



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, JANUARY 18, 2016
7:00 p.m.
Preceded by a Closed Session (3:30 p.m.)

AGENDA

CALL TO ORDER 3:30 p.m. IN ORDER TO RETIRE IMMEDIATELY INTO CLOSED SESSION

1. CLOSED MEETING

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

- Strategic Planning (s. 90(1)(l))
- Human Resources Matter (s. 90(1)(c))

2. RISE AND REPORT

REGULAR OPEN MEETING (7:00 P.M.)

3. AGENDA APPROVAL

4. MINUTES

4.1. Minutes of the Regular Meeting of Council held January 4, 2016 1 - 2

5. DELEGATIONS

5.1. Domenico Iannidinaro, TimberWest
Update on Planned TimberWest Activities in the Ladysmith Area

6. PROCLAMATIONS

6.1. Mayor Stone has proclaimed January 25th to February 5th, 2016 as “BC Aware 2016. Be Secure. Be Aware” Days in the Town of Ladysmith, to promote awareness and prevention of cybercrime. 3

7. REPORTS

7.1. Council Remuneration Committee Report (Mike Hooper, Chair).....4 - 7

7.2. Schedule of 2016 to 2020 Financial Plan Deliberations8 - 9

Staff Recommendation:

That Council authorize the following schedule of meetings to review the 2016 to 2020 Financial Plan:

- Monday, January 18th – set dates for 2016-2020 Financial Plan discussion
- Tuesday, January 26th – begin discussions on priorities and operations budget at a Special Council meeting
- Friday, January 29th - continue discussions at a Special Council Meeting
- Monday, February 15th – review the 2016-2020 Financial Plan at the Regular Council Meeting
- Monday, March 7th – consider Grants in Aid distribution at the Regular Council Meeting

8. BYLAWS

8.1. Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2016, No. 1900.....10

May be read a first, second and third time.

The purpose of Bylaw 1900 is to authorize the Town to withdraw funds from the Cemetery Care Trust Fund to support cemetery maintenance, in accordance with the legislation.

9. NEW BUSINESS

10. UNFINISHED BUSINESS

11. 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.

12. ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 4, 2016
CALL TO ORDER 5:00 P.M. FOR CLOSED SESSION
CALL TO ORDER 7:02 P.M. FOR REGULAR COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL

COUNCIL MEMBERS PRESENT:

| | | |
|---------------------------|----------------------------|-------------------------|
| Mayor Aaron Stone | Councillor Steve Arnett | Councillor Cal Fradin |
| Councillor Joe Friesenhan | Councillor Carol Henderson | Councillor Rob Hutchins |
| Councillor Duck Paterson | | |

COUNCIL MEMBERS ABSENT:

STAFF PRESENT:

| | | |
|---------------|--------------|---------------|
| Ruth Malli | Sandy Bowden | Erin Anderson |
| Joanna Winter | | |

CALL TO ORDER Mayor Stone called this Meeting of Council to order at 5:00 p.m. in order to retire immediately into Closed Session.

CLOSED MEETING

CS 2016-001

Moved and seconded:

That Council retire into Closed Session at 5:01 p.m. in order to consider the following items:

- labour relations or other employee relations
- 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]

Motion carried.

REGULAR MEETING

Mayor Stone reconvened the Regular Meeting of Council at 7:00 p.m. and recognized the traditional territory of the Stz'uminus First Nation.

AGENDA

CS 2016-002

Moved and seconded:

That Council approve the agenda for the Regular Council meeting of January 4, 2016.

Motion carried.

MINUTES

CS 2016-003

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held December 21, 2015.

Motion carried.

COMMITTEE REPORTS

Councillor Henderson reported that Ladysmith Early Years Partnership

had recently held a successful strategic planning session.

Councillor Paterson reported that there is a work party on January 17, 2016 to take down the Christmas lights.

Councillor Friesenhan indicated that there has been some erosion at the Ladysmith Golf Course due to recent rains and was advised that staff are working on it.

Councillor Fradin conveyed his appreciation to staff for accommodating an expedited funeral request, and indicated the family was very grateful.

REPORTS

Tax Penalty Schemes

CS 2016-004

Moved and seconded:

That Council confirm that the Town continue to levy a 10 per cent penalty on unpaid property taxes as of the tax due date, including unclaimed Home Owner Grants.

Motion carried.

OPPOSED:

Councillor Hutchins.

QUESTION PERIOD

There were no questions from the public.

CLOSED SESSION

CS 2016-005

Moved and seconded:

That Council resume Closed Session at 7:26 p.m.

RISE AND REPORT

Council rose from Closed Session at 9:02 p.m. without report.

ADJOURNMENT

CS 2016-006

Moved and seconded:

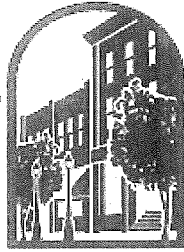
That this meeting of Council adjourn at 9:02 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (S. Bowden)



LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

- WHEREAS:** *Cybercrime threatens the privacy and security of all citizens and organizations in British Columbia;*
- AND WHEREAS:** *Cybercriminal activity amounts to a tremendous erosion of economic wealth;*
- AND WHEREAS:** *Privacy and security issues result from the massive amounts of personally identifiable information processed each day;*
- AND WHEREAS:** *Awareness of the risks to society must be highlighted to engage citizens and organizations and to galvanize privacy and security professionals around this cause;*
- AND WHEREAS:** *ISACA Vancouver, a member of ISACA, the leading international association of information security governance professionals, wishes to instill privacy and security awareness amongst all citizens and organizations in British Columbia;*
- AND WHEREAS:** *The Town of Ladysmith supports the promotion of privacy and security awareness amongst its citizens and organizations so they can protect themselves from privacy infringements, fraud and other financial crimes;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim January 25th to February 5th, 2016 as "BC Aware 2016. Be Secure. Be Aware" days in the Town of Ladysmith, British Columbia.*

January 4, 2016



Mayor A. Stone

May 29, 2015

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

Dear Mayor Stone and Council:

On behalf of the Select Committee appointed by Council on March 16, 2015 (Mike Hooper, Jan Christensen, Renee Hutchinson and Councilor Hutchins), I respectfully present the following recommendations to Council. The task of the Select Committee was to review the current level of remuneration and provision of benefits for Ladysmith Council members and to make recommendations for the years 2015-2018. The committee members wish to acknowledge that the remuneration of Council is always a controversial topic. We wish to thank Council for their trust in our recommendations and the opportunity to contribute to Council decisions. We also wish to state that we would be available to complete tasks that we are recommending be deferred until 2016.

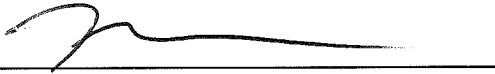
Recommendations:

1. That Ladysmith Council members be compensated at a level that is at a minimum 'average' for their peers and that the compensation include provision for regularly scheduled increases to keep pace with inflation and further, that a complete review be scheduled on a regular basis.
2. That the Mayor of Ladysmith be compensated at the 'average' of similar sized communities surveyed in 2014. It was acknowledged that this knowingly puts the Ladysmith Mayor one year behind in the average compensation. The compensation level from the survey is \$30,515. It is recommended that the effective date of the remuneration be July 1, 2015.
3. That the Council members of Ladysmith be compensated at the 'average' of similar sized communities surveyed in 2014. It was acknowledged that this knowingly puts the Ladysmith Council one year behind in the average compensation. The compensation level from the survey is \$14,475. It is recommended that the effective date of the remuneration be July 1, 2015.
4. That there be no change to the benefits package at this time; however, it is recommended that a review of benefits be completed by September 2016.
5. That a regular review (survey) and Select Committee appointment and recommendations be completed prior to Sept 30 on the final year of a Council term.
6. That the per diem rate (\$50 per day) be reviewed by Council. It appears that the current level dates back to before 2001. As the per diem impacts staff and Council, it is recommended that it be completed by a separate process of best practices.

7. That the compensation for mileage be maintained at the existing practice as guided by CCRA levels.

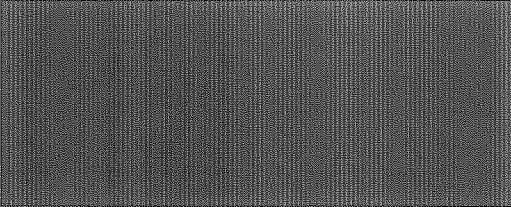
Respectfully,

The Mayor/Council Remuneration Committee



Mike Hooper,
Jan Christenson,
Renee Hutchinson,
Rob Hutchins.

SELECT COMMITTEE
REVIEW OF REMUNERATION AND PROVISION OF BENEFITS
FOR LADYSMITH COUNCIL



COMMITTEE MEMBERS

- Mike Hooper
- Jan Christenson
- Renee Hutchinson
- Councillor Rob Hutchins

COMMITTEE MANDATE

Review the current level of remuneration and provision of benefits for Ladysmith Council members and make recommendations for the years 2015 – 2018.

MUNICIPALITIES REVIEWED

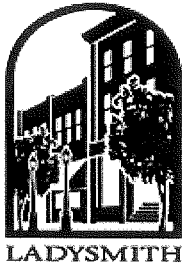
- Revelstoke
- Ladysmith
- Kitimat
- Quilicum Beach
- Quesnel
- Castlegar
- Trail
- Nelson
- Merritt
- Kimberley
- Town of View Royal
- Creston
- North Sannich
- Peachland
- Duncan
- Oliver
- Osoyoos
- Gibsons
- City of Williams Lake

RECOMMENDATIONS

- Ladysmith Council members be compensated at a level that is at a minimum 'average' for their peers.
- Compensation include provision for regularly scheduled increases to keep pace with inflation and further.
- Mayor of Ladysmith be compensated at the 'average' of similar sized communities surveyed in 2014 – effective July 1, 2015.
- Council members of Ladysmith be compensated at the 'average' of similar sized communities surveyed in 2014 – effective July 1, 2015.

RECOMMENDATIONS

- That there be no change to the benefits package at this time; however, it is recommended that a review of benefits be completed by September 2016.
- Regular review (survey) and Select Committee appointment and recommendations be completed prior to Sept 30 on the final year of a Council term.
- Per diem rate (\$50 per day) be reviewed by Council, as the current rate dates back to before 2001.
- That the compensation for mileage be maintained at the existing practice as guided by CCRA levels.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: January 11, 2016
File No: 1700-01

Re: 2016 Financial Plan Deliberation Dates

RECOMMENDATION(S):

That Council authorize the following schedule of meetings to review the 2016 to 2020 Financial Plan:

- Monday, January 18th – set dates for 2016-2020 Financial Plan discussion
- Tuesday, January 26th – begin discussions on priorities and operations budget at a Special Council meeting
- Friday, January 29th - continue discussions at a Special Council Meeting
- Monday, February 15th – review the 2016-2020 Financial Plan at the Regular Council Meeting
- Monday, March 7th – consider Grants in Aid distribution at the Regular Council Meeting

PURPOSE:

To establish dates for the discussion of the 2016-2020 Financial Plan.

INTRODUCTION/BACKGROUND:

Each year a new 5-year financial plan is required to be presented to Council and adopted prior to May 15th. The *Community Charter* provides direction for completing the Financial Plan, which includes the requirement of Council to “undertake a process of public consultation regarding the proposed financial plan before it is adopted”.

Council expressed a desire to begin financial plan discussions earlier in the year. The proposed dates achieve this.

Additional dates for discussions may be required. The Financial Plan bylaw must be adopted prior to May 15th, 2016.

SCOPE OF WORK:

The development of the Financial Plan starts and ends with Council. Council is currently setting its 2016-2019 Strategic Priorities. This will identify Council’s top priorities and set the policy direction for the town. Each department develops a budget in support of these priorities. The Financial Services Department summarizes the numbers and presents the budget to Council for discussion.

It should be noted that the impact on property taxation cannot be finalized until BC Assessment provides the final assessment roll for the Town of Ladysmith at the end of March.

ALTERNATIVES:

Council could add or remove dates set for Financial Plan deliberations, though the Financial Plan Bylaw and related bylaws must be adopted prior to May 15th.

FINANCIAL IMPLICATIONS:

Not applicable to setting the dates.

LEGAL IMPLICATIONS:

A Financial Plan must be adopted prior to May 15th.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to provide input into the budget and attend meetings. All meetings are open to the public and will be publicized.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Each department is responsible for providing budget information.

RESOURCE IMPLICATIONS:

No additional resources are required at this time to prepare the Financial Plan.

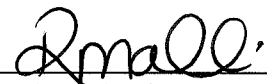
ALIGNMENT WITH STRATEGIC PRIORITIES:

The Financial Plan is consistent with Strategy A – Wise Financial Management.

SUMMARY:

Each year, a new five-year Financial Plan is drafted and presented to Council for approval. It is recommended that Council schedule specific dates to discuss the 2016-2020 Financial Plan.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

None

TOWN OF LADYSMITH

BYLAW NO. 1900

A bylaw to appropriate monies from the Cemetery Care Trust Fund.

WHEREAS the sum of \$148,716.41 is on deposit in the Cemetery Care Trust Fund; and

WHEREAS it is deemed necessary to appropriate the sum of up to \$1,474.29 from the Cemetery Care Fund for the purpose of the Cemetery Operations;

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

1. The sum of up to one thousand, four hundred seventy-four dollars and twenty-nine cents (\$1,474.29) is hereby appropriated from the Cemetery Care Trust Fund and transferred to the General Revenue Fund to provide for the cemetery.

Citation

2. This bylaw may be cited as the "Cemetery Care Trust Fund Appropriation Bylaw 2016, No. 1900".

READ A FIRST TIME on the _____ day of _____

READ A SECOND TIME on the _____ day of _____

READ A THIRD TIME on the _____ day of _____

ADOPTED on the _____ day of _____

Mayor (A. Stone)

Corporate Officer (S. Bowden)