

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, MARCH 21, 2011
7:00 p.m.



A G E N D A

Page

CALL TO ORDER

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:

- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- labour relations or other employee relations
- law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2. ARISE AND REPORT

3. AGENDA APPROVAL

4. MINUTES

- 4.1. Amended Minutes of the Regular Meeting of Council held February 21, 2011
4.2. Minutes of the Regular Meeting of Council held March 7, 2011

1 - 6
7 - 12

5. PUBLIC HEARING

None

6. BYLAWS (OCP / ZONING)

None

7. DELEGATIONS

- 7.1. Dave Judson, Ladysmith Sportsmen's Club
Watershed Protection

8. PROCLAMATIONS

None

9. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS**Page**

None

10. STAFF / ADVISORY COMMITTEE REPORTS**10.1. Tress Canada / BC Hydro Grant Approval and Distribution****13 - 14****10.2. Proposed Amendment to Travel Expenses Policy****15 - 16****11. CORRESPONDENCE****11.1. David Cobb, BC Hydro
Invitation to Participate in Earth Hour, March 26, 2011****17****11.2. Trish McConnell, Vancouver Island Bath Salt Company
Request for Permission to use Historical Photographs****18****12. BYLAWS**

None

13. NEW BUSINESS**14. UNFINISHED BUSINESS****14.1. Reconsideration of Resolution: Proposed Animal Control Bylaw Review**

Mayor Hutchins requests Council's reconsideration of the following Resolution No. 2011-104 regarding the proposed Animal Control Bylaw Review which was adopted at the February 21, 2011 Council meeting.

That the correspondence from Chris and Beverley Wood dated January 26, 2011 regarding a request to consider removing breed specific language from the Dog Licensing, Control and Pound Bylaw be referred to a committee to review and report back to Council, and that the committee include members of the committee that previously reviewed this issue, and that Chris Wood and Councillor Evans also be appointed to the committee.

Council consideration of the following recommendation is requested:

That Resolution No. 2011-104 be rescinded and the following resolution be adopted:

That the correspondence from Chris and Beverley Wood dated January 26, 2011 regarding a request to consider removing breed specific language from the Dog Licensing, Control and Pound Bylaw be referred to the Animal Control Bylaw Review Committee (originally established in 2003) to review and report back to Council, that the following appointments (replacements) to that committee be approved and that Chris Wood be invited to speak as a delegation to that committee:

Doug Fraser
Councillor Lori Evans
Trevor Hughes, Coastal Animal Services
S. Sgt. Roger Plamondon
Colin Jerome (Veterinarian)
Ruth Malli, City Manager (or designate)
Pat Durban, Director of Parks, Recreation and Culture
Sandy Bowden, Director of Corporate Services
Tom Skarvig, Building Inspector/Bylaw Enforcement Officer
Ken Smith, Bylaw Enforcement Officer

15. QUESTION PERIOD

- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes
- Questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine
- Questions must be brief and to the point
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council

ADJOURNMENT



LADYSMITH

TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, FEBRUARY 21, 2011 - 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL

COUNCIL MEMBERS 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
Chris Trumpy

Sandy Bowden
Mike Ganderton

Joe Friesenhan
Joanna Winter

CALL TO ORDER

Mayor Hutchins called the meeting to order at 6:15 p.m.

EXECUTIVE SESSION

2011-087

It was moved, seconded and carried that this meeting retire into Executive Session at 6:15 p.m.

AGENDA APPROVAL

Mayor Hutchins called the Regular Session of Council to order at 7:00 p.m.

Mayor Hutchins requested Council's consideration of the following additions to the agenda:

13.1 Drinking Water Week (Councillor Arnett)

13.2 Columbia Institute Progressive Governance Forum (Councillor Arnett)

14.1 Joint Meeting Between Council, Ladysmith Downtown Business Association and Ladysmith Chamber of Commerce (Councillor Dashwood)

2011-088

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

MINUTES

2011-089

It was moved, seconded and carried that the minutes of the Regular Council Meeting of February 7, 2011 be adopted as circulated.

**BYLAWS
(OCP / ZONING)**

Councillor Dashwood declared a potential conflict of interest with the following agenda items and excused herself from the meeting.

2011-090 Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 28), 2009, No. 1700
It was moved, seconded and carried that Ladysmith Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 28), 2009, No. 1700 be adopted.

2011-091 Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 77), 2009, No. 1701
It was moved, seconded and carried that Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 77), 2009, No. 1701 be adopted.

Councillor Dashwood returned to the meeting.

PROCLAMATIONS

Mayor Hutchins proclaimed the month of March 2011 as Community Social Services Awareness Month in the Town of Ladysmith

Mayor Hutchins proclaimed May 29, 2011 as the Day of the Honey Bee in the Town of Ladysmith

**STAFF / ADVISORY
COMMITTEE REPORTS**

Development Cost Charge (DCC) Bylaw Review - DCC Rate Option Nine and Affordable Housing Development Cost Charge

2011-092 It was moved and seconded that staff be directed to:
a) proceed with preparing a new Development Cost Charge Bylaw based on the rates in Option 9, as outlined in the report from the Director of Development Services dated February 16, 2011;
b) include a review of DCC bylaws for eligible affordable rental housing within the 2011 budget process.

Councillor Whittington requested that the question be divided into two parts.

2011-093 It was moved, seconded and carried that staff be directed to proceed with preparing a new Development Cost Charge Bylaw based on the rates in Option 9, as outlined in the report from the Director of Development Services dated February 16, 2011.

2011-094 It was moved, seconded and carried that staff be directed to include a review of Development Cost Charge Bylaws for eligible affordable rental housing within the 2011 budget process.

- 2011-095 It was moved, seconded and carried that staff be requested to develop a policy based on best practices to provide for a regular review of Development Cost Charges and to report back to Council as soon as possible in this regard.
- 2011-096 **Tender Award – Five Ton Truck**
It was moved, seconded and carried that the tender for the replacement of Unit 58, a 1996 GMC five ton single axle truck, to P & R Truck Centre for a 2011 Freightliner automatic five ton truck, for the tendered price of \$119,103.49 including HST, and that the Financial Plan be amended accordingly.
- 2011-097 **Tender Awards – Town of Ladysmith Annual Tender Awards**
It was moved, seconded and carried that the annual tenders for the provision of various services for 2011 be awarded as follows:
Container Rental and Garbage Disposal – Greater Nanaimo Hauling Co. Ltd.
Asphalt Paving – Hub City Paving
Gravel Supply – Island Aggregate
Lab Testing – M.B. Laboratories Ltd.
Survey and Layout Services – McCallan Construction Survey Ltd.
Septic Services – Coast (VI) Environmental
Chemical Supply – Cleartech
Ready Mix Concrete – Bedrock Redi-Mix Ltd
And that the Financial Plan be amended accordingly.
- 2011-098 **Contract Award – Town of Ladysmith Community Sustainability Implementation Plan**
It was moved, seconded and carried that the contract for the Ladysmith Community Sustainability Implementation Plan be awarded to HB Lanarc Consultants Ltd. in the amount of \$57,823 plus an estimated \$3,600 for disbursements, and project management of five per cent (\$2,891), for a total estimated cost of \$64,314 plus applicable taxes, and that the Financial Plan be amended accordingly.
- Contract Award – Land Agent Services for Town-Owned Lands**
Councillor Dashwood declared a possible conflict of interest with the matter under discussion and excused herself from the meeting.
- 2011-099 It was moved, seconded and carried that the proposal for Land Agent Services from Capital Asset Group be rejected, and that staff be directed to reissue the request for proposals, and to report back to Council with a recommendation on March 7, 2011.
- 2011-100 **Ladysmith Skatepark Project**
It was moved, seconded and carried that the request from the

Leadership Vancouver Island group "Board Members" for the Town to contribute up to \$12,100 towards improvements to the Ladysmith Skatepark be approved, and that the funds be allocated from the 2011 Annual Capital Budget of the Parks, Recreation and Culture Department.

2011-101

It was moved, seconded and carried that staff be directed to submit an application for funding through the Municipal Insurance Association Risk Management Insurance Grant Program for up to \$6,649, which is the Town's current allocation, for safety-related improvements to the Ladysmith Skatepark.

2011-102

Update on Proposed Hydraulic Energy Recovery Project

It was moved, seconded and carried that the report from the Director of Public Works and the Manager of Special Projects dated February 21, 2011 regarding the increased costs of the proposed hydraulic energy recovery project be received.

2011-103

Appointment of Election Officers

It was moved, seconded and carried that the following election officers be appointed for the upcoming 2011 Local Government Elections:

- Sandy Bowden, Director of Corporate Services – Chief Election Officer
- Joanna Winter, Manager of Administrative Services – Deputy Chief Election Officer

CORRESPONDENCE

Councillor Whittington declared a potential conflict of interest with the following item and excused himself from the meeting.

2011-104

Chris and Beverley Wood - Request to remove breed-specific language from the Dog Licensing, Control and Pound Bylaw

It was moved and seconded that the correspondence from Chris and Beverley Wood dated January 26, 2011 regarding a request to consider removing breed specific language from the Dog Licensing, Control and Pound Bylaw be referred to a committee to review and report back to Council, and that the committee include members of the committee that previously reviewed this issue, and that Chris Wood and Councillor Evans also be appointed to the committee.

Councillor Whittington returned to the meeting.

BYLAWS

2011-105

Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw 2011, No. 1750

It was moved, seconded and carried that Town of Ladysmith Development Procedures Bylaw 2008, No. 1667, Amendment Bylaw 2011, No. 1750 be adopted.

- Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2011, No. 1751**
- 2011-106 It was moved, seconded and carried that Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2011, No. 1751 be read a first, second and third time.
- Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1752**
- 2011-107 It was moved, seconded and carried that Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1752, be read a first, second and third time.
- NEW BUSINESS**
- Drinking Water Week in British Columbia**
- 2011-108 It was moved, seconded and carried that the Week of May 1 to 7, 2011 be proclaimed Drinking Water Week in British Columbia.
- Columbia Institute Progressive Governance Forum**
Councillor Arnett encouraged members of Council to attend the Columbia Institute Progressive Governance Forum 2011 on Friday March 25th and Saturday March 26th at Harrison Hot Springs.
- UNFINISHED BUSINESS**
- Joint Meeting Between Council, Chamber of Commerce and Ladysmith Downtown Business Association**
Council suggested Monday March 14 or Monday March 28 as dates for a joint meeting between Council, the Ladysmith Chamber of commerce, and the Ladysmith Downtown Business Association.
- QUESTION PERIOD**
- Matt Peterson, Ladysmith Chronicle, inquired about the Council's direction regarding a review of the Dog Licensing, Control and Pound Bylaw.
- EXECUTIVE SESSION**
- 2011-109 It was moved, seconded and carried that the Regular Session of Council be adjourned at 8:13 p.m. and that the Executive Session be reconvened.
- RISE AND REPORT**
- The Executive Session of Council rose with report on the following items:
- Council authorized the clean-up of the property at 531 Fourmeaux Crescent, in accordance with the Community Charter.
 - The turf field at the playfield development currently known as Lot 108 is to be named after an individual or individuals who have contributed significantly to sports, health and wellness in Ladysmith, and/or to the creation of the complex.

- The new road in the development currently known as Lot 108 is to be named after an individual or individuals who have contributed significantly to sports, health and wellness in Ladysmith and/or to the creation of the complex.
- The names of the two Ball Diamonds, the Club House and the Park Complex at Lot 108 are to be determined through financial contribution from an individual, family organization or business that is part of Ladysmith and area.
- Council requested that the Local Field Users Group Task Force convene and review the resolutions regarding the naming of the facilities at District Lot 108.
- Interviews for advisory commission applicants scheduled to take place on March 7, 2011.
- Ladysmith Community Services Centre Lease Negotiations with Ladysmith Resources Centre Association are in progress.

ADJOURNMENT

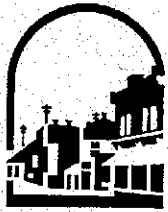
2011-110

It was moved, seconded and carried that this meeting of Council be adjourned at 9:56 p.m.

CERTIFIED CORRECT

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



LADYSMITH

TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, MARCH 7, 2011 - 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL

COUNCIL MEMBERS PRESENT

Mayor Rob Hutchins
Councillor Jillian Dashwood
Councillor Bruce Whittington

Councillor Steve Arnett
Councillor Lori Evans

Councillor Scott Bastian
Councillor Duck Paterson

COUNCIL MEMBERS ABSENT

STAFF PRESENT

Ruth Malli
Joanna Winter

Sandy Bowden

Felicity Adams

CALL TO ORDER

Mayor Hutchins called the meeting to order at 6:04 p.m.

EXECUTIVE SESSION

2011-111

It was moved, seconded and carried that this meeting retire into Executive Session at 6:04 p.m.

AGENDA APPROVAL

Mayor Hutchins called the Regular Session of Council to order at 7:00 p.m.

Mayor Hutchins requested Council's consideration of the following additions to the agenda:

14.1 Joint Council Meeting with Stz'uminus First Nation

14.2 Request for Support of a Truth and Reconciliation Initiative of the Stz'uminus First Nation

14.3 Workshop Attendance (Councillor Dashwood)

15.1 Update on Secondary Suites Initiative

2011-112

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

MINUTES

2011-113

It was moved, seconded and carried that the minutes of the Regular Council Meeting of February 21, 2011 be adopted as amended to show that Councillor Whittington returned to the meeting after excusing himself due to a possible conflict of interest, and to provide details on the matters on which Council arose and reported.

PROCLAMATIONS

Mayor Hutchins proclaimed the month of April 2011 as Daffodil Month, and April 27, 2011 as Daffodil Day in the Town of Ladysmith, to recognize the Canadian Cancer Society's Daffodil Fundraising Campaign.

DEVELOPMENT PERMITS AND DEVELOPMENT VARIANCE PERMITS

2011-114

Development Permit Application – 1030 Oyster Bay Drive

It was moved, seconded and carried that Council issue Development Permit 3060-11-04 to permit a temporary (portable) building at 1030 Oyster Bay Drive (Lot 1, District Lot 24, Oyster District, Plan VIP72824) with a variance to not require hard surface parking for a two year period, and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

2011-115

Official Community Plan and Zoning Bylaw Amendment Application – 11 & 17 Warren Street

It was moved, seconded and carried that staff be directed to prepare a bylaw to amend the Official Community Plan to permit density increases to allow up to 110 units per hectare for residential development in the Downtown Mixed-Use land use designation through density bonusing for amenities such as features that contribute to climate change reduction and community amenity fund contributions as provided in the Zoning Bylaw.

2011-116

It was moved, seconded and carried that staff be directed to prepare a bylaw to amend the Zoning Bylaw to permit one commercial unit and 14 residential units at 11 and 17 Warren St., Lot 7 and 8, Block 5, DL 24, Oyster District, Plan 703A (3360-09-01 Pabla) through density bonusing for amenities, as follows:

- To construct an energy efficient building that meets the ASHRAE 90.1 standard;
- To secure the December 2010 Ellins Architect Inc. site plan and building elevation drawings for 11 and 17 Warren Street (which includes indoor bicycle storage);

- To secure the commitment to managing all storm water onsite using a permeable parking area and landscaping with primarily native species;
- To contribute \$14,000 towards the Town's community amenity fund; and,
- To regulate the hours of operation for commercial units in the proposed residential zone development.

2011-117

It was moved, seconded and carried that staff be requested to explore the options for affordable and accessible units with the developer of the proposed construction at 11 and 17 Warren Street.

F. Adams left the meeting.

**COUNCIL COMMITTEE
REPORTS**

2011-118

Government Services Committee Recommendations

It was moved, seconded and carried that support in principle be given to the establishment of a public input period prior to Council meetings, and that a committee be struck to work with staff to establish guidelines and terms of reference for the public input period.

2011-119

It was moved, seconded and carried that Councillors Bastian and Arnett be appointed to form a committee that will draft the Terms of Reference for the public input period.

2011-120

It was moved, seconded and carried that the policy governing Council attendance at the annual convention of the Association of Vancouver Island and Coastal Communities be amended in order to increase the number of Councillors attending from two to four, in addition to the Mayor.

**STAFF / ADVISORY
COMMITTEE REPORTS**

2011-121

**District Lot 108 Playfield Project - Recreational Infrastructure
Canada Funding Deadline Extension**

It was moved, seconded and carried that Council support a request to extend the original deadline for incurring expenditures on the district Lot 108 Playfields project under the Recreational Infrastructure Canada Program from March 31, 2011 to October 31, 2011 or before, and that a claim be submitted for eligible costs incurred up to March 31, 2011, and that Council commit to complete the project by October 31, 2011 and accept full responsibility for any costs incurred beyond that date.

Purchase of Exercise Equipment at Frank Jameson Community Centre

2011-122

It was moved, seconded and carried that the expenditure of \$7,000 plus tax and delivery for the purchase of ten new spin bikes for the Parks, Recreation and Culture spinning fitness programs be authorized, and that the funds come from the 2011 budget for the Parks, Recreation and Culture Department.

Staff were requested to determine whether the bikes could be set up to generate some electricity.

Councillor Arnett declared a possible conflict of interest with respect to the following agenda item and excused himself from the meeting.

Ladysmith Community Marina Access Road

2011-123

It was moved, seconded and carried that \$40,000 be included in the 2011 Public Works Department budget for construction of a second access road to the Ladysmith Community Marina.

Council noted that the design should include features to protect pedestrian safety.

Councillor Arnett returned to the meeting.

Councillor Dashwood declared a possible conflict of interest with respect to the following agenda item and excused herself from the meeting.

Contract Award - Land Agent Services for Town-Owned Lands

2011-124

It was moved, seconded and carried that the contract for the provision of land agent services for Town-owned lands be awarded to Capital Asset Group for a contracted fee in the amount of \$3,467 per month as outlined in the submission dated March 2, 2011; and that

The contract for realtor services for the marketing of Town-owned lands be awarded to Royal LePage (Ladysmith) for commission fees of five per cent on the first \$100,000 and two per cent on the balance as outlined in the submission dated March 3, 2011; and that

The contract awards for land agent services and realtor services for Town-owned lands be subject to legal review; and that

All expenditures associated with this initiative be included in the 2011 budget.

BYLAWS

2011-125

Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2011, No. 1751

It was moved, seconded and carried that Ladysmith Sign and Canopy Bylaw 1995, No. 1176, Amendment Bylaw 2011, No. 1751 be adopted.

2011-126

Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1752

It was moved, seconded and carried that Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2011, No. 1752 be adopted.

NEW BUSINESS

Joint Council Meeting with Stz'uminus First Nation

It was agreed that a joint meeting between Ladysmith Council, Chief and Council of the Stz'uminus First Nation, Executive of the Ladysmith Chamber of Commerce and Executive of the Ladysmith Downtown Business Association would be arranged, with the preferred date being Monday, March 28.

2011-127

Conference Attendance

It was moved, seconded and carried that Councillor Dashwood be authorized to attend the Keys to Children's Mental Health conference in Vancouver on March 14-16 2011, subject to availability of funds.

2011-128

Request for Support of a Truth and Reconciliation Initiative of the Stz'uminus First Nation

It was moved, seconded and carried that Council support in principle the Stz'uminus First Nation funding application to the Truth and Reconciliation Commemoration Program for a Residential School Truth and Healing initiative, and that the Town participate in the initiative as appropriate.

UNFINISHED BUSINESS

Update on Secondary Suites

Council was advised that the Secondary Studies consultation process is expected to commence in April 2011.

Staff will report back to Council regarding the status of a light on the stairway to the Ladysmith Community Marina.

QUESTION PERIOD

R. Johnson was advised that meetings of the sub-committee regarding a public input session will be open to the public, and that the committee will seek public input should the committee believe it necessary.

EXECUTIVE SESSION

2011-129

It was moved, seconded and carried that the Regular Session of Council be adjourned at 7:58 p.m. and that the Executive Session be reconvened.

RISE AND REPORT

The Executive Session of Council rose with report on the following items:

- Council made the following appointments to Town advisory commissions:
Bryon Adams: Parks, Recreation and Culture Commission
Tina Donovan: Advisory Planning Commission
Todd Hancock: Advisory Planning Commission
Tamara Hutchinson: Heritage Revitalization Advisory Commission
Richard McDermid: Heritage Revitalization Advisory Commission
D. Brian McLaurin: Heritage Revitalization Advisory Commission
N. Lynne Brown, Parks, Recreation and Culture Commission

ADJOURNMENT

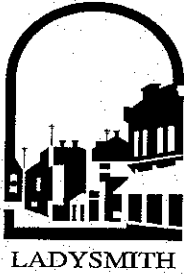
2011-130

It was moved, seconded and carried that this meeting of Council be adjourned at 8:56 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: March 8, 2011
File No: 1855-20 Tree Canada

Re: TREE CANADA / BC HYDRO GRANT

RECOMMENDATION(S):

1. That Council direct staff to utilize the \$10,000 grant from Tree Canada–BC Hydro “Community Tree Planting Program” for urban open space enhancement at the High Street project.
2. That Council direct staff to reallocate the \$5000 included in the Parks Department operations 2011 budget proposal for the Bayview Connector open space enhancements to the High Street open space enhancements.

PURPOSE:

The purpose of this report is to seek Council support for the re-location of the Tree Canada grant from the proposed Bayview connector to the High Street site.

INTRODUCTION/BACKGROUND:

Tree Canada – BC Hydro awarded the Town a maximum \$10,000 grant for the purchase of trees and shrubs. Council previously directed that this grant was to be used towards beautification of the Bayview Connector. However, the Province has not yet made decisions regarding funding for the Cycling Infrastructure Partnerships Program (Bayview connector multi-use pathway).

The High Street / Spirit Square project includes eligible landscaping: purchase of trees and large shrubs. Staff recommends that the funds be reallocated to the High Street project.

SCOPE OF WORK:

The administrators of the Tree Canada – BC Hydro grant are agreeable to the reallocation of the funding to the High Street site.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The High Street project is a community oriented space and includes a plan for the introduction of trees and various types of landscaping

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The City Manager is leading the High Street Project. The Finance Department will manage the financial reporting.

RESOURCE IMPLICATIONS: N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The High Street project will provide a demonstration of the Town's sustainability vision.

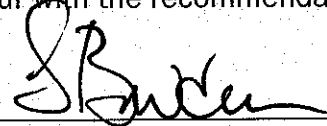
ALIGNMENT WITH STRATEGIC PRIORITIES:

The High Street project is one of Council's strategic priorities.

SUMMARY:

Given the delay in announcements regarding the CIPP grants, staff recommends that the Tree Canada—BC Hydro grant be reallocated from the Bayview Connector project to the High Street project.

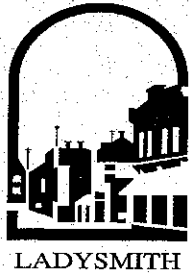
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: March 16, 2011
File No:

Re: AMENDMENT TO POLICY NO. 05-1790 B - TRAVEL EXPENSES

RECOMMENDATION(S):

That Town of Ladysmith Policy No. 05-1790-B, Travel Expenses, be amended to increase the number of Council members authorized to attend the annual Association of Vancouver Island Coastal Communities (formerly Association of Vancouver Island Municipalities) and the Union of BC Municipalities conferences from two to four, in addition to the Mayor.

PURPOSE:

The purpose of this staff report is to seek Council's authorization to amend the Town's current Travel Expenses Policy to allow four members of Council, as well as the Mayor, to attend the annual Union of BC Municipalities (UBCM) and the annual Association of Vancouver Island Coastal Communities (AVICC) conferences.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on March 7, 2011 Council directed staff to proceed with amending the travel expenses policy be amended in order to increase the number of Councillors authorized to attend the annual AVICC conference from two to four, in addition to the Mayor. Staff also recommends increasing the number of Councillors authorized to attend the annual UBCM conference from two to four.

Section 5 of the Travel Expenses Policy states:

COUNCIL EXPENSES/ATTENDANCE AT OUT-OF-TOWN MEETINGS

- A. Attendance at UBCM - two members of Council interested in attending are authorized to do so.
- B. Attendance at AVIM - two members of Council interested in attending are authorized to do so.
- C. Those members of Council who are official Council representatives to Executive Boards or official sub-committees of bodies such as the UBCM and AVIM are authorized to attend.
- D. The Mayor, or their delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.

Staff recommends the following amendments to Sections A, B and C:

- A. Attendance at UBCM – *the Mayor and up to four Councillors* interested in attending are authorized to do so.
- B. Attendance at AVICC – *the Mayor and up to four Councillors* interested in attending are authorized to do so.
- C. Those members of Council who are official Council representatives to Executive Boards or official sub-committees of bodies such as the UBCM and AVICC are authorized to attend.

SCOPE OF WORK:

Staff will amend the policy as per Council's direction and circulate as appropriate.

ALTERNATIVES:

Council could proceed with the recommended amendments to the Travel Expenses Policy or not proceed or provide other direction to staff (e.g. authorize four Councillors to attend AVICC only).

FINANCIAL IMPLICATIONS:

Registration and travel costs for two additional members of Council to attend the UBCM and AVICC annual conventions are approximately \$3,000.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

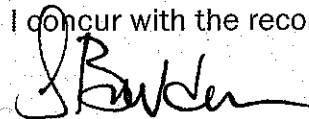
ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

SUMMARY:

At the March 7, 2011 Council directed staff to prepare amendments to the appropriate Town policy to increase attendance at the annual AVICC conference from two to four Councillors. Staff also recommends increasing the number of Councillors authorized to attend the annual UBCM conference from two to four. Staff has prepared the appropriate amendments to the Town's Travel Expenses Policy for Council's consideration.

I concur with the recommendation.



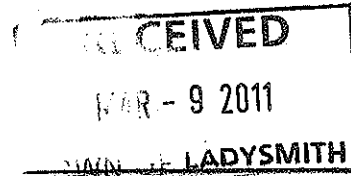
Attachment:
None



FOR GENERATIONS

Dave Cobb
President and CEO

March 2, 2011



His Worship Mayor Robert Hutchins and Council
Town of Ladysmith
410 Esplanade
Ladysmith, BC V9G 1A2

Dear Mayor Hutchins and Council:

I am writing to encourage you to sign up for Earth Hour 2011 by visiting www.earthhourcanada.org today.

British Columbia is a leader in energy conservation and efficiency and at BC Hydro, conservation remains a cornerstone of our energy planning for the future. Next month, communities across the province will demonstrate their commitment to conservation by supporting Earth Hour – an annual, global event to raise awareness about climate change and highlight individual communities' energy-saving actions.

Please join BC Hydro in participating in Earth Hour 2011 from **8:30 p.m. to 9:30 pm. on Saturday, March 26** and bring benefits to your community.

During Earth Hour 2010, 87 communities in British Columbia and 370 cities and towns in more than 35 countries switched off unnecessary lights and equipment to save energy and help combat climate change.

Thank you for your interest in Earth Hour 2011. To save energy every day of the year, visit www.bchydro.com. Through conservation, British Columbians saved about 800 GWh of electricity last year – enough to power nearly 75,000 homes.

If you have any questions or would like to share your Earth Hour plans with us please contact the BC Hydro Community Relations Manager in your region. Ted Olynyk can be reached at 250 755-7180 in Nanaimo or by email at ted.olynyk@bchydro.com.

Yours sincerely,

David Cobb
President and CEO

c: Ted Olynyk, Community Relations Manager

From: Trish McConnell [
Sent: Tue 2011-03-15 11:37 AM
To: Rob Hutchins
Subject: RE: Permission to use Historical Pictures owned by the Town

Your Honor:

I am writing to ask permission from you and town counsel to use historical photos owned by the Town of Ladysmith in a DVD I would like to create and sell as a very unique and cherished "souvenir" from our town. Currently the only souvenir "take home" for our visitors is the pin from the Chamber and the brochure from the Heritage Revitalization Advisory Commission

The DVD will be approx 15 minutes in length, therefore I would like approximately 100- 150 photos (and any video) dated 1898 - light up 2010. (estimate: 6-8 seconds/slide with captions and transitions) Hopefully video would include many current events (strongman, light up, parade etc),

I have years of experience capturing stills/video and I welcome the opportunity to be allowed to produce a high quality, accurate and informative "take away" for visitors (and residents) of Ladysmith, that I know they will treasure for years to come.

I feel our heritage and history is worth the time and effort and welcome your approval.

Please note: 15% of the revenue from DVD sales (which I hope to have in many of the downtown businesses including of course my own) would go directly back to the Historical Society

Cover would of course be our Ladysmith 'logo' /"Heritage by the Sea" and Historical Society info would be on the backside

Thank you for your time , awaiting your response

Respectfully,

Trish McConnell

Vancouver Island Bath Salt Company
250.924.2249
32 High St, Ladysmith. BC V9G 1A1
<mailto:islandsalt@shaw.ca>
www.vancouverislandbathsalts.ca