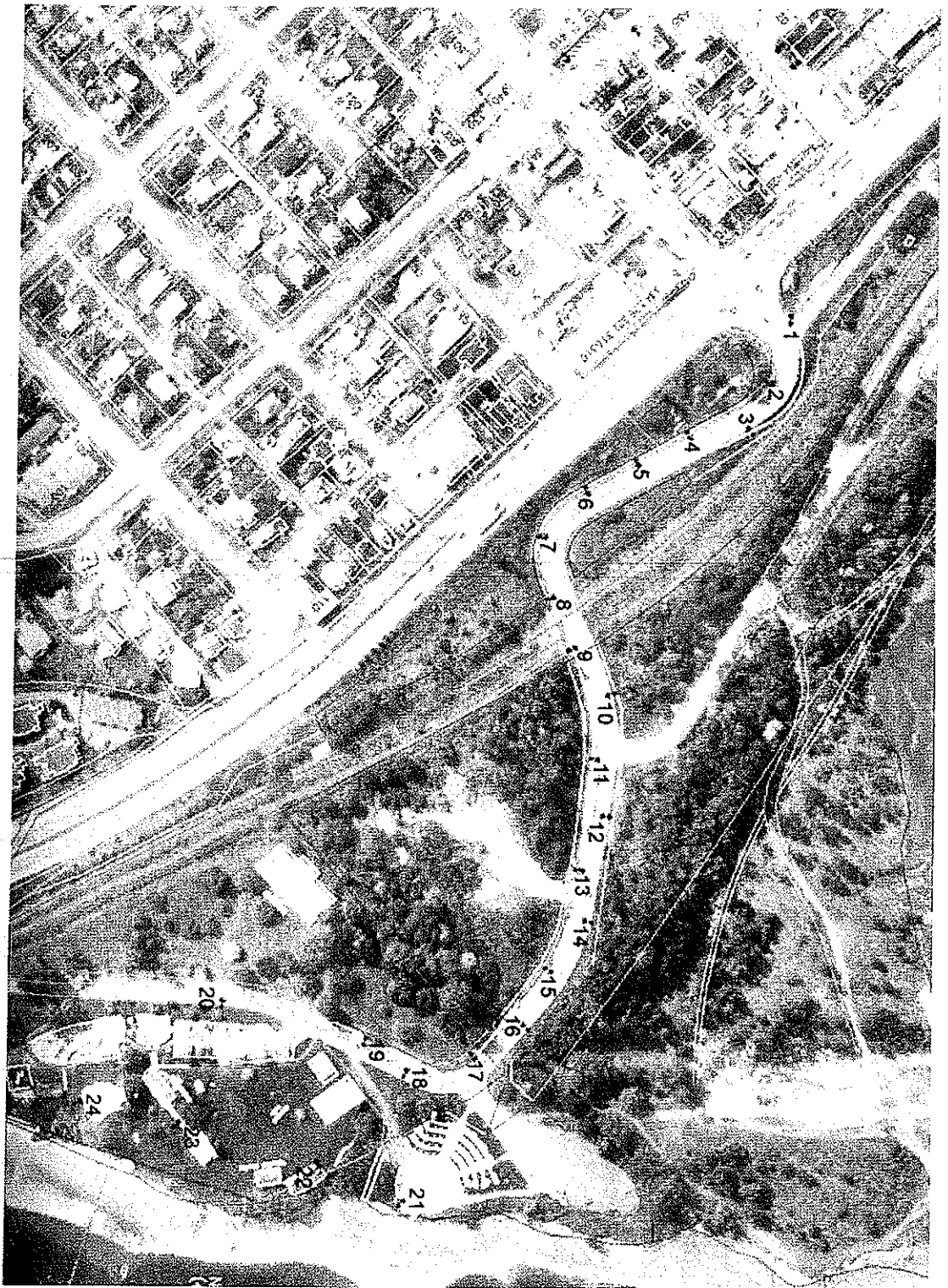
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"Transfer Beach Zone – Banner Program prepared by TAC".



Ladysmith Banner Programme - Transfer Beach Zone

PREPARED BY: Tourism Advisory Committee

DATE: June 2009 Page 1 of 2

LEGEND

Each lampstandard is fitted with brackets to hold banners, each 24" w x 61" h. Added "dropped V tails" are 24" w x 18" h.

- 1 - 2 Logo banners
 - 2 - 1 Logo banners
 - 3 - 2 logo banners
 - 4 - 2 logo banners
 - 5 - 2 logo banners
 - 6 - 2 logo banners
 - 7 - 2 logo banners
 - 8 - 2 Arts banners
 - 9 - 2 Arts banners
 - 10 - 2 Arts banners
 - 11 - 2 Arts banners
 - 12 - 2 Arts banners
 - 13 - 2 Park banners
 - 14 - 2 Park banners
 - 15 - 2 Park banners
 - 16 - 2 Park banners
 - 17 - 2 Kayak banners
 - 18 - 2 Kayak banners
 - 19 - 2 Kayak banners
 - 20 - 2 Logo banners
 - 21 - 2 Logo banners
 - 22 - 2 Logo banners
 - 23 - 2 Logo banners
 - 24 - 2 Kayak banners
- Spare:
 2 of each image
 (8 in total)



LOGO
BANNER

23



ARTS
BANNER

12

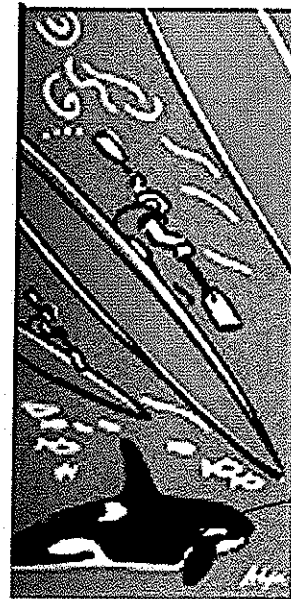


All dropped
"V"



PARK
BANNER

10



KAYAK
BANNER

10



Replace
orca with
'sea star'

NOTE: ALL BANNERS TO BE ADJUSTED TO USE BRANDING COLOURS WHERE POSSIBLE. ALL "TAILS" TO BE DROPPED "V" SHAPE, COLOUR MATCHED TO BANNER WITH REVERSE PRINT LOGO.

TOWN OF LADYSMITH

BYLAW NO. 1670

A bylaw to amend the water service rates imposed on owners of land in the Town of Ladysmith.

WHEREAS pursuant to the *Community Charter*, the Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services;

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

- (1) Schedule "A" of "Waterworks Regulations Bylaw 1999, No. 1298" is hereby replaced with the attached Schedule "A".
- (2) The provisions of this bylaw shall become effective and in force as of the 1st day of January, 2010.
- (3) This bylaw may be cited for all purposes as "Waterworks Regulation Bylaw 1999, No.1298, Amendment Bylaw 2009, No. 1670".

READ A FIRST TIME on the _____ day of _____ 2009

READ A SECOND TIME on the _____ day of _____ 2000

READ A THIRD TIME on the _____ day of _____ 2009

ADOPTED on the _____ day of _____ 2009

Mayor (R. Hutchins)

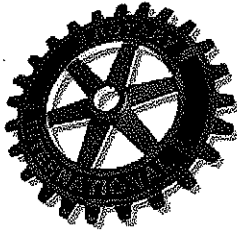
Director of Corporate Services (S. Bowden)

TOWN OF LADYSMITH

"Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2009, No. 1670"

SCHEDULE OF RATES

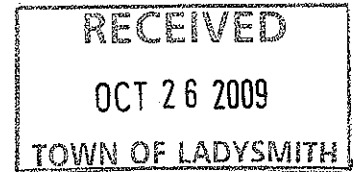
<p>1. <u>Metered Service (Quarterly)</u></p>	<p>\$21.00 base rate per quarter \$0.50/m³ for next 25 m³ \$0.60/m³ for next 25 m³ \$0.75/m³ for next 25 m³ \$1.00/m³ for next 25 m³ \$1.35/m³ for >125 m³</p>
<p>2. <u>Non-Metered Service (Quarterly)</u></p>	<p>\$39.00 flat rate, per unit, per quarter</p>
<p>3. <u>Service Connection Rates</u></p> <p>.1 Where a service connection has not been previously provided to a parcel but where the Public Waterworks System fronts or abuts the parcel:</p> <p>(a) 19 mm (3/4") service connection including meter, meter box, meter setter, check valves, shut-off valves and any other related appurtenances</p> <p>(b) larger than 19 mm (3/4") shall be at cost but not less than ..</p> <p>.2 Where a service connection has been previously provided to a parcel:</p> <p>(a) and that service connection includes a meter, meter box, meter setter, check valves, shut-off valves and any other related appurtenances and is the requested size</p> <p>(b) any upgrading of that service in size including installation of a water meter, meter box, meter setter, check valves, shut-off valves and any other related appurtenances shall be at cost, but not less than</p>	<p>\$2,400.00</p> <p>\$2,400.00</p> <p>\$ 100.00</p> <p>\$2,400.00</p>



ROTARY CLUB OF LADYSMITH

PO BOX 875
LADYSMITH, B.C.
V9G 1A6

October 16, 2009



Mayor Robert Hutchins and Council,
Town of Ladysmith
410 Esplanade
Ladysmith, B.C.
V9G 1A2

Dear Sirs:

Re- Proposed "Rotary walkway" on the new breakwater.

Further to our recent discussion, this is to confirm that the Rotary Club of Ladysmith is proposing to take on as a major project the construction of a walkway on the currently under construction breakwater at the location of the boat launch facility and Fishermans Association docks.

The walkway would include all ancillary amenities required such as railings, benches along the way, a gazebo at the end of the pier and perhaps a location for fishing to make this an outstanding addition to the walkway system in our town.

We would be working closely with the Town, The Fishermans Association and the Dept. of Fisheries and Oceans to ensure compliance with all applicable regulations. We understand the Town is currently working to provide legal access to the foreshore and water lease area to the Fishermans Association to allow completion of the breakwater construction project.

For your information we are enclosing a picture of a similar walkway recently constructed in the Town of Gibson by the harbour Commission there.

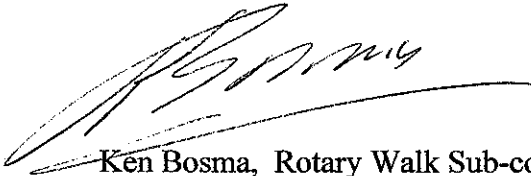
We are asking for council approval of this project in principle and to appoint a staff member for liaison

Pat Bryan is chair of the Rotary Walk sub-committee and can be reached at 250 245-4353
or e-mail pmbryan@shaw.ca.

We will be pleased to meet with you or your staff at your convenience to review next steps.

Thank you for your consideration.

Yours very truly,

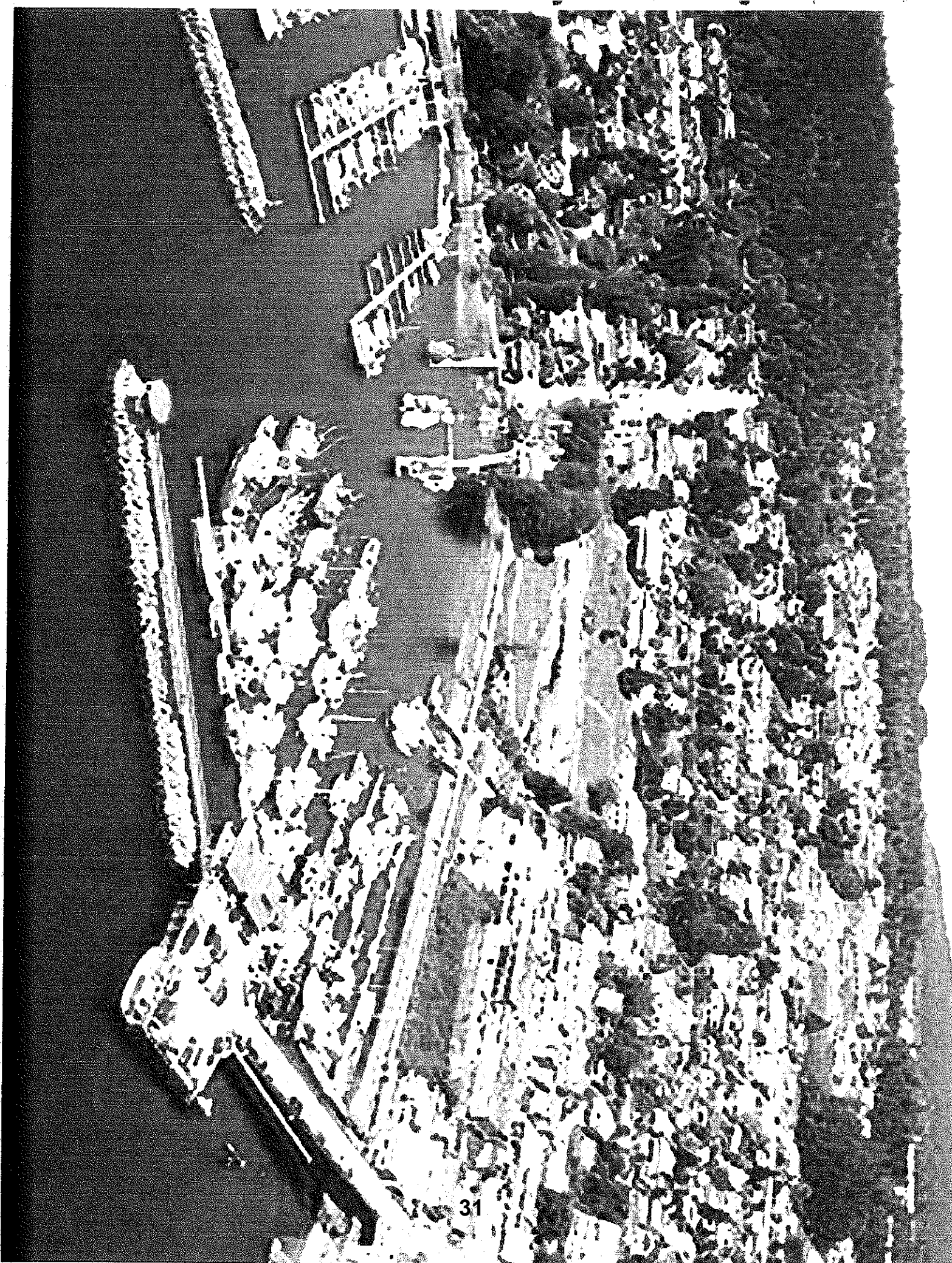


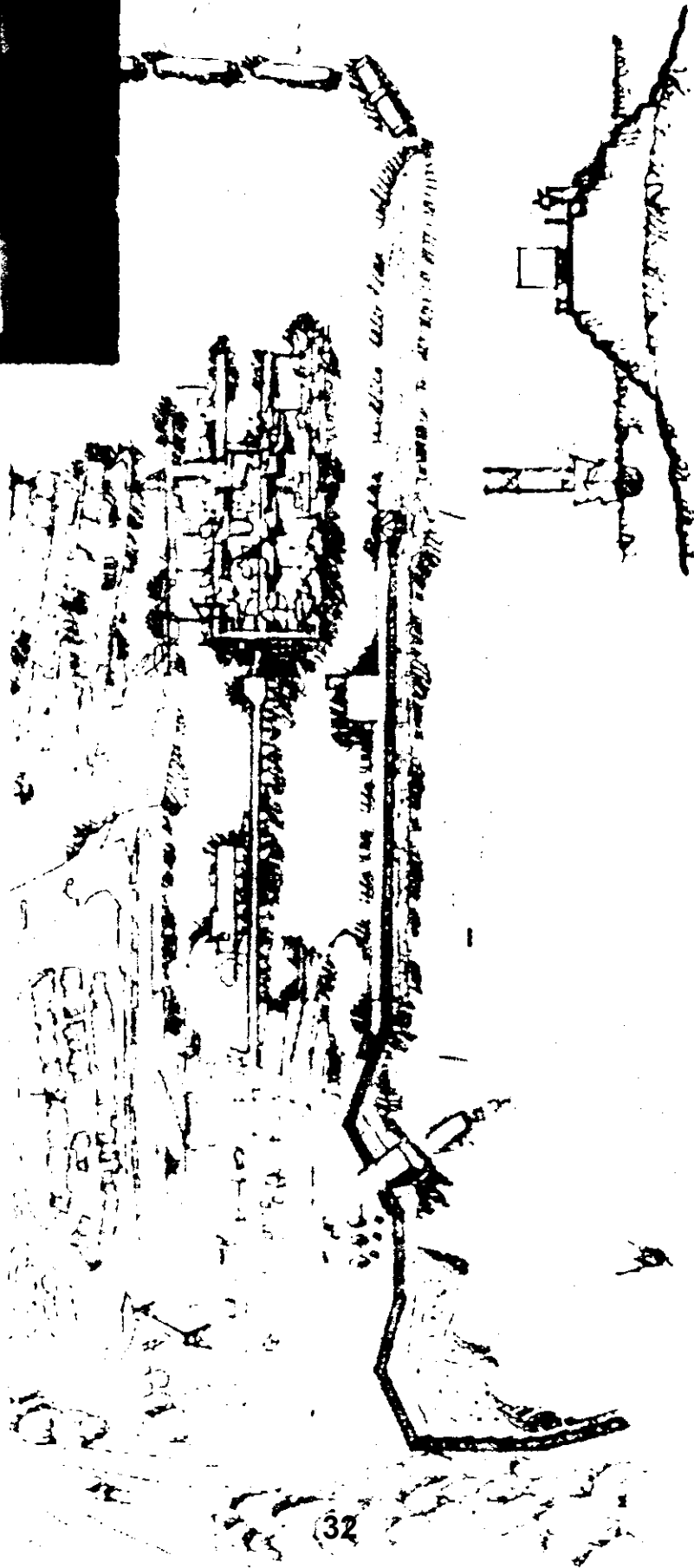
Ken Bosma, Rotary Walk Sub-committee
Community Services Committee

Pc. Pat Bryan, Rotary Club
Mary Mulrooney, Rotary Club
John Mauriks, Fisherman's Association
Andrew Cornell, D F O

Staff Recommendation:

That, if Council wishes to consider the request from the Ladysmith Rotary Club to construct a "Rotary Walkway" on the new breakwater, the matter be referred to staff.





021

DAVID S. ADAMS

