



# 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, JUNE 18, 2012  
7:00 p.m.

## A G E N D A

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<b>CALL TO ORDER</b>	
<b>1. AGENDA APPROVAL</b>	
<b>2. MINUTES</b>	
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<b>3. PUBLIC HEARING</b>	
None	
<b>4. DELEGATIONS</b>	
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<b>5. PROCLAMATIONS</b>	
None	
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<b>8. CORRESPONDENCE</b>	
None	
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None	

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## 10. NEW BUSINESS

### 10.1. Union of British Columbia Municipalities 2012 Convention, September 24 – 28, Victoria Conference Centre – Council Attendance

31

The conference attendance policy states that four Councillors and the Mayor may attend the UBCM Convention.

## 11. UNFINISHED BUSINESS

### 11.1 Adam Seymour, Margaret Seymour Request for Town of Ladysmith Sponsorship of Canoe Race on July 21

32 - 34

Council considered an earlier sponsorship request from Adam and Margaret Seymour (attached) at the Regular Meeting of May 22, 2012, and requested additional information regarding the organizational structure supporting the canoe festival. The attached correspondence dated June 12 states that donations to this event are to be made through the PacificSport Regional Sport Centre.

#### Staff Recommendation

That Council consider whether it wishes to sponsor the Stz'uminus Canoe Festival with a grant-in-aid in the amount of \$1,000 as requested by A. Seymour and M. Seymour in their correspondence of May 1, 2012 and their follow-up correspondence of June 12, 2012.

## 12. 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:

#### Item One

90(1)(e) 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

90(1)(j) 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*

## 13. QUESTION PERIOD

- A maximum of 15 minutes are allotted for questions.
- 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 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

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- 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

#### **14. ADJOURNMENT**





MINUTES OF A MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, JUNE 4, 2012

**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Jillian Dashwood  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Gord Horth

Councillor Bill Drysdale  
Councillor Glenda Patterson

**STAFF PRESENT:**

Ruth Malli  
John Manson

Sandy Bowden  
Lisa Brinkman

**CALL TO ORDER**

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

**AGENDA APPROVAL**

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

9.5 Special Occasion Licence Request

11.1 Royal Canadian Marine Search and Rescue/Coast Guard Auxiliary Recognition

**CS 2012-184**

It was moved, seconded and carried that the agenda for the Regular Session of Council for June 4, 2012 be approved as amended.

**MINUTES**

**CS 2012-185**

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held on May 22, 2012 be approved as circulated.

**CS 2012-186**

It was moved, seconded and carried that the minutes of the Special Meeting of Council held on May 28, 2012 be approved as circulated.

**PUBLIC HEARING**

Rezoning Application 320 4th Ave. Extension (M. Pilcher & Associates) (Lot 5, District Lot 56, Oyster District, Plan 965, except part in Plan 312111)

Lisa Brinkman, Planning Technician, provided an overview of the proposed rezoning. Maureen Pilcher representing the proponent provided further details of the proposal and Will Melville reviewed the design elements of the proposal. The Mayor called for questions from members of the audience on points of clarification.

Darcy Dean, 319 Fourth Avenue Extension inquired about:

- the current vacancy rate in the Town of Ladysmith;
- number of parking spaces for the development;
- proposed price of the units; current proposal is \$300,000; previously proposed to be \$235,000 to \$250,000

Mr. Dean suggested that the lower price point will encourage owners to rent out the units.

Yvonne Dean, 319 Fourth Avenue Extension, inquired about how long the project will take and was advised approximately two to three years. She was advised there are ways for the Town to mitigate dust emitted during construction.

Guy Lynn, 415 Hartley Place, inquired about the number of parking spaces required per residence and was advised that the plans include 46 parking spaces for 20 units. Mr. Lynn also inquired about a groundskeeper for the strata development.

Sandra Lynn, 415 Hartley Place, inquired about the structure of a strata development and how much input the Town of Ladysmith has into the regulations. She was advised that the strata regulations must comply with the Town's bylaws, but the Town does not have input into whether or not owners can rent out the units. Ms. Lynn also inquired about the likelihood of retirees living in two-storey units.

Margaret Austen, 356 Fourth Avenue Extension, was advised that the units will be 1,600ft<sup>2</sup>.

Rob Johnson, 246 Bayview Avenue, inquired about the proposed unit prices and was advised that they are estimated to be \$300,000 per unit. He also inquired whether the requirement that the units not be heated with fossil fuel burning heat systems will result in increased per unit price.

The Mayor inquired for a second and third time if other members of the audience wish to ask questions of clarification. Hearing none the Mayor invited members of the public to provide comment on the proposed rezoning.

Roy Davies, 360 Fourth Avenue Extension, expressed concern regarding potential flooding as a result of the development and the stability of the trees located on Town property in the area.

Margaret Austen, 356 Fourth Avenue Extension, expressed concern regarding the flood potential as a result of the development.

Guy Lynn, 415 Hartley Place, read a statement and advised that he is not in favour of the rezoning.

Rob Johnson, 246 Bayview Avenue, suggested that Staff Recommendation #2 be amended to reflect that homes must use non-fossil fuel heat sources for their primary source of heat. He also recommended that Council review the proposed Section 219 covenant closely.

Darcy Dean, 319 Fourth Avenue Extension, expressed concern that a majority of the units will be occupied by renters and he anticipates an increase in the crime rate in the area, traffic and parking issues as a result of the proposed rezoning.

The Mayor called for comments a second and third time. There being none he declared the Public Hearing closed at 8:09 p.m.

## DELEGATIONS

### **Linden Collette, Executive Director, Social Planning Cowichan Cowichan Affordable Housing Directorate - Update**

Linden Collette provided an overview of recent activities of the Cowichan Affordable Housing Directorate and responded to questions regarding the organization. Council expressed its appreciation for the efforts of the Directorate.

### **Rob Waters, Melody Smythies, Jacquie Chellew, Ladysmith Chamber of Commerce Report on Visitor Centre Activities**

The representatives of the Ladysmith Chamber of Commerce provided an overview of the Visitor Centre statistics and a discussion ensued. The representatives responded to questions from members of Council. It was noted that visitors to the centre have increased by 36% in 2012. Council expressed its appreciation for the work of the Chamber and encouraged them to continue with their objectives. The Chamber representatives thanked Council for their ongoing financial support for the Visitor Centre.

## DEVELOPMENT APPLICATIONS

### **Rezoning Application - 320 Fourth Avenue Extension (Lot 5, District Lot 56, Oyster District, Plan 965, except part in Plan 31211) - Town of Ladysmith Zoning Bylaw 1995, No. 1160, Amendment Bylaw (No. 89), No. 1803**

CS 2012-187

It was moved, seconded and carried that the application by Maureen Pilcher & Associates Inc. to amend the Town of Ladysmith Zoning Bylaw 1995, No. 1160 to permit 20 single family homes, be approved in principle, subject to the following conditions:

That prior to the enactment of amending Bylaw No.1803 the

following shall be completed to the satisfaction of the Director of Development Services:

- 1) Registration of a section 219 conservation covenant on the title of the land to protect in perpetuity:
  - natural vegetation on a two metre wide area adjacent to the western property boundary.
  - trees as shown on the site plan prepared by Delinea Design Consultants Ltd., dated January 3, 2012, which is attached to the covenant. The covenant may provide that a tree deemed by a certified arborist to be a danger tree or hazard tree may be considered for removal upon approval by the Town.
- 2) Registration of a section 219 covenant on the title of the land to secure the following:
  - Homes only utilizing non-fossil fuel heat sources for the primary heat source.
  - \$8000 to be paid to the Town's Community Amenity Fund at the time of the first building permit application.
  - Completion of the following site features by the time ten homes are constructed on the land:
    - i. A common area 520m<sup>2</sup> in size (as shown on Figure A of Bylaw 1803),
    - ii. A pedestrian path for residents of the development to access the Holland Creek Trail, and
    - iii. At least 6 visitor parking stalls.
- 3) Preparation of the required documents to allow for the dedication to the Town, upon the adoption of Bylaw 1803, of the 42.5 m<sup>2</sup> area of land containing a portion of the Holland Creek Trail.
- 4) Evidence that driveway access easements have been provided for 316 and 324 Fourth Avenue Extension.

And that the Mayor and Corporate Officer be authorized to execute the section 219 covenants.

**Strata Conversion of a Previously Occupied Building – 9 White Street (Damon, O'Brien, McKimm & Lott for Oak Development Ltd.)**

CS 2012-188

It was moved, seconded and carried that Council grant approval for the strata conversion of 9 White Street and authorize the Mayor and Corporate Officer to execute the discharge documents for Covenant FP125840, and that the Corporate Officer be authorized to endorse the strata plan for 9 White Street as attached to the report from the Director of Development Services

dated May 29, 2012.

- CS 2012-189**      **Development Variance Permit Application – 123 Forward Road (Hunter) – Lot A, D.L. 56, Oyster District, Plan 30646**  
It was moved, seconded and carried that Council approve Development Variance Permit 3090-12-01 for Lot A, District Lot 56, Oyster District, Plan 30646 (123 Forward Road) to permit a garage to be 58m<sup>2</sup> (624 ft<sup>2</sup>) in size and to permit the roof space to be 1.8 metres to the front lot line; and authorize the Mayor and Corporate Officer to sign DVP 3090-12-01.

**COUNCIL COMMITTEE  
REPORTS**

- CS 2012-190**      **Government Services Committee Recommendations**  
It was moved, seconded and carried that the current Regular Council Meeting “Question Period Guidelines” be amended by deleting “Questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking.”
- CS 2012-191**      It was moved, seconded and carried that the “Public Dialogue with Council” sessions held prior to the commencement of the first Regular Council meetings of each month be discontinued.
- CS 2012-192**      It was moved, seconded and carried that staff be requested to review options for including a “Public Dialogue with Council” during a Council meeting, including investigating practices in other local governments.
- CS 2012-193**      It was moved, seconded and carried that Council request staff to investigate the level of regional district participation in the upcoming BC Farm Women’s Network Seminar in Cowichan Bay from October 19 to 21, 2012, and to report back to Council with a recommendation as to whether Council should consider supporting the event.
- CS 2012-194**      It was moved, seconded and carried that Council request staff to survey users of the Transfer Beach Dog Park regarding the need for and possible types of fencing for the park, in response to the correspondence from Bill Johns dated April 28, 2012.
- CS 2012-195**      It was moved, seconded and carried that Council direct staff to obtain a copy of the Cat Bylaw from the Town of Creston for Council’s circulation.
- CS 2012-196**      It was moved, seconded and carried that the issue of a Cat Bylaw for the Town be referred to the 2013 strategic planning process.

**CS 2012-197** It was moved, seconded and carried that the letter from Dr. Jill Molnar requesting Council's consideration of implementing a Cat Bylaw dated April 20, 2012 be received and Dr. Molnar be advised that the matter was considered at a Town Hall meeting in July of 2011 and was not considered a priority at that time, however Council will continue to monitor the issue and it will be considered during the 2013 strategic planning process.

**CS 2012-198** It was moved, seconded and carried that Council direct staff to investigate possible solutions to safety and lighting concerns on Farrell Road.

**CS 2012-199** It was moved, seconded and carried that Council direct staff to investigate possible solutions, to pedestrian safety in the TransCanada Highway underpass, including clearing brush.

**CS 2012-200** **Alternative Approval Process – Fire Rescue Vehicle**  
It was moved, seconded and carried that given no negative responses were received from the electorate as a result of the recent Alternative Approval Process, Council authorize the acquisition of a new fire rescue vehicle in the amount of \$446,000 plus applicable taxes from Safetek Emergency Vehicles.

**CS 2012-201** **Fortis B.C. – Proposed Rate Equalization Initiative**  
It was moved, seconded and carried that Council provide a letter in support of the rate equalization initiative currently being undertaken by Fortis B.C.

**CS 2012-202** **Annual Public Works Tenders**  
It was moved, seconded and carried that Council award the following contracts for 2012:

Item	Awarded To
Asphalt and Paving	Lafarge Canada
Laboratory Testing	Maxxam Analytics
Survey Layout	McCallan Construction
Container Rental	Haarsma
Concrete Supply	Mayco Mix
Septic Services	Coast Environmental
Chorine Supply	Brenntag Canada
Equipment Rental (other than tandem axle trucking)	Stalker Excavating
Equipment Rental (tandem axle trucking)	TRT Contracting
Gravel Supply and Disposal	Van Isle Aggregates

CS 2012-203

**CVRD Transit Service Review**

It was moved, seconded and carried that Council:

1. Direct staff to respond to the Cowichan Valley Regional District (CVRD) offer letter of March 1, 2012, stating that the Town of Ladysmith is very interested in joining the CVRD Transit Service Function, and wish for the CVRD board to approve Ladysmith as a new Transit service partner;
2. Request that the CVRD Transit Committee consider the following requests with respect to the addition of the Ladysmith transit service in 2013:
  - a. Request that BC Transit consider using Ladysmith as a pilot area for the use of alternative fueled vehicles such as LNG and electric;
  - b. Consider the possible use of the Ladysmith Public Works Yard as a satellite yard for the storage and potentially repair of vehicles, should this option prove to be cost effective;
3. Direct staff to transition the existing trolley fleet to a single trolley, for use during special events only.

**Special Occasion License Request – Ladysmith Madness Easter Seals Fund Raising**

CS 2012-204

It was moved, seconded and carried that Council approve the request for a Special Occasion Licence from Ladysmith Madness for their Easter Seals fundraising event on June 16-17, 2012 at Aggie Fields

**CORRESPONDENCE**

**Jamie Brennan, Board Chair, School District 68  
Nanaimo-Ladysmith Schools Strategic Plan**

CS 2012-205

It was moved, seconded and carried that Councillors Dashwood, Horth, and D. Paterson be authorized to attend a community consultation session regarding the Nanaimo-Ladysmith Schools Strategic Plan on Thursday, June 14<sup>th</sup>.

**Rosemary Sutton, Tire Stewardship B.C.  
Funding Approval – Tire Stewardship B.C. Grant**

CS 2012-206

It was moved, seconded and carried that Council accept the grant from Tire Stewardship B.C. in the amount of \$12,141 for upgrading the surface at the Transfer Beach Spray Park, and that the Mayor and Corporate Officer be authorized to sign the funding agreement.

Staff was requested to confirm that the colourful design of the spray park will be maintained.

## NEW BUSINESS

**Royal Canadian Marine Search and Rescue (RCMSAR)**  
Councillor Paterson advised that over the past year the RCMSAR has rescued 15 individuals in emergency situations.

**CS 2012-207** It was moved, seconded and carried that a letter of thanks be sent to the Royal Canadian Marine Search and Rescue organization for their exemplary efforts in search and rescue.

**CS 2012-208** It was moved, seconded and carried that a letter be sent to the Federal Government (copy to the Provincial Government) requesting reconsideration of a recent decision to close the Royal Canadian Marine Search and Rescue facilities on the west coast.

## QUESTION PERIOD

P. Williams inquired about the proposed changes to the transit service, and recommended the Town consider utilizing smaller more efficient vehicles.

R. Johnson inquired about which trolley will remain in the Town's fleet to be used for special events. He suggested that the Town partner with the Regional District of Nanaimo rather than the CVRD regarding the transit service. R. Johnson inquired about the minutes of May 22<sup>nd</sup> and 28<sup>th</sup>.

## EXECUTIVE SESSION

**CS 2012-209** It was moved, seconded and carried at 10:25 p.m. that Council retire into Executive Session in order to discuss the following items in accordance with Section 90(1) of the Community Charter:

### *Item 1*

Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

### *Item 2*

Labour relations or other employee relations.

## RISE AND REPORT

Council arose without report.

## ADJOURNMENT

**CS 2012-210** It was moved, seconded and carried that this meeting of Council be adjourned at 10:35 p.m.

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Mayor (R. Hutchins)

CERTIFIED CORRECT

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Corporate Officer (S. Bowden)

Subject to Adoption



MINUTES OF A SPECIAL MEETING OF COUNCIL OF THE  
TOWN OF LADYSMITH  
HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
SUNDAY, JUNE 10, 2012

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**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins  
Councillor Bill Drysdale  
Councillor Glenda Patterson

Councillor Steve Arnett  
Councillor Gord Horth

Councillor Jillian Dashwood  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli

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**CALL TO ORDER**

Mayor Hutchins called the Special Meeting of Council to order at 7:05 p.m.

**CS 2012-211**

**Waiver of Notice**

It was moved, seconded and carried, with all Council members present, that notice to hold a Special Meeting of Council be waived.

**EXECUTIVE SESSION  
CS 2012-212**

It was moved, seconded and carried at 7:01 p.m. that Council retire into Executive Session in order to discuss the following matters:

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

**RISE AND REPORT**

Council arose at 9:15 p.m. without report.

**ADJOURNMENT  
2012-213**

It was moved, seconded and carried that this Special Meeting of Council be adjourned at 9:15 p.m.

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Mayor (R. Hutchins)

**CERTIFIED CORRECT**

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Corporate Officer (S. Bowden)



TOWN OF LADYSMITH  
CORPORATE SERVICES DEPARTMENT  
REQUEST FOR DELEGATION STATUS

APPLICATION DATED: June 1, 2012

NAME OF APPLICANT: Mike Rankin

ORGANIZATION Mid-Isle Soccer Association

ADDRESS OF APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: mike-rankin@shaw.ca

COUNCIL or COMMITTEE MEETING REQUESTED: Council

MEETING DATE REQUESTED: June 18, 2012

NO. ATTENDING: 1

WILL  WILL NOT NEED PRESENTATION EQUIPMENT

TOPIC TO BE PRESENTED:

Thank you gift for Town support of Min world Cup Soccer Tournament

Request for installation of additional light at rugby pitch

NATURE OF REQUEST / CONCERN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Notification of Delegation Request must be received by 12:00 noon on the Wednesday prior to the requested Council or Committee meeting. If approved, presentations are to be restricted to ten (10) minutes, unless notified otherwise.  
(Per Policy 01-0570-A – Council Resolution 01-514)



TOWN OF LADYSMITH  
CORPORATE SERVICES DEPARTMENT  
REQUEST FOR DELEGATION STATUS

APPLICATION DATED: May 30, 2012  
NAME OF APPLICANT: Brian Thom  
ORGANIZATION town resident  
ADDRESS OF APPLICANT: 299 Dogwood Dr. V9G 1T3  
PHONE: 250-245-0355 E-MAIL: brian.thom@gmail.com  
COUNCIL or COMMITTEE MEETING REQUESTED: town council  
MEETING DATE REQUESTED: Mon June 4<sup>th</sup>, 2012  
NO. ATTENDING: 1

WILL  WILL NOT NEED PRESENTATION EQUIPMENT

TOPIC TO BE PRESENTED:

Google Earth/GPS mapping of the trail system at the south end of town (Battie Rd to Hart Lake, I will show overlays of data I collected using GPS/Google Earth and current Parks and Rec maps to illustrate problematic differences and inadequacies.

NATURE OF REQUEST / CONCERN:

Current maps put out by Parks and Recreation are distorted and out-of scale for the south end trail system, making it difficult to locate and hard to judge. Since encountering the problem while hiking with my family, I have spoken with six other families who encountered troubled by the hiking decisions they made from the same distorted town maps. The town maps represent a safety concern.

I will recommend to town council that direction be given to staff to either re-make existing maps (which are on all the signs, brochures, website, etc), or provide some kind of inset or overlay that can better reveal the true geography of our south end trail system.

**NOTE:** Notification of Delegation Request must be received the Wednesday prior to the requested Council or Committee meeting. If approved, presentations are to be restricted to ten (10) minutes, unless notified otherwise.

*(Per Policy 01-0570-A – Council Resolution 01-514)*



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: June 15, 2012  
File No: 3060-12-04

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Re: Development Permit Amendment Application - Oak Development Ltd.  
17 Gatacre St. (Lot 8, Block 10, D.L. 56, Oyster District, Plan 703)

RECOMMENDATION:

1. That Council direct staff to work with the applicant towards achieving a revised site design for the rear of 17 Gatacre Street (DP 11-01) that addresses Development Permit Area 2 and 4 Guidelines as noted in this staff report (which may reduce the required four off-street parking spaces to three spaces with payment of \$4000 to the Municipal Parking Fund in lieu of one space), and to seek the input from the two neighbouring property owners regarding the design of the cedar fence.
2. That Council direct staff to prepare an amendment to the Development Procedures Bylaw No.1667 to require that development applications include a survey for the subject property prepared by a BC Land Surveyor (BCLS); that site plans for proposed developments be based on the BCLS survey; and authorize the Director of Development Services to waive this requirement when appropriate.

PURPOSE:

The purpose of this staff report is to present an amendment to Development Permit 3060-11-01 for a development at 17 Gatacre Street.

A recommendation has also been provided for direction to amend the Development Procedures Bylaw to make it a requirement that a site plan would be prepared on a survey prepared by a BC Land Surveyor. There may be applications where this requirement would be onerous, so it is recommended that the Director have the discretion to waive this requirement when appropriate.

While the approval of Development Permit amendments has been delegated to the position of the Director of Development Services, this application is being presented to Council for consideration as variances to the parking standards in the Zoning

Bylaw are part of the application. The consideration of variances cannot be delegated.

INTRODUCTION/BACKGROUND:

A Development Permit (DP) was issued on April 18, 2011 for a mixed-use commercial/residential building at 17 Gatacre Street (commercial-at-grade with two residential units above). However, the submitted site plan for the development was based on incorrect property dimension information. As a result the rear area of the property is smaller than what was presented in the original plans for DP 11-01. Thus, the applicant is applying to amend DP 11-01.

As part of the initial application, the Development Permit Area guidelines were reviewed. The following analysis is relevant to the current proposal so is repeated for the information of Council.

The property falls within the Development Permit Area 2 – Downtown (DPA2) and Development Permit Area 4 – Multi-Family Residential (DPA 4). The objectives of DPA2 are to ensure that new development is compatible with the form, scale, and character of existing development to strengthen the downtown as the primary commercial focus and to realize the heritage, economic, cultural and architectural potential of this area. The objectives of DPA4 are to ensure the design is compatible with the form and character of adjacent development.

These guidelines have been considered in the review of this revised development proposal, specifically as follows:

- Landscaping shall include appropriate vegetation, lighting, paving and exterior storage. Landscaping should afford privacy for adjacent property owners. Service, and refuse areas shall be landscaped, fenced or buffered. (DPA2 (f), (g), (k)) (DPA4 (e), (h), (j))

*A professional landscape plan was presented as part of the original application. This application amends that plan.*

- Barrier free design principles shall be used for buildings, structures and uses in the Downtown. (DPA 2 (l))

*Wheelchair access to the commercial unit is only available at the rear of the building. The original landscape plan addressed public circulation.*

- Exterior materials shall be consistent with the heritage theme of Ladysmith. (DPA2 (m))

*The approved Development Permit 11-01 included exterior materials include commercial wood doors at the entry, cedar siding, cedar railings for the balcony, and heritage colours. Council should be made aware that the split block wall was to match the same paint colour as the building face. The*

*applicant did not purchase the correct materials and will now be painting the block wall to match the façade.*

- Parking may be reduced to permit appropriate development. (DPA2 (h)) (DPA4(k))

*The total number of required off-street parking spaces for the commercial/residential building is 9 spaces. In accordance with the variance in parking requirements included in DP 11-01 and the utilization by the owner of the payment in lieu or parking, the following table indicates the allocation of parking spaces associated with each of the uses:*

<i>Commercial unit</i>	<i>2 spaces</i>
<i>Residential unit</i>	<i>1 space</i>
<i>Residential unit</i>	<i>1 space</i>

*The amendment application addresses the layout of this parking area given challenges presented by the loss of ten feet from incorrect information being provided to the consultant.*

#### SCOPE OF WORK:

The stage of this application is to consider an amendment to an approved Development Permit 11-01.

The amendment application has arisen as the landscape plan for the development was based on incorrect information. The actual dimensions of the rear parking lot area are 37ft x 30ft. The original plans were based on dimensions of 47ft x 30ft. The loss of 10 feet from the rear area has impacted the following approved features of DP 11-01:

- four off-street parking spaces (the approved four spaces were 8ft x 22ft in size);
- the installation of three permeable grass areas and a rain-garden with a tree for onsite stormwater management;
- the installation of two planters to assist with defining pedestrian access; and
- the installation of a screened external garbage/recycling area.

#### The Proposed Amendment:

The applicant's proposed amended site plan is shown in the attached draft DP 3060-12-04. The amended site plan contains:

- new variances to the dimensions of the four off-street parking spaces as shown in Table 1.
- only one permeable grass area such that onsite stormwater management is no longer feasible;
- the installation of one planter and limited defined pedestrian access;

- the installation of indoor garbage/recycling storage rather than outdoor screened storage.

The applicant is proposing three stalls to be 8'6" x 19ft and one stall to meet the small car stall size of 8'6" x 18ft. Although, the length of 19ft (regular space) and 18ft (small car space) meet the required length in the zoning bylaw, a longer stall, as originally proposed, works better in a parallel parking stall situation.

As the Town's parking standards do not include parking lots designed with parallel parking spaces, staff have researched other community's standards. The City of Nanaimo's required stall length for a parallel parking space is 22 feet (as was originally approved in DP 11-01). The minimum manoeuvring aisle width is 12.8 feet (an aisle width of 12 feet was approved in DP 11-01).

Depending on the vehicle use of the four proposed parking spaces (Smart car versus truck), it is expected that the parking spaces would function more as tandem parking spaces rather than parallel parking spaces.

**Table 1: 3060-12-04 Requested Variances**

Section 5.18 "Off-street Parking and Loading"	From: (Bylaw Standard)	To: (Applicant's Proposed Variances)
Required Off-Street Parking Spaces	9 spaces as follows: <ul style="list-style-type: none"> <li>• 5 parking spaces on-site (3 spaces for commercial use and 2 spaces for residential use), and</li> <li>• in lieu of 4 spaces, payment of \$16,000 to the Municipal Parking Fund</li> </ul>	9 spaces as follows: <ul style="list-style-type: none"> <li>• 4 parking spaces on-site (2 spaces for commercial use and 2 spaces for residential use),</li> <li>• in lieu of 1 space, a bike rack as per the Zoning Bylaw bike rack criteria, and</li> <li>• in lieu of 4 spaces, payment of \$16,000 to the Municipal Parking Fund</li> </ul>
Parking Space Dimensions – Width (including additional 0.3 m width for door swing as space is next to a foundation wall)	2.9 m (standard space) 2.8 m (small car space)	2.55m (standard spaces) 2.55m (small car space)  (Note: 2.4m was approved in DP11-01)
Small Car Parking Space	Up to 25% permitted in lots with 25+ spaces	Up to 25% small car space permitted if 4 spaces are provided (maximum 1)



**Recommendation:**

Given the parking space dimensions cited above and the loss of 10 feet from the available site area to the rear of the parcel, it appears as though the proposed four parking spaces will not function adequately. In addition, the Development Permit Area guidelines will be difficult to meet if the rear area is dedicated primarily to parking.

As such, it is recommended that Council direct staff to work with the applicant to achieve a revised site design for the rear of 17 Gatacre Street (DP 11-01) that addresses Development Permit Area 2 and 4 guidelines (which may reduce the required four off-street parking spaces to three spaces with payment of \$4000 to the Municipal Parking Fund in lieu of one space) and seek the input from the two neighbouring property owners regarding the design of the cedar fence to provide screening for the neighbours (a guard rail is a Building Code requirement due to the grade differences between properties). It is recommended that the parking for the residential use (2 units) at 17 Gatacre Street continue to not be reduced to zero spaces. (Currently the parking space requirement for the residential use has been reduced from 1.5 spaces per unit to 1 space per unit.)

This should allow for improved pedestrian access to the rear doors of the building, and will cause less congestion on the site, as well as allowing for soft landscape treatments consistent with DP 11-01.

**ALTERNATIVES:**

Council could consider the following alternative. There is a draft Development Permit attached to this report based on the proposed amendment.

*That Council issue Development Permit 3060-12-04 to permit amendments to the site plan and landscape plan and off-street parking requirements at 17 Gatacre Street (Lot 8, Block 10, D.L. 56, Oyster District, Plan 703),*

*AND THAT the Mayor and Corporate Officer be authorized to sign the Development Permit.*

**FINANCIAL IMPLICATIONS:** n/a

**LEGAL IMPLICATIONS:**

A development permit amendment is required prior to constructing the alterations on the site.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The neighbours have been impacted by the development at 17 Gatacre Street. If the neighbours agree, it is recommended that the DP amendment include the requirement that the applicant construct a fence on the side property lines to ameliorate the impact to the neighbours.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The revised drainage plan for 17 Gatacre Street has been evaluated and approved by the Senior Engineering Technician.

RESOURCE IMPLICATIONS:

Processing development permit amendment applications is a function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning Report supports mixed use development in the downtown area.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

An application to amend the parking and landscape plan for the development at 17 Gatacre Street (DP 11-01) has been received. It is recommended that Council direct staff to work with the application towards achieving a revised site design for the rear of 17 Gatacre Street.

Given the technical issues raised as part of this development approval, it is also recommended that the Development Procedures Bylaw No. 1667 be amended to require that applicants provide a survey prepared by a BCLS, and that the site plan is based on that professionally prepared survey.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Mali, City Manager

ATTACHMENTS:

Draft DP 3060-12-04 (amends DP 11-01)



TOWN OF LADYSMITH  
**DEVELOPMENT PERMIT 3060-12-04 (AMENDMENT)**  
 (Section 920 Local Government Act)

DATE: June 18, 2012

TO: Oak Development Ltd. Inc.No. BC0458681 (R. Jackson)  
 (PERMITTEE)

Address: 10855 Boas Road, North Saanich, B.C. V9L 5J1

1. This Development Permit amends Development Permit 3060-11-01 and is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:  
  
 Strata Lot 1, 2 and 3  
 District Lot 56  
 Oyster District  
 Strata Plan EPS713  
 PID# 028-814-533  
 CIVIC ADDRESS 17 Gatacre Street  
 (referred to as the "Land")
3. This Permit has the effect of authorizing alterations on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws, except as varied by this Permit; subject to the conditions, requirements and standards imposed and agreed to in section 6 of this Permit.
4. With respect to the Land Town of Ladysmith Zoning Bylaw 1995, No. 1160 is hereby varied as follows:  
 (a) Section 5.18 "Off-street Parking and Loading" is varied as shown in Table 1: 3060-12-04 Variances:

**Table 1: 3060-12-04 Variances**

Section 5.18 "Off-street Parking and Loading"	From: (Bylaw Standard)	To: (Applicant's Proposed Variances)
Required Off-Street Parking Spaces	9 spaces as follows: <ul style="list-style-type: none"> <li>• 5 parking spaces on-site (3 spaces for commercial use and 2 spaces for residential use), and</li> <li>• in lieu of 4 spaces, payment of \$16,000 to the Municipal Parking Fund</li> </ul>	9 spaces as follows: <ul style="list-style-type: none"> <li>• 4 parking spaces on-site (2 spaces for commercial use and 2 spaces for residential use),</li> <li>• in lieu of 1 space, a bike rack as per the Zoning Bylaw bike rack criteria, and</li> <li>• in lieu of 4 spaces, payment of \$16,000 to the Municipal Parking Fund</li> </ul>

<b>Parking Space Dimensions – Width</b> (including additional 0.3 m width for door swing as space is next to a foundation wall)	2.9 m (standard space) 2.8 m (small car space)	2.55m (standard spaces) 2.55m (small car space)
<b>Small Car Parking Space</b>	Up to 25% permitted in lots with 25+ spaces	Up to 25% small car space permitted if 4 spaces are provided (maximum 1)

5. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw No. 1160.
6. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - a) Develop the Land as shown in Schedule A: Revised Rear Area Site/Landscape Plan (Kevin Lamont, June 2012) which amends Schedule A and B of Development Permit 3060-12-04;
  - b) Install a bike rack to hold a minimum of two bicycles and the bike rack shall meet the Zoning Bylaw design criteria (Section 5.18 (10));
  - c) Install cedar fences on both side lot lines with the agreement of the neighbouring property owners, and the cedar fences shall each be 11 metres in length (37 feet), and shall meet BC Building Code requirements;
  - d) Install a drainage deflector curb on the east rear area side property line;
  - e) Install an area drain (as shown in the attached Schedule A), and the area drain is to be connected to the trench drain; and
  - f) The two split face block walls shall be painted as follows: i) two coats of elastomeric paint; ii) block filler; and iii) latex paint. The paint colour shall match the front façade (Dulux 2044 55/151).
7. Should the Permittee fail to satisfy the conditions referred to in section 6 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the landscaping condition(s) or carry out any construction required to correct the unsafe condition(s), at the cost of the Permittee, and may apply the security required by DP 11-01 in payment of the cost of the work, with any excess to be returned to the Permittee.
8. Should there be no default as herein provided, or where a Permit lapses, the Town of Ladysmith shall return any security provided to the Permittee.
9. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.927 of the *Local Government Act*, and upon such filing, the terms of this Permit 3060-12-04 or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
10. If the Permittee does not substantially start any construction permitted by this Permit within **six months** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
11. The plans and specifications attached to this Permit are an integral part of this Permit.

- 12. This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 13. Despite issuance of this permit, construction may not start without a Building Permit, Sign Permit or other necessary permits.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF  
LADYSMITH ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
MAYOR

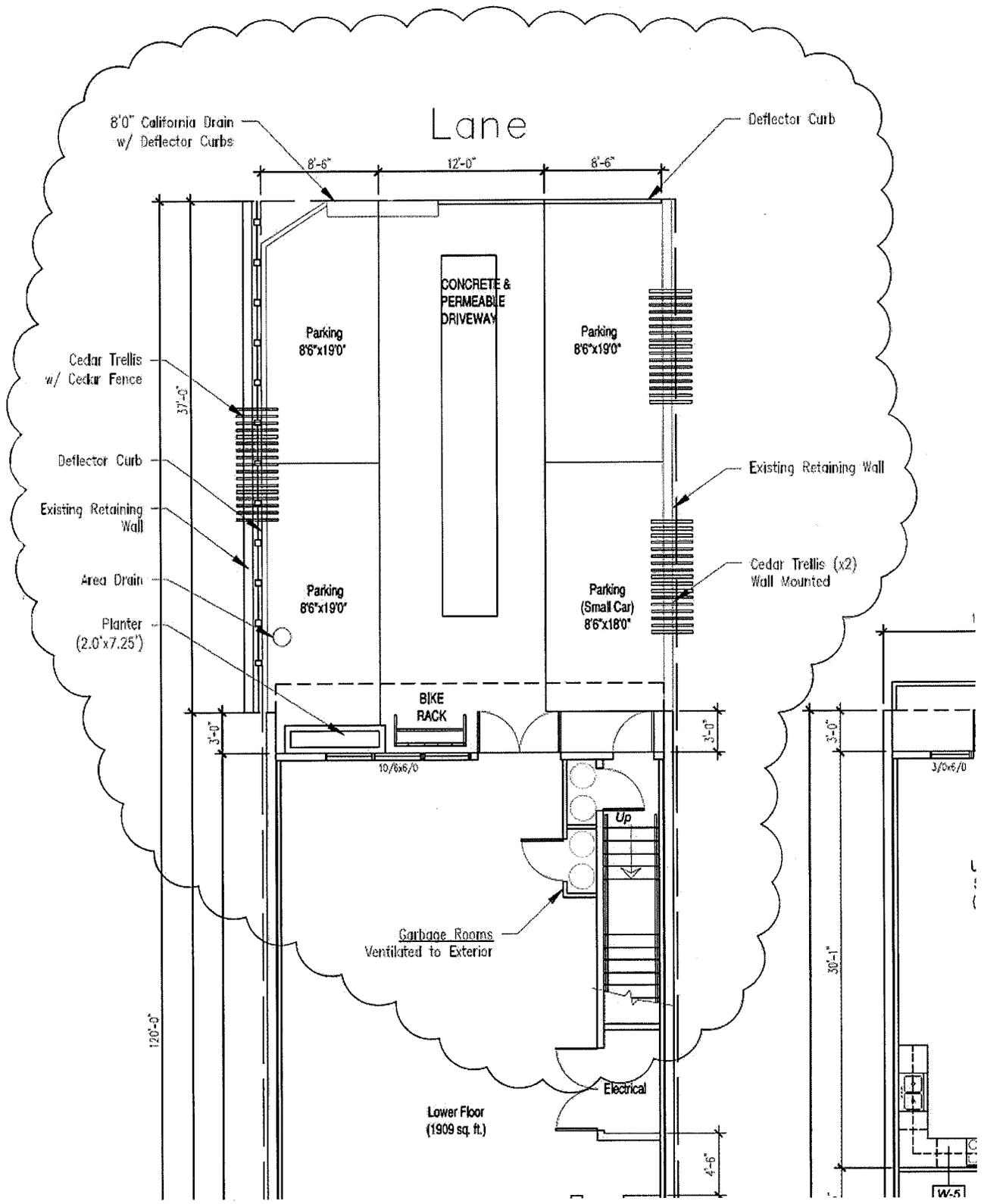
\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME



Schedule A: Revised Rear Area Site/Landscape Plan  
 (Kevin Lamont, June 2012)  
 DP 3060-12-04 (Amendment)  
 Oak Development Ltd. Inc. No. BC0458681 (R. Jackson)



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: June 13, 2012  
File No:

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Re: INFORMATION SYSTEMS STRATEGIC PLAN REQUEST FOR PROPOSALS – FINANCIAL CONSIDERATIONS

RECOMMENDATION(S):

That Council direct staff to proceed with the issuance of the Request for Proposals for an Information Systems Strategic Plan utilizing a portion of the funds included in the 2012 capital budget for the acquisition of a new telephone system.

PURPOSE:

The purpose of this staff report is to seek Council's authorization to proceed with an RFP for the preparation of an Information Systems Strategic Plan and to utilize funds allocated for the acquisition of a new telephone system for this purpose.

INTRODUCTION/BACKGROUND:

Council included \$65,000 in the 2012 capital budget for the acquisition of a new telephone system. The Town experienced a significant interruption in the telephone system in 2011 and were advised by the technician at that time that it should consider the acquisition of a new system in the near future. This matter has been discussed by the senior management team and while an upgrade to the Town's telephone system is required, a more pressing issue is a plan for the Town's overall information systems (IS) including the telephone system, computers, cell phones, copiers, scanners, GIS, other software, etc. The senior management team concluded that it is now prudent and timely for the Town to issue an RFP for the development of a comprehensive, overall IS strategic plan which will include a review of the communications network, computer equipment, software requirements, and other IS issues. A conservative estimate of the costs to engage a consultant to prepare such a strategic plan is \$30,000.

SCOPE OF WORK:

Upon direction from Council the attached RFP will be issued. The senior management team will be involved in selecting the successful proponent for the project. The Director of Corporate Services will manage the contract. The consultant will interact with various members of Town staff as the project proceeds.

ALTERNATIVES:

Council could direct staff to not proceed with the RFP and utilize the existing funds for the acquisition of a new telephone system.

FINANCIAL IMPLICATIONS:

As noted previously, it is recommended that a portion of the \$65,000 allocated for the purchase of a new telephone system be used for the preparation of an IS strategic plan.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The implementation of an IS strategic plan will enable the Town to enhance customer service with up-to-date equipment and systems. It is anticipated that this project will be positively received by the community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This project will involve all departments at various stages. The senior management team will be the main points of contact for each department.

RESOURCE IMPLICATIONS:

No additional staff resources are required at this time. The IS strategic plan may include additional staffing recommendations.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The implementation of an IS strategic plan will assist the Town in achieving many of the sustainability goals and the 8 pillars of sustainability included in the Sustainability Visioning Report.

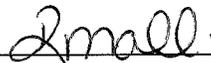
ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with strategic direction G – “Supportive Corporate Governance”.

SUMMARY:

Council allocated \$65,000 for the acquisition of a new telephone system in 2012. Staff requests Council’s consideration of utilizing a portion of these funds to engage a consultant to prepare an Information Systems Strategic Plan.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Mali, City Manager

ATTACHMENT:

RFP No. 2012-CS-02 (Information Systems Strategic Plan)



Town of Ladysmith  
Corporate Services Department

Request for Proposals  
No. 2012-CS-02

## INFORMATION SYSTEMS (IS) STRATEGIC PLAN

For further information  
please contact:

Sandy Bowden  
Director of Corporate Services  
Town of Ladysmith  
250-245-6404  
sbowden@ladysmith.ca

RFP Issue Date: June 20, 2012  
RFP Closing Date: July 11, 2012 at 2:00 p.m.  
RFP Bid Opening Date and Time: July 11, 2012 at 2:30 p.m.  
Location of Bid Opening: Ladysmith City Hall

## **1. Introduction**

The Town of Ladysmith is seeking the assistance of a qualified consultant to develop an Information Systems (IS) Strategic Plan. The objective of the strategic plan includes, but is not limited to, creating a well-documented plan to guide the IS function over the next five years in planning, procuring, implementing, and managing the current and future technology investments and resources for the Town of Ladysmith.

## **2. Project Description**

The project will involve a thorough analysis of the following:

- a) Existing infrastructure, staffing, funding, applications, business systems, projects, processes, and other resources currently in use by the Town of Ladysmith.
- b) Interviews involving various levels of Town of Ladysmith staff as deemed appropriate, including end users, department heads, and other stakeholders.
- c) Identification, prioritization, and cost analysis of projects that should be undertaken as part of the IS function over the next five years.
- d) Existing and available regional partnerships and collaboration strategies relevant to the Town of Ladysmith.
- e) Existing and available outsourcing relationships and opportunities.
- f) Practical and relevant private and public sector industry standards such as disaster recovery practices and business continuity plans.
- g) Identification of needs to accommodate current and future technology requirements such as data storage and management, legal requirements, security requirements, etc.
- h) Possible revenue streams.
- i) Identification of staff training requirements.

## **3. Overview of the Town and Current Information Systems**

### **a) Facilities**

The Town of Ladysmith has six facilities: City Hall, Development Services and IT/Payroll, Infrastructure Services/Public Works Yard, Fire Rescue, Frank Jameson Recreation Centre, and the Sewage Treatment Plant

**b) Staff**

The Town of Ladysmith employees 50 full-time employees and 21 part-time employees.

**c) Workstation and Server Environment**

The Town of Ladysmith utilizes various physical servers that also support virtual servers. We have approximately 35 workstations running XP or Windows 7 operating systems, and 11 Wyse terminals. We are currently in the process of upgrading to Windows 7 and Office 2010 for all users, and Microsoft Server 2008.

**d) Network Infrastructure**

The network infrastructure consists of fibre optic cable connecting all locations except the Sewage Treatment Plant.

**e) Major Business Systems**

iCity Enterprise (Vadim) - a software system utilized mainly for financial accounting, including general ledger, business licensing, purchase orders, accounts payable, accounts receivable, property taxes, utility billings, dog licensing and payroll.

CLASS (Active Network) - a software system utilized by the recreation centre for facility and program bookings.

AutoCAD design and engineering software.

Nortel telephone system consisting of one BCM 400 and three BCM 50's.

Several cellular telephones and iPhones. Service provider is Telus.

The Town also utilizes irrigation software and Fire Department Management Systems software.

**4. Required Project Deliverables**

- High level summary to be presented to the Town Council
- Executive summary to be presented to the Senior Management Team
- A five year strategic plan addressing the topics outlined in this RFP and any others identified in the process of stakeholder discussions. The strategic plan should include, but not be limited to:
  - ⇒ A comprehensive assessment of current conditions
  - ⇒ Recommended actions
  - ⇒ Cost estimates

- ⇒ Staffing recommendations
- ⇒ Prioritization of actions
- ⇒ Implementation plan
- A tactical project plan outlining projects by priority that includes costs both initial and ongoing, staff required for both initial implementation and sustainable management and perceived benefits and risk of both successful implementation and no implementation at all
- Detailed IS infrastructure plan and design
- Monthly status report on progress, activities, issues and compliance with schedule
- Comprehensive documentation of discovery and recommendations

## 5. Response Content

All respondents should include the following information in their proposal:

- All-inclusive contract price and hourly rate for additional work outside scope. Please include a subtotal price, applicable taxes, and total price in your bid.
- References with regards to Information Systems Planning
- Work plan/methods
- Anticipated work schedule
- Any applicable reference materials
- Overall work experience in the Information Systems Planning industry
- Qualifications of the individuals assigned to the project

## 6. Evaluation

The Town will evaluate Proposals based upon but not limited to, the following:

- Quality of the proposal
- Demonstrated proven experience
- Accessibility and responsiveness
- Work program and schedule
- Costs
- Reference checks
- Proponent's innovative ideas

Proposals will be reviewed and evaluated by a selection committee comprised of Town staff. During the evaluation process any or all of the proponents may be invited to give written or oral presentations and/or participate in interviews with the committee.

## 7. Enquiries

All enquiries related to this "Request for Proposal" are to be directed to:

Sandy Bowden, Director of Corporate Services  
Town of Ladysmith  
Phone: 250-245-6404  
Email: sbowden@ladysmith.ca

Enquiries and responses will be recorded and will be made available, by request, to all proponents for examination.

## 8. Proposal Submissions

Proponents are requested to submit their proposals no later than 2:00 p.m. local time on July 11, 2012 to the attention of:

Sandy Bowden, Director of Corporate Services  
Town of Ladysmith  
410 Esplanade  
P.O. Box 220  
Ladysmith, BC V9G 1A2  
  
Fax: 250-245-6411  
Email: sbowden@ladysmith.ca

Proposals may be submitted in hard copy, by email or by facsimile. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked "Request for Proposals No. 2012-CS-02 - Information Systems Strategic Plan".

The successful bidder will be required to obtain and provide proof of the following:

- A current business license for operating in the Town of Ladysmith
- Active WorkSafe BC Registration
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Tenders will be opened publicly at the Town of Ladysmith City Hall on **July 11, 2012 at 2:30 p.m.**

The Town reserves the right to accept or reject any or all Proposals either whole or in part at any time, or waive formalities in, or accept a Proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under

no obligation to proceed further with any submitted Proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

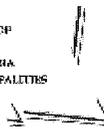
The Town of Ladysmith Purchasing Policy includes the following Principles of "Best Value":

- compliance with requirements and specifications
- quality of goods or services, including timeliness and quality of support and follow-up
- availability of the goods or services
- financial stability and business reputation of supplier
- price
- orders will not be split between bidders

#### **9. Ownership of Proposals**

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the Freedom of Information and Protection of Privacy Act. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.



## **2012 Theme**

### **2012 UBCM CONVENTION THEME**

#### **In Conversation**

Elected leaders know the value of communication. As communication tools continue to multiply, we are becoming more connected, more engaged, and more involved. Community members want a say in how neighbourhoods are built, what our road networks look like, and what local governments spend tax dollars on. People in our communities are looking for information, and a connection to elected representatives in order to influence change.

Communications that are highly developed and ever changing is the way of the future. Through blogging or tweeting, community consultation via Facebook, or podcasts and online video of key announcements, there are more ways than ever to connect with the community.

As local governments explore the potential of these tools, the basic questions of good governance remain: are we hearing what the community is saying, and does the community hear what we are saying?

This year's Convention theme is around communication. Whether it's with local residents, other levels of governments, or our teenager at home, this year's focus will be on improving these relationships by examining how we relay our messages and how we receive feedback.

As we gather in the Capital this year, we can also put our minds to our partnerships, relationships and communications with the provincial government as we strive for effective and clear messaging - in conversation.

The conversation has begun, and together we will see where it leads.

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RECEIVED  
JUN 12 2012

**Adam Seymour, Margaret Seymour**

Co-Coordinators

PO Box 1527 Ladysmith, BC V9G-1B1

250-245-2960

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June 12, 2012

Rob Hutchins

410 Esplanade, PO Box 220  
Ladysmith, British Columbia  
V9G 1A2

Dear Mr. Hutchins

As a competitive canoe paddler, wanting to represent our Stz'mainus community we are pleased to announce that we will be hosting a canoe race July 21-22, 2012 at Kulleet Bay water front. This event promotes an active lifestyle and is also a drug and alcohol free event. The expected attendance for this event is three to five hundred from other nations.

Hosting this event is at a cost of about ten thousand dollars. This could not be possible without your generous sponsorship support from Town of Ladysmith. We are looking to make this a successful annual event and are looking for a multiyear commitment. A successful water festival requires rental fees, food, cash prizes, and subsidized travel monies for the eleven man canoes. Cheques may be payable to Anyone wishing to receive a tax receipt must make the cheque out to the National Sport Trust Fund and put Project # 211 in the Memo line. PacificSport Regional Sport Centre – Vancouver Island Society Number 33871. Attached to this letter is the form to fill out for a receipt.

Sponsors of this race will be put in our canoe race schedule and acknowledgement will be announced by the emcee throughout the two day event. The management team and their family of corporate sponsors will have a free entry to the event; a business card will need to be presented at the time of entry in order to get in free.

If I can provide additional information to encourage consideration of our request, please feel free to contact Adam or myself at 250-245-2960 we would also be happy to meet with your committee to present this proposal.

Traditionally yours,



Adam Seymour



Margaret Seymour

Co-Coordinators Stz'mainus Canoe festival

## Donor Contribution Declaration

I am voluntarily and unconditionally donating the sum of \$ \_\_\_\_\_ to the National Sport Trust Fund administered by the Canadian Council of Provincial & Territorial Sport Federations Inc. (CCP&TSF), to benefit the development of amateur sport in Canada on a nation-wide basis. I understand that the CCP&TSF can direct my donation to an amateur sport cause of their choice; however my preference is that my gift be used to support the following cause:

Pacific Sport Vancouver Island  
 Organization / Club

211  
 Project # or Name

Consistent with the income tax interpretations of "qualifying donations", this contribution is made voluntarily without any conditions and no benefit will accrue to me (or related parties) as a result of my donation. I confirm that this donation does not or will not reduce any obligation, directly or indirectly that I (or related parties) have for "non qualifying" expenses such as membership, training, or program registration fees, travel expenses or other like expenses that I would normally be required to pay to the recipient sport organization or any related or affiliated body. I also understand that civil penalties can be imposed against me for the misrepresentations of tax matters. Based on these facts, I understand that an official receipt for tax purposes will be issued.

**Please mail this form with your donation to:**

Canadian Council of Provincial & Territorial Sports Federations Inc.  
 National Sport Trust Fund - British Columbia Chapter  
 260 - 3820 Cessna Drive  
 Richmond, BC V7B 0A2

- Please make cheques payable to the National Sport Trust Fund.
- Each cheque must come with its own donation form.
- All donations are credited in Canadian dollars.
- Do not alter this form. Doing so may cause a delay or return of the donation.
- Credit card payments commence immediately upon the processing of this form by the National Sport Trust Fund administrator.

Donor Information	
Company Name or First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone: (     )	Email:
Donor Signature:	Date:
Payment Information	
I wish to spread my donation over time: \$ _____ over _____ months for a total donation of \$ _____	
<input type="checkbox"/> Cheque Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Credit Card Number:	Expiry Date:     /     /

OFFICIAL TAX # 88938 6868 RR0001

**National Sport Trust Fund**  
**British Columbia Chapter**  
 Firststar Sport Centre  
 260 - 3820 Cessna Drive  
 Richmond, BC V7B 0A2  
 T: 604.333.3400 | F: 604.333.3401

RECEIVED  
MAY - 1 2012  
TOWN OF LADYSMITH

**Adam Seymour, Margaret Seymour**

Co-Coordinators

PO Box 1527 Ladysmith, BC V9G-1B1

250-245-2960

RECEIVED

MAY 0 1 2012

May 1, 2012

Rob Hutchins

410 Esplanade, PO Box 220  
Ladysmith, British Columbia  
V9G 1A2

Dear Mr. Hutchins

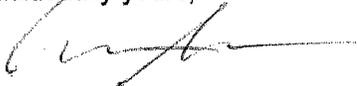
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Hosting this event is at a cost of ten thousand dollars. This could not be possible without your generous sponsorship support from Town of Ladysmith. We are looking to make this a successful annual event and are looking for a multiyear commitment of \$1,000 from each of the ten sponsors. A successful water festival requires rental fees, food, cash prizes, and subsidized travel monies for the eleven man canoe.

Sponsors of this race will be put in our canoe race schedule and acknowledgement will be announced by the emcee throughout the two day event. The management team and their family of corporate sponsors will have a free entry to the event; a business card will need to be presented at the time of entry in order to get in free.

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