



# 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, JANUARY 18, 2010  
at 7:00 p.m.

## AGENDA

	<u>Page</u>
<b>CALL TO ORDER</b>	
<b>1. AGENDA APPROVAL</b>	
<b>2. PUBLIC HEARING</b> None.	
<b>3. BYLAWS (OCP / ZONING)</b> None.	
<b>4. MINUTES</b> Adoption of following minutes:	
• January 4, 2010	1 - 4
• January 11, 2010	5 - 7
<b>5. DELEGATION</b> None	
<b>6. BYLAWS (OCP / ZONING)</b>	
6.1 <u>Official Community Plan Amendment and Rezoning Application 3360-09-08</u> Lot 1, DL 97, Oyster District, VIP84065 - 1237 4 <sup>th</sup> Avenue (M. Pilcher)	8- 13
<b>7. PROCLAMATIONS</b>	
7.1 Mayor Hutchins has proclaimed:	
• February 2010 as "Heart Month"	
in the Town of Ladysmith.	
<b>8. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS</b> None.	
<b>9. STAFF / ADVISORY COMMITTEE REPORTS</b>	
9.1 <u>Fire Chief's Report - December, 2009</u>	14
9.2 <u>Building Inspector's Report -December, 2009</u>	15

9.3 Trolley Report – August to December, 2009 **16 - 18**

9.4 Request for Proposals for the Purchase of Real Property for the Development of a New Manufactured Home Park in Ladysmith

Staff Recommendation: That the Town not accept the proposal dated December 31, 2009 submitted by Dave Stalker Excavating Ltd. regarding the purchase of real property for the development of a new manufactured home park in Ladysmith, and Staff be authorized to pursue negotiations towards an agreement for the transfer of a portion of the lands to facilitate the development of the manufactured home park.

**10. RISE AND REPORT**

10.1 Sale of a Portion of Lot 1, DL 108 Plan VIP 73133 for a Manufactured Home Site and a Multi-Family Site

Staff Recommendation: That Council rise with report from the January 12, 2010 Executive Session of Council regarding the following resolution:

That the Town of Ladysmith enter into an agreement with Stalker Excavating Ltd. [LMF Developments Inc.] for the sale of a portion of Lot 1, DL 108 Plan VIP 73133 for a Manufactured Home site and a Multi-Family site for a purchase price of one million, seven hundred thousand dollars (\$1,700,000) with details of lot areas, road right of ways, servicing and latecomers as per the cost sheet dated January 12, 2010 (copy attached to minutes) and proposed subdivision plan (which will require some modification to the road right of way layout) and that the Mayor and Director of Corporate Services be authorized to sign any agreements or documents as required in order to complete this transaction.

**11. CORRESPONDENCE**

None

**12. BYLAWS**

12.1 Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment  
Bylaw 2010, No. 1704  
Re: May be adopted.

**19 - 22**

**13. NEW BUSINESS**

None.

**14. UNFINISHED BUSINESS**

None.

**15. QUESTION PERIOD**

**ADJOURNMENT**



LADYSMITH

**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR SESSION OF COUNCIL**  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, JANUARY 4, 2010 AT 7:00 P.M.

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**PRESENT:**

Mayor Rob Hutchins  
Councillor Jillian Dashwood  
Councillor Bruce Whittington

Councillor Steve Arnett  
Councillor Lori Evans

Councillor Scott Bastian  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli

Sandy Bowden

Rebecca Kalina

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**CALL TO ORDER**

Mayor Hutchins called the meeting to order at 6:02 p.m.

**EXECUTIVE SESSION**

2010-001

It was moved, seconded and carried that this meeting retire into Executive Session at 6:02 p.m., pursuant to Section 90(1) of the Community Charter to consider the following items:

- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 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**

The Executive Session of Council rose without report.

The Regular Session of Council began at 7:02 p.m.

**AGENDA APPROVAL**

2010-002 It was moved, seconded and carried that the agenda be adopted as circulated.

**MINUTES**

2010-003 It was moved, seconded and carried that the Council minutes of December 21, 2009 be adopted as circulated.

**PUBLIC HEARINGS** None

**BYLAWS (OCP/ZONING)** None

**DEVELOPMENT PERMITS /  
DEVELOPMENT VARIANCE  
PERMITS** None

**COUNCIL / COMMITTEE  
REPORTS** Councillor Paterson

**GOVERNMENT SERVICES COMMITTEE  
RECOMMENDATIONS**

2010-004 It was moved, seconded and carried that the Ladysmith Bicycle Plan be accepted in principle;

AND THAT the implementation and the recommended Bicycle Network and Official Community Plan bicycle-supportive policies be referred to the 2010 Strategic Planning process.

2010-005 It was moved, seconded and carried that the Water Quality Monitoring Report prepared by Koers & Associates Engineering Ltd. be received.

2010-006 It was moved, seconded and carried that the Environmental Impact Study - Stage 1, prepared by Dayton and Knight be received.

2010-007 It was moved, seconded and carried that the Ladysmith Tangible Capital Asset Policy be adopted.

2010-008 It was moved, seconded and carried that the Communications Policy, as amended, to guide all communications from and within the Town of Ladysmith be adopted.

2010-009 It was moved, seconded and carried that the letter from Karen Fediuk, PAC Chair, Ecole Davis Road, dated November 27, 2009 be received and referred to staff for consultation with the RCMP, and that staff specifically request the RCMP to conduct a week long evaluation of Davis Road near Davis Road School in conjunction with 'speed watch' in January 2010, and further that staff be directed to provide a recommendation at a future Government Services Committee meeting to resolve the traffic safety issues identified by the letter writer.

2010-010 It was moved, seconded and carried that the correspondence from the Honourable Mary McNeil, Minister of State for the Olympics and ActNow BC regarding the Town of Ladysmith as an Early Bird Draw Winner in the GamesTown 2010 draw be received.

REPORTS

COMMUNITY HERITAGE REGISTER UPDATE PROJECT

2010-011 It was moved, seconded and carried that staff be requested to instruct the consultant to prepare statements of significance for the following five buildings as part of the Community Heritage Register update project:

- Trading Company (410 First Avenue)
- Nicholson Building (436 First Avenue)
- Island Hotel (440 First Avenue)
- Mainstreet Building (512 First Avenue)
- Miles Brothers Block (530 First Avenue)

Councillor Arnett vacated Council Chambers at 7:11 p.m. due to a potential conflict of interest regarding the following agenda item.

CORRESPONDENCE

LADYSMITH MARITIME SOCIETY - SUPPORT FOR COMMUNITY MARINA VISITOR FACILITIES PROJECT

2010-012 It was moved, seconded and carried that the Ladysmith

Maritime Society be advised that Council supports in principle the installation of a sewage pump out station at the Ladysmith Maritime Society facility, and will provide financial assistance up to \$25,000 subject to confirmation of funding and project feasibility by staff.

Councillor Arnett returned to Council Chambers at 7:15 p.m.

#### BYLAWS

2010-013

It was moved, seconded and carried that Town of Ladysmith Landclearing Management Regulation Bylaw, 2009, No. 1703 be adopted.

2010-014

It was moved, seconded and carried that Town of Ladysmith Building and Plumbing Bylaw 1994, No. 119 Amendment Bylaw No. 1704 be read a first, second and third time.

#### ADJOURNMENT

2010-015

It was moved, seconded and carried that the meeting be adjourned at 7:28 p.m.

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Mayor (R. Hutchins)

CERTIFIED CORRECT

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Corporate Officer (S. Bowden)



LADYSMITH

TOWN OF LADYSMITH  
MINUTES OF A REGULAR SESSION OF COUNCIL  
HELD MONDAY, JANUARY 11, 2010  
4:00 P.M.

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins                      Councillor Steve Arnett  
Councillor Duck Paterson              Councillor Lori Evans  
Councillor Bruce Whittington

**COUNCIL MEMBERS ABSENT:**

Councillor Scott Bastian  
Councillor Jillian Dashwood

**STAFF PRESENT:**

Ruth Malli                                      Pat Durban  
Sandy Bowden                                 Rebecca Kalina

**CALL TO ORDER**                                      Mayor Hutchins called the meeting to order at 4:04 p.m.

**EXECUTIVE SESSION**

**2010-016**    It was moved, seconded and carried that this meeting retire into Executive Session at 4:04 p.m., pursuant to Section 90(1) of the Community Charter to consider the following items:

- 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;

**RISE AND REPORT**                                      The Executive Session of Council rose without report.

**AGENDA APPROVAL**                                      The Mayor requested Council's consideration of the following changes to the agenda:

- Delete 5.2 - Submission in Response to RFP for the Purchase of Part of DL 108 and Manufactured

- Home Park Development
- Add New 5.2 - Request for Proposals for Engineering Services - Community Social Services Centre and Spirit Square
- Add 5.3 - Purchasing Policy

2010-017

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

REPORTS

AWARD OF LANDSCAPE ARCHITECTURE SERVICES CONTRACT FOR LADYSMITH CIVIC SQUARE

2010-018

It was moved, seconded and carried that the contract for landscape architecture services for the Ladysmith Civic Square project be awarded to HB Lanarc (Nanaimo) for the fixed price of \$52,415 plus estimated costs of \$8,160 for construction and post-construction support.

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES COMMUNITY SOCIAL SERVICES CENTRE AND SPIRIT SQUARE

2010-019

It was moved, seconded and carried that the following contracts be awarded in relation to engineering services for the Ladysmith Community Services Centre and Civic Square project:

Mechanical Engineering Services  
Rocky Point Engineering Ltd. for \$56,000

Electrical Engineering Services  
RB Engineering Ltd. for \$28,500

Civil Engineering Services  
Herold Engineering Ltd. for \$35,000

Building Code and Fire Protection Engineering Services  
GHL Consultants for \$24,800

PURCHASING POLICY - LOT 108 AND COMMUNITY SERVICES CENTRE/CIVIC SQUARE PROJECT

2010-020

It was moved, seconded and carried that Section 3.3 of the Town's Purchasing Policy be amended for the Lot 108 and the Community Services Centre/Civic Square projects as follows:



- \$3,001 - \$49,999 - Three written quotations or proposals from suppliers to be documented in notes on purchase order and attached to the invoice.
- Over \$50,000 - Tender or Request for Proposal (advertised or invitation) in accordance with Town of Ladysmith Tender Policy. Council approval of tender or proposal required.

## ADJOURNMENT

2010-021

It was moved, seconded and carried that the meeting be adjourned at 4:53 p.m.

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Mayor (R. Hutchins)

## CERTIFIED CORRECT

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Corporate Officer (S. Bowden)



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: January 13, 2010  
File No: 3360-09-08

Re: OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT & REZONING APPLICATION  
1237 4<sup>th</sup> Avenue- Lot 1, District Lot 97, Oyster District, VIP84065

RECOMMENDATION(S):

1. That Council directs staff to prepare bylaws to amend the Official Community Plan and Zoning Bylaw to permit 48 residential units at 1237 4<sup>th</sup> Ave., Lot 1, DL 97, Oyster District, VIP84065 (3360-09-08 M. Pilcher).
2. That Council supports staff working with the developer towards a land-use agreement for the proposed development of 1237 4<sup>th</sup> Avenue (3360-09-08).

PURPOSE:

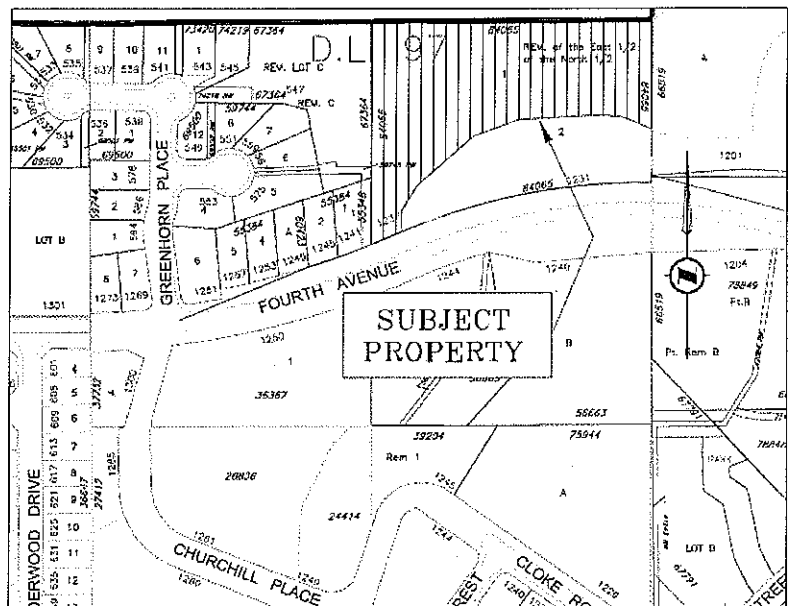
The purpose of this report is to seek direction to prepare bylaws regarding an Official Community Plan (OCP) and rezoning application to permit 48 multi-family residential units at 1237 4<sup>th</sup> Avenue.

INTRODUCTION/BACKGROUND:

The Official Community Plan and rezoning application for 1237 4<sup>th</sup> Ave. was introduced at the December 7, 2009 Council meeting at which time Council supported a consultation process for the application.

SCOPE OF WORK:

To accommodate the subject application an amendment bylaw to the Official Community Plan (OCP) would designate the subject property as 'Multi-Family Residential' and place the property in Development Permit Area 4 - Multi-Family Residential (DPA4). Also, the applicant is interested in donating the adjacent riparian area, Lot 2, VIP84065, to the Town. If the land is donated to the town it is recommended that the OCP amendment bylaw designate the riparian area, Lot 2, VIP 84065, as 'Park and Open Space'.



Further, a bylaw amending the Zoning Bylaw would be required. The amending zoning bylaw would be a multi-family zone permitting a density of 25 units per hectare on

the subject property. If the riparian area is dedicated, it is recommended to zone it as 'Parks (P-2).'

**Table 1: Summary of OCP Amendment and Rezoning – 3360-09-08**

	<i>Current</i>	<i>Proposed</i>
<i>OCP</i>	Single Family Residential	Multi-Family Residential and DPA 4
<i>Zoning</i>	R-1 "Suburban Residential"	Medium Density Residential
<i>Minimum lot size:</i>	668 m <sup>2</sup>	To be determined
<i>Permitted uses:</i>	Single Family Residential	25 residential units per hectare

Staff recommend that the land use agreement (covenant) include:

- a limit of 48 residential units on the subject property;
- a commitment to the site plans and elevations developed by Delinea Design Consultants Ltd. and to the green building strategies indicated on the plans;
- a tree protection management plan;
- a landscape plan that pays special attention to utilizing native species, protection of the riparian area, and to stormwater management;
- the recommendations of the Riparian Area Regulation report completed by Toth and Associates;
- a public pedestrian trail to Crown owned Lot A, VIP66519; and
- an amenity contribution.

It is anticipated that the donation of Lot 2, VIP Plan 84065 (containing the Rocky Creek riparian area) to the Town may occur separate from the rezoning process.

**ALTERNATIVES:**

That Council proceed no further with OCP and Zoning Bylaw Amendment application 3360-09-08 (1237 Fourth Avenue).

**FINANCIAL IMPLICATIONS:** n/a

**LEGAL IMPLICATIONS:**

If the application proceeds a public hearing will be required.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

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

The application was referred to the Advisory Planning Commission and it made the following recommendation at their meeting of December 15, 2009:

The Advisory Planning Commission recommends to Council support for an OCP amendment and rezoning that would permit 48 residential units at 1237 Fourth Ave. (3360-09-08) subject to the following conditions:

- There is a maximum of 48 residential units on the subject lands;

- That Lot 2, VIP Plan 84065 (containing the Rocky Creek riparian area) is dedicated to the Town;
- That the plans submitted by Delinea Design Consultants Ltd. (September 10, 2009) are secured as part of the rezoning; and
- That the Development Permit process be thorough to ensure design commitments are adhered to.

The application was referred to the Advisory Design Panel and it made the following recommendation at their meeting of December 15, 2009:

It was moved, seconded and carried that the Advisory Design Panel advises Council that it supports the proposal (3360-09-08) with the proviso that the future use of Lot 2, Plan VIP84065 (owner's parcel containing Rocky Creek riparian area) is consistent with the overall plan as presented (delinea design consultants Ltd.-Site Plan-September 10, 2009).

The application was referred to the Stz'uminus First Nation (SFN) and they responded on December 17, 2009 advising that the natural processes and integrity of the Rocky Creek riparian area should not be compromised, and that the SFN has an interest in L. 106 (to the north of the subject property).

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application has been referred to the Director of Public Works and Director of Parks, Recreation, and Culture for review and comment. Discussions are taking place with the applicant regarding the Town's road standards.

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 direct staff to prepare bylaws to amend the Official Community Plan and Zoning Bylaw to permit 48 residential units at 1237 4<sup>th</sup> Ave. and to support staff working with the developer towards a land-use agreement for the proposed development of 1237 4<sup>th</sup> Avenue (3360-09-08).

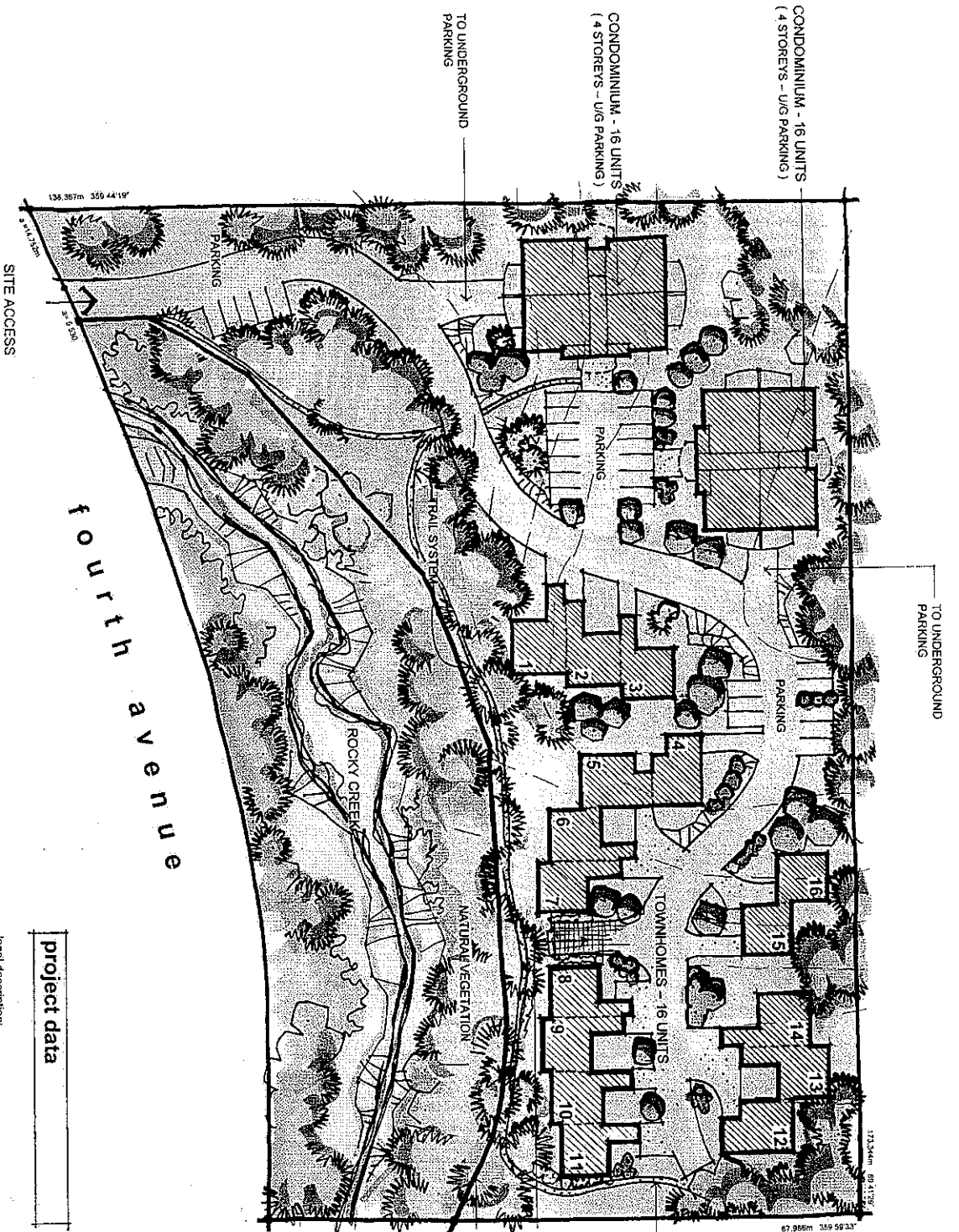
I concur with the recommendation.



Ruth Malli, City Manager

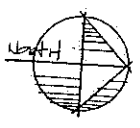
ATTACHMENTS:

- Schedule A - PR1 Site Plan
- Schedule B - PR2 Townhomes
- Schedule C - PR3 Condominiums



**site plan**

SCALE: 1:200



**project data**

legal description:  
 remainder of the east 1/2 of the north 1/2 of  
 district lot 97, oyster district, except that part  
 in plan VIP 36367

city address:  
 1237 Fourth Avenue, Ladysmith b.c.

zoning:  
 existing R-1 suburban residential  
 proposed R-3-A medium density residential

lot area:  
 1.95 ha.

land uses:  
 townhomes 16 units  
 4 storey condominium 32 units  
 total 48 units

CONTRACTOR TO VERIFY ALL UNITS, LEVELS, BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS, ORDINANCES AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF DELINEA DESIGN AND CONSULTANTS LTD. ANY REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

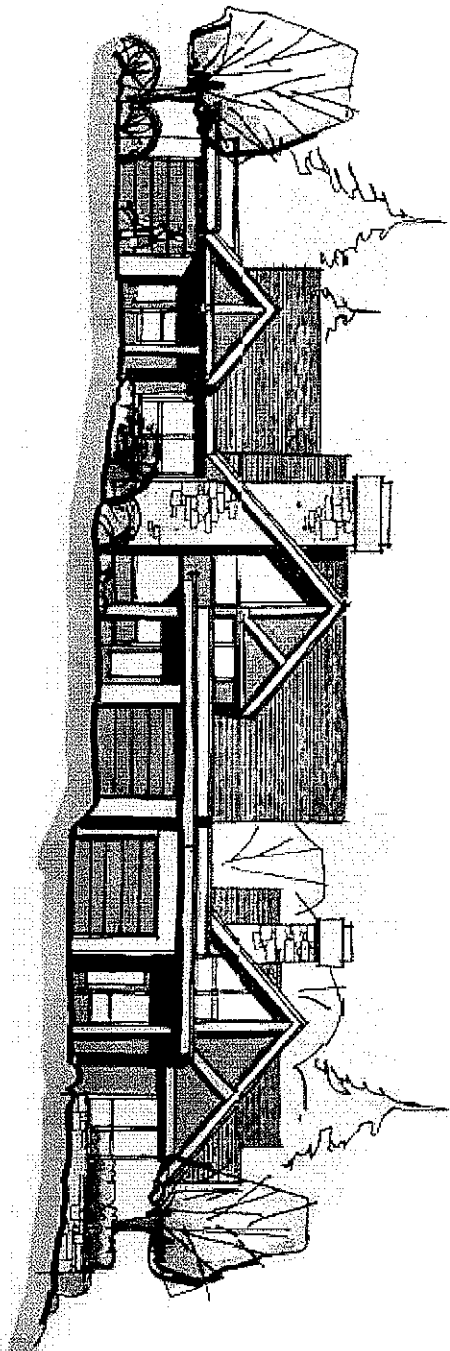


4378 GERRARD ROAD, LADYSMITH BC V9G 1E2  
 Will Metville Director  
 Designer 250.240.8594

ISSUED FOR REVIEW 07 January 2009  
 ISSUED FOR REZONING 10 September 2009

CONTRACTOR TO VERIFY ALL LINES, LEVELS, DIMENSIONS, MATERIALS, AND LOCATIONS OF ALL BUILDINGS ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE LOCAL BUILDING DEPARTMENT AND ALL LOCAL BUILDING BYLAWS.

RESERVED. THESE PLANS ARE THE PROPERTY OF DELINEA DESIGN CONSULTANTS LTD. NO PARTS OF THESE PLANS FOR THE PROJECT SHOWN, UNAUTHORIZED NOT PERMITTED.



## exterior elevation - townhomes

### GREEN BUILDING STRATEGIES

<p><b>SUSTAINABLE SITE:</b></p> <ul style="list-style-type: none"> <li>-erosion and sediment control plan</li> <li>-protection of natural vegetation</li> <li>-minimize light trespass</li> <li>-storm water management</li> <li>-permeable surfaces for roads, parking areas, pathways etc.</li> </ul>	<p><b>WATER:</b></p> <ul style="list-style-type: none"> <li>-low flow fixtures</li> <li>-drought tolerant / native plant materials</li> <li>-irrigation supplemented or eliminated with rain water collection system</li> </ul>
<p><b>COURSE OF CONSTRUCTION PRACTICES:</b></p> <ul style="list-style-type: none"> <li>-use of regional materials</li> <li>-divert construction waste from landfill</li> <li>-waste management</li> <li>-material re-use</li> </ul>	<p><b>MATERIALS:</b></p> <ul style="list-style-type: none"> <li>-high fly ash content concrete</li> <li>-renewable resources (cork, bamboo, wheat core etc.)</li> <li>-use materials with a recycle content</li> <li>-low VOC paints, sealants, adhesives etc.</li> </ul>
<p><b>ENERGY:</b></p> <ul style="list-style-type: none"> <li>-energy efficient windows</li> <li>-high insulation standards</li> <li>-energy efficient appliances (heat pumps, high efficiency furnaces, energy star, on demand hot water etc.)</li> </ul>	

PROJECT: **Multi-Family Residential Development**  
 1237 Fourth Ave, Ladysmith, BC

JOB NUMBER: d3324.31.92  
 SCALE: as noted  
 DRAWN BY: C.M.

DRAWING TITLE: **conceptual townhome exterior elevation**

PAGE: **PR2**

**delinea**  
 design consultants ltd

428 OBERLIN ROAD, LADYSMITH BC V9C 1G2  
 will melville phone/fax  
 designer 250.245.3894

REVISIONS:  
 issued for review 24 June 09  
 issued for rezoning 10 Sept 09





# 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: **December**, 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	1	2	5
By mistake	1			1		1				2			5
Electrical problem		3	2	1	1		1	1	3			1	13
Due to cooking			2	1		1		1	1		2	2	10
Assistance						1		1				1	3
Burning Complaint			1	4	2	1	4		1		1		14
Fire: Structure	2	1	1	1	1				1	1		2	10
Chimney	1	1	1										3
Interface / Bush		1		1	2	1	1		1	2			9
Vehicle	1					1					1	1	4
Other	1		1	3		3		3	1		2	2	16
Hazardous Materials								1		1			2
Hydro Lines: Down / Fire	1	1									1	2	5
Medical Aid	3	1	1	1	1	1	2		4	2	2	2	20
Mutual Aid	1				2		2				2		7
MVI	2	4	5	2	3	2	5	1	4	3	2	3	36
Rescue													
<b>MONTH TOTALS (not incl. Practises)</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>12</b>	<b>11</b>	<b>16</b>	<b>8</b>	<b>16</b>	<b>12</b>	<b>14</b>	<b>18</b>	<b>162</b>
Practises (Totals for each Month)	4	4	5	4	4	5	4	4	5	4	4	5	52

### ALARMS ACTIVATED (location/owner):

1. LSS Student pulled Fire Alarm
2. LSS Student pulled Fire Alarm
3. Rialto Apt. - 631-1<sup>st</sup> Ave. Cooking fire on stove top
4. 120-4<sup>th</sup> Ave. Cooking on stove activated sensor
5. Telus Building Roberts St. sensor problem
6. 325 Buller St. activation due to problem with woodstove chimney flue.
7. False Alarm wrong fire Dept. called - was 680-3<sup>rd</sup> Ave NANAIMO

### COMPARISONS:

Year to Date / 09 162 (excl. practises)  
 Year to Date / 08 212 (excl. practises)  
 Year to Date / 07 184 (excl. practises)

APPROVED:

*Ray Delcourt*  
 Fire Chief



TOWN OF LADYSMITH  
 BUILDING PERMIT  
 SUMMARY REPORT  
 MONTH: DECEMBER 2009

Commercial	Industrial	Institutional	(New) Residential	# Dwelling Units	Residential Adds / Renos	Permits This Month	Permits For Year To Date	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values This Year
\$ -	\$ -	\$ -	\$ 345,076	2	\$ 52,840	7	132	\$ 3,201	\$ 397,916	\$ 10,809,219

SUMMARY - YEAR TO DATE

	Commercial	Industrial	Institutional	(New) Residential	# Dwelling Units	Residential Adds / Renos	Permits This Month	Permits For Year To Date	Bldg & Pibg 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	\$ 2,867,670
MAY	\$ -	\$ -	\$ -	\$ 251,000	2	\$ 25,600	15	46	\$ 2,607	\$ 276,600	\$ 3,144,270
JUN	\$ -	\$ -	\$ 20,000	\$ 598,149	4	\$ 72,650	13	59	\$ 5,703	\$ 690,799	\$ 3,835,069
JUL	\$ -	\$ 2,960,000	\$ 5,000	\$ 884,000	5	\$ 78,100	16	75	\$ 22,039	\$ 3,927,100	\$ 7,762,169
AUG	\$ -	\$ -	\$ -	\$ 605,000	5	\$ 115,400	19	94	\$ 6,504	\$ 720,400	\$ 8,482,569
SEP	\$ -	\$ -	\$ -	\$ 693,000	5	\$ 26,000	8	102	\$ 5,168	\$ 719,000	\$ 9,201,569
OCT	\$ 50,000	\$ -	\$ 30,000	\$ 590,000	5	\$ 79,000	14	116	\$ 6,236	\$ 749,000	\$ 9,950,569
NOV	\$ 15,000	\$ -	\$ -	\$ 416,000	3	\$ 44,734	9	125	\$ 3,834	\$ 460,734	\$ 10,411,303
DEC	\$ -	\$ -	\$ -	\$ 345,076	2	\$ 52,840	7	132	\$ 3,201	\$ 397,916	\$ 10,809,219
TOTAL	\$ 1,595,000	\$ 2,960,000	\$ 160,000	\$ 5,596,225	41	\$ 653,914	132	64	\$ 77,556	\$ 10,809,219	\$ 10,809,219

# of Demolitions for month = 0 , for YTD = 6

# DWELLING UNITS / VALUE

YEAR TO DATE / 09	41	\$ 5,596,225
YEAR TO DATE / 08	72	\$ 8,063,613
YEAR TO DATE / 07	67	\$ 9,787,775

COMPARISONS

PERMITS ISSUED / VALUE

YEAR TO DATE / 09	132	\$ 10,809,219
YEAR TO DATE / 08	133	\$ 13,172,611
YEAR TO DATE / 07	140	\$ 15,172,014



BUILDING INSPECTOR

**TROLLEY RIDERSHIP STATISTICS**  
**August -October 2009**

<b>August</b>	
Total	3,158
Daily average	131
<b>September</b>	
Total	2,722
Daily average	104
<b>October 1-7</b>	
Total	504
Daily average	84
<b>TOTAL RIDERS</b>	<b>6,384</b>

**TOWN OF LADYSMITH  
TROLLEY BUS ACTIVITY REPORT**

Month: Nov-09

	DATE	PASSENGER COUNT	FUEL LITRES	KILOMETRES START	KILOMETRES FINISH	WEATHER	OTHER
Sunday	1						
	2	56	66	11512	11725		
	3	58	85	11725	11938		
	4	61	71	11938	12155		
	5	38	67	12151	12597		
	6	64	64	12385	12597		
	7	58	64	12597	12809		
Sunday	8						
	9	64	72	12809	13023		
	10	70	79	13023	13235		
	11						
	12	66	83	13235	13451		
	13	80	64	13451	13664		
	14	64	64	13664	13876		
Sunday	15						
	16	52	63	13876	14091		
	17	84	72	14091	14303		
	18	63	97	14303	14516		
	19	67	71	14516	14732		
	20	67	63	14732	14946	very rainy	1 wheelchair
	21	59	63	14946	15158	very rainy	
Sunday	22						
	23	57	64	15159	15372		
	24	68	96	15372	15583	rainy	
	25	71	75	15583	15793	rainy/foggy	
	26	56	59	15793	15953	all day rain	
	27	77	62	15961	16174	clear/sunny	
	28	62	63	16174	16386	overcast/rain	
Sunday	29						
	30	60	63	16386	16599	light rain/clouds	
	31	N/A					
total:		<u>1522</u>	<u>63.42</u>	avg ridership			

**TOWN OF LADYSMITH**  
**TROLLEY BUS ACTIVITY REPORT**  
 MONTH OF December 2009

	DATE	PASSENGER COUNT	FUEL LITRES	KILOMETRES START	KILOMETRES FINISH	WEATHER	WHEEL CHAIRS	BIKES
Tues	1	89	73	16599	16814	clear/sunny		1
Wed	2	91	87	16814	17030	clear/sunny/cold	1	2
Thurs	3	55	76	17030	17240	sun/cloud		2
Fri	4	66	63	17266	17480	clear/cold		
Sat	5	68	63	17480	17691	clear/cold		
	6							
Mon	7	96	65	17692	17904	clear/cold		
Tues	8	78	90	17904	18115	overcast/cold	1	
Wed	9	46	70	18115	18329	overcast/cold		
Thurs	10	137	73	18329	18546	overcast/cold		
Fri	11	96	63	18546	18758	overcast/cold		
Sat	12	53	63	18758	18969	overcast/mild		
	13							
Mon	14	74	63	18969	19171	cold/sleet/snow		
Tues	15	78	67	19171	19381	snow/slush		
Wed	16	99	76	19381	19593	wet		2
Thurs	17	101	75	19593	19804	clear/wet/dirty		
Fri	18	88	74	19804	20015	drizzle		
Sat	19	70	67	20015	20227	clear/cold	1	1
	20							
Mon	21	97	73	20228	20440	clear/part cloudy		
Tues	22	84	97	20440	20651	sunny	2	2
Wed	23	63	89	20651	20860	rain/sun		1
Thurs	24	72	72	20860	21074	sunny/overcast		1
Fri	25	Christmas Day						
Sat	26	Boxing Day						
	27							
Mon	28	83	73	21074	21287	cold		
Tues	29	53	72	21287	21498	clear		1
Wed	30	71	96	21498	21711	cloudy		
Thurs	31	44	73	21711	21918	cloudy/rain		

1952 1853  
 avg riders per day: 78.08

TOWN OF LADYSMITH

BYLAW NO. 1704

A Bylaw to Amend the Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119

The Council of the Town of Ladysmith, in open meeting lawfully assembled hereby enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw 2010, No. 1704".

2. AMENDMENT

The "Ladysmith Building and Plumbing Bylaw 1994, No. 1119" is hereby amended by deleting Schedule "J" in its entirety and replacing it with the following Schedule "J":

**SCHEDULE "J"**  
"Building and Plumbing Bylaw 1994, No. 1119"

<u>BUILDING PERMITS</u>	
<u>Building Valuation:</u> For single and two family dwellings, factory built homes, mobile homes and moved buildings, and buildings accessory thereto, the value of construction used to determine the permit fee shall be calculated based on the values as specified in the table:	
1. Main Floor .....	\$100/sq.ft.
2. Additional Floor(s) .....	\$50/sq.ft.
3. Garage .....	\$20/sq.ft.
4. Carport .....	\$13/sq.ft.
5. Sundeck .....	\$10/sq.ft.
6. Basement .....	\$23/sq.ft.
7. Mobile Home/Manufactured Home .....	Flat Rate \$200
<u>Driveway Access Permit Fee</u> .....	\$25
<u>Plumbing Permit Fee:</u> Minimum # of fixtures - 1 or 2 .....	\$24
3 or more fixtures .....	\$12/fixture
<u>Water Service Inspection Fee</u> .....	\$25
<u>Sanitary Sewer Inspection Fee</u> .....	\$25
<u>Storm Drain Inspection Fee</u> .....	\$25
<u>Permit Fee to Wreck or Demolish a Building</u>	
- building floor area of 186.0 sq.m. (2,000 sq.ft.) or less .....	\$50
- building floor area larger than 186 sq.m. .....	\$100
<u>Double Fee:</u> If any work for which a permit is required is commenced before a permit has been obtained, the fee payable shall be doubled.	
<u>Re-Inspection Fee:</u> For building or plumbing inspection required as a result of a call back where work was incomplete or improperly done .....	
	\$30
<u>Permit Fee to Move a Building (within the municipality)</u> .....	
	\$200
For building inspections prior to a move:	
- building floor area of 93.0 sq.m. or less .....	\$50
- building floor area or larger than 93.0 sq.m. (1000 sq.ft.) .....	\$100
Note: This fee is in addition to permit fee required for the moved building and the construction undertaken at the new site.	
<u>Other Fees:</u>	
File review fees .....	\$42/hr
Survey certificate, file review .....	\$42
Mobile home parks .....	\$50/site
Sprinkler systems - First head .....	\$30
Sprinkler systems - 2-50 head .....	\$1.00 per head
Sprinkler systems - Each additional head .....	\$0.30 per head
Damage deposit (non-interest bearing) .....	\$1000
Building Envelope Remediation Administration Fee .....	\$50
<u>Fee Reduction: Professional Design</u>	
Where professional design and field review are required, the building permit fee shall be reduced by that portion of value of the work which is subject to professional design, multiplied by the value of the permit fees.	
<u>Permit Fees and Inspection Charges:</u>	
<u>Permit Value</u>	<u>Permit Fees</u>
\$ 0 - \$ 5,000	\$50.00 <b>19</b>
\$ 5,001 - \$100,000	An additional \$8.00 per \$1000
\$100,001 and over	An additional \$5.00 per \$1000

**READ A FIRST TIME**            on the        4<sup>th</sup>        day of January, 2010  
**READ A SECOND TIME**        on the        4<sup>th</sup>        day of January, 2010  
**READ A THIRD TIME**        on the        4<sup>th</sup>        day of January, 2010  
**ADOPTED**                        on the                        day of        , 2010

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Mayor (R. Hutchins)

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Corporate Officer (S. Bowden)



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: December 17, 2009  
File No:

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Re: **BUILDING PERMIT FEES**

**RECOMMENDATION(S):**

1. That the Committee recommend that Council amend Bylaw No. 1629 to establish new construction values of \$100 per square foot for the main floor and \$50 per square foot for any additional floor of a residential building.
2. That the Committee recommend that Council direct staff to review the fees for garages, sundecks and plumbing etc.

**PURPOSE:**

To ensure that building permit fees collected are sufficient to cover the costs of the building inspection function.

**INTRODUCTION/BACKGROUND:**

Building permit fees are calculated on the value of construction for the type of building or structure being constructed. The values of construction have not be adjusted since 1996. The building permit fees were reviewed and adjusted last in 2003.

Staff conducted a review of building permit fees charged by nearby municipalities. The review showed that Ladysmith currently charges the lowest residential building permit rates. For a 2000 sq. ft., two storey home, the values of the permit fees are as follows:

Ladysmith	\$ 690
North Cowichan	\$1,185
Parksville	\$1,232
CVRD	\$1,300
RDN	\$1,375
Nanaimo	\$1,685

Each municipality charges additional fees for garages, sundecks, plumbing, etc.

The Town's present rate is calculated using an estimated construction cost of \$62 per square foot for the main floor and \$35 per square foot for the second floor.

SCOPE OF WORK:

Amendments will be required to Schedule "2" of Bylaw No. 1629.

ALTERNATIVES:

The building permit rates could be left at the present value.

FINANCIAL IMPLICATIONS:

The proposed change would increase the building permit cost for a 2000 square foot house from \$690 to \$1060. Assuming the same number of building permits issued in 2010 as in 2009, this would ensure a balanced budget for the Building Inspection function.

LEGAL IMPLICATIONS:

None anticipated.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Increasing permit fees would essentially have a user-pay effect where the additional cost is borne by those seeking building permits, rather than through general taxation.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services will develop the bylaw amendment.

RESOURCE IMPLICATIONS:

Work to be handled by present employees.


ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Direction A 'Wise Financial Management.'

SUMMARY:

The proposed new rate would bring the Town building permit costs in line with nearby jurisdictions. The proposed rate also reflects more current construction costs.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".

Report reviewed at previous meeting.