

# 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, MAY 16, 2011  
7:00 p.m.



## A G E N D A

Page

### CALL TO ORDER

#### 1. AGENDA APPROVAL

#### 2. MINUTES

- |      |  |        |
|------|--|--------|
| 2.1. | Minutes of the Regular Meeting of Council held May 2, 2011 | 1 - 4  |
| 2.2. | Minutes of the Special Meeting of Council held May 3, 2011 | 5 - 6  |
| 2.3. | Minutes of the Special Meeting of Council held May 5, 2011 | 7 - 8  |
| 2.4. | Minutes of the Special Meeting of Council held May 9, 2011 | 9 - 10 |

#### 3. PUBLIC HEARING

None

#### 4. DELEGATIONS

- 4.1. Teresa Pring, Habitat for Humanity Mid-Vancouver Island  
Request for a Donation of Land

#### 5. PROCLAMATIONS

None

#### 6. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS

None

#### 7. STAFF / ADVISORY COMMITTEE REPORTS

- |      |                               |         |
|------|-------------------------------|---------|
| 7.1. | New Photocopier for City Hall | 11 - 12 |
|------|-------------------------------|---------|

#### 8. BYLAWS

None

#### 9. CORRESPONDENCE

- |      |  |    |
|------|--|----|
| 9.1. | Tim Chadwick, Ladysmith Search and Rescue<br>Request for Donation of Rescue Truck Due to be Replaced | 13 |
|------|--|----|

Staff Recommendation

*That Council refer the request to donate a Ladysmith Fire/Rescue 1986 Ford Rescue Truck to Cowichan Search and Rescue, as outlined in the correspondence dated May 1, 2011, to staff for consideration.*

**9.2. Bryan Henderson, Arts Council of Ladysmith and District  
Card of Thanks****14**Staff Recommendation:

*That Council receive the card of thanks from the Ladysmith and District Arts Council for the Town's support of the 2011 Islands Celtic Festival.*

**10. NEW BUSINESS****11. UNFINISHED BUSINESS****12. 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

**13. EXECUTIVE SESSION**

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

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**ADJOURNMENT**



LADYSMITH

MINUTES OF A MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, MAY 2, 2011

**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  
Erin Anderson

Sandy Bowden  
Joe Friesenhan

Felicity Adams  
Joanna Winter

**CALL TO ORDER**

Mayor Hutchins called the meeting to order at 4:01 p.m.

**AGENDA APPROVAL**

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

- To move item 8.1 (Ladysmith Marina Development Variance Permit Application) to the top of the agenda.

2011-191

It was moved, seconded and carried that the agenda for the Council Meeting of May 2, 2011 be adopted as amended.

Councillor Paterson entered the meeting (4:04 p.m.)

**DEVELOPMENT PERMITS /  
DEVELOPMENT VARIANCE  
PERMITS**

Ladysmith Marina - District Lot 2061; Lease 02114642 (12335 Rocky Creek Road)

The Director of Development Services explained that the purpose of this stage of the development variance application process is to seek Council approval to proceed with statutory notification of the request for a development variance permit. Council is not being asked for approval of the development variance permit at this point.

2011-192

It was moved, seconded and carried that staff be directed to proceed with the statutory notice for Development Variance Permit application 3090-11-02 proposing a height variance for a section of boathouses at the Ladysmith Marina (District Lot 2061, Lease #0114642).

**2011-2015  
FINANCIAL PLAN**

The City Manager and Director of Financial Services presented a proposed financial plan developed in accordance with Council's direction to cap net property tax increases at a maximum of five per cent for residential properties; 3.5 per cent for commercial properties and no increase for industrial properties.

**2011-193**

It was moved, seconded and carried that staff be directed to include the following items in the 2011 - 2015 Financial Plan for 2011:

- Increase funding from the Development Cost Charges Roads Reserve to \$108,075 for repayment of the First Avenue improvements debt
- Reduce the amount budgeted for Amphitheatre repairs to a total of \$42,000, and carry out a structural risk review before commencing this initiative
- Increase the amount budgeted for fire truck replacement leases and Occupational Health and Safety funding for City Hall, and other minor changes, in the Operations Budget circulated on May 2, 2011

**2011-194**

It was moved, seconded and carried that the recommendation regarding the establishment of a special tax to fund a sustainable capital expenditure program for a total amount of \$210,000 be deferred to a Special Meeting of Council to take place at 5:00 p.m. on Tuesday, May 3, 2011, and that Council unanimously consent to waiving notice of the Special Meeting in accordance with Section 127(4) of the Community Charter.

**2011-195**

It was moved, seconded and carried that a Special Meeting of Council be held at 5:00 p.m. on Thursday, May 5, 2011 to consider the Five Year Financial Plan Bylaw for 2011-2015, and related bylaws.

**MINUTES**

**2011-196**

It was moved, seconded and carried that the minutes of the Special Council Meeting of April 13, 2011 be adopted as circulated.

**2011-197**

It was moved, seconded and carried that the minutes of the Regular Council Meeting of April 18, 2011 be adopted as circulated.

**2011-198**

It was moved, seconded and carried the minutes of the Special Council Meeting of April 26, 2011 be adopted as amended to record the presence of Councillor Bastian, and to record that

Councillor Whittington was opposed to Resolution 2011-186.

**PROCLAMATIONS**

Mayor Hutchins proclaimed the month of May 2011 as National Missing Children's Month and May 25, 2011 as National Missing Children's Day.

**COUNCIL COMMITTEE REPORTS**

Staff were requested to research Council resolutions concerning the possible relocation of the Visitor Information Centre to the Ladysmith Train Station.

**2011-199**

**Government Services Committee Report**

It was moved, seconded and carried that staff be requested to schedule a seminar for staff of Vancouver Island municipalities on construction practices around existing trees and that the removal of a ginkgo and four other dead or dying trees in the Ladysmith Arboretum, and their replacement with the same species of trees, be approved.

**2011-200**

It was moved, seconded and carried that Council enter into a Licence of Occupation and Use Agreement with the Ladysmith Community Gardens Society for the Ladysmith Community Garden / High Street Green on a portion of High Street Park.

**2011-201**

It was moved, seconded and carried that the matter of the proposed Ladysmith Museum as outlined in the correspondence from the Ladysmith and District Historical Society dated April 5, 2011, be referred to the Heritage Revitalization Advisory Commission and to the Parks, Recreation and Culture Commission.

**2011-202**

It was moved, seconded and carried that a letter of congratulations and appreciation be sent to the organizers of the highly successful 2011 Islands Celtic Festival in Ladysmith.

**STAFF / ADVISORY COMMITTEE REPORTS**

**2011-203**

**Heritage Revitalization Advisory Commission – Morden Mine**

It was moved, seconded and carried that a letter be sent to the Friends of Morden Mine to thank them for the presentation to the Heritage Revitalization Advisory Commission and to confirm the interest of the Town, as a neighbouring heritage community, in connecting with the organization through the Commission.

Councillor Paterson declared a conflict of interest with following agenda item and left the meeting.

**Request to Waive Fees for Access to Records Application**

2011-204

It was moved, seconded and carried that the following applications for special Occasion Licences be approved:

- Cancer Fundraising Tournament, Ladysmith Kinsmen, May 7, 2011 from 11:00 am to 6:00 pm
- Mid Isle Highlanders Football Games, Ladysmith Kinsmen, Forrest Field, May 21 and 29, June 5, 11, 12, 26
- BC Highland Gathering 2011, Royal Canadian Legion, Aggie Field, June 18, 2011, 12:00 noon to 5:30 p.m.
- Royal Canadian Legion Picnic, Transfer Beach Horseshoe Pitch, September 11, 2011, 12:00 noon to 5:00 p.m.

Councillor Paterson returned to the meeting.

**CORRESPONDENCE**

**Karen Fediuk, Kids Walk for Japan – Request for Trolley Service and Use of Park**

2011-205

It was moved, seconded and carried that a trolley and driver be provided at no charge in order to shuttle Walk for Japan participants between Transfer Beach and Ecole Davis Road Elementary School, and that Walk for Japan organizers and participants be authorized to use Transfer Beach Park on Friday, May 20, 2011.

**BYLAWS**

**Town of Ladysmith Heritage Revitalization Advisory Commission Bylaw 1994, No. 1279, Amendment Bylaw 2011, No. 1760**

2011-206

It was moved, seconded and carried that Town of Ladysmith Heritage Revitalization Advisory Commission Bylaw 1994, No. 1279, Amendment Bylaw 2011, No. 1760, be read a first, second and third time.

**ADJOURNMENT**

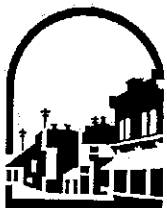
2011-207

It was moved, seconded and carried that this meeting of Council be adjourned at 6:05 p.m.

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Mayor (R. Hutchins)

**CERTIFIED CORRECT**

\_\_\_\_\_  
Corporate Officer (S. Bowden)



LADYSMITH

MINUTES OF A SPECIAL MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
TUESDAY, MAY 3, 2011

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

Erin Anderson

Sandy Bowden

CALL TO ORDER

Mayor Hutchins called the meeting to order at 5:00 p.m.

AGENDA APPROVAL

2011-208

It was moved, seconded and carried that the agenda for the Special Council Meeting of May 3, 2011 be adopted as circulated.

2011-2015 FINANCIAL  
PLAN

A discussion ensued regarding the 2011-2015 financial plan. Correspondence dated May 3, 2011 from Guy MacIsaac, Chair, Gas Tax Management Committee for the UBCM advising the Town that its application for a gas tax general strategic priorities fund and/or innovations fund grant was not approved for early funding. The applications (for water and sewer system upgrades) are now under consideration for the second round of approvals.

2011-209

It was moved, seconded and carried that the sewer parcel tax be increased by \$60 (total \$154) for 2011.

Council confirmed that Special Council meetings are scheduled for Thursday, May 5, 2011 at 5:00 p.m. and Monday, May 9, 2011 at 4:00 p.m. to consider the Financial Plan bylaws.

ADJOURNMENT

2011-210

It was moved, seconded and carried that this meeting be adjourned at 6:40 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor (R. Hutchins)

Corporate Officer (S. Bowden)





LADYSMITH

MINUTES OF A SPECIAL MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
THURSDAY, MAY 5, 2011

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins

Councillor Duck Paterson

Councillor Steve Arnett

Councillor Bruce Whittington

Councillor Jillian Dashwood

COUNCIL MEMBERS ABSENT:

Councillor Scott Bastian

Councillor Lori Evans

STAFF PRESENT:

Ruth Malli

Erin Anderson

CALL TO ORDER

Mayor Hutchins called the meeting to order at 5:02 p.m.

AGENDA APPROVAL

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

- To move Item 2.2 (Financial Plan Bylaw) up to 2.1

2011-211

It was moved, seconded and carried that the agenda for the Special Council Meeting of May 5, 2011 be adopted as amended.

2011-2015 FINANCIAL  
PLAN BYLAWS

2011-212

Town of Ladysmith Financial Plan Bylaw 2011, No. 1761

It was moved, seconded and carried that Town of Ladysmith Financial Plan Bylaw 2011, No. 1761, be read a first, second and third time.

2011-213

Town of Ladysmith Tax Rates Bylaw 2011, No. 1757

It was moved, seconded and carried that Town of Ladysmith Tax Rates Bylaw 2011, No. 1757, be read a first, second and third time.

2011-214

Town of Ladysmith Water Parcel Tax Bylaw 2011, No. 1758

It was moved, seconded and carried that Town of Ladysmith Water Parcel Tax Bylaw 2011, No. 1758, be read a first, second and third time.

2011-215

Town of Ladysmith Sewer Parcel Tax Bylaw 2011, No. 1759

It was moved, seconded and carried that Town of Ladysmith Sewer Parcel Tax Bylaw 2011, No. 1759, be read a first, second

and third time.

ADJOURNMENT

2011-216

It was moved, seconded and carried that this meeting be adjourned at 5:12 p.m.

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Mayor (R. Hutchins)

CERTIFIED CORRECT

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Corporate Officer (S. Bowden)

Subject to Adoption



LADYSMITH

MINUTES OF A SPECIAL MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, MAY 9, 2011

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett  
Councillor Lori Evans

Councillor Scott Bastian  
Councillor Duck Paterson

Councillor Jillian Dashwood  
Councillor Bruce Whittington

COUNCIL MEMBERS ABSENT:

Mayor Rob Hutchins

STAFF PRESENT:

Ruth Malli  
Joanna Winter

Sandy Bowden

Erin Anderson

CALL TO ORDER

Deputy Mayor Arnett called the meeting to order at 4:00 p.m.

AGENDA APPROVAL

2011-217

It was moved, seconded and carried that the agenda for the Special Council Meeting of May 9, 2011 be adopted as circulated.

2010 DRAFT FINANCIAL STATEMENTS

Draft Financial Statements for the Town of Ladysmith for the year 2010 were circulated for Council's review. The City Manager explained that Council and the public will have an opportunity to review and discuss the draft statements before the final statements are adopted at the June 6, 2011 Regular Council meeting.

2011-218

It was moved, seconded and carried that the draft Financial Statements for the Town of Ladysmith for the year 2010 be received.

2011-2015 FINANCIAL PLAN BYLAWS

2011-219

Town of Ladysmith Financial Plan Bylaw 2011, No. 1761

It was moved, seconded and carried that Town of Ladysmith Financial Plan Bylaw 2011, No. 1761, be adopted.

2011-220

Town of Ladysmith Tax Rates Bylaw 2011, No. 1757

It was moved, seconded and carried that Town of Ladysmith Tax Rates Bylaw 2011, No. 1757, be adopted.

2011-221 Town of Ladysmith Water Parcel Tax Bylaw 2011, No. 1758  
It was moved, seconded and carried that Town of Ladysmith Water Parcel Tax Bylaw 2011, No. 1758, be adopted.

2011-222 Town of Ladysmith Sewer Parcel Tax Bylaw 2011, No. 1759  
It was moved, seconded and carried that Town of Ladysmith Sewer Parcel Tax Bylaw 2011, No. 1759, be adopted.

**ADJOURNMENT**

2011-223 It was moved, seconded and carried that this meeting be adjourned at 4:04 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Corporate Officer (S. Bowden)

\_\_\_\_\_  
Mayor (R. Hutchins)

Subject to Adoption



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
 From: Sandy Bowden, Director of Corporate Services  
 Date: May 9, 2011  
 File No:

**RE: NEW PHOTOCOPIER FOR CITY HALL**

**RECOMMENDATION(S):**

That Council approve the purchase by a five year lease through Municipal Finance Authority of a RICOH MP6501 photocopier for City Hall for a total purchase price of \$18,434 plus applicable taxes and a total lease price of \$22,180.55.

**PURPOSE:**

The purpose of this report is to provide Council with the results of a Request for Proposals for a new photocopier for City Hall, and to seek Council's authorization to award the various contracts.

**INTRODUCTION/BACKGROUND:**

The Town issued a Request for Proposals for photocopiers to replace the aging main copier at City Hall in December 2010. Three companies responded with proposals. Two copiers appear to best meet the Town's needs for high volume, reliability, cost per page, quality of scanning, finishing, feeding, as outlined below.

The original budget for the photocopier was \$23,000. The top two proposals (for RICOH and Canon copiers) in terms of price and ability to meet the Town's needs as outlined in the Request for Proposals are listed below:

	Ricoh MP 6501	Canon IRC-7055
Total Purchase Price (incl. HST)	\$20,646	\$18,842
Total 5-year leasing cost	\$22,180.55	\$20,275
Cost per page	.0079 B&W .065 colour	.009 B&W .0735 colour
Maintenance Contract	5 year fixed – no increase to per page cost	5 year fixed – no increase to per page cost
Pages per minute	65	55
Company	Ricoh Canada Inc.	Pitney Bowes Canada

Although it is slightly higher in cost, the Ricoh photocopier is faster and more efficient and will best meet the needs of City Hall staff for high volume, high output printing and scanning jobs. Ongoing servicing costs offered are more cost-effective with the Ricoh copier.

**SCOPE OF WORK:**

Once the contract is awarded, staff will establish the lease with the Municipal Finance Association.

**ALTERNATIVES:**

Council could choose to lease the Canon IRC 7055 copier, or Council could choose not to lease a new copier for City Hall at this time.

**FINANCIAL IMPLICATIONS:**

The lease payments for a new photocopier are included in the Corporate Services operations budget for 2011.

**LEGAL IMPLICATIONS:**

Not applicable.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Not applicable.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The copier is used by all staff at City Hall to print large jobs such as Council agendas, and financial reports, as well as for smaller jobs. Corporate Services will be responsible for ongoing servicing and maintenance of the copier. Financial Services will establish and maintain the lease with Municipal Finance Association.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Not applicable.

**ALIGNMENT WITH SUSTAINABILITY VISION**

Not applicable.

**SUMMARY**

It is recommended that Council approve the purchase (via lease through Municipal Finance Association) of a RICOH photocopier for \$18, 434 plus applicable taxes. The existing main photocopier in City Hall is approximately six years old and requires regular repairs as a result of its age and frequent high volume use. The number of paper jams and other problems is becoming excessive and inefficient from an operations perspective. Staff recommend the acquisition of a new Ricoh photocopier for a purchase price of \$20,646 including HST. Staff recommend purchasing the copier via a five year lease through the Municipal Finance Authority. The Corporate Services operations budget for 2011 includes the proposed photocopier lease payments

I concur with the recommendation



Ruth Malli, City Manager



## Ladysmith Search and Rescue

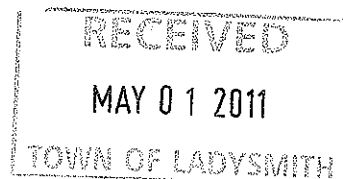
PO Box 1808 Ladysmith B.C.

V9G 1B4

President, Bill Drysdale

Vice-president, Stu Chadwick

Search Mgr, Tim Chadwick



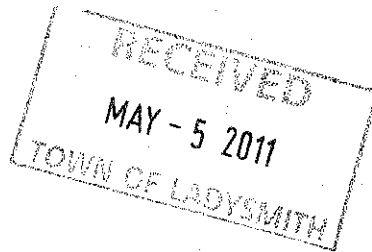
Dear Mayor and Council

It has come to my attention as Search Manager of Ladysmith Search and Rescue, that the 1986 Ford Rescue Truck that is presently being used by Ladysmith Fire Rescue is being replaced. We would like to request the Town of Ladysmith donate this vehicle to Search and Rescue, to use in conjunction with our command center, and eventually replace it. Presently we use a 1981 logging company bus as a command center. As a volunteer organization within the town, the rescue truck would continue to be an asset to the town, as it would speed up our response time on our searches, and further enhance our role in emergency preparedness. If you have any questions you can contact me 250 729-5069.

On behalf of Ladysmith Search and Rescue

Tim Chadwick SAR Manager

Cornel Aggie



May 1<sup>ST</sup> 2011

Rob,

Thank you, council, and staff for your generous support of the Island Celtic Festival. It was a great success. In fact, the participants were so impressed with the waterfront gallery facilities and location, that they are insisting that the festival returns in alternate years. The acoustics of the Aggie Hall amazed all musicians.

Bryan Henderson & Arts Council