



# 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 4, 2013  
7:00 p.m.

## AGENDA

	<u>Page</u>
<b>CALL TO ORDER</b>	
<b>1. AGENDA APPROVAL</b>	
<b>2. MINUTES</b>	
2.1. Minutes of the Regular Meeting of Council held February 18, 2013	5-8
<b>3. PUBLIC HEARING</b>	
None	
<b>4. DELEGATIONS</b>	
4.1. Roxanne Boyko, Ladysmith Community Gardens Society Overview of 2013 Plans	
4.2. S/Sgt Larry Chomyn, Ladysmith Detachment, Royal Canadian Mounted Police Request for Council Input into 2013/2014 Detachment Priorities (2012/2013 Priorities Attached for Information)	9-11
<b>5. PROCLAMATIONS</b>	
5.1. Mayor Hutchins has proclaimed April 27, 2013 as Daffodil Day in The Town of Ladysmith to support the fight against cancer.	
<b>6. 2013 – 2017 FINANCIAL PLAN DELIBERATIONS</b>	
6.1. Grants-in-Aid	12-15
6.2. Analysis of Proposal to Reduce Utility Billing to Three Times Per Year	16-18
6.3. Public Questions and Input	

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**7. COUNCIL COMMITTEE REPORTS**

- 7.1. Mayor R. Hutchins  
Cowichan Valley Regional District; Ladysmith Chamber of Commerce
- 7.2. Councillor B. Drysdale  
Heritage Revitalization Advisory Commission; Protective Services Committee;  
Trolley Committee
- 7.3. Councillor J. Dashwood  
Trolley Committee; Ladysmith Early Years Partnership; Cowichan Valley Regional  
District Community Safety Advisory Commission; Social Planning Cowichan  
Affordable Housing Directorate
- 7.4. Councillor G. Horth  
Government Services Committee; Advisory Planning Commission; Liquid Waste  
Management Committee; Ladysmith Downtown Business Association  
8.4.1 Government Services Committee Recommendations 19-20
- 7.5. Councillor D. Paterson  
Protective Services Committee; Parks, Recreation and Culture Commission;  
Festival of Lights
- 7.6. Councillor G. Patterson  
Community Health Advisory Committee; Youth Advisory Committee; Liquid Waste  
Management Committee
- 7.7. Councillor S. Arnett  
Advisory Design Panel; Parks, Recreation and Culture Commission; Vancouver  
Island Regional Library Board; Celebrations Committee

**8. STAFF REPORTS**

- 8.1. Low Water Use Incentives 21-27

**9. CORRESPONDENCE**

- 9.1. Wendy R. Craig, F. Bruce Waters 28  
Heavy Traffic Noise, Clarke Road Vicinity  
  
Staff Recommendation  
That Council consider whether it wishes to take any action to address the  
concerns regarding traffic noise raised in the correspondence from Wendy Craig  
and Bruce Waters dated February 20, 2013.
- 9.2. Union of British Columbia Municipalities, Regional Community to Community 29-34  
Program  
Funding Approval for Stz'uminus First Nation / Town of Ladysmith Council Forum  
  
Staff Recommendation  
That Council accept the funding assistance from the Regional Community to  
Community Forum, that a letter of appreciation be written to the Union of British

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Columbia Municipalities and First Nations Summit, and that the proposed 2013 Financial Plan be amended accordingly.

**9.3. Thomas T. Trott**

**Request for Permission to Trim Trees on Hillside Avenue**

*(Additional photographs are available for viewing in Council Chambers)*

35-37

Council will recall that at the October 15, 2012 Council meeting, staff were directed to develop a policy for the ongoing maintenance of road boulevards. This work has been tasked to the new Director of Parks, Recreation and Culture.

Staff Recommendation

As the citizens requesting permission to trim maple trees along Hillside Avenue propose to pay for the work themselves, that Council consider permitting residents in the vicinity of 220 and 226 Kitchener Street to engage a qualified, Town-approved contractor to carry out the work, with the expense to be borne by the area residents. It is recommended that if Council implements this option, the contractor must secure Town staff approval of the proposed work plan prior to commencing the work.

**10. BYLAWS**

None

**11. NEW BUSINESS**

**11.1. Fire Department Request for Long Service Awards Banquet**

Staff Recommendation

That Council authorize the reallocation of up to \$1,000 from the 2013 Fire Department training budget towards hosting a special awards banquet to be held in Ladysmith on March 9th, 2013 to recognize long serving members of the Fire Department.

**12. UNFINISHED BUSINESS**

**12.1. Dynamic Downtowns Community Workshop**

Council will recall that at the December 3, 2012 Regular Council Meeting, staff were requested to submit a Statement of Interest for the Town of Ladysmith to participate in a “Dynamic Downtowns Community Workshop” pilot project in order to test a new “Dynamic Downtowns” tool kit.

Staff have recently been advised that the Town has been selected to take part in the pilot project. Details will be provided to Council as they are available.

**13. QUESTION PERIOD**

- A maximum of 15 minutes is 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.
- 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. ARISE AND REPORT**

**15. ADJOURNMENT**



**TOWN OF LADYSMITH  
MINUTES OF A REGULAR MEETING OF COUNCIL  
MONDAY, FEBRUARY 18, 2013 - 7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Jillian Dashwood
Councillor Bill Drysdale	Councillor Gord Horth	Councillor Glenda Patterson

**COUNCIL MEMBERS ABSENT:**

Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli	Sandy Bowden	Felicity Adams
Erin Anderson	John Manson	Joanna Winter

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**CALL TO ORDER** Mayor Hutchins called the meeting to order at 6:34 p.m.

**EXECUTIVE (CLOSED)  
SESSION**

**CS 2013-40** It was moved, seconded and carried at 6:34 p.m. that Council retire into Executive (Closed) Session.

**RISE AND REPORT** The Executive (Closed) Session of Council arose without report at 6:48 p.m.

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

**AGENDA APPROVAL**

**CS 2013-41** It was moved, seconded and carried that the agenda for the Regular Council Meeting of February 18, 2013 be adopted with the following amendment:

- Move consideration of the 2013 to 2017 Financial Plan to the end of the agenda.

**MINUTES**

**CS 2013-42** It was moved, seconded and carried that the minutes of the Regular Council meeting held February 4, 2013 be approved as circulated.

**DELEGATIONS**

**Luke Marston**  
**“Portuguese Joe” Silvey Commemorative Sculpture Project**  
Stz’uminus First Nation artist Luke Marston displayed a scale model

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of a bronze sculpture commemorating “Portuguese Joe” Silvey, to be erected in Stanley Park. L. Marston requested Council’s consideration of a sponsorship of the project.

Council thanked Mr. Marston for his presentation and agreed to consider the request, wishing him every success.

**STAFF / ADVISORY  
COMMITTEE REPORTS**

**CS 2013-43** **Canada Summer Jobs Grant Application**  
It was moved, seconded and carried staff be authorized to submit a Canada Summer Jobs 2013 grant application to assist with the funding of one senior leader and two junior leader temporary positions for the Parks, Recreation and Culture summer day camp program, to a maximum off \$5,745.60.

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

**CS 2013-44** It was moved, seconded and carried that staff be requested to pursue a Blade Runner grant for trail building and repairs.

**CS 2013-45** **Nomination of Alternate Appointee for Councillor Duck Paterson to Cowichan Valley Regional District Board**  
It was moved, seconded and carried that Councillor Bill Drysdale be appointed as alternate to Mayor Rob Hutchins representing the Town of Ladysmith on the Board of Directors of the Cowichan Valley Regional District for the duration of Councillor Duck Paterson’s medical leave, effective immediately.

**CORRESPONDENCE**

**CS 2013-46** **Jacquie Nelligan, Ladysmith Family and Friends Request for Support for Grant Application**  
It was moved, seconded and carried that a letter of support be provided to Ladysmith Family and Friends for a grant to support a program of invasive species removal as part of the “LaFF Outside” Program.

**NEW BUSINESS**

**Grant Application**  
Council was advised that a grant application has been made to the BC Parks and Recreation Association in the amount of \$250 to support a Walk/Run Fair for community members, specifically youth.

**2013 to 2017 Financial Plan Deliberations**  
Staff were requested to report back to Council with comparative rates for commercial and industrial taxes in neighbouring communities.

CS 2013-47

It was moved, seconded and carried that staff be requested to research the impact of changes to contract funding for the Royal Canadian Mounted Police in conjunction with other BC municipalities, and to report back to Council.

Council agreed that concerns regarding RCMP funding could be raised as a late item at the annual convention of the Association of Vancouver Island and Coastal Communities.

Council expressed concern that the increase to funding for the Vancouver Island Regional Library exceeds the typical increases to local government budgets. Councillor Arnett agreed to take Council's concerns to the Board of the Vancouver Island Regional Library.

Council agreed that aging infrastructure is a concern to be addressed.

Mayor Hutchins requested comments and questions from the audience.

- R. Johnson commented on the method used by the Vancouver Island Regional Library Board to calculate budget increases
- J. Tieleman was advised which Town-owned properties will be listed for sale
- R. Johnson enquired about how much water is consumed by the Diamond, the cost to the Town of supplying water to the Stz'uminus First Nation, and how the provision of those services will be funded. He was advised that provision to areas outside the Town boundaries is on a user-pay, cost neutral basis
- Cathy McMahon enquired whether Council has given consideration to using a trolley for transporting from Nanaimo cruise ship passengers to Ladysmith
- R. Johnson was advised what business case analysis protocol means
- R. Johnson was advised that transit costs after September 2013 will be part of the CVRD tax requisition and not a line item in the Town of Ladysmith Financial Plan.
- R. Johnson asked about the cost of installing First Nation street signs
- R. Johnson was advised that the Town does not have a permit to take the Town's sewage waste to the Peerless Road Recycling Facility for composting.

Staff were requested to bring back a budget showing an overall property tax increase to a maximum of between four and five percent.

## QUESTION PERIOD

J. Tieleman enquired as to Council's decision regarding the proposed TELUS monopole.

R. Johnson enquired about live-aboard fees at the Ladysmith Maritime Society Community Marina and whether the overall property tax assessment represents an increase or decrease over the previous year.

Dan Cross enquired about the timing and cost of updates to the Waterfront Area Plan.

## ADJOURNMENT

**CS 2013-48**

It was moved, seconded and carried that this meeting of Council be adjourned at 9:34 p.m.

**CERTIFIED CORRECT**

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

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





Royal  
Canadian  
Mounted  
Police

Gendarmerie  
royale  
du  
Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Non- Commissioned Officer in Charge  
Ladysmith Detachment  
320 6<sup>th</sup> Ave. P.O. Box 280  
Ladysmith, B.C.  
V9G 1A2

Your File    Votre référence

Our File    Notre référence

April 3, 2012

Mayor Robert HUTCHINS  
P.O. Box 220  
Ladysmith, BC V9G 1A2

Dear Mayor and Council:

This letter is to inform you of the 2012/13 Annual Performance Plan (APP) Priorities and initiatives for the Ladysmith RCMP Detachment. As part of the planning process consultations have been made with yourself, the community members we serve, and police officers within the Detachment. These priorities are a result of all of these consultations and input.

**The four Priorities and objectives for the 2012/13 year are:**

**1. PROPERTY- BREAK and ENTER/CRIME REDUCTION**

Objective: Reduce Property Crime.

The measures for this will be a reduction in residential Break and Enters as well as a reduction in theft from motor vehicles.

**2. TRAFFIC- AGGRESSIVE DRIVING/IMPAIRED DRIVERS**

Objective: Contribute to Safe Roads.

The measures for this will be the interdiction of impaired drivers utilizing the Criminal Code and Provincial Laws as well as the interdiction of aggressive and/or distracted drivers.

### **3. POLICE/COMMUNITY RELATIONS/VISIBILITY**

Objective: Enhance/Contribute to Police and Community Relations

The measures for this will be implementing a Bar Watch Program and an increase in client satisfaction measured through a community survey.

### **4. FIRST NATIONS POLICING- Alcohol and Drugs in relation to Aboriginal Communities.**

Objective: Contribute to safer and healthier Aboriginal Communities.

The measures for this will be the reduction of complaints where alcohol is a factor.

## **INITIATIVES**

Under each of these priorities there will be a number of initiatives.

The Initiatives for each of these priority items are:

### **PROPERTY- BREAK and ENTER/CRIME REDUCTION**

1. Identify the top three prolific offenders for property crime and target these individuals with the goal of prosecution, relocation, or rehabilitation.
2. Identify the top three locations where individuals involved in property crime frequent and selectively target these areas with the goal of apprehending the individuals responsible.
3. Provide Detachment members training in Human Source management.
4. Members of the Ladysmith Detachment will conduct regular curfew checks of individuals on curfews, with a primary focus on prolific offenders.

### **TRAFFIC- AGGRESSIVE DRIVING/IMPAIRED DRIVERS**

1. Members of Ladysmith Detachment will conduct impaired driving investigations resulting in enforcement action which includes charges under the Criminal Code as well as sanctions under Provincial Legislation.

2. Members of Ladysmith Detachment will conduct Aggressive /Distracted driving campaigns during the year, resulting in enforcement action as appropriate.
3. The Detachment will provide proactive articles to the local media in respect to safe driving tips and campaign results.

## **POLICE/COMMUNITY RELATIONS/VISIBILITY**

1. The Detachment will institute a bike patrol for the period of May to October. Members will conduct a minimum of one bike patrol per week during this period. Members will conduct these patrols in the downtown core, Transfer Beach and during special events.
2. The Detachment will implement a Bar Watch program to hold liquor establishments accountable under the LCLA, as well as deter the infiltration of organized crime into the local bars.
3. The Detachment will assign specific members to serve as liaison officers with the local public school system within the Ladysmith Detachment area. These members will visit the schools to develop relationships and meet with students and staff.

## **FIRST NATIONS POLICING**

1. In order to establish a positive relationship with the Penelakut First Nation, each General Duty Detachment member will be responsible for making one pro-active visit to the community during the year.
2. The First Nations Policing member will be responsible for arranging 10 workshops for the Chemainus First Nation during the year. Topics are to include, but are not limited, to substance abuse, family violence, bicycle safety, fraud etc.
3. Ladysmith Detachment will arrange with the Chemainus First Nation to hold one cultural workshop focusing on the traditions and culture of the Coast Salish peoples.

If you have any questions regarding the Annual Performance Plan, or wish to discuss these further, please do not hesitate to contact me.

S/Sgt. Larry CHOMYN  
NCO I/C  
Ladysmith Detachment



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: February 27, 2013  
File No:

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**Re: 2013 Grants in Aid Applications**

**RECOMMENDATION(S):**

That Council consider the grant-in-aid funding requests for 2013 received from community groups and organizations.

**INTRODUCTION/BACKGROUND:**

Each year, grants for social, cultural and recreational services and activities, as well as special events, are provided by Town Council on behalf of residents of the Town of Ladysmith. The purpose of the grant-in-aid program is to assist citizens, financially, to organize themselves around community issues and projects. Only not-for-profit organizations are eligible for grants-in-aid.

As in previous years, advertisements for the Grants-in-Aid Program were placed in the Chronicle and the February edition of Take 5 magazine. The deadline to apply was February 22, 2013.

26 applications have been received, requesting a total of \$152,150 in grant funding. The proposed 2013 budget for Grants-in-Aid is \$114,100.

Attached is a summary list of all applications received. The full applications are available for review at City Hall. Some of the applicants requesting a grant-in-aid also receive additional assistance from the Town in the form of property tax exemptions, use of Town-owned buildings at nominal rental costs or assistance with operating costs and/or staff resources. This additional assistance is noted on the attached summary application list.

**SCOPE OF WORK:**

Once Council approves the organization's request, and the Financial Plan Bylaws are adopted in May, funding will be provided to the successful applicants.

**ALTERNATIVES:**

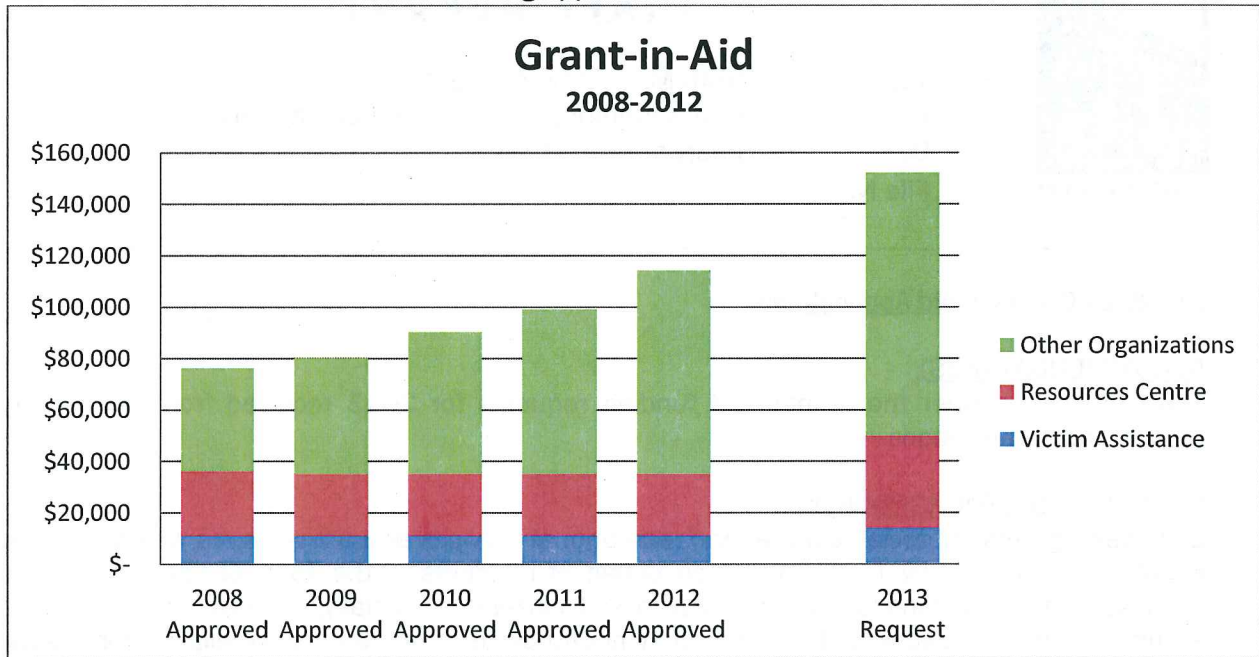
Council may choose to approve any amount requested, modify any amount requested or deny any amount requested.

**FINANCIAL IMPLICATIONS:**

Grants-in-aid funding comes directly from property tax payers. Any changes to the grants-in-aid budget (currently proposed to be \$114,000) will either reduce or increase the amount of property taxes levied for 2013.

Over the last 5 years, the amount of grants-in-aid funding provided to various organizations has increased as shown in Chart 1. At Council direction, the Ladysmith Resources Centre Association (LRCA) and the victim assistance program offered through the LRCA are separated from the other organizations receiving grants-in-aid. The total grants-in-aid provided in 2008 was \$76,226, versus \$114,100 in 2012.

Chart 1 : 2008 -2012 Grant-in-Aid funding approved



LEGAL IMPLICATIONS:

Authority to provide Grants-in-Aid is derived from the *Local Government Act* s.176 (c).

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Many community groups rely on this funding. Any changes to the funding could affect the services those organizations deliver.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

With direction from Council, the Finance Department leads the grants-in-aid process.

RESOURCE IMPLICATIONS:

Staff time is allocated to the grants-in-aid process in preparation for consideration by Council. Once a Council decision is made, minimal time is taken to complete the payment process in May.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable.

SUMMARY:

On tonight's agenda for Council consideration are the grants-in-aid requests received from community groups and organizations. Details of each application are available for review at City Hall. The total of all grants-in-aid requests received by the deadline was \$152,150. The total amount included the Preliminary Budget presented on February 18, 2013 was \$114,100.

ATTACHMENTS:

2013 - Summary Grant-in-Aid Applications  
2012 Applicants that did not submit for  
2013

I concur with the recommendation.

Ruth Malli, City Manager

2012 Applicants that did not submit for 2013

**Organization:**

Ladysmith Celebrations Society

Ladysmith Sportsmen's Club

Royal Canadian Legion #171

Cowichan & District SPCA

Ladysmith Senior Advisory Council

Vancouver Island Crisis Society

Ecole Davis Road Parents Advisory Council

Royal Canadian Air Cadets

2013 – Summary Grant-in-Aid Applications

Organization	2013 Requested	Packet Number	2012 Requested	2012 Approved	Building Space at nominal cost	Operating Costs (fe Telephone Hydro)	Permissive Tax Exemption	Other
Ladysmith Community Gardens Society	1,500	1	-	-	✓			
Festival of Lights Society	12,000	2	22,000	18,000	✓		✓	
Ladysmith & District Historical Society Museum	12,000	3	12,000	10,000		✓	✓ via owner	
Ladysmith & District Historical Society Archives	25,000	4	25,000	20,000	✓	✓	✓	
Arts on the Avenue	1,000	5	1,500	1,000				Road Closure
Ladysmith RCMP Community Policing	1,000	6	1,000	1,000		Rent		
Ladysmith & District Accountability Program	1,000	7	-	-				
Ladysmith Fire Rescue Auto Exvolutions	2,500	8	-	-	✓			
Ladysmith Fire Rescue Santa Parade	1,800	9	1,800	1,000	✓			Fire Truck
Arts Council of Ladysmith & District	1,000	10	1,000	1,000	✓		✓	
Arts Council of Ladysmith & District (Disability access)	5,000	11	-	-	✓		✓	
People in Pain Network	3,500	12	-	-				
Ladysmith Show & Shine	1,000	13	1,000	500				Road Closure
Ladysmith Ambassador Program	2,500	14	2,500	1,000				
Cowichan Family Caregivers Support Society	750	15	750	750				
Ladysmith Citizens on Patrol	1,500	16	1,500	1,500	✓			Vehicle
Cowichan Therapeutic Riding Association	5,000	17	5,000	-				
St John the Evangelist Anglican Church	3,600	18					✓	
LRCA - Youth at Risk	12,000	19	11,000	8,000	✓		✓	
LRCA - Victim Services	14,000	20	17,000	11,000	✓		✓	
LRCA - Family Support	12,000	21	12,000	8,000	✓		✓	
LRCA - General Programming	12,000	22	17,860	8,000	✓		✓	
Ladysmith & District Marine Rescue Society	5,000	23	1,500	1,500				
Ladysmith Intermediate School PAC	4,000	24	5,000	-				
Ladysmith Maritime Society Festival Events	5,000	25	5,000	1,500	✓			LMS - Partial
Ladysmith Maritime Society Heritage Initiatives	5,000	26	5,000	1,000	✓			LMS - Partial
Ladysmith Sec School - Frank Jameson Bursary	1,500		1,500	1,500				
<b>TOTAL</b>	<b>\$ 152,150</b>							



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: February 27, 2013  
File No:

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Re: Analysis of Utility Billing 3 times per year

RECOMMENDATION(S):

That Council direct staff to investigate the feasibility of moving to a three times per year billing cycle for utilities when an equal payment plan system is established.

PURPOSE:

To provide analysis of the current utility billing cycle compared to various other options as requested by Council during the February 18, 2013 Council meeting Financial Plan discussion.

INTRODUCTION/BACKGROUND:

Currently the Town bills the Utilities (water, sewer and garbage) four times per year. Typically, the billing periods are January to March, April to June, July to September, October to December. The water meters are read at the end of each cycle and the bills are mailed out shortly thereafter with a due date approximately 6 weeks later. The utility rates are based on a quarterly charge.

For a single family dwelling, the quarterly base rates are:

Water = \$22 per quarter + inclining rate scale per quarter  
Sewer = \$42 per quarter  
Garbage = \$42 per quarter

Reducing billing to three times per year versus four would result in some direct cost savings of about \$2,250 in the costs of postage, envelopes, printing inserts, folding and stuffing the billing.

Some staff time would be saved in the meter reading and calculating, balancing and printing the billing, and preparing the billing inserts. However, this additional time amounts to approximately 98 working hours that would be utilized elsewhere.

A possible drawback to longer billing cycles would be detecting water leaks. The Town of Ladysmith prides itself on its commitment to sustainability. One of the sustainability pillars is "innovative infrastructure" – water conservation falls under this pillar. If property owners have a leak in the water line from the main to the house, usually the first indication that there is a problem is in the water meter reading. With a one-month additional lag in reading meters, water leaks could remain undetected longer.

Cash flow for the property owners could be another potential issue. Although the same amount of money would technically be billed in a year, breaking that bill into three rather than four payments could be a significant increase per bill for property owners. For example, a 5-unit condominium could see an increase in the tri-annual bill of \$185 per billing. A 38 unit apartment building could see an increase of \$650 per tri-annual bill. An average restaurant could see an increase of \$170 per tri-annual bill.



The Town has just recently launched a pre-authorized debit program. Once the property owners have provided the necessary information, their utility bills will be automatically withdrawn from their bank accounts on the due date. Currently, there are 136 utility accounts set up for this service.

Other municipalities have varying billing schemes. The City of Nanaimo water meter readings are broken into a number of areas (categories). Each category is read every 16 weeks and billed on week 17, with the bill due on week 20. The utility rates are based on a per-day rate. This constant billing schedule ensures there is consistent cash flow for the City.

The City of Duncan bills twice a year, though most billings are not based on water consumption. Property owners are given three months to pay the bill.

The Municipality of North Cowichan bills utilities three times per year for residential properties and allows the residents three months to pay the first two bills each year, and two months to pay the last bill. Commercial properties are billed four times a year and given six weeks to pay each bill.

The District of Lantzville, like Ladysmith, issues quarterly bills, but with a due date of 30 days from the billing date.

The Town of Ladysmith Financial Services Department is currently looking at the feasibility of an equal payment plan for utility billing. This would allow property owners to essentially spread their payments over 12 months. Council could wait for this program to be launched prior to changing the billing cycle.

#### SCOPE OF WORK:

Water, sewer and garbage bylaws will need to be changed prior to amending the utilities billing cycle. Investigation into an equal payment plan would also require a great amount of research and system testing by the Financial Services Department.

#### ALTERNATIVES:

The Town could bill less often, such as once a year, though this could create cash flow problems for the Town and the bill payers.

The Town could install radio-read water meters. This would reduce the amount of time the meter readers physically attend at each site to gather the readings. Notification of water leaks could be detected quickly with this option. There is a significant cost to upgrade each of the meters to radio-read capability as well as to purchase the equipment that would capture the radio-read water meters.

#### FINANCIAL IMPLICATIONS:

Cash flow for the Town would be affected by moving to a tri-annual cycle. However, with continued proper money-management, this impact will be minimal.

#### LEGAL IMPLICATIONS:

Bylaws would require amending prior to implementing any changes to the billing cycle.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Included in each quarterly utility bill is a newsletter containing a message from the Mayor and announcements about Town activities and upcoming projects. Residents would receive three newsletters per year versus the four that they currently receive.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works Utility Department is responsible for reading the water meters. The Finance Department is in charge of importing the readings, calculating and billing. These two area work closely together during each billing cycle.

RESOURCE IMPLICATIONS:

Changing the billing cycle would reduce the staff time involved in creating the billings.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Increasing the number of months between utility billings does not align itself with water conservations strategies, such as:

Promoting efficient and ecologically friendly management of water through

- Continuing to promote water efficiency measures in development and homes;
- Continuing education around water issues


ALIGNMENT WITH STRATEGIC PRIORITIES:

This issue aligns with Strategic Direction A – “Wise Financial Management”

SUMMARY:

Staff were requested to investigate additional options in the utility billing cycle. At this time, Staff are not recommending a change to the billing cycle, although the possibility of reducing the frequency of the billing from four times per year to three could be implemented in the future.

I concur with the recommendation.



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Ruth Malli, City Manager

ATTACHMENTS:

None



## Town of Ladysmith

### **COMMITTEE REPORT**

To: Mayor and Council  
From: Government Services Committee  
Date: February 20, 2013  
File No:

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Re: GOVERNMENT SERVICES COMMITTEE RECOMMENDATIONS – January 21, 2013

At its January 21, 2013 meeting, the Government Services Committee recommended to Council the following:

#### BACKGROUND / HISTORY:

1. That the following conditions apply regarding concurrence with the installation of a 14.0 metre telecommunications facility in Ladysmith:
  - The facility be a dark green colour
  - The antennae be concealed in the tower
  - The facility be fenced in dark green wrought iron or other appropriate material as approved by staff
  - If there are future requests for additional height of external antennae to be added to the facility that further consultation take place with the Town of Ladysmith given the community's sensitivity to the location
2. That the installation of at 14.9 metre tall telecommunications facility at the TELUS central office located at 11 Roberts Street be referred to staff to explore alternative locations and report back to the Committee at the earliest opportunity.
3. That staff be requested to send trolley service ridership statistics to BC Transit for analysis and assistance in developing recommendations with respect to routes and service.
4. That Mayor Hutchins and staff investigate alternatives to allow public input into Council Meeting Agenda items at the start of a Council meeting.
5. That an annual community clean-up day be organized and that volunteers to spearhead the event be identified, and that a letter be written to Muriel and Ken Carlson thanking them for their correspondence dated February 8, 2013 and advising them of the proposed community clean-up.
6. That staff be requested to consider options for expanding the parking lot at Mackie Park and report back with recommendations.

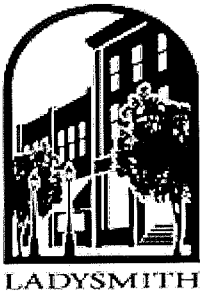
.../2

7. That staff be directed to prepare a No Smoking/Clean Air Bylaw in accordance with current provincial legislation and the recommendations of the Vancouver Island Health Officers, including:

- Prohibit smoking in public spaces, beaches, parks, sports fields, athletic facility stands, public/private school grounds and outdoor areas of municipal facilities (with exceptions for the ceremonial use of tobacco in an Aboriginal cultural activity);
- Prohibit smoking within seven metres of Town-owned building doorways, open windows and air intakes and encourage business owners to do the same;
- Prohibit smoking on outdoor patios, transit stops, and where individuals are required to queue for the receipt of any service;
- Prohibit the sale of tobacco to anyone under 19 years of age;
- Restrict retail tobacco displays/promotions where youth have access;
- Prohibit smoking in cars with children under the age of 16;

And that other jurisdictions in the Cowichan Valley Regional District be consulted with respect to establishing a common no-smoking bylaw;

And further, that a communications strategy be prepared to ensure that the Town's position on smoking in public places and in motor vehicles occupied by individuals under the age of 16 years is clearly communicated to the public.



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: February 26, 2013  
File No: 3900-07

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Re: LOW WATER USE INCENTIVES

RECOMMENDATION(S):

1. That Council consider whether it wishes to offer a low water use retrofit rebate for high efficiency washing machines and, if so, direct staff to investigate the offering of a rebate and bring back options for implementation.
2. That Council direct that water conservation landscape and irrigation practices be considered in the Development Permit Guidelines for Multi-Family Residential, Commercial and Industrial Development as part of the Zoning Bylaw project.
3. That Council not pursue at this time the incentive of a Development Cost Charges reduction for eligible developments with a significant water use reduction from the Town's current water usage design standards.

PURPOSE:

The purpose of this staff report is to seek direction from Council about water saving incentives.

INTRODUCTION/BACKGROUND:

At its meeting held December 19, 2011, Council provided the following direction to staff.

*It was moved, seconded and carried that staff be directed to prepare a bylaw and model covenant to support the incentive of a Development Cost Charges reduction for eligible developments with a significant water use reduction from the Town's current water usage design standards.*

Staff has been working with the DCC consultant and the Director of Infrastructure Services to review the available water consumption data for Ladysmith and the best means to move forward.

A different approach is now recommended to Council given research findings.

### SCOPE OF WORK:

Research undertaken by the Town's DCC consultant provided DCC rebate considerations which outlined the water conservation within the Town and challenges with a DCC incentive program versus other water saving rebate opportunities. The memo is attached to this report and findings that assisted staff in developing its recommendations are highlighted below.

*The Town of Ladysmith has been contemplating offering DCC rebates or reductions to new development that provides significant water savings over the Town's water standards. It was initially proposed that if developers provided water savings in excess of 50 per cent over the Town's engineering design standards, then a DCC reduction would be warranted. When analysis of the Town's water usage was conducted to determine the best figure to calculate the 50% reduction (i.e. either the Town standards or average consumption for the various land uses), it was determined that the Town's water usage data could not be disaggregated for land uses other than single family residential, and that most residential users were already achieving a standard that was one third of the Town's design standards for single family use.<sup>1</sup> The figures are indeed encouraging, and indicate that the Town's residential community is actively conserving water, achieving consumption rates well below the provincial standards.<sup>2</sup>*

Given the difficulty in using either the Town's standards or water consumption data as a benchmark, discussions were held with staff to determine an appropriate standard to use when measuring water-saving initiatives to apply a DCC rebate. Discussions have focused primarily on single family developments, because there are fewer opportunities to regulate water use in a single family dwelling. Rather than using any one standard, the potential savings from a variety of initiatives were discussed. The primary water users within residential dwellings are toilets and showers. The BC Building Code was amended in 2008 to require low-flush toilets (6.0 litres per flush), and again in 2011 to require High Efficiency Toilets, with a maximum 4.8 litres per flush. Lower flow faucets and showerheads were also required in 2008. These changes continue to have an impact on water use in residences. Further gains are possible with specific low flow faucets or aerators and low flow showerheads that exceed the Code guidelines.

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<sup>1</sup> Design standards and reservoir capacity take into account factors other than just per capita consumption, including fire flows and peak demand.

<sup>2</sup> Assuming 3.6 persons per household, Ladysmith single family water consumption in 2010 and 2011 ranged from approximately 160 to 180 litres per person. BC municipal average is from the Environment Canada *Municipal Water Use 2010 Report*.

*Aside from toilets, the second largest consumer of water in residential dwellings is typically the laundry washing machine. Compared to older models, new energy efficient laundry washing machines use 30 - 50% less water to wash clothes. Energy efficient dishwashers also use considerably less water than older machines, and even less than washing dishes by hand. While these may be great opportunities to reduce water consumption, appliances are not structural or permanent fixtures in a residence, are not necessarily provided by builders, and therefore are difficult for the municipality to require or inspect as part of a DCC rebate program.*

*The potential to encourage outdoor water conservation use was also explored. Outdoor water use can account for up to 50 per cent of our residential water use in the summer months.<sup>3</sup> Projects such as xeriscaping, low water use irrigation, timers, rain sensors, alternative to lawns, and other initiatives can all assist in conserving water, but are difficult to regulate in single family homes. Landscaping requirements can be part of multi-family residential and commercial development permits, and xeriscaping or other conservation measures can be pursued through permit guidelines and requirements.*

**ALTERNATIVES:**

That Council expand the low flush toilet retrofit rebate program to include high efficiency washing machine retrofit rebates (using the BC Hydro program criteria) in the amount of \$75 for 2013, subject to available funding.

By using the BC Hydro standard the newer washers that offer a higher efficiency, use less energy consumption per load and they offer less water per cycle as well.

The draft Financial Plan currently includes \$15,000 for low water use rebates.

**FINANCIAL IMPLICATIONS:**

The proposed 2013 capital budget includes \$15,000 to fund low water use rebates. In 2012, there were 110 low flush toilet rebates issued for a value of \$8,250.

**LEGAL IMPLICATIONS:** None.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

It is expected that the community will support initiatives to reduce household water consumption and energy consumption from the use of Energy Star products. BC Hydro is offering a \$75 washing machine rebate program until June 30, 2013 which could be combined with the Town program.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

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<sup>3</sup> Capital Regional District

The Director of Infrastructure Services was involved in the development of the revised directions. The Infrastructure Services Department manages the low flush toilet retrofit rebate program as part of managing the water utility.

The BC Building Code changed in 2011 to require 4.8 liter dual flush toilets, less than the previous 6.0 liter single flush standard. The Town's low flush toilet retrofit rebate is for a 6 liter toilet which will be changed to match the new Building Code standard.

BC Hydro offers a \$75 rebate for high efficiency washers, if the washers have a Modified Energy Factor (MEF) of 2.6 or higher and a Water Factor (WF) of 4.0 or lower. By matching the BC Hydro criteria there is the opportunity to utilize the BC Hydro website for applicants to determine if their appliance qualifies which would make the program simpler to implement. Other communities have partnered with BC Hydro and Fortis on this type of program which would take additional time and resources.

RESOURCE IMPLICATIONS:

It is expected that the demand for the Energy Star washing machine rebates will be similar to the low flush toilet retrofit rebate program.

The development of a new program will take some staff resources in Infrastructure Services to establish appropriate criteria and modify the application process. Additional staff time would be required if a partnership with other agencies was to be pursued.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Support for water use reductions is consistent with the Ladysmith Vision of "green buildings" and "innovative infrastructure".

ALIGNMENT WITH STRATEGIC PRIORITIES:

Council has directed that the new DCC program include an examination of the new opportunities to reduce or waive DCCs in certain circumstances. Development with low environmental impact (significant water use reductions) was explored.

SUMMARY:

It is recommended that Council consider whether it wishes to introduce a high efficiency washing machine retrofit rebate program and add water conservation landscape guidelines to the Development Permit Area Guidelines for Multi-Family Residential, Commercial and Industrial development

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager







## MEMO

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**TO: FELICITY ADAMS, DIRECTOR OF DEVELOPMENT SERVICES**  
**FROM: SHERRY HURST, LEFTSIDE PARTNERS INC.**  
**DATE: JANUARY 13, 2013**  
**RE: DCC WATER CONSERVATION REBATE**

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### INTRODUCTION

The Town of Ladysmith has been contemplating DCC rebates for developments that reduce water use, reducing the demand on the Town's water supply and the associated impacts on wastewater treatment. This memo provides an update on discussions with staff, and additional research conducted regarding the implementation of DCC rebates and other water conservation tools.

### DCC REBATE CONSIDERATIONS

The Town of Ladysmith has been contemplating offering DCC rebates or reductions to new development that provides significant water savings over the Town's water standards. It was initially proposed that if developers provided water savings in excess of 50 per cent over the Town's engineering design standards, then a DCC reduction would be warranted. When analysis of the Town's water usage was conducted to determine the best figure to calculate the 50% reduction (i.e. either the town standards or average consumption for the various land uses), it was determined that the Town's water usage data could not be disaggregated for land uses other than single family residential, and that most residential users were already achieving a standard that was one third of the Town's design standards for single family use.<sup>1</sup> The figures are indeed encouraging, and indicate that the Town's residential community is actively conserving water, achieving consumption rates well below the provincial standards.<sup>2</sup>

Given the difficulty in using either the Town's standards or water consumption data as a benchmark, discussions were held with staff to determine an appropriate standard to use when measuring water-saving initiatives to apply a DCC rebate. Discussions have focused primarily on single family developments, because there are fewer opportunities to regulate water use in a single family dwelling. Rather than using any one standard, the potential savings from a variety of initiatives were discussed. The primary water users within residential dwellings are toilets and showers. The BC Building Code was amended in 2008 to require low-flush toilets (6.0 litres per flush), and again in 2011 to require High Efficiency Toilets, with a maximum 4.8 litres per flush. Lower flow faucets and showerheads were also required in 2008. These changes continue to have an impact on

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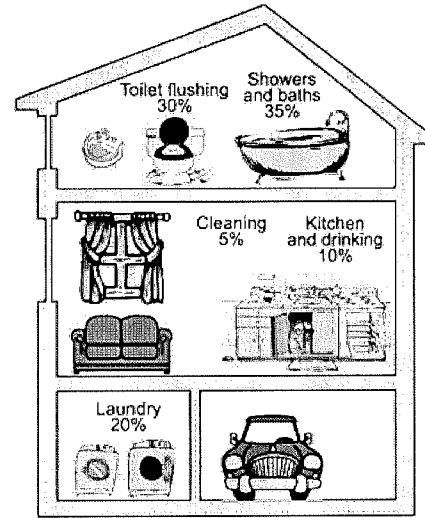
<sup>1</sup> Design standards and reservoir capacity take into account factors other than just per capita consumption, including fire flows and peak demand.

<sup>2</sup> Assuming 3.6 persons per household, Ladysmith single family water consumption in 2010 and 2011 ranged from approximately 160 to 180 litres per person. BC municipal average is from the Environment Canada *Municipal Water Use 2010 Report*.



water use in residences. Further gains are possible with specific low flow faucets or aerators and low flow showerheads that exceed the Code guidelines.

Aside from toilets, the second largest consumer of water in residential dwellings is typically the laundry washing machine. Compared to older models, new energy efficient laundry washing machines use 30 - 50% less water to wash clothes. Energy efficient dishwashers also use considerably less water than older machines, and even less than washing dishes by hand. While these may be great opportunities to reduce water consumption, appliances are not structural or permanent fixtures in a residence, are not necessarily provided by builders, and therefore are difficult for the municipality to require or inspect as part of a DCC rebate program.



The potential to encourage outdoor water conservation use was also explored. Outdoor water use can account for up to 50 per cent of our residential water use in the summer months.<sup>3</sup> Projects such as xeriscaping, low water use irrigation, timers, rain sensors, alternative to lawns, and other initiatives can all assist in conserving water, but are difficult to regulate in single family homes. Landscaping requirements can be part of multi-family residential and commercial development permits, and xeriscaping or other conservation measures can be pursued through permit guidelines and requirements.

Rain barrels, and harvesting of rainwater was one of the outdoor conservation techniques discussed, because many municipalities offer subsidized rain barrels to residents to promote water conservation. The average house in lower Vancouver Island collects 272 litres of water for each 9 m<sup>2</sup> (100 ft<sup>2</sup>) of roof for every 25 mm (1 inch) of rain. However, research regarding the success of rain barrels suggests that while they may encourage conservation,<sup>4</sup> these programs are not anticipated to significantly reduce water consumption. The CRD investigated this issue in 2009, and determined that meaningful conservation gains were not expected through this approach. The effectiveness of rain barrels is limited by the amount of water collected, and the fact they are filled immediately after a rainfall (when the water is not required), but remain empty during a long dry periods (when the water is required). The Regional District of Nanaimo implemented a program to provide rebates for rainwater harvesting through cisterns, rather than rain barrels, due to the ability for cisterns to capture significantly larger amounts of water (minimum 4,546 L), based on the stated rationale that "rain barrels are relatively inexpensive and are not large enough to collect a sufficient supply of water for the long dry periods that generally exist between summer rain events in the RDN." The amount of rainwater that can be collected in a 220 litre rain barrel (rain barrels range in

<sup>3</sup> Capital Regional District

<sup>4</sup> An Australian Rainwater Industry Development Group study in 2008 referenced studies indicating that when people become involved with their own water supply through harvesting rainwater, they consciously reduce their overall water consumption by 20 to 60 per cent.



size from 170 to 400 litres), is the equivalent of using a hose on the garden for approximately nine minutes.

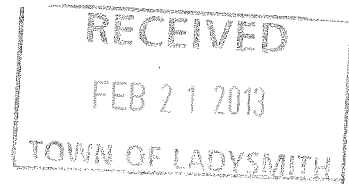
A rain cistern is much like a rain barrel but larger, can be placed above or below ground, and water from a cistern may be used for irrigating as well as for indoor use if constructed with the appropriate treatment and plumbing. Most cistern owners use the water for non-potable applications like irrigation and toilet flushing, to avoid the requisite treatment costs to ensure the water meets drinking water standards. The funding for the RDN's 2012 program was maximized before the year was through. The program rebated up to \$450 for a cistern able to collect a minimum of 4,546 litres (1,000 gallons) of rainwater, plus a further \$300 for other eligible collection system expenses such as transport piping, a debris filter and installation costs. A total of \$750 per household was available for the purchase and installation of a rainwater harvesting system.

Given the much greater potential for water savings through the use of a cistern versus a rain barrel, the Town could consider offering DCC rebates for the installation of a rain cisterns on single family lots at the time of building permit, and could consider requiring cisterns to be located underground, or to connect the cistern to the indoor plumbing (toilet flushing).<sup>5</sup> It is not known how much the cisterns will reduce water consumption, but the installation of cisterns, while not necessarily permanent, could be confirmed through simple inspection at building permit stage. Commercial and multi-family developments could also receive rebates for cisterns, although there may be additional innovations that could be provided (and easily confirmed at building permit stage) for commercial or multi-family buildings such as plumbing fixtures (waterless urinals) that exceed Code requirements, combined with landscaping projects that could become part of development permit requirements. If a DCC rebate is considered as a means to encourage the installation of cisterns in new dwellings, however, the Town may want to consider if a similar fund might be needed for existing dwellings, similar to what has been offered in the RDN.

Finally, the Town must also weigh the relative benefits of the DCC rebate approach, and could forego the DCC water conservation rebate for single family dwellings in favour of other approaches, such as a public education campaign, or rebate offers on washing machines or rain harvesting barrels/cisterns for all Ladysmith residents, rather than just new developments. As indicated previously, the new BC Building Code provisions ensure that new buildings consume considerably less water through low flow toilets and fixtures. There are greater water reductions to be gained from encouraging retrofitting of existing homes with similar toilets, faucets and washing machines. In addition, the Town can use tools such as development permit areas that assist in encouraging landscaping and other outdoor water conservation practices for multi-family and commercial land uses to build on the foundation of water conservation already practiced within the community.

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<sup>5</sup> The Town will have to ensure any greywater re-use or "purple pipes" are consistent with BC Building Code.



Wendy R. Craig  
F. Bruce Waters  
110 Clarke Road  
Ladysmith B.C V9G 1T6

Rob Hutchins, Mayor  
And Town Council  
Ladysmith BC

20 February, 2013

Dear Sir and Madam,

Re: Heavy Traffic Noise

We would like to bring to your attention the *considerable increase* of Highway traffic *noise* we are experiencing since moving into our new home at 110 Clarke Road, Ladysmith.

This noise has increased unbearably since the Town removed of the trees and vegetation at the bottom of our street which obviously absorbed most of the Island Highway traffic noise. We now have a direct view of the highway traffic.

This increase in noise has reduced the enjoyment we were having in our new home.

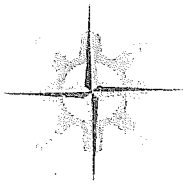
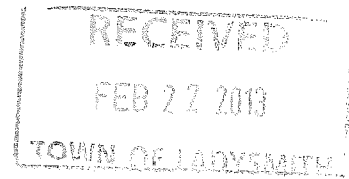
We would appreciate the installation of sound barriers to replace the trees and vegetation that were removed.

Sincerely,

A handwritten signature in black ink, appearing to read "Wendy R. Craig". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Wendy R. Craig  
F. Bruce Waters

COPY



FIRST NATIONS SUMMIT

**Regional Community  
to Community Forum**

Administration provided  
by UBCM and First Nations  
Summit

Funding provided by the  
Ministry of Community,  
Sport & Cultural  
Development and  
Aboriginal Affairs &  
Northern Development  
Canada

Please direct all  
correspondence to:

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca  
Phone: (250) 356-5134  
Fax: (250) 356-5119

February 18, 2013

Mayor Hutchins and Council  
Town of Ladysmith  
PO Box 220  
Ladysmith, BC, V9G 1A2

**RE: 2012/13 (Summer) Regional Community to Community Forum –  
Funding Approval**

Dear Mayor and Council,

Thank you for submitting a revised application for the 2012/13 (Summer) Community to Community (C2C) forum program. We have reviewed all submissions and, on behalf of the First Nations Summit and Union of BC Municipalities, are pleased to advise you that we have approved your application in the amount of \$4,000.00.

A cheque in the amount of \$2,000.00, or 50% of the total approved amount, will follow shortly. The remainder of the grant will be available once we have received the final report and financial summary for your event(s).

Funding for this program is provided by the federal and provincial governments and is administered by the UBCM and First Nations Summit. The general Terms & Conditions of this grant are attached. In addition, in order to satisfy the terms of our contribution agreements, we have the following requirements:

- 1) The funding is to be used solely for the purpose of organizing and holding a Community to Community Forum(s);
- 2) The event(s) must be held before March 31, 2013;
- 3) The event(s) must include participation by elected officials from both the local government and First Nation.
- 4) The grant funds must be matched in cash or in-kind;
- 5) The final report form, available on the UBCM and First Nation Summit websites, must be completed and submitted to UBCM, with all required attachments, within 30 days of the completion of your event;
- 6) Any unused funds must be returned to UBCM within 30 days following the event.

The *Guide to Community to Community Forums in British Columbia* was published in 2007 and is available to assist applicants in developing events

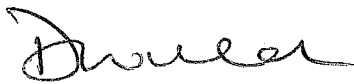
in their communities. The Guide is available on the UBCM and First Nations Summit website.

An information brochure is attached to this letter. This brochure describes the Regional Community to Community Forum program and we ask that you distribute copies of this brochure at your event(s).

We congratulate you for responding to this opportunity to build relations with neighbouring First Nations and/or local governments and wish you a very successful event.

If you have any questions, please contact Local Government Program Services at (250) 356-5134 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Sincerely,



Danyta Welch  
Policy & Programs Officer

cc: *Ruth Malli, City Manager, Town of Ladysmith*

*Enclosures (2)*

Information on the  
Regional

# Community to Community Forum

Program

“It is the age-old concept of give

and take, compromise, respectfulness  
and treating each other as equals  
that creates the framework for  
successful relationships and countless  
opportunities for future partnerships.”

– Participant

## Questions?

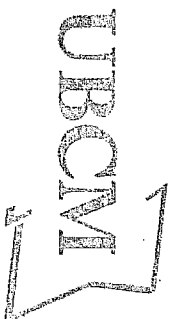
If you have any questions about applying  
for a Regional Community to Community  
Forum, please contact UBCM:

Local Government Program Services  
Union of BC Municipalities

Phone: (250) 356-5134  
E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)



FIRST NATIONS SUMMIT



“Each event lessens the distance between the communities, which physically are very near to each other, but sometimes socially are very distant.”

- Participant

## Purpose

The goal of a regional C2C Forum is to increase understanding and to improve overall relations between First Nations and local governments. Dialogue topics may include economic development, land use planning, service delivery or other areas of common interest.

## Approval Process

The FNS and UBCM hope to encourage as many C2C forums as possible across the province, within the confines of the available funding. Each year more applications are received and, if need be, steps will be taken to ensure funds are spread as far as possible:

## Description

A regional Community to Community (C2C) Forum is a jointly organized meeting that brings together First Nation and local government-elected officials and other community leaders.

## Background

Since 1999, with continued support from the provincial Ministry of Community, Sport & Cultural Development and Aboriginal Affairs & Northern Development Canada, more than 340 Regional C2C Forums have been held in communities across the province.

This year, UBCM and the FNS have received funding for the purpose of providing modest grants to First Nation and local government applicants.

## Forum Objectives

- Educating and informing participants about relationships between First Nations and local governments
- Providing a forum for dialogue on a specific concern or topical issue
- Strengthening relationships and fostering cooperation by building stronger links between First Nations and local governments
- Determining opportunities for future collaboration and joint action.

Consolidation – In some cases, where several forums are proposed in the same region, we may ask that the groups combine efforts and hold one forum for that region.

Regional Equity – Consideration will be given to ensuring regional equity in the allocation of funds.

Advice - Where requested, UBCM and FNS will provide advice to applicants on their application and event.

## Who is eligible?

Any local government (municipality or regional district) or First Nation government (Band or Tribal Council) may apply for funding for a regional C2C Forum. First time and repeat applicants are eligible.

“I cannot recall being involved in anything more significant in my career. Building peoples’ futures rather than building ‘things’ is much more satisfying”.

– Participant





## Local Government Program Services

# General Funding Terms & Conditions

*The purpose of these Terms and Conditions is to provide basic information on the administration of Local Government Program Services (LGPS) grants. For specific information regarding the terms and conditions of each funding program, please refer to the Program & Application Guide.*

### 1. Definitions

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- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, other organizations, such as First Nations and aboriginal organizations or boards of education, can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partners for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.
- **Program & Application Guides** - Are the application and program materials prepared by UBCM to describe the program and assist applicants in completing and submitting an application. All Program & Application Guides are available at [www.ubcm.ca](http://www.ubcm.ca).

### 2. Eligible & Ineligible Costs

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Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partners in the development or implementation of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the Program & Application Guide for specific notes regarding eligible and ineligible costs.

### 3. Post-Approval Terms

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#### Notice of Approval

UBCM will inform approved applicants by letter and a specified percentage of the approved grant amount will be forwarded upon approval. The balance will be paid on satisfactory completion of the project and receipt of all final reporting requirements.

#### Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline,
- Providing proper fiscal management of the grant and approved project (see below), and

- Submitting progress and/or final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

### **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of cash and in-kind expenditures incurred during the development or implementation of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide). In all cases, the final project expenditure must be net of any rebates (such as HST) that the approved applicant or approved partner is eligible to receive.

### **Changes to or Cancellation of Approved Project**

Approved applicants need to advise UBCM, in writing, of any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval may be required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

## **4. Reporting Requirements**

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### **Submission of Reports**

Approved applicants are required to submit progress and final reports as outlined in the Program & Application Guide. When UBCM forms are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- When a report form is not required, please ensure that each required component, as outlined in the Program & Application Guide, is addressed in your report and that all attachments are complete.
- Unless specifically requested, please do not bind reports or submit in binders or folders.
- When submitting electronically, submit all documents as Word or PDF files.
- All digital photos or images should be submitted, by e-mail or on CD, as JPEG files.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail/fax it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8 or Fax: (250) 356-5119

### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact LGPS and request *and be granted* permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

## **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact Paul Taylor, Relationships & Communications Advisor, at (250) 356-2938 or ptaylor@ubcm.ca.

**THOMAS G TROTT**  
**BOX 594**  
**226 KITCHENER STREET**  
**LADYSMITH, BC V9G 1A4**  
**Home telephone 250-924-7794**  
**Cell telephone 832-592-3127**

RECEIVED  
JAN 21 2013

January 21, 2013

HAND DELIVERED

Mayor Robert Hutchins

City Hall

Ladysmith, BC

Mr. Mayor:

My name is Tom Trott and I and my wife, Cindy Trott, reside at 226 Kitchener St and we also own the house at 217 Kitchener St. Mr. Fred Rowland and I have been in to visit you on a couple of occasions to discuss the trimming of Maple trees along Hillside Ave and the intersection of Hillside and Kitchener. Mr. Rowland and his wife, Edith, also reside on Kitchener St at 220. We would like to trim the Maple trees along Hillside similar to the fashion Maples have been trimmed just north of Kitchener on Hillside Ave and also along 2nd Ave. I am attaching photos of those trees. They are all located within a half block of our houses. I have also spoken with Mr. Mac McPherson who also resides on Kitchener St at 225.

We are requesting permission to trim the trees for several reasons.

1. They block our view of the water and the town. When Mr. Rowland purchased his home, the trees were less than 10' tall. When I purchased my house at 217 Kitchener St. they were about 15' high. They now totally block the view during Spring and Summer, which are the two most beautiful seasons. I was unable to sell my house at 217 Kitchener St. when I moved out in 2010. The main problem was the lost view. Once the rain started, I made the decision to lease the house. Not only does the loss of view affect the value of the homes on Kitchener, it also reduces the property taxes to the Town.

2. The hang side of the hill will not support the weight of these trees much longer. I have consulted with a local landscape gardener and he advised they should be cut lower and leave the stumps in place. This is more of a concern for the people living below the hill on 2nd Ave.

3. The leaves in the Fall fill the lower portion of the back side of the houses on 2nd Ave. Several people have taken matters into their own hands and have removed the trees. The trees next to Doug Hawkins, who lives on 2nd Ave, have been totally removed.

We are asking permission, although based upon all the pictures I am including, it seems most people are of trimming the trees on their own. I am aware there is no policy or ordinance governing the trimming of Maple trees, but we would prefer to obtain the cooperation of the Town.

Therefore, Mr. Rowland and I would like to take the imitative to trim the trees on Hillside. We would use a local landscape gardener who would employ city workers who have been furloughed for the winter season.

Respectfully submitted:



Tom Trott and Fred Rowland

