



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, OCTOBER 21, 2013
7:00 p.m.

AGENDA

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1. AGENDA APPROVAL	
2. MINUTES	
2.1. Minutes of the Regular Meeting of Council held October 7, 2013	1 - 6
3. DELEGATIONS - None	
4. PROCLAMATIONS - None	
5. DEVELOPMENT APPLICATIONS - None	
6. BYLAWS (OCP / ZONING) - None	
7. STAFF REPORTS	
7.1. Awarding of Contract for External Audit Services	7 - 9
7.2. Space Needs for City Hall	10 - 14
7.3. Bylaw to Establish a Reserve Fund for the Replacement of the Municipal Office Building	15 - 16
7.4. Purchase of Trommel Screener for Processing Compost at Public Works Yard	17 - 27
7.5. Change in Scope for Towns for Tomorrow Grant	28 - 30
7.6. Special Occasion Licence Request - Cowichan Cycles Cartel	31 - 32
8. BYLAWS	
8.1. Town of Ladysmith Permissive Tax Exemption Bylaw 2013, No. 1837 May be adopted.	33 - 42

The purpose of Bylaw 1837 is to establish permissive tax exemptions giving property tax relief for 2014 for the properties listed in the bylaw.

- 8.2. Town of Ladysmith Heritage Revitalization Bylaw 2013, No. 1838** 43 – 44
May be adopted.

The purpose of Bylaw 1838 is to amend Schedule B of the Heritage Revitalization Bylaw in order to remove the property occupied by The Royal Dar and to add the property occupied by Antique Addict.

- 8.3. Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839** 45 – 49

The purpose of Bylaw 1839 is to establish an inter-community business licence program with participating neighbouring communities on Vancouver Island so that mobile businesses can acquire only one inter-community business licence instead of one for each community.

It has been brought to staff's attention that an effective date of January 1, 2014 must be included in the bylaw. Section 9 has been added to reflect this amendment. It is now appropriate for Council to rescind Third Reading of the bylaw, amend the bylaw to include Section 9 – Effective Date, and proceed with Third Reading of the amended bylaw.

- 8.4. Town of Ladysmith Municipal Hall Replacement Reserve Fund Bylaw 2013, No. 1840** 50
May be read a first, second and third time.

9. CORRESPONDENCE

- 9.1. Erin Marshall, Graeme Rouse, Randy Wilson (Three separate items)** 51 – 54
Proposed Closure of Ecole Davis Road School

Staff Recommendation

That Council refer the petitions from Graeme Rouse and Randy Wilson, and the correspondence from Erin Marshall, protesting the proposed closure of Ecole Davis Road School, to the Board of School District 68 for consideration in its upcoming deliberations.

10. NEW BUSINESS

- 10.1. Consent to Borrow Funds Through the Municipal Finance Authority - Spring Issue 2014**

Bylaw 1792, adopted on May 22, 2013, authorizes the Town to borrow up to \$10,000,000 to finance the third phase of the planned upgrades to the Town's waste-water system. The Bylaw received approval of the Inspector of Municipalities. In order to meet the construction schedule for the waste

water system upgrades, the final step in this process is to secure Council approval to borrow the funds from the Municipal Finance Authority in Spring 2014, and to seek the consent of the Cowichan Valley Regional District to do so.

Staff Recommendation

That Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of their 2014 Spring Issue, \$10,000,000 as authorized through Loan Authorization Bylaw 2012, No. 1792 and that the Cowichan Valley Regional District be requested to consent to the Town borrowing over a 25 year term and include the borrowing in their security issuing bylaw.

11. UNFINISHED BUSINESS

11.1. Ladysmith Golf Course Maintenance Agreement

55 - 57

Council will recall that the proposed Golf Course Maintenance Agreement with the Ladysmith Golf Club Society was referred to staff to research arrangements for maintenance of community golf courses in other communities and to report back to Council. The information is attached for Council's consideration.

12. 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.

13. ARISE AND REPORT

ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A MEETING OF COUNCIL
MONDAY, OCTOBER 7, 2013
COUNCIL CHAMBERS, CITY HALL
CALL TO ORDER 6:00 P.M.
REGULAR OPEN MEETING 7:00 PM.**

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
John Manson

Sandy Bowden
Clayton Postings

Erin Anderson
Joanna Winter

CALL TO ORDER

Mayor Hutchins called the Regular Meeting of Council to order at 6:00 p.m. in order to retire immediately into a Closed Meeting.

CLOSED MEETING

CS 2013-327

It was moved, seconded and carried at 6:01 p.m. that Council retire into Closed Meeting in order to consider the following matters:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to hard the interests of the municipality
- 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]

OPEN MEETING

The Open Meeting of Council resumed at 7:01 p.m.

AGENDA APPROVAL

CS 2013-328

It was moved, seconded and carried that the agenda for the Regular Council Meeting of October 7, 2013 be approved as circulated.

MINUTES

CS 2013-329

It was moved, seconded and carried that the minutes for the Regular Meeting of Council held Tuesday, September 3, 2013 be

approved.

CS 2013-330

It was moved, seconded and carried that the minutes of the Special Meeting of Council held Monday, September 30, 2013 be approved.

PROCLAMATIONS

Mayor Hutchins proclaimed October 20 to 26 as “Small Business Week” in the Town of Ladysmith to recognize the invaluable contribution of small businesses to the economy of the town, province and country.

Mayor Hutchins proclaimed the month of October 2013 as “Foster Family Month” in the Town of Ladysmith, in recognition of the care, compassion and unselfish commitment of British Columbia foster families.

**COUNCIL COMMITTEE
REPORTS**

CS 2013-331

It was moved, seconded and carried that information about the Ready to Rent program be referred to the Parks, Recreation and Culture Department to determine if staff can assist in promoting and hosting Ready to Rent workshops in the Town of Ladysmith.

CS 2013-332

It was moved, seconded and carried that a letter of congratulations be send to Kim Judson and the organizing committee for the Tour de Rock Ladysmith fundraising activities, with special recognition of the fact that the group raised \$45,000, surpassing their original goal of \$20,000.

Councillor D. Paterson reminded Council that Light-up is scheduled for Thursday, November 28, and the first Festival of Lights work party will take place on November 3.

CS 2013-333

It was moved, seconded and carried that a letter of congratulations and appreciation be sent to the Ladysmith Air Cadets for an exemplary job in organizing the 70th Anniversary Celebrations of the Ladysmith Air Cadets.

STAFF REPORTS

Ladysmith Golf Course Maintenance Agreement

CS 2013-334

It was moved and seconded that the request from the Ladysmith Golf Course Society to eliminate the golf course maintenance and utility fees be considered during upcoming budget discussions.

CS 2013-335

It was moved, seconded and carried that the request from the Ladysmith Golf Course Society to eliminate the golf course maintenance and utility fees be referred to the October 14, 2013 Regular Meeting of Council and that staff be requested to provide

Council with information concerning arrangements with community golf courses in other communities.

2013 Tax Sale

The Director of Financial Services reported that of the three properties deemed to be purchased by the Town during the 2013 Tax Sale Auction, the property at 201 Dogwood Drive has been redeemed and a partial payment has been made on another property.

CS 2013-336 It was moved, seconded and carried that the report on the Town of Ladysmith 2013 Tax Sale be received.

Contract for the Provision of Animal Control Services for the Town of Ladysmith

CS 2013-337 It was moved, seconded and carried that staff be directed to issue a Request for Proposals for the provision of animal control services in the Town of Ladysmith.

Operating Agreement and Licence to Occupy with Ladysmith and District Historical Society for Operation of Ladysmith Archives

CS 2013-338 It was moved, seconded and carried that the Licence to Occupy and the Operating Agreement with the Ladysmith and District Historical Society for the operation of the Ladysmith Archives be renewed for the period November 1, 2013 to October 31, 2018, that staff be directed to publish notice of the Town's intent to enter into these agreements in accordance with the legislation, and that the Mayor and Corporate Officer be authorized to sign the documents.

Councillor Drysdale declared a conflict with the following agenda item and excused himself from the meeting.

Lease Renewal – Festival of Lights Society – 1163 Fourth Avenue

CS 2013-339 It was moved, seconded and carried that the Town enter into the revised lease agreement with the Festival of Lights Society for the use of 1163 Fourth Avenue (Lot A, District Lot 146, Oyster District, Plan 34438, Part of Fourth Avenue, PID #000-290-386) for a five year term, with the option to renew the lease for two consecutive five year terms, and that the Mayor and Corporate Officer be authorized to sign the lease on the Town's behalf.

Councillor Drysdale returned to the meeting.

BYLAWS

Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834

It was moved, seconded and carried that Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834 be adopted.

Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2013, No. 1835

It was moved, seconded and carried that Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2013, No. 1835 be adopted.

Town of Ladysmith Road Closure and Dedication Removal Bylaw 2013, No. 1836

It was moved, seconded and carried that Town of Ladysmith Road Closure and Dedication Removal Bylaw 2013, No. 1836 be adopted.

Town of Ladysmith Permissive Tax Exemption Bylaw 2013, No. 1837

It was moved, seconded and carried that Town of Ladysmith Permissive Tax Exemption Bylaw 2013, No. 1837 be read a first, second and third time.

Town of Ladysmith Heritage Revitalization Bylaw 2013, No. 1838

It was moved, seconded and carried that Town of Ladysmith Heritage Revitalization Bylaw 2013, No. 1838 be read a first, second and third time.

Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839

It was moved, seconded and carried that Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839, be read a first, second and third time.

QUESTION PERIOD

R. Johnson was advised that transit ridership and revenue reports are available from the Cowichan Valley Regional District, and through the CVRD website.

R. Johnson was advised that staff are negotiating with a local government which has made an offer to purchase the trolley.

R. Johnson was advised that community donations for the trolley were used to fund operation of the trolley service.

CLOSED MEETING

CS 2013-340

It was moved, seconded and carried at 7:52 p.m. that Council retire into Closed Meeting after a two minute recess.

ARISE AND REPORT

Council arose from the Closed Meeting with report on the following item:

- That interviews be scheduled for applicants for positions on Town advisory commissions and committees with a committee

of Council consisting of Mayor Hutchins, Councillor Drysdale and Councillor G. Patterson.

REGULAR MEETING

CS 2013-341 It was moved, seconded and carried at 8:30 p.m. that the Regular Meeting of Council reconvene.

Mayor Hutchins noted that the minutes of the September 30, 2013 meeting should reflect the adoption of a resolution rather than just a notation of rising and reporting on the Closed Meeting resolution regarding Request for Proposals No. 21808.01 (Supply and Delivery of MBBR/DAF Equipment for the Waste Water Treatment Plant). Staff advised that Council could rescind Resolution CS 2013-330 passed earlier in the meeting to approve the minutes, amend the minutes to reflect the adoption of the resolution regarding the RFP, and subsequently pass a resolution approving the minutes as amended.

CS 2013-342 It was moved, seconded and carried that Resolution CS 2013-330, approving the Minutes of the Special Council Meeting held on September 30, 2013, be rescinded.

CS 2013-343 It was moved, seconded and carried that the minutes of the Special Council Meeting held on September 30, 2013 be amended to add the following resolution:

CS 2013-325

It was moved, seconded and carried that Request for Proposals No. 21808.01 for the Supply and Delivery of MBBR/DAF Equipment for the Waste Water Treatment Plant be rescinded and that Council authorize the issuance of a tender for the supply and delivery of MBBR/DAF equipment, and further, that the tender be sent to the three short-listed proponents who submitted bids in response to the initial Request for Proposals.

Request for Proposals for the Supply and Delivery of MBBR/DAF Equipment for the Waste Water Treatment Plant

CS 2013-344 It was moved, seconded and carried that Resolution CS 2013-325 be rescinded.

CS 2013-345 It was moved, seconded and carried that Request for Proposals No. 21808.01 for the supply and delivery of MBBR/DAF Equipment for the Waste Water Treatment Plant be rescinded and that Council authorize the issuance of a new Request for Proposals for the supply and delivery of MBBR/DAF Equipment, and further that the Request for Proposals be sent to the three short-listed proponents who submitted bids in response to the initial Request for Proposals.

ADJOURNMENT

CS 2013-346

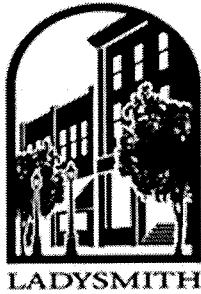
It was moved, seconded and carried that this meeting of Council be adjourned at 8:38 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Subject to Adoption



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: October 4, 2013
File No:

Re: Awarding of External Audit Services - RFP#2013-FS-01

RECOMMENDATION(S):

It is recommended that Council award the External Audit Services RFP#2013-FS-01 to Meyers Norris Penny (MNP) and appoint MNP as the Town's auditor for the year-ends 2013 through 2017.

PURPOSE:

To appoint the Town's auditor, as required in section 169 of the *Community Charter*.

INTRODUCTION/BACKGROUND:

Per section 169 of the *Community Charter*, a Town auditor must be appointed to conduct an official audit of the Town's finances.

Per the Purchasing Policy, the Town is required to engage in competitive bidding for contracts over \$25,000. The Request for Proposal #2013-FS-01 was submitted to BC Bid and posted on the Town's website. The following bids were submitted:

NAME	AMOUNT 2013 to 2017	COMMENTS
BDO Canada	\$32,500 - \$36,900	Plus Taxes
Hayes, Stewart, Little	\$28,000 - \$30,300	Plus Taxes (includes 20% local government discount)
MNP	\$24,675 - \$26,775	Plus Taxes
KPMG	\$24,000 - \$25,000	Plus Taxes
Grant Thornton	\$23,000 - \$24,800	Plus Taxes

Though Grant Thornton is the lowest bid price, the office conducting the audit (Victoria) does not have any direct local government accounting experience. Conversely, KPMG from Victoria audits most of the local governments in Victoria. As all the local governments must audit and submit their financial statements at the

same time, the Town will be competing against many others for the auditor resources.

MNP (also known as Meyers Norris Penny) is a national firm, with offices in Nanaimo and Duncan. Their audit team has local government auditing experience (currently the auditors for the City of Duncan) and offers training sessions and circulars for their clients.

SCOPE OF WORK:

Switching audit firms will be a great deal of work for the Finance Department as Staff time will be spent explaining the Town's practices and familiarizing the new firm with the Town's accounting structure. Some of work will be done in November, but the majority of work will be in February, March and April.

The new auditors will meet with the Government Services Committee to discuss the audit plan and again to review the audit findings.

ALTERNATIVES:

Council could reject all bid submissions.

Council could appoint Hayes Stewart Little for another 1-year term.

FINANCIAL IMPLICATIONS:

There will be a financial savings by switching to MNP. The 2013-2017 Financial Plan included audit fees of approximately \$33,000.

LEGAL IMPLICATIONS:

There is a legislative requirement for the Town to appoint an external auditor.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

None.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Most of the financial work is performed by the Finance Department, though Corporate Services and Public Works do play a role in records management and inventory management.

RESOURCE IMPLICATIONS:

As mentioned, changing to a new audit firm will require a great deal of the Finance Department's time in the first year.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy A – Wise Financial Management.



SUMMARY:

It is recommended that Council appoint MNP as the Town's auditors to conduct audits in accordance with Public Sector Account Standards for the year-ends 2013 through 2017.

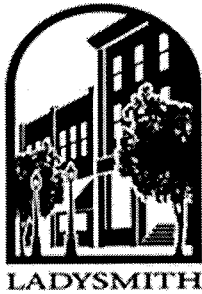
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None.



Town of Ladysmith
STAFF REPORT

To: Council
From: Ruth Malli, City Manager
Date: October 11, 2013
File No:

Re: Space Needs for City Hall

RECOMMENDATION(S):

That Council direct staff to engage Process Four Design to determine the space requirements for City Hall for a maximum price of \$23,000.

PURPOSE:

To provide Council with a recommendation on a process to determine the space needs for City Hall.

INTRODUCTION/BACKGROUND:

Council has directed that staff investigate the replacement of the existing City Hall. Funding for this process is included in the 2013-2017 Financial Plan. A separate report on this agenda recommends putting money into a reserve for this purpose.

Another important piece to the decision to replace City Hall is to ensure that the building itself is appropriate for our community, both when it is built and for its expected lifespan. As Council is well aware, the way service is delivered in the public sector is changing. Taxpayers (rightly so) demand that investment in infrastructure, particularly civic buildings, is appropriate to meet the service needs of the community. Services are increasingly delivered electronically, although many citizens still require face-to-face service to meet their needs.

Several other municipalities have utilized a unique approach that first looks at how service is being delivered and then looks at a building to fit the service needs. Often, this shift of looking at service first results in reduced costs and improved functionality. The Town of Ladysmith has already begun working with a consultant, Process Four Design, that has extensive experience in this area..

The objective of the current work (including in the 2013 approved projects) is to identify ways of streamlining processes to better deliver service to the public. These

streamlined, or improved operational practices can be integrated into the planning process for a City Hall in Ladysmith.

The approach utilized by Process Four is to apply the tools and processes developed for larger cities and organizations to smaller communities, who often lack the resources to deal with changing needs in an operationally and fiscally responsive manner.

The services offered by Process Four differ significantly from others, in that they integrate the development of functional/operational changes with an understanding of resource impacts, including staff, facilities, and costs. Their work typically includes the development of a computer-based simulation model, which allows easy and immediate evaluation of multiple options. Their processes show their clients how to generate innovative, more effective ways of dealing with a changing world; in a way that fosters a culture of ongoing improvement with a higher degree of cost certainty; and they provide tools and processes for responding to changing assumptions. With ever changing expectations of how service is delivered, this flexibility is highly valued.

The client base of Process Four is largely repeat and direct referral clients, as they are typically asked to help solve operational and facility problems that are 'outside the norm'. Their clients comprise a broad spectrum of organization types, from small communities to large cities, as well as institutional and private organisations. A list of clients and similar work is included at the end of this report.

SCOPE OF WORK:

The scope of work is to provide a process for evaluating and determining the space needs in preparation for the construction of a City Hall in Ladysmith. The scope of work will include a computer-based simulation model that will allow for changing assumptions and evaluation of multiple options.

ALTERNATIVES:

Council could choose to not pursue this approach and choose a more traditional method of pre-design planning.

FINANCIAL IMPLICATIONS:

It is anticipated (based on experience from other municipalities) that this approach will reduce capital costs and improve service delivery. The cost of the work is included in the 2013-2017 Financial Plan.

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens expect that civic buildings are appropriate and that capital and operational costs are minimized. It is expected that the recommended approach, which has been used in other, larger municipalities, will result in a building that citizens will support.



INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments could potentially be involved in the streamlining approach.

RESOURCE IMPLICATIONS:

The City Manager is the lead on the project, other staff are involved.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Sustainability Visioning Report speaks to innovative infrastructure and green buildings.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with Strategic Directions: Wise Financial Management, Enhanced Standard of Infrastructure and Supportive Corporate Governance;

SUMMARY:

Council has previously directed staff to investigate the replacement of City Hall and that work is undertaken to streamline service delivery. This report is recommending that Ladysmith utilize an approach developed by Process Four Design, which has been utilized with success in several other larger communities. The basics of the approach are to look at service delivery needs prior to space needs. It is anticipated that the benefits will include reduced capital and operational costs as well as more effective service delivery to the public.

ATTACHMENTS:

Appendix A. Sample work completed by Process Four Design

Appendix B: Proposal from Process Four Design

APPENDIX A: WORK COMPLETED BY PROCESS FOUR DESIGN

CITY OF RICHMOND

Process Four has completed more than 20 projects for the City of Richmond, many of which have been directly contracted due to their complexity and unique requirements. Some of our most recent work includes projects for:

- City Hall;
- RCMP Detachment; and
- Richmond Fire Rescue.

CITY HALL- RICHMOND

Included the development and implementation of client-focussed one stop services, as well as the development of accommodation standards which have provided flexibility in workplace allocations and layout.

CITY OF KELOWNA

Work with the city started with the creation of a computer based model incorporating staffing, space, and costs for all civic buildings with the exception of most public recreation and airport facilities. That work provided the city with a comprehensive assessment of needs, including staffing, space, timing, and costs. Subsequent projects then dealt with individual facilities and locations at a more detailed level, including:

- City Hall;
- RCMP Detachment; and
- Works Yard.

KELOWNA CITY HALL

Work has addressed operational and functional changes in the organisation, their impacts on facilities, as well as a realistic approach to implementation. The existing city hall is in the process of redevelopment over a number of phases and years to improve functionality and flexibility while increasing density to defer the requirement for additional facilities. Anticipated gains generated through the use of a computer-based model have largely been realised within established cost parameters. Decision-makers have been provided with relevant information comparing the functional and financial impacts of multiple options for redevelopment.

WORKS YARD

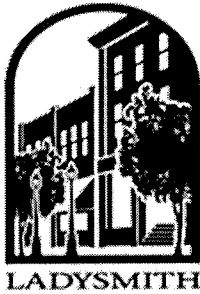
Decisions about the works yard have been made using the computer-based model developed for overall civic facilities. Several site options were tested, including several which considered the impact of growth in transit facilities.

MAPLE RIDGE CIVIC CENTRE

Earlier work for Maple Ridge involved the preparation of a facility program for the civic centre, comprising City Hall, together with a range of arts, cultural, and performance spaces. These facilities have been operational for many years.

City Hall Optimization Project

TASK OUTLINE	# cycles	Princ p-d /cycle	Princ p-d		
Phase I: Decision Support					
Project Initiation					\$1,500
Finalise Scope of Work	1	0.25	0.25	\$250	
Review Existing Documentation/Data	1	0.25	0.25	\$250	
Preliminary Interviews	4	0.25	1.00	\$1,000	
Service Demand					\$6,890
Review and Rationalise Demand Data	1	0.75	0.75	\$750	
Meet with Steering Committee	2	0.38	0.76	\$760	
Construct Decision Support Model	1	3.50	3.50	\$3,500	
Worksession- Role and Mandate Change	1	0.38	0.38	\$380	
Follow-up to Worksession	4	0.25	1.00	\$1,000	
Rationalise Decision Support Assumptions	1	0.50	0.50	\$500	
Resource Impacts					\$12,380
Inventory Existing Facilities	1	1.50	1.50	\$1,500	
Rationalise Workplace Allocations	1	1.00	1.00	\$1,000	
Outline Space List	4	0.75	3.00	\$3,000	
Worksession- Resource Impacts	1	0.38	0.38	\$380	
Follow-up to Worksession	4	0.25	1.00	\$1,000	
Discussion Paper #2: Resource Impacts	1	3.00	3.00	\$3,000	
Liaise with Cost Consultant	2	0.25	0.50	\$500	
Issue Resolution	2	0.25	0.50	\$500	
Review and Revise	1	1.50	1.50	\$1,500	
Council Participation					\$760
Orientation to Process and Initial Input	1	0.38	0.38	\$380	
Mid-point Review of Assumptions	1	0.38	0.38	\$380	
Subtotal Fees					\$21,530
Expense Allocation		3%			\$646
Budget: Phase I					\$22,176
Billing Rates					
	Principal	\$125/hr			
	Programmer	\$95/hr			
	Technician	\$65/hr			



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: October 11, 2013
File No:

Re: Bylaw to Establish a Reserve Fund for the Replacement of the Municipal Office Building

RECOMMENDATION(S):

That Council authorize the establishment of a “Municipal Office Building Replacement Reserve Fund” and proceed with first three readings of “Municipal Office Building Replacing Reserve Fund Establishment Bylaw 2013, No. 1840” later in the meeting.

PURPOSE:

To establish a reserve, by bylaw, to fund the replacement of the Municipal Hall.

INTRODUCTION/BACKGROUND:

Council may recall that in the 2013-2017 Financial Plan, there was an allocation of \$55,000 to be set aside for the eventual replacement of City Hall. Section 188 of the *Community Charter* gives Council the authorization to establish such as reserve fund.

By creating a reserve bylaw, these funds will be restricted and can only be spent for the purpose of acquiring land and building a new municipal office building.

Our neighbouring municipalities have recently built new or renovated their existing City Hall buildings. The City of Nanaimo recently constructed a \$15.7m Service and Resource Centre building, which houses their Finance, Planning, Development, Engineering and Information Technology Departments. The Municipality of North Cowichan is completing construction on their municipal hall addition at a cost of \$3m.

Council allocated \$55k in the 2013-2017 Financial Plan to be placed into a City Hall replacement reserve. By creating a reserve bylaw, these funds will be placed into the reserve and can only be spent on their intended purpose – a new municipal building.

SCOPE OF WORK:

Finance and Corporate Services staff will work together to execute the bylaw.

ALTERNATIVES:

Council could simply allocate the funds to Appropriated Equity to be used for general purposes.

FINANCIAL IMPLICATIONS:

There are no financial implications. These funds are already included in the 2013-2017 Financial Plan.

LEGAL IMPLICATIONS:

There are no legal implications.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

As mentioned above, Council has received input from citizens regarding some concerns with the current City Hall.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Not applicable.

RESOURCE IMPLICATIONS:

None.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with the strategic priority A – Wise Financial Management and G – Supportive Corporate Governance.

SUMMARY:

It is recommended that Council give first three readings to the Municipal Office Building Replacing Reserve Fund Establishment Bylaw 2013, No. 1840. This bylaw is to establish a reserve for the specific purpose of acquiring land and building a new municipal office. Council has directed that \$55,000 from the 2013-2017 Financial Plan be placed in such a reserve.

I concur with the recommendation.

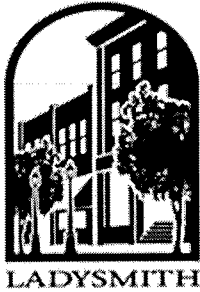


Ruth Malli, City Manager

ATTACHMENTS:

None





Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: John Manson, PEng, Director of Infrastructure Services
Date: Oct 21, 2013
File No:

RE: PURCHASE OF A TROMMEL SCREENER FOR PROCESSING COMPOST

RECOMMENDATION(S):

That Council:

- (a) direct staff to transfer \$20,000 from the wastewater testing equipment budget (60-2-33005) to the Screener capital budget (60-2-33010) for 2013, and;
- (b) waive the formal RFP process, and approve the purchase of a used 2011 Roto-Screen R450 portable trommel screening plant, located in Victoria, BC, from Lagan Valley Equipment Inc, Whitby, Ontario, for \$87,500 plus applicable taxes.

PURPOSE:

To allow Public Works to process the compost that is currently at the Public Works yard and allow for the use of the processed compost by Parks.

INTRODUCTION/BACKGROUND:

Currently the only way to complete the screening is through outsourcing using a private screening company which leads to additional cost as well as scheduling issues. The composting program is currently set to produce approximately 400 cubic yards of finished compost with this quantity expected more than double upon completion of the secondary treatment module at the wastewater treatment plant.

ANALYSIS:

After exhaustive research Public Works staff determined that due to the fine particles and moisture content of the compost that a trommel screening plant was the superior option for the final processing of the compost. Quotations were received from a variety of equipment dealers throughout North America (see Attachments). The list of acceptable or quotable pieces of equipment included quality used equipment with the aim to maximize the value to the Town of Ladysmith. The

average price of the five (5) trommel screens was \$127,184.00 plus tax for the base models. Note that this price does not reflect additional shipping charges to get the equipment to the Town of Ladysmith. When estimated shipping charges are added to the purchase price, the average price increases to \$130,984.00 plus tax for the base models.

One of the dealers that have been working with Public Works staff has been able to locate a trommel screening plant of appropriate size, with very low operating hours, located in Victoria, for \$87,500.00 plus tax. Included in the price is an additional drum screen and manual landing gear, which equates to \$8,400 in options. We have also secured onsite training by the manufacturer as part of the purchase price. We priced the exact same screener from the manufacturer; the new cost is approximately \$20,000 higher than the used cost (see spreadsheet).

We are aware of other used screeners located on the island, but we have not been able to locate a unit with equivalent low operating hours, or is a current model, serviceable by the manufacturer. Due to current market conditions, and time constraints on the potential purchase of piece of equipment, we are recommending that Council waive the formal RFP process in this instance.

ALTERNATIVES:

The Town of Ladysmith could continue to outsource the screening of the compost on an adhoc basis as required; however, with anticipated increases in compost volumes creating the potential for incompatible schedules between the contractor and the Town of Ladysmith this could increase costs while reducing the efficiency of the composting program.

FINANCIAL IMPLICATIONS:

Council has already allocated \$80,000 for the purchase of a screening plant in the 2013 budget, however, a transfer of \$20,000 from the wastewater testing equipment would be required to fully fund the purchase. Wastewater testing equipment can be delayed a year based on current projected needs.

LEGAL IMPLICATIONS:

None

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Aligns with the innovative infrastructure vision.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Aligns with the enhanced standard of infrastructure priority.



SUMMARY:

The purchase of a used 2011 Roto-Screen R450 is recommended based on the significant value represented to the Town of Ladysmith. This piece of equipment will meet both the current and future needs of the composting program.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Quotations:

1. The Screen Machine (new)
2. McCloskey 512RG (used)
3. McCloskey 512A (new and used)
4. Roto-Screen R450 (new)
5. Roto-Screen R450 (used)
6. Cost overview spreadsheet
7. Photo of Used Unit (Victoria)

Manufacturer	Model Year	New/Used	Location	Hours	Base Price	Est Shipping	Additional Features	Feature Cost	Total Cost	Currency Exchange	GST	PST	TOTAL
McCloskey 512A	2012	Used	Ontario	782	\$ 110,000.00	\$ 5,000.00	Additional Drum	\$ 12,500.00	\$ 127,500.00	1.04	\$ 6,375.00	\$ 8,925.00	\$ 142,800.00
McCloskey 512A	Unknown	Used	Alberta	600	\$ 139,000.00	\$ 3,000.00	Additional Drum	\$ 12,500.00	\$ 154,500.00		\$ 7,725.00	\$ 10,815.00	\$ 173,040.00
McCloskey 512A	2013	New	Alberta	0	\$ 159,000.00	\$ 3,000.00	Additional Drum	\$ 12,500.00	\$ 174,500.00		\$ 8,725.00	\$ 12,215.00	\$ 195,440.00
The Screen Machine	2013	New	Ohio	0	\$ 128,970.00	\$ 8,000.00	N/A	\$ -	\$ 136,970.00		\$ 6,848.50	\$ 9,587.50	\$ 295,535.20
Roto-Screen R450	2013	New	Ontario	0	\$ 98,950.00	\$ -	Additional Drum, Mechanical Landing Gear	\$ 8,400.00	\$ 107,350.00		\$ 5,367.50	\$ 7,514.50	\$ 120,232.00
Roto-Screen R450	2011	Used	Victoria	<100	\$ 80,000.00	\$ -	Additional Drum, Mechanical Landing Gear	\$ -	\$ 87,500.00		\$ 4,375.00	\$ 6,125.00	\$ 98,000.00

NOTE:
 All new equipment comes with a 1 year warranty
 Used equipment has no warranty expressed
 Training is included for both of the Roto-Screen Screening Plant

AVERAGE COST OF ALL UNITS \$ 170,841.20
 COST DIFFERENCE BETWEEN NEW AND USED \$ 22,232.00

THE SCREEN MACHINE

612W TROMMEL WHEELED - PORTABLE SCREENING PLANT

KEY FEATURES

84 HP Yanmar Tier III Diesel Engine

Sets Up & Operates Within 15 Minutes

6' X 12' (1.83 M x 3.66 M) Trommel Screen Drum

Unique Rapid Change Cable/Hinge Screen Cloth System

Rubber-Tired Portable Plant with Low 10' 4" (3.15 M) Feed Height Over Hopper

Robotic Welded Grade 80 Unibody Frame Structure with Lockable Engine Compartment

American Made in Columbus, OH with Predominately American Standard Components

Base Unit Standard Specifications:

Power System and Structure

84 HP Yanmar Tier III (liquid cooled - turbo charged) diesel engine w/ electronic throttle
 70 gallon (265L) fuel tank equates to 16+ hours of continuous run-time between re-fueling
 70 gallon (baffled & lockable) hydraulic tank with cooler ensures optimum hydraulic efficiency
 USA Sourced Grade 80 Steel Frame of Uni-body design; manufactured with robotic welding precision
 13'-11" (4.25 M) Discharge height on side stacking conveyor accommodates direct truck loading

Trommel Screen

6' x 12' Trommel Drum (160 square feet of actual screen size (14.89 sq. M))
 Unique rapid cable/hinge lock design facilitates quick screen replacement maintenance
 Self-Cleaning brushes maintain efficient screen processing performance
 *Screens included are standard wire cloth (1/2" to 1 1/2") or (12mm to 38mm)
 Heavy-Duty 3/8" (9.5mm) USA Sourced A36 Steel Drum Shell w/ massive triangular tumbling paddles
 Four Wheel / Twin Motor & Twin Shaft Trommel Drum Drive

Feeder

4.5 cubic yard hopper (3.44 cu. M)
 Hydraulically variable speed feed belt
 6" (15.24 cm) rubber wrap idler
 36" Wide (91.44 cm) 330 PIW Main Feed Belt

Pulleys and Idlers

Herringbone Lagged Head Pulleys
 Wing Type Tail Pulleys
 5" (12.7 cm) Troughing Can Impact Idlers at 45°
 Rubber disc return idlers to prevent material sticking

Other Conveyor / Belts

Unders belt is 42" wide (106 cm) 150 PIW
 Side discharge belt is 24" wide (61 cm) 220 PIW
 Spring loaded scraper bars made of UHMW
 Four guide rollers per conveyor for belt tracking

*** Shipping Information - (Fifth-wheel tow)**

Height	12' 6"	(3.82 M)
Length	24' 1"	(7.35 M)
Width	8' 6"	(2.59 M)
Weight (approx.)	22,500 lbs.	(10,200 kg)

*Equipped with Single Axle, Dual Tires, Air Brakes and Tail Lights

Operation Loader Size Match

1 - 3 cubic yard loader
 (.76 cu. M up to 2.29 cu. M)

*** Must order conversion kit in order to run 2nd auxiliary conveyor or any style Vibratory Grid Upgrade: (Square wire or Finger Deck).**

Price F.O.B. Factory:

612W TROMMEL

\$ 128,970.00

OPTIONS:	36" wide overs conveyor for reject materials discharge (including necessary hydraulics)	\$10,675.00
	Remote control hydraulic tipping grizzly (including necessary hydraulics)	\$9,115.00
	Vibratory grizzly upgrade	\$15,715.00
	Conversion kit to power auxiliary conveyor	\$1,885.00
	Conversion kit to power vibratory grizzly or overs conveyor (if adding these upgrades at later date)	\$1,885.00
	Load hopper extensions	\$2,340.00

APPENDIX 2.

-----Original Message-----

From: Paul King [mailto:pking@mccloskeyinternational.com]

Sent: September 27, 2013 5:20 AM

To: Mike Ganderton

Subject: Screener

Hi Mike

Here is another screen that's for sale. It's a 2012 512RG with 782 hrs. This machine has a hydraulic grizzly and radial conveyor. The price is \$110,000.

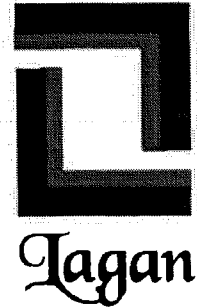
Thanks

McCloskey International Notice: The contents of this email are communicated in confidence. It is intended for the recipient only and may not be disclosed further, without the express consent of the sender. If you receive this email in error, please notify the sender immediately, return the original message, and destroy any copies.



Lagan Valley Equipment Inc.

10 Stargell Drive
Whitby, Ontario L1N 7X3
Canada



Phone 416 460 5285
Fax 905 668 8361
Email laganvalley@rogers.com
www.laganvalleyequipment.com

Date: Sept. 27, 2013

Town of Ladysmith
Ladysmith. BC
Attn: Mike Ganderton

Mike,
Per our conversation yesterday:

One (1) only new 2013 Roto-Screen R450 Series 11 portable trommel screening plant:

- 5' x 12' Trommel, variable speed, c/w choice of screen size;
- Nylon brush screen cleaning system;
- F4L914 Deutz diesel (rated for 78 hp).
- Standard or low dump hopper c/w variable speed belt feeder;
- 48" Variable speed end discharge conveyor;
- 13 ft. discharge height for 200 Yd. stockpile or direct truck and trailer loading;
- Sufficient hydraulic capacity to power an auxiliary hydraulic stacker;
- Under drum hopper cleaning system;
- 12 Month new machine warranty;
- All other standard equipment;

Roto-Screen R450: \$98,950.00

Extra drum c/w choice of screen size: \$6,500.00

Hydraulic landing gear: \$3,900.00

Mechanical landing gear: \$1,900.00

Delivery: From stock, subject to prior sale;
All prices are quoted delivered to Ladysmith, BC

Full details & pictures at: www.laganvalleyequipment.com

We will also supply a qualified serviceman to set up the equipment and train your people in the proper operation and servicing of the plant

A very unique feature of our trommels is the ability to process and manufacture different types and sizes of products. Historically, trommel screens were always considered just a One product plant because of the difficulty in changing screens. With the Roto-Screen we can remove the drum and replace it with another with a different screen size in less than an hour. This makes the plant very versatile and very efficient. We have plants working in Many different types of materials from topsoil, loam, compost materials, sand and gravel, to bark, mulch, wood waste and construction and demolition debris.

The material stays longer in the drum than on a flat deck screen and because of the tumbling action, gives a much cleaner product. The rotation on the drum is variable speed as is the speed on the belt feeder. This adds to the control of the flow of material and will allow for different material types and levels of moisture content.

The main discharge belt is 48" wide and variable speed. It will stockpile up to 13' in height, approx. 250 cu. yds., or will discharge directly into a dump truck. The receiving hopper underneath the drum is also very wide to accommodate the 48" wide belt and is less troughed than most plants. It is lined with a very slippery, hard wearing teflon type material, similar to that used for crushers, so the materials tends not to stick, even when wet. In cases where the material is such that it does tend to cling to the sides, then the access holes along the side of the receiving hopper allow for easy removal merely by punching the flexible teflon to force the material back on to the discharge belt.

The plant is powered by an F4L914 Deutz Diesel, rated for 78 hp yet we only use 65 hp.

The plant has enough hydraulic capacity to power up to a 65' stacker.

Should you require any further information, please do not hesitate to contact me directly.

I take this opportunity to thank you for your time and your interest in our equipment.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Frank Thompson', with a long horizontal flourish extending to the right.

**Frank Thompson
National Sales Manager**

From: Frank Thompson [<mailto:laganvalley@rogers.com>]
Sent: October 9, 2013 4:39 PM
To: Mike Ganderton
Subject: Roto-Screen trommel

Mike,

Per our conversation, I spoke to the owner of the plant and, with the necessary proper training involved, he, like yourself thinks it probably best to put the deal through Lagan Valley Equipment. We would supply the proper training for your people and, from a safety standpoint, it's better to do it like that anyway.

The service technician who would go out there from here to do the training is very experienced and you would be very satisfied with how he would work with your people. It's not a difficult machine to operate but like everything else proper training is key. Maintenance is also an aspect to consider and again my serviceman has the necessary experience.

The overall cost would be \$87,500.00 plus applicable taxes. Given the fact that per my original quote, a new machine, similarly equipped with an extra drum, would be \$105,450.00 makes the 100 hour plant still quite attractive and the owner, as well as myself, have tried very hard to keep it so.

Hope this helps.

Regards,
Frank

Frank Thompson
Lagan Valley Equipment Inc.
416 460 5285
<http://www.laganvalleyequipment.com/>

From: Frank Thompson [<mailto:laganvalley@rogers.com>]
Sent: October 8, 2013 2:26 PM
To: Mike Ganderton
Subject: Roto-Screen specs

Mike,

Attached are the specs as requested.

I had one current picture of the plant we spoke.

It doesn't really show too much other than the fact that it has hardly been used.

I will arrange for you to see the plant working and get back to you with all the contact information.

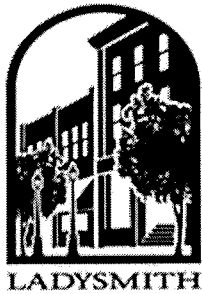
A description of the machine would be as follows:

2011 Roto-Screen R450 portable trommel screening plant

- Less than 100 original hours
- Deutz F4L914 air cooled diesel engine
- 5' x 12' smooth interior drum c/w 3/4" screens
- Extra drum c/w 3/8" screens
- Single brush screen cleaning system
- Variable speed feeder c/w 30" belt
- 48" Discharge belt with 13' head pulley clearance

Frank

Frank Thompson
Lagan Valley Equipment Inc.
416 460 5285
<http://www.laganvalleyequipment.com/>



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Erin Anderson, Director of Financial Services
Date: October 16, 2013
File No:

Re: **CHANGE IN SCOPE FOR TOWNS FOR TOMORROW GRANT**

RECOMMENDATION(S):

It is recommended that Council:

- (a) support the request to reallocate the Towns for Tomorrow grant funding from the Hydraulic Energy Recovery to an energy upgrade for the Frank Jameson Community Centre; and,
- (b) Amend the 2013-2017 Financial Plan accordingly.

PURPOSE:

To obtain approval for a scope change for the Towns for Tomorrow Grant program.

INTRODUCTION/BACKGROUND:

In late 2011, the Town was fortunate to receive a grant through the Province's Towns for Tomorrow funding program. The funding was to be used to construct a water project that aimed at using the recovered hydraulic energy from the South End Pressure Reducing area of the municipal water system. As the design and discussions with BC Hydro progressed, it was determined that this project should be deferred until other pipeline related work was undertaken, as the project was not cost effective in its current configuration.

Knowing this, the Town alerted the funder of the emerging issue. With the assistance of the Province, additional qualified projects within the municipality were identified. It was determined that an energy upgrade for FJCC would be a suitable alternative project.

Other municipalities, such as Sparwood and Mackenzie, have received this type of grant funding for an energy upgrade to their recreation facilities. Within the requirements of the Purchasing Policy, the Town has selected Building Energy



Solutions (BES) to complete an energy review of FJCC this review will outline specific energy saving projects for FJCC. BES is currently doing work for the CVRD, reviewing similar recreation facilities within the Regional District.

Council may recall that some work was done in 2010 to FJCC to retrofit some equipment in the pool area. An entire building energy consumption review was not done at that time.

Once the report is complete by BES, priority will be given to projects that can be completed by March 31, 2014, the deadline for the grant program.

SCOPE OF WORK:

With Council's approval, a scope change will be submitted to the Province to reallocate the grant funding. During that time a review of the FJCC building will be conducted over the next month. Based on that review, a list of priority items will be compiled and replacement decisions will be made based on the recommendation from the consultants.

ALTERNATIVES:

Council could chose to let the time expire on the Towns for Tomorrow grant funding.

FINANCIAL IMPLICATIONS:

The Towns for Tomorrow grant is up to 75% funding to a maximum of \$375,000.

The initial report by BES will cost \$10,600. This funding could come from Gas Tax. Once the areas are identified, funding for the Town's share of costs will need to be determined.

The original hydraulic energy project used funds from the water utility fund to offset the cost of construction. Some of these funds have already been allocated to additional water projects, such as the water main replacement at Public Works and Baden Powell. Any projects identified at the FJCC that qualify for water utility funding, will use the already allocated funding as the offset. Other projects not within the current 2013-2017 Financial Plan will require Council's approval for an amendment.

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

At this time, there is minimal impact to the public attending FJCC.



INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This project will be led by Parks, Recreation & Culture with support from Finance and Public Works.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns with many of the 8 Pillars of Sustainability – Complete Community Land Use, Green Buildings, Innovative Infrastructure, and Healthy Community.


ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with A – Wise Financial Management, E – Responsible Steward of the Environment and F- Safe and Healthy Community.

SUMMARY:

It is recommended that Council support the reallocation for the Towns for Tomorrow grant funding to be used for an energy upgrade the Frank Jameson Community Centre.

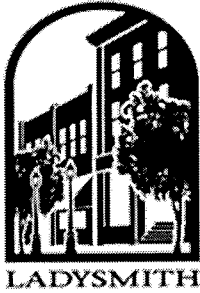
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: October 17, 2013
File No:

Re: **SPECIAL OCCASION LICENCE REQUEST – COWICHAN CYCLES CARTEL**

RECOMMENDATION(S):

That Council consider approving the request for Special Occasion Licence for the Cowichan Cycles Cartels' cyclocross (bicycle) event that will take place on October 27, 2013 from 9:00am to 3:30pm at Transfer Beach.

PURPOSE:

The purpose of this Staff report is to seek Council's authorization to proceed with processing an application for a Special Occasion Licence (SOL) for an event taking place at Transfer Beach on October 27, 2013.

INTRODUCTION/BACKGROUND:

The Cowichan Cycles Cartel is holding its 3rd annual cyclocross event at Transfer Beach on October 27, 2013. They have completed the required application and confirmed that the area will be fenced off; that the entrances and exits will be controlled by security personnel; that parking attendants will be on site; that food will be served; and that tables and chairs will be provided for participants. The RCMP supports this application. The Parks, Recreation and Culture Commission also support this application.

SCOPE OF WORK:

Once Council has considered the application Staff will advise the applicant of Council's decision.

ALTERNATIVES:

Council can choose to not approve this application.

FINANCIAL IMPLICATIONS:

There are no financial implications.

LEGAL IMPLICATIONS:

There are no legal implications.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This group is active in the community and approval of the event will help support its fundraising efforts for continued cycling events in the community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There are no interdepartmental involvement or implications.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns with the following strategies:

Strategy 7 – A Healthy Community

Strategy 8 – Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:


This aligns with the following priorities:

Strategic Priority F: Safe and Healthy Community

SUMMARY:

Cowichan Cycles Cartel is holding its 3rd annual cyclocross event on October 27th from 9:00am - 3:30pm at Transfer Beach. They have applied for a Special Occasion License for the event. Staff requests Council's consideration of approving this application.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None.

TOWN OF LADYSMITH

BYLAW NO. 1837

A bylaw to exempt from taxation certain lands and buildings for the year 2014.

WHEREAS Section 224 and 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

NOW THEREFORE the Municipal Council of the Town of Ladysmith in open meeting assembled, enacts as follows:

Part 1 – Church Properties Tax Exemption

All church halls and lands within the legal boundaries of those properties listed under Section 1 of Schedule ‘A’ are hereby exempted from taxation for the year 2014.

Part 2 – Charitable, Not-for Profit and Recreational Tax Exemption

All lands within the legal boundaries of those properties listed under Section 2 of Schedule ‘A’ are hereby exempted from taxation for the year 2014.

Part 3 – Partnering Exemption Authority

All lands within the legal boundaries of those properties listed under Section 3 of Schedule ‘A’ are hereby exempted from taxation for the year 2014.

Schedules A through G, inclusive, which are attached hereto, form a part of this bylaw.

This bylaw may be cited as "Permissive Tax Exemption Bylaw 2013, No. 1837."

READ A FIRST TIME on the	7 th	day of	October, 2013
READ A SECOND TIME on the	7 th	day of	October, 2013
READ A THIRD TIME on the	7 th	day of	October, 2013
ADOPTED on the		day of	, 2013

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

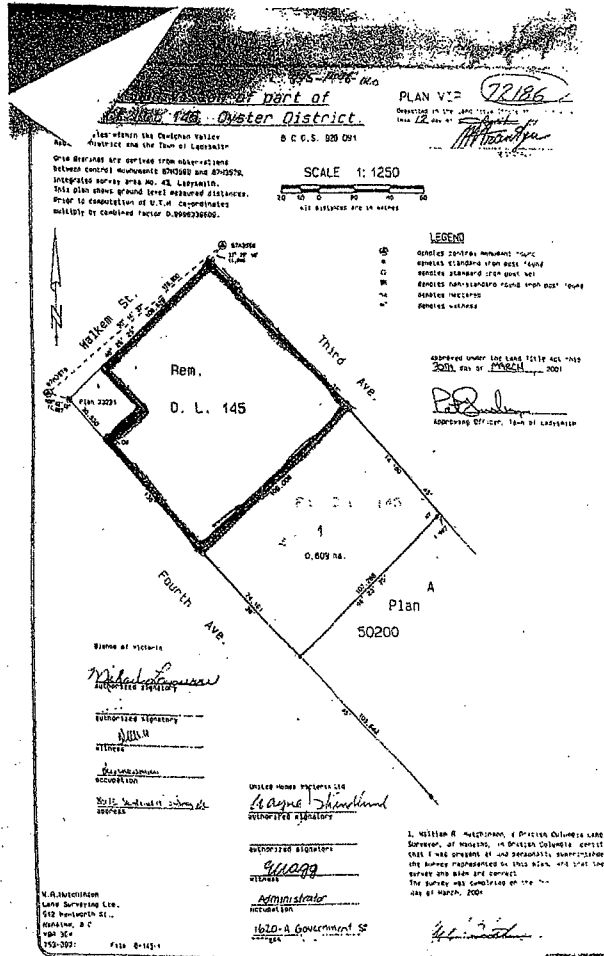
Schedule "A" attached to and forming part of
Permissive Tax Exemption Bylaw 2013, No.1837

PROPERTY DESCRIPTION	
Part 1	
St. Mary's Catholic Church <i>224.2(f) Buildings for Public Worship</i>	1135 4th Ave Remainder of DL 145, LD43 Oyster Land District except Plans 33231 & VIP72186 (Specifically the area of land and buildings outlined in red on Schedule 'B') Folio 1448.000
Pentecostal Assemblies of Canada <i>224.2(f) Buildings for Public Worship</i>	1149 4th Ave Lot A, Plan 46331, DL43, Oyster District (Specifically the area of land and buildings outlined in red on Schedule 'C') Folio 1449.080
United Church of Canada <i>224.2(f) Buildings for Public Worship</i>	232 High Street Lot A, Plan VIP63119, DL56 Oyster Land District Folio 327.010
Ladysmith Fellowship Baptist Church <i>224.2(f) Buildings for Public Worship</i>	381 Davis Rd Lot 1, Plan 43316, DL 43, LD43 Folio 1041.500
Anglican Synod Diocese of BC <i>224.2(f) Buildings for Public Worship</i>	314 Buller St Lot A, Blk 76, LD 43 Plan 703A Folio 494.000
Part 2	
Ladysmith Senior Citizens Housing Society <i>224.2(a) Non-Profit</i>	101 1st Ave Lot 1, DL56, LD43, Plan 31443 Folio 1338.000
Ladysmith Senior Citizens Housing Society <i>224.2(a) Non-Profit</i>	207 Jamison Rd Lot 1, DL 56, LD 43, Plan 21490 (Specifically the area of land surrounding the building footprint as shown on Schedule D) Folio 1322.300
Ladysmith Historical Society (Museum) <i>224.2(a) Non-Profit</i>	721 1st Ave Lot 11, Blk 7, LD43, Plan 703 Folio 0055.000
Alcoholics Anonymous <i>224.2(a) Non-Profit</i>	12 Buller St Lot 14, Blk 7, LD43, Plan 703 Folio 0058.000
	611 Oyster Bay Dr

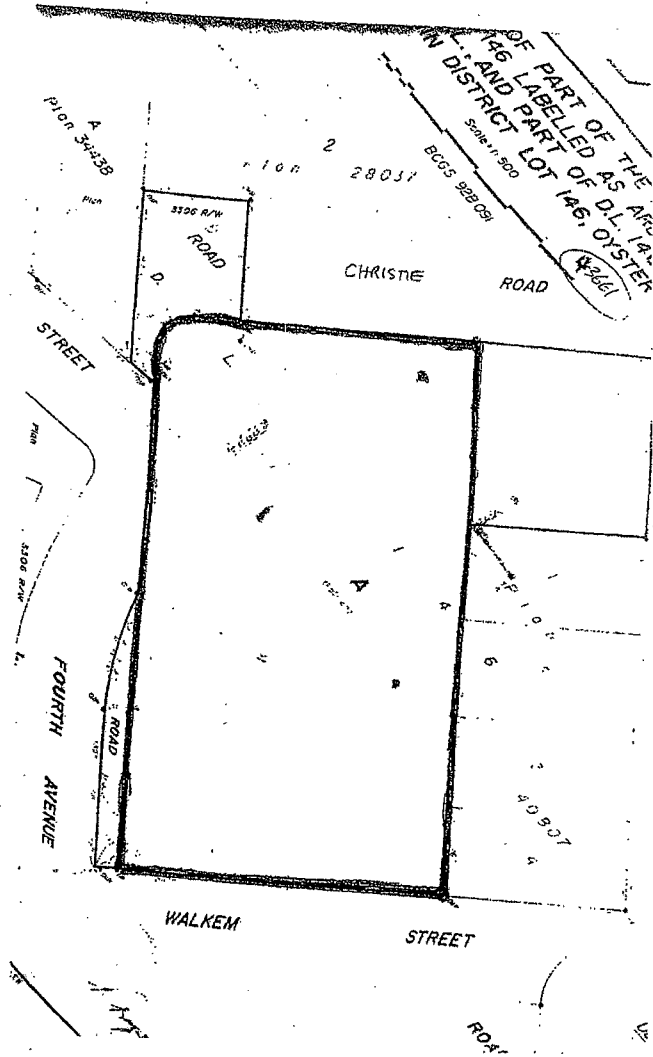
<p>Ladysmith Maritime Society 224.2(a) <i>Non-Profit</i></p> <p>Ladysmith Maritime Society 224.2(a) <i>Non-Profit</i></p> <p>Ladysmith Maritime Society 224.2(a) <i>Non-Profit</i></p>	<p>Blk C, DL2016, LD 43. Foreshore lease for marina Lease/Permit #106431 As shown in Schedule 'G' Folio 1602.100 AND Unit C, I & M - 610 Oyster Bay Dr Lot 4, Plan 45800 Folio 1109.317 AND 616 Oyster Bay Dr Car Shop, Lot 4, Plan 45800 Parent parcel 1109.316, folio 1109.316</p>
<p>Ladysmith Golf Club Society 224.2(i) <i>Recreational</i></p>	<p>380 Davis Rd DL43, LD43, except Plans 2478, 4670, 5873, 7527, 8922, 12027, 14051, 15693, 835R, 34197, 48247 & VIP57353. exc E&N RW Pcl A (DD24404N) Pcl C (DD344431), VIP65242 Folio 1017.005</p>

Ladysmith Festival of Lights 224.2(a) <i>Non-Profit</i>	1163 4th Ave Lot A, DL146, LD43, Plan 34438 Folio 1449.200
Arts Council of Ladysmith & District 224.2(a) <i>Non-Profit</i>	Units J, K & L - 610 Oyster Bay Rd Lot 4, 45800 Folio 1109.328
Eco-Tourism Building (mechanical room and public storage only) 224.2(a) <i>Non-Profit</i>	Transfer Beach Lot 2, Plan 36262 (Specifically the area of land and buildings outlined in red on Schedule 'E') Folio 1110.110
Ladysmith Health Care Auxiliary 224.2(a) <i>Non-Profit</i>	910 1st Ave (Thrift Shop) Lot 1, Blk 30, Plan 703A Folio 263.000
Canadian Legion Branch #171 224.2(a) <i>Non-Profit</i>	621 1st Ave Lot A, Blk 8, Plan 703 (except the section outlined in Schedule "F") Folio 70.000
Part 3	
St John's Masonic Temple Assoc (Leased by Town for parking lot) 225.2(a) <i>Partnering Agreement</i>	26 Gatacre St Lot 9, Blk 9, LD43, Plan 703 Folio 85.000
Ladysmith & District Historical Society <i>archives</i> 225.2(a) <i>Partnering Agreement</i>	1115A - 1st Ave (under Tim Horton's) Lot 1, VIS5873, DL118, LD43 Folio 1373.010
Municipal Parking lot 225.2(a) <i>Partnering Agreement</i>	17 & 25 Roberts St Lots 8 & 9, Blk 11, Plan 703A Folios 123.000 & 125.000

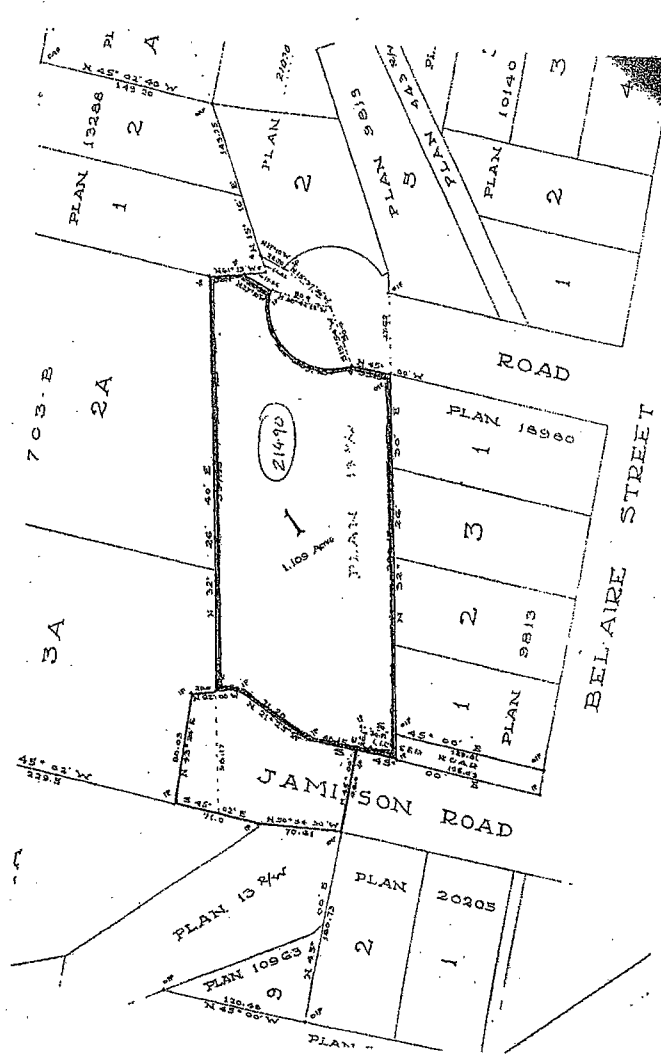
This is Schedule "B" attached to and forming part of
Tax Exemption Bylaw 2013, No.1837



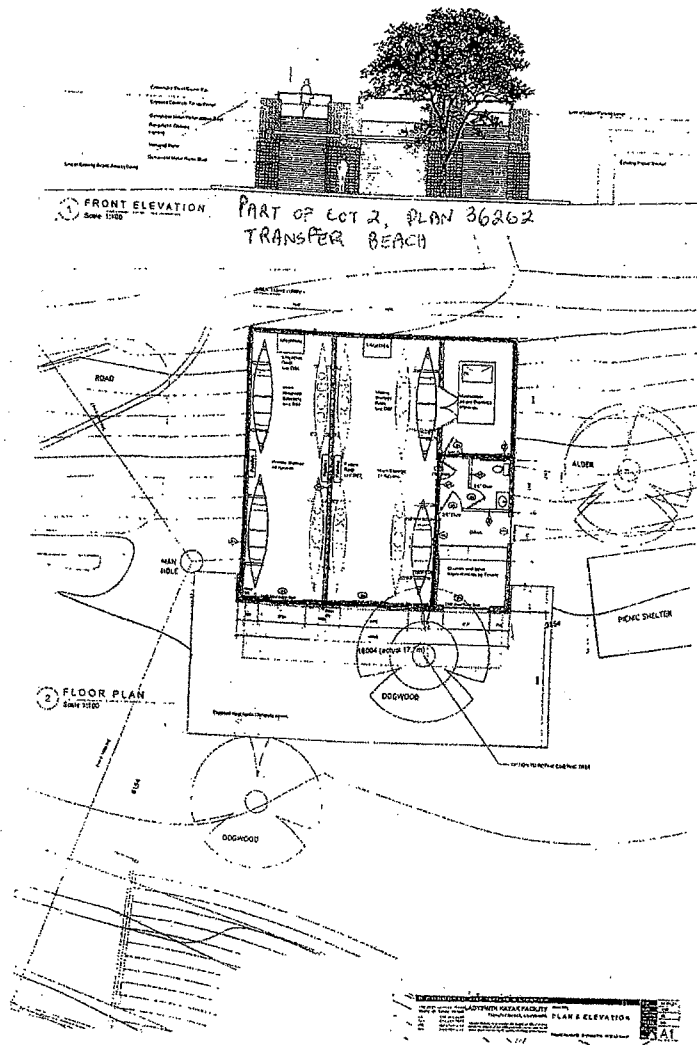
This is Schedule "C" attached to and forming part of
Tax Exemption Bylaw 2013, No.1837



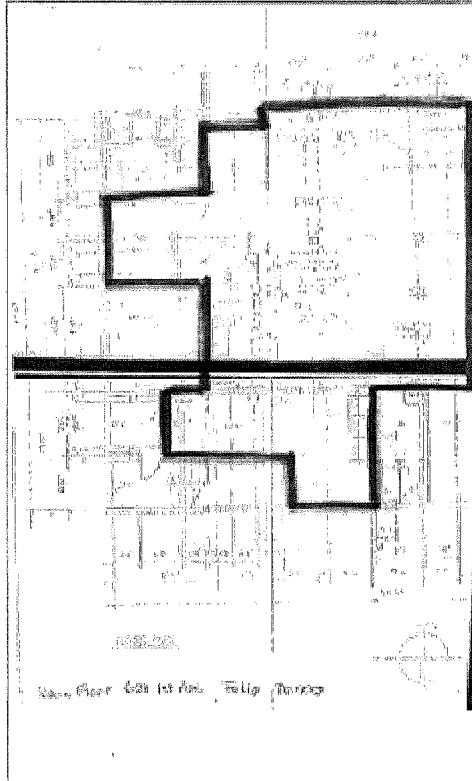
This is Schedule "D" attached to and forming part of
Tax Exemption Bylaw 2013, No.1837



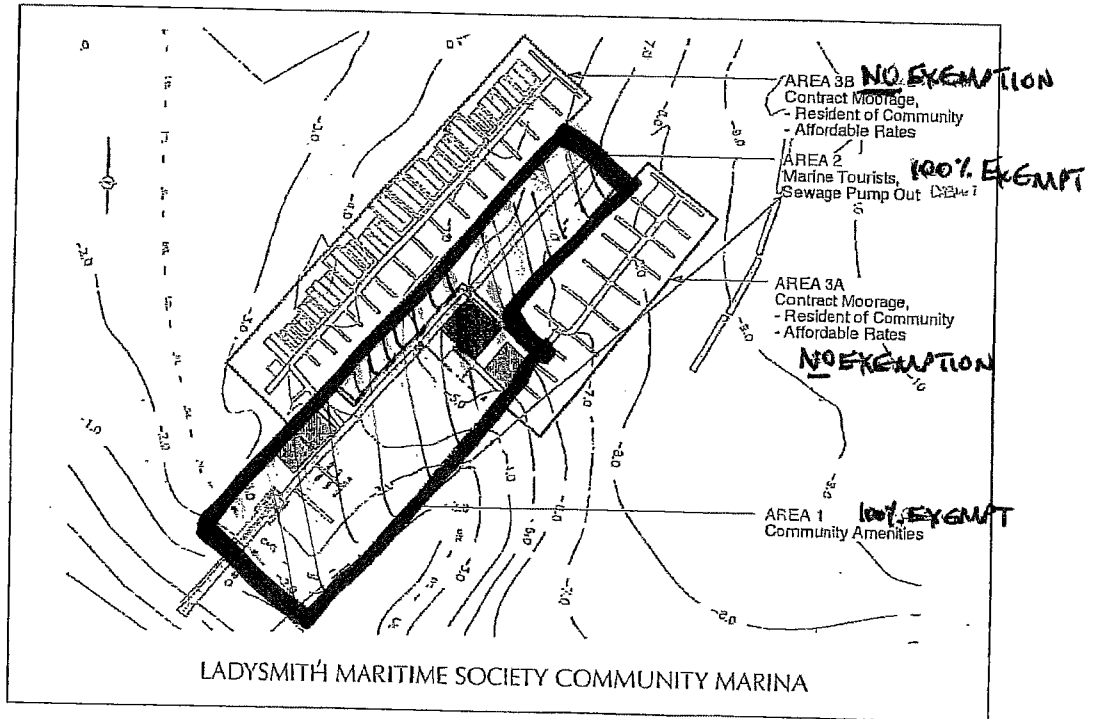
This is Schedule "E" attached to and forming part of
Tax Exemption Bylaw 2013, No.1837



This is Schedule "F" attached to and forming part of
Tax Exemption Bylaw 2013, No.1837



This is Schedule "G" attached to and forming part of
Tax Exemption Bylaw 2013, No.1837



TOWN OF LADYSMITH

BYLAW NO. 1838

A bylaw to amend Revitalization Tax Exemption Bylaw No. 1625

WHEREAS Section 226 of the *Community Charter* authorizes a local government to establish a Revitalization Tax Exemption Program to partially exempt eligible revitalized properties from taxation;

AND WHEREAS the Ladysmith Town Council adopted the Revitalization Tax Exemption Bylaw No. 1625;

NOW THEREFORE the Municipal Council of the Town of Ladysmith in open meeting assembled, enacts as follows:

1. AMENDMENTS

“Town of Ladysmith Revitalization Tax Exemption Bylaw 2007, No. 1625” is hereby amended by deleting Schedule B of the bylaw in its entirety and replacing it with Schedule B as attached to this bylaw.

2. CITATION

This bylaw may be cited as "Town of Ladysmith Revitalization Tax Exemption Bylaw 2007, No. 1625 Amendment Bylaw No. 2013, 1838.”

READ A FIRST TIME on the 7th day of October, 2013

READ A SECOND TIME on the 7th day of October, 2013

READ A THIRD TIME on the 7th day of October, 2013

ADOPTED on the day of , 2013

Rob Hutchins
Mayor

Sandy Bowden
Corporate Officer

Town of Ladysmith Bylaw No. 1838

Schedule "B"

Property Description	
Beantime Restaurant Owner of Property: Nordic Holdings Ltd.	18 High Street Lot 16, Blk 8, Plan 703 Folio 74.000
Futureworks Consulting Inc.	411 1 st Ave. & 30 Roberts St. Lot 11, Blk 10, Plan 703 Folio 107.000
J. Cochrane Bldg Corp	524 1 st Ave Lot 3 & 4, Blk 27, Plan 703 Folio 201.000
Antique Addict Owners: Joy/Goldie	12 Roberts St Lot 14, Blk 27, Plan VIP703 Folio 113.000

TOWN OF LADYSMITH

BYLAW NO. 1839

A BYLAW TO ESTABLISH A SCHEME FOR INTER-COMMUNITY LICENSING AND REGULATING OF TRADES, OCCUPATIONS AND BUSINESSES.

WHEREAS Council may, pursuant to Section 8(6) of the *Community Charter*, regulate in relation to business;

AND WHEREAS pursuant to Section 14 of the *Community Charter*, two or more municipalities may, by bylaw adopted by the Council of each participating municipality, establish an inter-community scheme in relation to one or more matters;

AND WHEREAS pursuant to Section 15(1) of the *Community Charter*, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them;

AND WHEREAS Council has given notice of its intention to adopt this bylaw by publishing such notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by this bylaw to make representations to Council at a hearing pursuant to Section 59 of the *Community Charter*.

NOW THEREFORE the Council of the Town of Ladysmith in open meeting assembled hereby enacts as follows:

1. **CITATION**

This bylaw may be cited as “Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839”.

2. **DEFINITIONS**

In this bylaw, unless the context otherwise requires,

“**Business**” has the meaning as defined by the “*Community Charter Schedule – Definitions and Rules of Interpretation*”.

“**Excluded Business**” means a Business excluded from application for an Inter-community Business Licence and includes those Businesses referred to in *Schedule A* attached hereto and forming part of this bylaw.

“**Inter-Community Business**” means a Business that performs a service or activity within more than one Participating Municipality by moving from client to client rather than having clients come to them. This includes but is not limited to trades, plumbers, electricians, cleaning services, pest control or other similar businesses. This does not include fruit stands, flea markets, trade shows or other similar businesses.

“**Inter-Community Business Licence**” means a business licence which authorizes Inter-community Business to be carried on within the boundaries of any or all of the Participating Municipalities in accordance with this Bylaw and will be in addition to a Municipal Business Licence.

“**Municipal Business Licence**” means a licence or permit, other than an Inter-community Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality.

“**Participating Municipality**” means the following local governments that have adopted the Inter-community Business Licence Bylaw:

City of Campbell River
City of Courtenay
City of Duncan

City of Nanaimo
City of Parksville
City of Port Alberni
District of North Cowichan
District of Lantzville
Town of Comox
Town of Lake Cowichan
Town of Ladysmith
Town of Qualicum Beach
Village of Cumberland

“**Person**” has the meaning ascribed to it by the Interpretation Act.

“**Premise**” means a fixed or permanent location where the applicant ordinarily carries on Business.

“**Principal Municipality**” means the Participating Municipality where a Business is physically located, or has a Premise, or, where the licensee does not maintain a Premise in any of the Participating Municipalities, the municipality that issues the Inter-community Business Licence.

3. REGULATIONS

- (a) Subject to Section (c) and (e), a person who has obtained an Inter-community Business Licence may carry on business within a Participating Municipality for the term authorized by the Inter-community Business Licence without obtaining a Municipal Business Licence in the other Participating Municipalities.
- (b) A Participating Municipality may issue an Inter-community Business Licence to an applicant for an Inter-community Business Licence provided the business type is an Inter-community Business and is not an Excluded Business, the applicant has a valid Municipal Business Licence issued by that Participating Municipality, and the applicant meets the requirements of this Bylaw.
- (c) A person holding an Inter-community Business Licence must comply with all other regulations and bylaws of the Participating Municipality in which they are carrying on business.
- (d) A business that operates under an Inter-community Business Licence in more than one Participating Municipality shall only apply for an Inter-community Business Licence from the Participating Municipality in which they maintain a Premise.
- (e) Notwithstanding the issuance of an Inter-community Business Licence, every person who carries on, maintains, owns or operates, within a Participating Municipality, any profession, business, trade, occupation, calling, undertaking or thing in or from more than one branch, office, place, premise or store shall obtain a separate Municipal Business Licence for each branch, office, place, premise or store. And further notwithstanding Sections (b), (c), and (d), the Participating Municipalities agree that where an applicant for an Inter-community Business Licence:
 - i. Does not maintain Premises in any of the Participating Municipalities, then the applicant may apply at any one of them; or
 - ii. Maintains a Premise in more than one of the Participating Municipalities, the applicant must apply at one of the Participating Municipalities where they maintain a Premise.

4. FEES

- (a) The fee for an Inter-community Business Licence is \$150 and shall be paid in full at the time of application and retained by the Participating Municipality that issues the licence.
- (b) The fee for an Inter-community Business licence is separate and additional to any Municipal Business Licence fee that may be required.

6. APPLICATION

- (a) Every Inter-community Business Licence shall be issued on a standard form provided for that purpose, as agreed upon from time to time by the Participating Municipalities and including, as a minimum, the following information:
- Disclosing the nature and character of the profession, business, trade, occupation, calling, undertaking or thing to be carried on, maintained, owned or operated by the applicant;
 - Declaring the mailing address and contact information for such profession, business, trade, occupation, calling, undertaking or thing;
 - Declaring the number of persons engaged or occupied in such profession, business, trade, occupation, calling, undertaking or thing;
 - Disclosing the number of distinctive lines of goods sold or offered for sale;
 - Including any other information concerning the profession, business, trade, occupation, calling, undertaking or thing which the Participating Municipality may require.
- (b) Each Participating Municipality shall, upon request, provide the other Participating Municipalities with a list of Inter-community Business Licences that it has issued during the calendar year.

7. SUSPENSION OR CANCELLATION OF AN INTER-COMMUNITY BUSINESS LICENCE

- (a) A Council or Designated Officer or Employee of a participating municipality may exercise the authority of the Principal Municipality in accordance with Sections 15 and 60 of the *Community Charter* to suspend or cancel an Inter-community Business Licence. The suspension or cancellation shall be in effect throughout all of the Participating Municipalities and it shall be unlawful for the holder to carry on the Business authorized by the Inter-community Business Licence in any Participating Municipalities for the period of the suspension or cancellation.
- (b) Before suspending or canceling an inter-community Business Licence under Section 6(a), the Participating Municipality must give the licence holder notice of the proposed action and must inform the licence holder of their right to be heard.
- i. If the licence holder wishes to exercise this right, the Participating Municipality shall communicate in writing to the licence holder and Principal Municipality that issued the Inter-community Business Licence, together with such documentary evidence of the reasons for suspension or cancellation as may be available and the request to be heard. Such Principal Municipality shall then as soon thereafter as reasonably possible provide the Licence Holder an opportunity to address their respective Council who will then consider whether to suspend or cancel the Inter-community Business Licence.
 - ii. If the licence holder does not exercise their right to be heard, the Participating Municipality may suspend or cancel the Inter-community Business Licence in accordance with Section 6(a).
- (c) Any conduct by a licence holder resulting in a hearing made under Section 6(b)(i) shall be considered by the Council of the Principal Municipality as though it happened within the jurisdiction of the Principal Municipality.
- (d) A decision by a Principal Municipality or Participating Municipality to cancel or suspend an Inter-community Business Licence under Section 6 (b) shall be honoured by all Participating Municipalities.
- (e) Nothing in this Bylaw impedes the authority of a Participating Municipality to suspend or cancel any business licence issued by that Municipality, or to enact regulations in respect of any class of Business Licence in accordance with Section 15 of the Community Charter and amendments thereto.

9. **MISCELLANEOUS**

- (a) A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-community Business Licence scheme established by this bylaw.

Notice Must:

- i. Set out the date on which the withdrawing Municipality will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and
 - ii. Include a certified copy of the Bylaw authorizing the withdrawal.
- (b) An Inter-community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Municipality.

8. **SEVERABILITY**

- (a) If any section, paragraph or phrase in this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in full force and effect.

9. **EFFECTIVE DATE**

This Bylaw shall come into full force and effect on the first day January 2014.

READ A FIRST TIME on the 7th day of October, 2013

READ A SECOND TIME on the 7th day of October, 2013

READ A THIRD TIME on the 7th day of October, 2013

THIRD READING RESCINDED on the day of , 2013

READ A THIRD TIME AS AMENDED on the day of , 2013

ADOPTED on the day of,

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Schedule A

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the Inter Community Business Licence Scheme set out in the bylaw:

- Social escort services
- Vehicles for hire (for example, taxis, limousines, or buses)
- Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique)

TOWN OF LADYSMITH

BYLAW NO. 1840

A bylaw to establish a Reserve Fund for the Replacement of the Municipal Office Building

WHEREAS section 188 of the *Community Charter* provides that a Council may establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund.

AND WHEREAS it is deemed necessary to establish a Reserve Fund for the Replacement of the Municipal Office Building for the Town of Ladysmith, for the purpose of acquiring land and building a new Municipal Office building;

NOW THEREFORE the Council of the Town of Ladysmith, in open meeting assembled, enacts as follows:

1. There shall be and is hereby established a reserve fund, under the provisions of the *Community Charter*, to be known as the “Municipal Office Building Replacement Reserve Fund”.
2. The monies set aside until required to be used, may be invested in the manner provided by the *Community Charter*.
3. The monies so set aside and any interest earned thereon shall be expended solely for the acquisition of land and the construction of a new Municipal Office Building.
4. This bylaw may be cited as the “Municipal Office Building Replacement Reserve Fund Establishment Bylaw 2013, No. 1840.

READ A FIRST TIME on the _____ day of _____, 2013

READ A SECOND TIME on the _____ day of _____, 2013

READ A THIRD TIME on the _____ day of _____, 2013

ADOPTED on the _____ day of _____, 2013

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

From: Erin Marshall

Sent: October 10, 2013 12:43 PM

To: ckelt@sd68.bc.ca; Rob Hutchins

Cc: Steve Arnett; Bill Drysdale; Jillian Dashwood; Gord Horth; Duck Paterson; Glenda Patterson;

Subject: Davis Rd School

Dear Mayor Rob Hutchins and Board of Education:

I am writing with regards to the proposed school closure of Ladysmith's overpopulated Davis Rd Elementary.

Like many others, I moved to the Davis Rd School catchment area for the actual school itself, and *not* specifically the French Immersion enrichment program. French Immersion was a bonus.

I chose this area because I will have children in *one* elementary school for twelve consecutive years. I purposely purchased my house within walking distance to the school. If you close our neighbourhood school, I would be required to drive my children to town and back, each and every school day. As our home is 4.1 kms from Ladysmith Intermediate School, one of my children, who will be in Kindergarten September 2014 would qualify for the bus, while my other child, who will be in Grade 4 would not (4.8 kms is the SD bus distance for a child Grade 4 and up). As a single mom, this makes things difficult.

I don't live in a rural area; my children should be walking to and from school.

Davis Rd School could be dubbed as "The Little School That Did". Over the past decade, many new developments have been built around Davis Rd and we live in one of those. This school has regularly turned students (French and English) away due to classes being full. It is the school of choice in Ladysmith. If given the chance to expand by replacing this popular school, more children could have the opportunity to be enrolled in French Immersion. In turn you could offer French Immersion at Ladysmith Secondary School (LSS) beyond Grade 8. Davis Rd School is the third highest rating school in School District 68 according to the Fraser Institute, number one in Ladysmith. **Number ONE!**

By closing Davis Rd School this in turn will eliminate South end children walking to their neighbourhood school and take away from a growing community and turn it into a have-not community. I have lived in this area for a total of 23 years, so know this area well. This will limit where families will choose to buy. Who would buy my house? Not a young family, that's for sure!

Davis Rd is a success story and has waited its time to be replaced. My suggestion is to follow through with the original proposal of replacing Davis Rd as soon as possible.

This site is suitable for up to 450 students. Why not make an optimal, modern, up-to-date dual track school of 200-400 students at the current location. *There is potential to have new access roads to the school to alleviate parking issues we currently face.* This could in fact attract many out-of-catchment students as well as many new families to our wonderful town.

Please read this September 16, 2013 letter in the newspaper from my daughter on how a child feels about this: <http://www.canada.com/Student+doesn+want+closure+school/8918564/story.html>

Sincerely

Erin Marshall
Ladysmith

CC: Ladysmith Town Councillors

Jennifer LeBlanc

RECEIVED
OCT 11 2013
TOWN OF LADYSMITH

From: Graeme Rouse
Sent: October 10, 2013 7:55 PM
To: Town of Ladysmith
Subject: New petition to you: Mayor and Council, Town of Ladysmith: Please work with the Board of Education to keep Davis Road School open

Dear Council, Town of Ladysmith,

Graeme Rouse started a petition "Mayor and Council, Town of Ladysmith: Please work with the Board of Education to keep Davis Road School open" targeting you on Change.org that's starting to pick up steam.

Change.org is the world's largest petition platform that gives anyone, anywhere the tools they need to start, join and win campaigns for change. Change.org never starts petitions on our own -- petitions on the website, like "Mayor and Council, Town of Ladysmith: Please work with the Board of Education to keep Davis Road School open", are started by users.

While "Mayor and Council, Town of Ladysmith: Please work with the Board of Education to keep Davis Road School open" is active, you'll receive an email each time a signer leaves a comment explaining why he or she is signing. You'll also receive periodic updates about the petition's status.

Here's what you can do right now to resolve the petition:

- Review the petition. Here's a link:
 - <http://www.change.org/petitions/mayor-and-council-town-of-ladysmith-please-work-with-the-board-of-education-to-keep-davis-road-school-open>
- See the 5 signers and their reasons for signing on the petition page.
- Respond to the petition creator by sending a message here:
 - <http://www.change.org/petitions/mayor-and-council-town-of-ladysmith-please-work-with-the-board-of-education-to-keep-davis-road-school-open/responses/new?response=d66a629e3414>

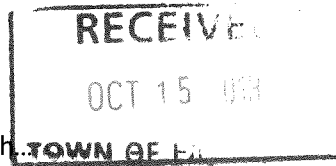
Sincerely,
Change.org

There are now 5 signatures on this petition. Read reasons why people are signing, and respond to Graeme Rouse by clicking here:

<http://www.change.org/petitions/mayor-and-council-town-of-ladysmith-please-work-with-the-board-of-education-to-keep-davis-road-school-open/responses/new?response=d66a629e3414>



From: Randy Wilson
Sent: October 12, 2013 11:45 AM
To: Town of Ladysmith
Subject: 5 new petition signatures: Luigi Cisotto, Kevin Kurylowich



5 new people recently signed Graeme Rouse's petition "Mayor and Council, Town of Ladysmith: Please work with the Board of Education to keep Davis Road School open" on Change.org.

There are now 90 signatures on this petition. Read reasons why people are signing, and respond to Graeme Rouse by clicking here:

<http://www.change.org/en-CA/petitions/mayor-and-council-town-of-ladysmith-please-work-with-the-board-of-education-to-keep-davis-road-school-open/responses/new?response=d66a629e3414>

Dear Council, Town of Ladysmith,

Whereby the closure of Davis Road Elementary could put Ladysmith at risk of losing current and potential students to outside schools and districts thereby weakening the town's sense of community and decreasing enrolment will be reflected in a decreased budget. Whereby the closure of Davis Road could negatively effect real estate values in the south end of Ladysmith thereby effecting the longterm growth of this area. Whereby Davis Road Elementary offers choice for a quality neighbourhood dual track school and a desirable K-7 program in Ladysmith's growing south end community. Whereby Davis Road School is a community asset to south Ladysmith and thereby to the entire Town of Ladysmith. We ask that the Town of Ladysmith and the Board of Education work together to ensure Davis Road School remains open, thereby investing in the growth of the school and the future of the community of Ladysmith.

Sincerely,

- 86. Luigi Cisotto Victoria, Canada
- 87. Kevin Kurylowich Ladysmith, BC, Canada
- 88. Murray Atkinson Ladysmith, Canada
- 89. Angela Gasson Nanaimo, Canada
- 90. Randy Wilson Marysville, Washington



Ladysmith Golf Course Comparison Report

Background:

Please see attached report submitted on September 30, 2013. CS 2013-335

It was moved, seconded and carried that the request from the Ladysmith Golf Course Society to eliminate the golf course maintenance and utility fees be referred to the October 14, 2013 Regular Meeting of Council and that staff be requested to provide Council with information concerning arrangements with community golf courses in other communities.

Summary:

In reviewing the current Ladysmith Golf Course operation which has a non-profit group managing the operations of the golf course, we were not able to find any similar examples which would provide a good comparison. Most golf courses operate under for profit model.

The golf club plans to review the green fees for 2014 and possible increase are being considered.

Golf Course Green Fees Comparison			
Name	Location	Operated by	9 holes
Ladysmith	Ladysmith	Non Profit	\$ 12.00
Demamiel Creek	Sooke	Private	\$ 16.00
Eaglequest	Nanaimo	Private	\$ 15.95
Henderson Park	Oak Bay	Municipal	\$ 8.50
Juan De Fuca	Colwood	Municipal	\$ 14.00
Port Alice	Port Alice	Municipal	\$ 17.00
Port McNeil	Port McNeill	Private	\$ 12.00
*All above courses are par 27		Average	\$ 13.64

Ladysmith Golf Clubs Income Statements			
	Revenue	Expenses	Net
2009	\$ 90,416.36	\$ 78,161.40	\$ 12,254.96
2010	\$ 83,396.00	\$ 77,030.00	\$ 6,366.00
2011	\$ 70,645.00	\$ 88,558.00	-\$ 17,913.00
2012	\$ 67,602.64	\$ 73,524.45	-\$ 5,921.81

The above information comes from submitted financial statements which Ladysmith Golf Course provides each year to the Town of Ladysmith.



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: Sep 30, 2013
File No:

RE: LADYSMITH GOLF COURSE MAINTENANCE AGREEMENT

RECOMMENDATION(S):

THAT Council approve the request from the Ladysmith Golf Club to extend the current maintenance agreement for a further two-year period; and

THAT connection of the golf course irrigation system to the Town's central irrigation control system be referred to the 2014 capital budget.

PURPOSE:

The purpose of this report is to provide recommendations and relevant information on the request to continue the Ladysmith Golf Club Maintenance Agreement.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith entered into an agreement with the Ladysmith Golf Club in May 2007 to provide maintenance services at an agreed to rate for a two-year period. In September 2009 the Ladysmith Golf Club requested that all fees associated with the maintenance agreement be waived and in August 2011 a similar request had been received. Council did waive all associated fees during these periods. As well in 2011 the Town agreed to add the maintenance of the irrigation system to the agreement.

SCOPE OF WORK:

As part of this agreement the Parks maintenance crew have carried out the work listed below:

- a) Mow rough areas at property with large 12ft cut ride on mower to a maximum of 1 time per week unless otherwise agreed by both parties;
- b) Maintain irrigation system;
- c) Provide advice on turf and greens maintenance on a regular basis; and,

Recreation staff have carried out the work listed below:

- a) Included Ladysmith Golf Club information in recreational marketing materials as undertaken by Ladysmith Parks, Recreation & Culture as appropriate.

ALTERNATIVES:

Council may choose to negotiate a new agreement or approve the request to extend the agreement.

FINANCIAL IMPLICATIONS:

It is estimated that the cost for providing this service continues to be in the range of \$6,000 to \$7,000 per year for Parks maintenance and \$500 to \$1,000 a year for marketing material.

The Ladysmith Golf Club receives a Permissive Tax Exemption for the land and building the Society operates. The value of this exemption in 2013, for municipal taxes only, is \$6,041.13. The Society also is not charged for the watering of the course or for the water and sewer used in the club house. This amount is approximately \$1,970 per year, for a total of \$8,011.13 in forgone revenue.

The current irrigation system at the golf course is not connected to the Town's central control system. It is recommended that this connection occur if the Town plans to continue to maintain this irrigation system. The estimated cost of this control connection is \$4,000 and this project will be submitted into the 2014 capital plan for consideration.

LEGAL IMPLICATIONS:

There are no legal implications identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This agreement assists the Ladysmith Golf Club in continuing the operation of a local golf course, which is an ongoing community amenity.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None identified.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns with the following strategies:

- Strategy 7 – A Healthy Community
- Strategy 8 – Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with the following priorities:
Strategic Priority F: Safe and Healthy Community

SUMMARY:

The extension of this maintenance agreement for 2 years will support continued operation of a local golf course providing recreational opportunities, which may not be available to some otherwise.

I concur with the recommendation

Ruth Malli, City Manager

ATTACHMENTS:

1. Correspondence from Ladysmith Golf Club
2. 2011-13 Partnering Agreement and related staff report