

**A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, JUNE 19, 2017  
7:00 P.M.**

**Call to Order and Closed Meeting  
6:30 p.m.  
Regular Open Meeting  
7:00 p.m.**

**AGENDA**

**CALL TO ORDER (6:30 P.M.)**

**1. CLOSED SESSION**

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

- Strategic Planning -- 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*]- Section 90(1)(l)

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

**2. AGENDA APPROVAL**

**3. RISE AND REPORT – Items from Closed Meeting**

**4. MINUTES**

- 4.1. Minutes of the Regular Meeting of Council held June 5, 2017 ..... 1 - 8



## 5. DELEGATIONS

- 5.1. Shirley Blackstaff  
Heritage BC Distinguished Service Award

## 6. PROCLAMATIONS - None

## 7. DEVELOPMENT APPLICATIONS

- 7.1. Development Variance Permit Application 17-03 (905 Hannington Road) ..... 9 - 11

Staff Recommendation:

That Council direct staff to proceed with the statutory notice for Development Variance Permit application (3090-17-03) for Lot 34, Block 1399, Oyster District, Plan VIP84600 (905 Hannington Road).

- 7.2. Boundary Extension Request – 11070 Trans Canada Highway (one lot)..... 12 - 13

Staff Recommendation:

That Council direct staff to include one additional property, as requested by the owners, in the boundary extension proposal to the Province, such property being legally described as Lot 1, District Lot 41, Oyster District, Plan 8804 except part in Plans 43985 and VIP55838 and that part of Lot 17, District Lot 41, Oyster District, Plan 2519 lying to the west of westerly boundary of Plan 1057RW (11070 Trans Canada Highway).

## 8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING) - None

## 9. REPORTS

- 9.1. Frank Jameson Community Centre (FJCC) – Capital Project Updates  
(UV System, Sauna Heater and Youth Zone Heat Pump)..... 14 - 17

Staff Recommendation:

That Council direct staff to:

1. Increase the budget for the UV Water Treatment project at Frank Jameson Community Centre by \$22,000 with the funding to come from the Dressing Room improvement project.
2. Increase the budget for the Youth Zone Heat Pump by \$2,400 with the funding to come from the Sauna Heater project.
3. Amend the 2017 to 2021 Financial Plan accordingly.

**9.2. BC Summer Games – Volleyball Facilities at Transfer Beach..... 18 - 24**

Staff Recommendation:

That Council determine whether it supports in principle the proposal to add beach volleyball courts at Transfer Beach Park for the 2018 BC Summer Games.

**9.3. Purchase of a New Fire/Rescue Apparatus (Contract Award) .....25 - 29**

Staff Recommendation:

That Council:

1. Under the Bylaws portion of tonight’s agenda, give first three readings to Town of Ladysmith Fire/Rescue Apparatus Borrowing Bylaw 2017, No. 1934.
2. Confirm its intent to seek elector approval of the proposed Fire/Rescue Apparatus Borrowing Bylaw through an Alternative Approval Process.
3. Upon the adoption of Town of Ladysmith Fire/Rescue Apparatus Borrowing Bylaw 2017, No. 1934, direct staff to award the contract for the purchase of a new Ladysmith Fire/Rescue Apparatus to Fort Garry Fire Trucks in the amount of \$637,581.00 plus applicable taxes.
4. Direct staff to amend the 2017 to 2021 Financial Plan to update the purchase price of the new Fire/Rescue Apparatus.

**9.4. Bio-solids Composting Facility Configuration.....30 - 35**

Staff Recommendation:

That Council authorize an additional \$200,000 in funding to complete the construction of the Compositing Facility at Thicke Road with the additional funding to come from Sewer Operating Reserves, and amend the Financial Plan accordingly.

**10. BYLAWS**

**10.1. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930.....36 - 37**

The purpose of Bylaw 1930 is to amend the Waterworks Regulations Bylaw 1999, No. 1298 to authorize the Director of Financial Services to make billing adjustments when appropriate to do so, and to set a rate for bulk water hauling.

Staff Recommendation:

That Council give first three readings to Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930.

**10.2. Town of Ladysmith Fire Rescue Apparatus Loan Authorization Bylaw 2017, No. 1934 ..... 38**

The purpose of Bylaw 1934 is to enable the Town to borrow up to \$682,212 for the purchase of a new Ladysmith Fire/Rescue Apparatus to replace the aging Ladysmith Fire/Rescue 1990 Pierce Apparatus.

Staff Recommendation:

That Council give first three readings to Town of Ladysmith Fire Rescue Apparatus Loan Authorization Bylaw 2017, No. 1934.

**11. CORRESPONDENCE**

**11.1. Festival of Lights Society  
Request to Build a Permanent Structure Promoting Light Up, Including a Digital Sign to Advertise Local Events..... 39 - 40**

Staff Recommendation:

That Council refer the Festival of Lights Society’s proposal to build a permanent structure promoting Light Up above the “Ladysmith Heritage by the sea” sign at the north end of Bob Stuart Park to the July 10<sup>th</sup> Municipal Services Committee meeting for discussion.

**11.2. Ladysmith Arts Council..... 41  
Request for Letter of Support**

Staff Recommendation:

That Council provide a letter of support for the Ladysmith and District Arts Council to accompany their application for B.C. Arts Council funding for a community workshop which would help determine the vision for the Machine Shop, outbuildings and train station in the larger context of the Waterfront vision.

**12. NEW BUSINESS**

**12.1. Union of British Columbia Municipalities Annual Convention ..... 42**

The annual convention of the Union of British Columbia Municipalities is taking place in Vancouver from September 25 to 29, 2017. The early registration deadline is in early August (not yet determined).

Staff Recommendation:

That Council appoint Town of Ladysmith delegates to the 2017 annual convention of the Union of British Columbia Municipalities in accordance with Town policy, which states that four Councillors and the Mayor may attend the Union of British Columbia Municipalities.

**12.2. Sportsmen Club and Volunteers Watershed Cleanup**

Staff Recommendation:

That Council direct staff to send letters to the Ladysmith Sportsmen Club and associated volunteer groups and individuals thanking them for their involvement in the watershed cleanup.

**13. UNFINISHED BUSINESS**

**13.1. Rotary Shelter Project..... 43 - 46**

Staff Recommendation:

That Council approve the design concept of the proposed Rotary Shelter which is to be added to the new picnic area at Transfer Beach, and direct that the selected roof colour be the same as the existing Sportsmen Shelter roof.

**14. 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.

**ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF COUNCIL  
MONDAY, JUNE 5, 2017  
CALL TO ORDER 5:02 P.M.  
CITY HALL AND EAGLES 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		

**STAFF PRESENT:**

Guillermo Ferrero	Felicity Adams	Gerry Fukakusa
Geoff Goodall	Clayton Postings	Joanna Winter
Sue Bouma		

**CALL TO ORDER  
(CITY HALL)**

Mayor Stone called this Meeting of Council to order at 5:02 p.m.

**CLOSED SESSION**

CS 2017-160

*Moved and seconded:*

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:05 p.m. in order to consider items related to the following:

- negotiations and related discussions respecting the proposed provision of a municipal service - 90(1)(k)
- potential lease of property - 90 (1) (e)
- sale of Town-owned property -- Section 90 (1) (e)

*Motion carried.*

**REGULAR OPEN  
MEETING  
(EAGLES HALL)**

Mayor Stone called this Regular Meeting to order at 7:01 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**AGENDA  
APPROVAL**

CS 2017-161

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of June 5, 2017 as amended by the following additions:

- Item 13.2, Low Flush Toilet Rebate Program

*Motion carried.*

## MINUTES

CS 2017-162

**Minutes of the Regular Meeting of Council held May 1, 2017**

*Moved and seconded:*

That Council approve the minutes of the Regular Meeting of Council held May 1, 2017.

*Motion carried.*

CS 2017-163

**Minutes of the Special Meeting of Council held May 8, 2017**

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council held May 8, 2017.

*Motion carried.*

## DELEGATIONS

**Richard Gunn, Brian Smith and Vicky Stickwood-Hyslop**

**Sale of 900 Russell Road**

Mayor Stone introduced the members of the delegation and noted that Council was open to hearing the delegation's opinions and concerns regarding the potential sale of 900 Russell Road, but that they would not be making any resolutions regarding this issue.

Members of the delegation thanked Council for the opportunity to express their concerns regarding the potential sale of 900 Russell Road and asked Council to consider making a more deliberate consultation on the size, shape and content of the new development and the area to determine whether selling it is the right thing to do. They expressed concern regarding the safety of people in the area due to new traffic flow situations, the need for multi-generational, multi-use outdoor recreation space in the area, and cited a staff report from 2005 which indicated that the Town at that time considered leaving the area as parkland.

Council thanked Mr Gunn, Mr. Smith and Ms. Stickwood-Hyslop for their presentation to Council and assured them that they would take their opinions under advisement as they made their deliberations.

## PROCLAMATIONS

**Orca Awareness Month**

Mayor Stone proclaimed the month of June as Orca Month and encouraged Town of Ladysmith citizens to focus on the plight of the orca community, honour their presence in our waters, and speed up efforts to recover the population.

## DEVELOPMENT APPLICATIONS

**Development Variance Permit Application 3090-17-02 (520 Jim Cram Drive)**

*Moved and seconded:*

CS 2017-164

That Council:

1. Issue Development Variance Permit 3090-17-02 (Lot 2, District Lot 108, Oyster District, Plan VIP88238) to permit parcel coverage to be varied from 38 per cent to 40 per cent on proposed lots 1, 2, 3, 4, 10, 11, 12, 13; and to permit finished floor area to be varied from 121m<sup>2</sup> to 139 m<sup>2</sup> for proposed lots 5, 6, 7, 8 and 9 at 520 Jim Cram Drive.
2. Authorize the Mayor and Corporate Officer to sign the Development Variance Permit.

*Motion carried.*

## COMMITTEE REPORTS

**Recommendations from the Municipal Services Committee Meeting Held May 8, 2017**

*Moved and seconded:*

CS 2017-165

That Council direct staff to prepare a new Parks Usage Bylaw which reflects the comments provided with respect to definitions of graffiti and liquor.

*Motion carried.*

**Recommendation from the Heritage Revitalization Advisory Commission**

*Moved and seconded:*

CS 2017-166

That a letter of appreciation be written to the property owners of 226 Kitchener Street, thanking them for their generosity and community spirit in sharing their "Lady Cynthia" rhododendron with the community and the world.

*Motion carried.*

## REPORTS

**Statement of Financial Information for the Year Ended December 31, 2016**

*Moved and seconded:*

CS 2017-167

That Council approve the Statement of Financial Information for the Town of Ladysmith for the year ended December 31, 2016.

*Motion carried.*

**Review of Commission and Committee Structure**

*Moved and seconded:*

CS 2017-168

That Council direct staff to issue a Request for Proposals for a comprehensive review of the Town's Commission and Committee Structure for an amount not to exceed \$10,000, with the funds to come from the prior year's surplus, and to amend the Financial Plan accordingly.

*Motion carried.*

OPPOSED: Councillor Friesenhan



CS 2017-169

*Moved and seconded:*

That Council refer to the next appropriate Municipal Services Committee meeting the task of confirming priorities and preferences with respect to the scope and outcome of the review of Commissions and Committees.

*Motion carried.*

**Rainbow Crosswalks**

CS 2017-170

*Moved and seconded:*

That Council direct staff to install a painted rainbow crosswalk across Captain Tristan de Koninck Way at Transfer Beach.

**\*AMENDMENT\***

CS 2017-171

*Moved and seconded:*

That Resolution CS 2017-171 be amended to read as follows:  
That Council direct staff to install a painted rainbow crosswalk.  
*Amendment carried.*

*Motion as amended carried.*

CS 2017-172

*Moved and seconded:*

That Council direct staff to install a painted rainbow crosswalk at First Avenue and Gatacre Street for a cost of \$1,200, and amend the Financial Plan accordingly.

*Motion carried.*

CS 2017-173

*Moved and seconded:*

That Council direct staff to endeavour to complete the rainbow crosswalk during the month of June 2017.

*Motion carried.*

**Ryan Place Greenbelt Arborist Report**

CS 2017-174

*Moved and seconded:*

That Council direct staff to refer the arborist management plan for the Ryan Place Greenbelt to the Parks, Recreation and Culture Advisory Committee and the Invasive Species Committee for review and comment relating to the development of future tree management plans for the Town.

*Motion carried.*

CS 2017-175

*Moved and seconded:*

That Council direct staff to continue to include a tree management plan for Town-owned properties in the 2018-2022 Operational

and Capital Financial Plans.

*Motion carried.*

**Parks Usage Bylaw Hours of Use**

*Moved and seconded:*

**CS 2017-176**

That Council direct staff to include proposed hours of use in the updated Parks Usage Bylaw and refer the proposed schedule, as outlined in the staff report dated June 5, 2017, to the Parks, Recreation and Culture Advisory Committee for comment.

*Motion carried.*

**BYLAWS**

**Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930**

*Moved and seconded:*

**CS 2017-177**

That Council give first three readings to Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930.

*Motion defeated.*

OPPOSED: All members of Council

*Moved and seconded:*

**CS 2017-178**

That Council refer Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930 to staff to address questions related to section numbering, time limit for residents to repair leaks, and a missing word in section 38.5.

*Motion carried.*

**CORRESPONDENCE**

Councillor Paterson declared a conflict of interest with the following agenda item due to his association with the Ladysmith Kinsmen Club and left the meeting.

**Ladysmith Kinsmen Club**

**Downtown Washroom Proposal**

*Moved and seconded:*

**CS 2017-179**

That Council direct staff to refer the proposed washroom concept as provided by the Ladysmith Kinsmen Club in their letter dated March 27, 2017 to the Advisory Design Panel (ADP) and the Heritage Revitalization Advisory Commission (HRAC) for comment, seeking feedback on the exterior design of the building.

*Motion carried.*

*Moved and seconded:*

**CS 2017-180**

That Council refer the proposed washroom concept as provided by the Ladysmith Kinsmen Club in their letter dated March 27,

2017, to the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for their comment.

*Motion carried.*

Councillor Paterson returned to the meeting.

**Ladysmith Chamber of Commerce Golf Classic**

*Moved and seconded:*

**CS 2017-181**

That Council sponsor a hole at the Ladysmith Chamber of Commerce Tournament on June 16, 2017.

*Motion carried.*

**Ladysmith Softball Association**

**Request to Waive Trolley and Driver Fee for U12C Girls Softball Regional Championship, June 16-18, 2017**

*Moved and seconded:*

**CS 2017-182**

That Council waive all of the fee to provide a trolley and driver to shuttle participants and fans of the U12C Girls Softball Regional Championship from a main parking location to the Aggie Fields and back from 5:00 p.m. to 9:00 p.m. on Friday, June 16, and from 7:30 a.m. to 7:30 p.m. on Saturday, June 17 and Sunday, June 18.

**\*AMENDMENT\***

*Moved and seconded:*

**CS 2017-183**

That Resolution CS 2017-184 be amended to read as follows:  
That, subject to staff confirmation of adequate trolley fee funding for the Old Time Christmas and Festival of Lights events, Council waive all of the fee to provide a trolley and driver to shuttle participants and fans of the U12C Girls Softball Regional Championship from a main parking location to the Aggie Fields and back from 5:00 p.m. to 9:00 p.m. on Friday, June 16, and from 7:30 a.m. to 7:30 p.m. on Saturday, June 17 and Sunday, June 18.  
*Amendment carried.*

*Motion as amended carried.*

*Moved and seconded:*

**CS 2017-184**

That Council contribute 221 Town pins for the U12C Girls Softball Regional Championship participant gift bags.

*Motion carried.*

**NEW BUSINESS**

**Derelict and Abandoned Vessels Private Members Bill**

*Moved and seconded:*

**CS 2017-185**

That Council adopt the following resolution as requested by Shiela

Malcomson, M.P.:

That Council encourages Parliament to adopt Bill C-352, "An Act to amend the Canada Shipping Act, 2001 and provide for the development of a national strategy for abandoned vessels", which would fix vessel registration, pilot a vessel turn-in program, create good green jobs by supporting local marine salvage businesses and vessel recycling, and make Coast Guard responsible for directing the removal of abandoned vessels.

*Motion carried.*

#### **Low Flush Toilet Rebate Program**

*Moved and seconded:*

**CS 2017-186**

That Council refer the Low Flush Toilet Rebate Program to staff for review with respect to changes to toilet capacity and any other developments that could affect the program.

*Motion carried.*

### **UNFINISHED BUSINESS**

#### **Provincial Response to the 2016 Resolution to Amend Eligibility Criteria for Community Gaming Grants Put Forward by Council and Endorsed by the UBCM Membership at Convention**

*Moved and seconded:*

**CS 2017-187**

That Council receive for information the Provincial response to the 2016 resolution to amend eligibility criteria for community gaming grants put forward by Council at the UBCM Convention.

*Motion carried.*

### **QUESTION PERIOD**

Members of the public enquired about the possibility of receiving assurances that 900 Russell Road would not be sold, the practice of reading out resolutions for members of the public to fully understand, the plan for future south end outdoor recreation areas, the traffic flow logistics with the possibility of increased development on 900 Russell Road, and the possibility of keeping the flat area of the 900 Russell Road property as the 15% parkland.

### **CLOSED SESSION**

**CS 2017-188**

*Moved and seconded:*

That this meeting of Council recess at 9:10 p.m., and that it reconvene in closed session at City Hall.

*Motion carried.*

### **RISE AND REPORT**

Council rose at 10:36 p.m. with report on the following:

- Resolution CE 2017-097, that Council approve construction of a double channel enclosed bio-solids composting facility with

bio-filter, for an estimated cost of \$1,871,459, subject to staff confirming costs based on receipt of actual plans.

- Resolution CE 2017-103, that Council direct staff to notify the Ministry of Forests, Lands and Natural Resources Operations that at this time it does not wish to pursue the dedication of a realigned Thicke Road.
- Resolution CE 2017-104, that Council direct staff to list the Town-owned property at 674 Farrell Road as an exclusive listing with Lorne Gait and Jill Dashwood of Royal LePage Nanaimo Realty, with an asking price of \$200,000. (Councillor Paterson opposed)
- Resolution CE 2017-105, that Council:
  - Direct the Mayor and Corporate Officer to execute a lease agreement with Active Solutions for the use of the vacant space at Frank Jameson Community Centre for a term of three years, with two one-year options to renew;
  - Direct staff to give notice of the Town's intent to lease space at the Frank Jameson Community Centre in accordance with the *Community Charter*;
  - Authorize the use of up to \$12,000 in gas tax funds to complete the capital improvements required to expand the fitness centre space, and amend the 2017-2021 Financial Plan accordingly.
- Resolution CE 2017-108, that Council has accepted an offer to purchase the Town-owned property at 900 Russell Road, to be reported once Council's conditions have been met and the deposit has been received. (Councillor Arnett opposed)

## ADJOURNMENT

CS 2017-189

*Moved and seconded:*

That this regular meeting of Council adjourn at 10:36 p.m.

*Motion carried.*

CERTIFIED CORRECT:

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)

**STAFF REPORT TO COUNCIL**

**From:** Felicity Adams, Director of Development Services  
**Meeting Date:** June 19, 2017  
**File No:** 3090-17-03

**RE: Development Variance Permit Application – 905 Hannington Rd (Saunders)**  
**Subject Property: Lot 34, Block 1399, Oyster District, Plan VIP84600**

**RECOMMENDATION(S)**

That Council direct staff to proceed with the statutory notice for Development Variance Permit application (3090-17-03) for Lot 34, Block 1399, Oyster District, Plan VIP84600 (905 Hannington Rd.).

**PURPOSE**

The purpose of this staff report is to obtain Council direction regarding statutory notification for a Development Variance Permit application.

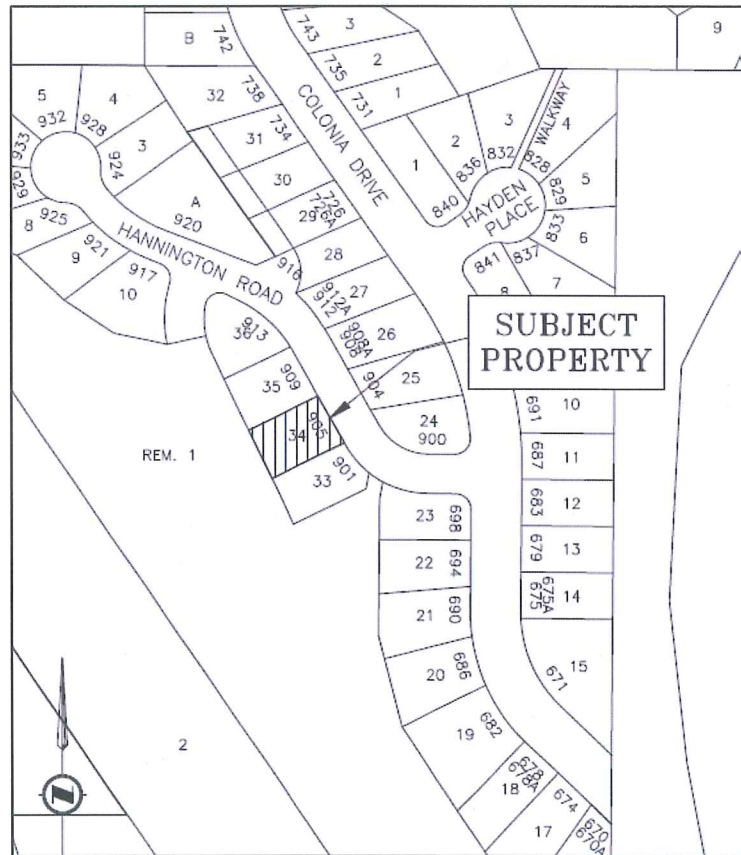
**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

None.

**INTRODUCTION/BACKGROUND**

The applicant is requesting a variance for the height of a proposed dwelling at the vacant property at 905 Hannington Rd..

Pursuant to Bylaw 1667 staff require Council’s approval to proceed with the statutory notice to the neighbours given the height variance requested.



**DISCUSSION**

The subject property is zoned ‘Single Dwelling Residential’ (R-1). The maximum permitted height in the R-1 Zone is 9 metres. The Zoning Bylaw defines height as the vertical distance as measured from the average natural grade (at four outermost corners of house) to the highest point of the roof. The subject property is very steep causing the average from natural grade to roof peak to be 10 metres, thus a height variance



of 1 metre is being requested. The proposed gross floor area of the home is 273m<sup>2</sup> (2,940ft<sup>2</sup>) with a secondary suite. The two storey elevation is visible from Hannington Rd., and one storey is visible at the front elevation (see Figure 1 below). The proposed height variance will allow the applicant to have a driveway with a more desirable grade. The driveway is accessed by a registered easement.

**SCOPE OF WORK**

The current stage of this application is to seek Council’s direction to proceed with the statutory notification for the development variance permit application.

**Table 1: Proposed Variance for 905 Hannington Road**

Maximum Permitted Dwelling Height	Proposed Dwelling Height	Proposed Variance
9 metres	10 metres	1 metre

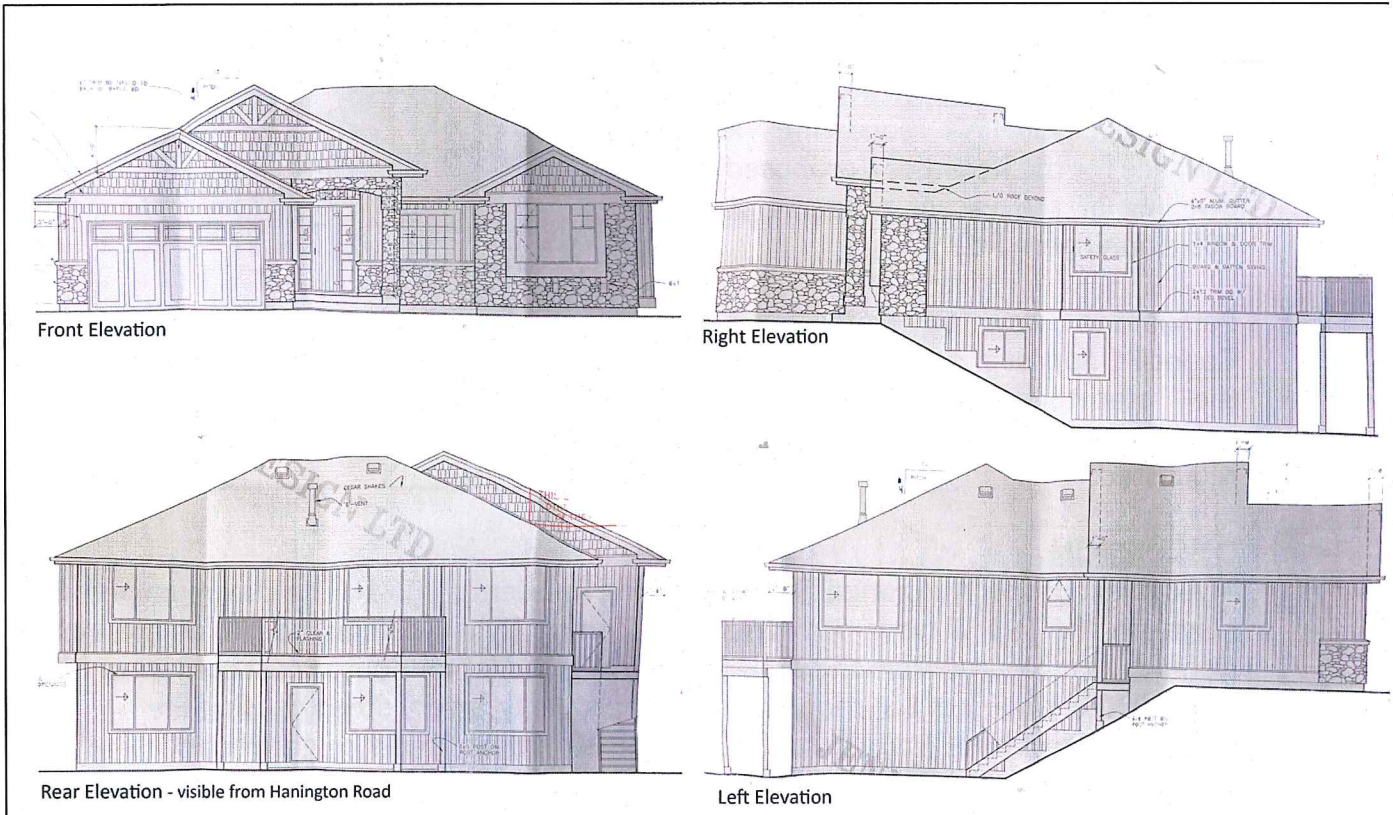
**ALTERNATIVES**

To not support Development Variance Permit application 3090-17-03.

**FINANCIAL IMPLICATIONS**

None.

**Figure 1: Proposed dwelling for 905 Hannington Road**



**LEGAL IMPLICATIONS**

The Local Government Act enables Council to vary zoning regulations, except use and density regulations, through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-17-03 in order to seek neighbourhood input.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Development Variance Permit application 3090-17-03 has been referred to the Infrastructure Services Department and the Building Inspector for review.

**RESOURCE IMPLICATIONS**

Processing Development Variance Permit applications is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

Not applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Effective land use planning and community design are strategic Council directions.

**SUMMARY**

It is recommended that Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-17-03.

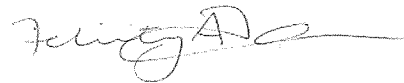


\_\_\_\_\_  
Report Author (Lisa Brinkman, Senior Planner)

June 14, 2017

\_\_\_\_\_  
Date Signed

Reviewed By

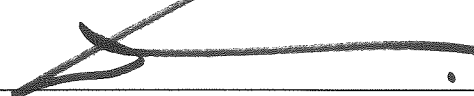


\_\_\_\_\_  
Felicity Adams, Director of Development Services

June 14, 2017

\_\_\_\_\_  
Date Signed

I concur with the recommendation.



\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENT(S)** - None



**INFORMATION REPORT TO COUNCIL**

**From:** Felicity Adams, Director of Development Services  
**Meeting Date:** June 19, 2017  
**File No:** 6560-20  
**RE:** BOUNDARY EXTENSION REQUEST

**RECOMMENDATION:**

That Council direct staff to include one additional property, as requested by the owners, in the boundary extension proposal to the Province, such property being legally described as Lot 1, District Lot 41, Oyster District, Plan 8804 except part in Plans 43985 and VIP55838 and that part of Lot 17, District Lot 41, Oyster District, Plan 2519 lying to the west of westerly boundary of Plan 1057RW (11070 Trans Canada Highway).

**PURPOSE:**

The purpose of this staff report is to provide Council with the results of the communication with four south Ladysmith properties and to seek direction to amend the boundary extension proposal to the Province to add one additional property.

**PREVIOUS COUNCIL DIRECTION**

At its meeting held March 6, 2017 Council made the following motion.

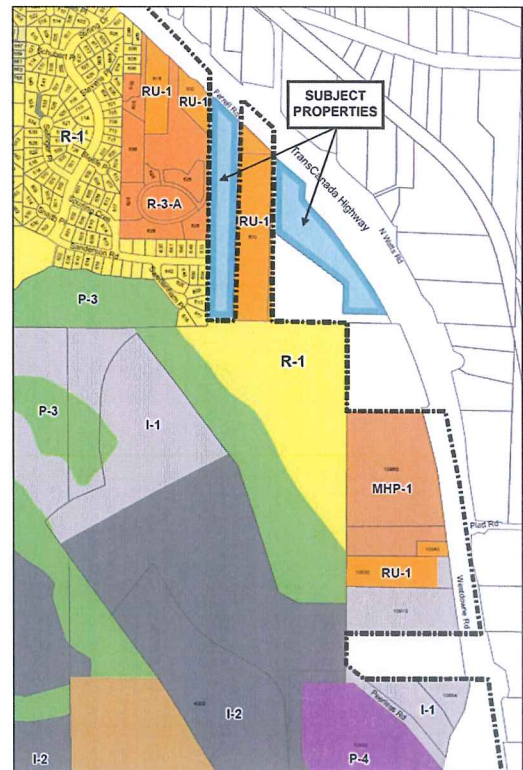
*Moved and seconded:*

That Council direct staff to write to the owners of the other south Ladysmith properties that are similarly bounded by the Town and the highway to see if there is interest in being part of this boundary extension proposal to the Province.

*Motion carried.*

**DISCUSSION:**

The owners of the four properties were contacted as directed by Council. Staff received interest from one of the properties. One owner declined and two did not respond. The map to the side shows the location of the original property (Lot 20) and the one additional property that has made a boundary extension request.



**SUMMARY POINTS**

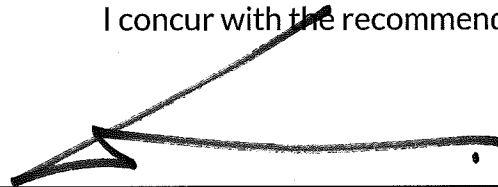
- Staff contacted the four other properties as directed by Council.
- The owners of one of the properties are interested in being part of the boundary extension application. There is common ownership between these two properties.
- Staff recommends that this property be added to the proposal to the Province.



\_\_\_\_\_  
Felicity Adams, Director of Development Services

Date of report: June 6, 2017

I concur with the recommendation.



\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

None

**STAFF REPORT TO COUNCIL**

**From:** Clayton Postings, Director, Parks, Recreation and Culture  
**Meeting Date:** June 19, 2017  
**File No:**

**RE:** Frank Jameson Community Centre (FJCC) – Capital Project Updates (UV System, Sauna Heater and Youth Zone Heat Pump)

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**RECOMMENDATION(S)**

That Council direct staff to:

1. Increase the budget for the UV Water Treatment project at Frank Jameson Community Centre by \$22,000 with the funding to come from the Dressing Room improvement project.
2. Increase the budget for the Youth Zone Heat Pump by \$2,400 with the funding to come from the Sauna Heater project.
3. Amend the 2017 to 2021 Financial Plan accordingly.

**PURPOSE**

To provide Council with an update regarding the UV system project at Frank Jameson Community Centre and the Youth Zone Heat Pump project and seek authorization to adjust the capital plan at FJCC.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

As part of the approved 2017-2021 Financial Plan, Council authorized \$90k for UV water treatment system and \$92,000 for dressing room improvements, as part of the 2017 Capital projects.

Council also allocated \$12,000 for the Youth Zone Heat Pump and \$5,200 for the Sauna Heater.

**INTRODUCTION/BACKGROUND**

The Town is currently working toward installing an Ultra Violet (UV) disinfection system at the swimming pool (Main Pool and Oasis Pool), with the objective of replacing the Ozone System that was removed when the Calcium Hypochlorite (Chlorine) and Sodium Biosulphate (Acid) system was installed in 2016. This project is phase two of the upgrades to the water treatment system at FJCC and the final phase of water treatment improvements.

The project engineering consultant developed the requirements for the new UV system; the Local Health Authority has also approved the design and authorized the conversion.

The Town released a tender for the installation of the UV equipment seeking qualified contractors to complete the project. The Town only received one submission, which was \$47,000. Upon review by the engineer the submission does look reasonable, and with no other submissions it is difficult to complete a comparison.

With the project scheduled to be completed during the annual pool maintenance shutdown in August 2017, the Town must award this project soon to ensure the contractor and equipment is in place for the defined installation period.

The recommendation of using funds from the dressing room improvement project to offset the shortfall is based on the best option to reduce the size/scope of the dressing room project to include only the highest priorities: the locker replacement and wall upgrades. The planned floor improvements will be added to future years' capital projects and will likely be part of the deck replacement project, which would result in cost savings if combined.

The Sauna heater project is coming in under budget by approximately \$2,400. The Heat Pump replacement project was budgeted at \$12,000. However, the quotes for the installation of the project are approximately \$2,300 over the budgeted amount. It is therefore requested that the funding from the Sauna project be reallocated to the Heat Pump project in order to complete this project.

### **SCOPE OF WORK**

The Town's facility maintenance staff are managing these projects and will be working with consultants, contractors and other Town staff to complete the projects.

### **ALTERNATIVES**

1. Council can choose not to proceed with the UV project at this point. The Town will have engineered drawings and can investigate proceeding at a future date.
2. Council can choose to proceed with installing the UV system on the Oasis pool only and not the Main pool. This option would result in a reduction of \$24,000 in installation and \$21,000 in equipment, for a total reduction of \$45,000 off the original planned project. This would result in other operational issues and costs, prior to the second portion being installed.

### **FINANCIAL IMPLICATIONS**

The project to install the UV system at the Frank Jameson Community Centre pool is included in the 2017-2021 Financial Plan, with a budget of \$90,000.

The breakdown of costs relating to the UV project are as follows:

Engineering (design, tender, construction management) \$16,000  
UV equipment - \$40,000  
Equipment Install (plumbing, electrical, holding tank replacement) - \$47,000

Old holding tank removal (asbestos) - \$5,000

TOTAL COSTS:	\$108,000
BUDGET:	\$90,000
DIFFERENCE:	-\$18,000
CONTINGENCY:	\$5,000

Any changes to the established shut down and project schedule would impact the budget negatively. The shut down is scheduled at the end of the summer as pool usage is lowest at this time. Scheduling closures at any other time would have more of an impact on revenues. As well if these projects were completed at separate times the costs associated would likely increase.

**LEGAL IMPLICATIONS**

None identified

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

The addition of the UV system will reduce the levels of chlorine in the swimming pool, as the UV system will offer additional water treatment. The results are expected to be positive for swimmers in the pool.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

None identified

**RESOURCE IMPLICATIONS**

This project is underway and part of the planned 2017 capital plan, resources have been allocated to the project

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

- 5. Innovative Infrastructure
- 7. Healthy Community

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Natural and Built Infrastructure

**SUMMARY**

The Town is currently working toward installing an Ultra Violet (UV) disinfection system at the swimming pool (Main Pool and Oasis Pool), with the objective of installing the new system in August 2017. The cost of the project has exceeded the original budget. It is recommended to proceed with the planned project that funds from the Change room improvements project be used to offset this increased costs. The Sauna and Roof Top Unit for the Youth Zone are both critical pieces of equipment and are requiring replacement.



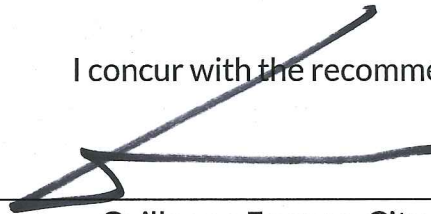
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Clayton Postings,

June 13, 2017

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I concur with the recommendation.



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Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

None

## INFORMATION REPORT TO COUNCIL

**From:** Clayton Postings, Director Parks, Recreation and Culture  
**Meeting Date:** June 19, 2017  
**File No:**  
**SUBJECT:** BC Summer Games – Volleyball Facilities at Transfer Beach

---

**RECOMMENDATION**

That Council determine whether it supports in principle the proposal to add beach volleyball courts at Transfer Beach Park for the 2018 BC Summer Games.

**PURPOSE**

The 2018 BC Summer Games are being held in the Cowichan Region. The Summer Games facilities staff are investigating possible locations for Beach Volleyball facilities for the Games. One of the locations being proposed is Transfer Beach.

The requirement for the games is 4 playing courts. It is being proposed that upgrades occur to the existing court at Transfer Beach and that a second permanent court be added to the location where the existing basketball court is (this basketball surface will need to be relocated in the park), with the other two courts being located below the existing courts on the grass. The two lower courts would be temporary while the upper courts would be legacy facilities and would be maintained by the Town after the Games.

The cost of upgrading/installing the courts is still being investigated. It is possible that the Town of Ladysmith would be responsible for some of these costs.

The question at this point is whether Council would support the proposal to have beach volleyball facilities added to Transfer Beach Park for the 2018 BC Summer Games, and entertain investigating the capital and operating costs associated with adding these courts.

If Council supports the concept, Staff in consultation with regional and BC Summer Games representatives will finalize details and present a formal proposal to Council for approval.

**DISCUSSION**

Council may require additional information in order to determine whether they support the courts being added or may wish to not proceed with this proposal.

**SUMMARY POINTS**

- The BC Summer Games organization is investigating possible locations for the beach

volleyball tournament which will occur in July 2018 during the Cowichan 2018 BC Summer Games

- Transfer Beach is being considered as an option for these beach volleyball facilities
- The proposal would be for two permanent legacy courts and two temporary courts
- Should Council support this concept in principle, staff will report back with a formal proposal from the BC Summer Games organization together with details about any related capital and operating costs.

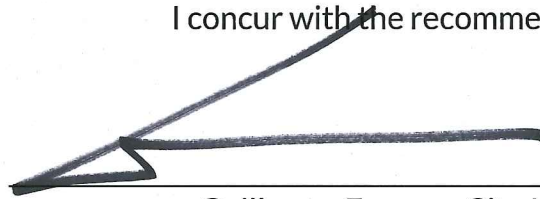


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Clayton Postings

June 14, 2017

I concur with the recommendation.



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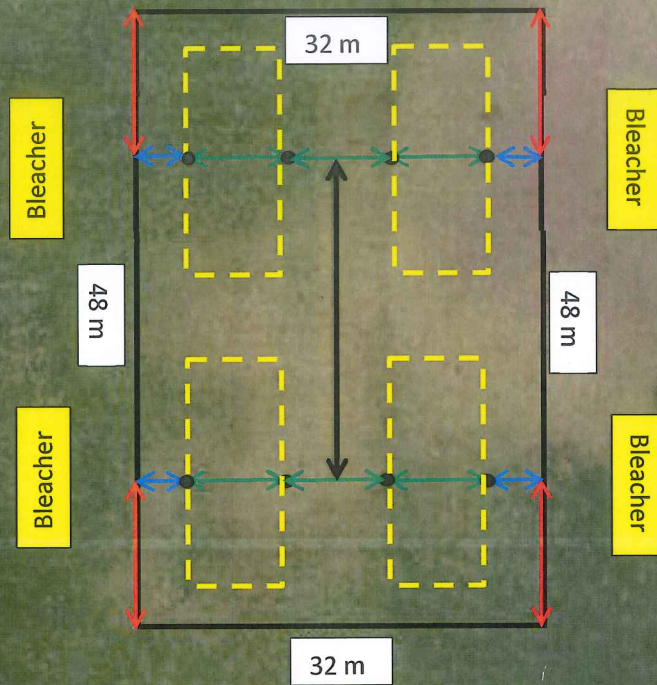
Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

Beach Volleyball court standards  
Abbotsford games court layout  
BC Summer Games email



160 m (528 ft.) of 2" x12" pressure treated lumber to erect outside perimeter wall.  
Approximately 900 tons of sand to fill court to 30 cm (12") depth.  
8- 6"x 6" 14' pressure treated posts for nets buried 3'4" below grade.



Posts are to be inset 12m from north and south end walls as indicated by red arrow  $\longleftrightarrow$

Posts are to be set with 24m spacing as indicated by black arrow  $\longleftrightarrow$

Posts are to be inset 4m from east and west walls as indicated by blue arrow  $\longleftrightarrow$

Posts are to be set 8m from each other (net width) with 8m spacing between courts as indicated by green arrow  $\longleftrightarrow$



## HOW TO BUILD A BEACH COURT

*By Ed Drakich*

The following guidelines will assist you in the proper construction of a Beach Volleyball Court (indoor or outdoor). Proper construction will ensure ideal playing conditions, superior longevity and low maintenance requirements.

### **BEACH VOLLEYBALL COURTS**

The basic requirements necessary for building a court include:

- While the actual court size is 8m X 16m (doubles) and 9m X 18m (triples, fours and sixes), an area at least 14m x 24m should be excavated to a sand depth of between 30cm and 40cm (more if a gravel layer and/or drainage pipes are needed under the sand to assist in drainage)
- Permeable sand/soil or sand/gravel liner (filter cloth)
- 160,000 kg (160 tons) to 200,000 kg (200 tons) of sand are required per court
- Net system complete with standards, net, and boundary lines/tape (adjustable for different court boundaries)

### **COURT CONSTRUCTION**

It is best to select a site that allows the court(s) to have a North/South orientation in order to reduce glare from the sun (The sun rises in the east and sets in the west). Another important consideration is the area around the periphery of the court, which should be free of large rooted and/or overhanging trees. There should be a clearance height of at least 7m above the playing surface.

#### **A. Drainage:**

Drainage of the court under the sand must be considered and can be accomplished by both grading the earth properly and installing a surface below the sand to promote drainage. The court should be excavated an additional 30cm (Below the sand depth of 30cm to 40cm) to allow for the installation of drainage pipe on the standard slant (14 degrees). The drainage point should lead away from the court at the lowest point; be



aware of the natural surrounding slope so that you do not trap water with your inclined viewing sides.

Depending on the soil quality of the subsurface you might need to place layer of gravel over the drainage pipes to enhance drainage. A good idea is to place a semi-permeable cover, such as a plastic landscaping mesh or some other artificial small-hole mesh, over the gravel to prevent the sand from washing through.\*

*\*NOTE: If you have soil with good drainage and no rocks you could get away without the drainage system but we would still recommend using the semi-permeable sand/soil liner.*

## **B. Sand**

Sand selection is probably the most important factor in court construction and any sand that is used should incorporate these specifications:

- **Washed** - The sand should be double washed, and free of silt and clay in order to prevent compaction
- **Particle Size** - The size of the sand particles should be between .5 and 1 mm to allow for proper drainage and maximum safety.
- **Particle Shape** - A sub angular shape will resist compaction and assist in drainage.
- **Colour** - Tan colored sand absorbs less heat with minimal glare.
- **Source** - A granite based sand (non-calcareous - no calcium or limestone) sand remains stable under all weather conditions and is unaffected by acid rain.

The sand boundary should be a minimum of 14m X 24m, thus allowing for a sand perimeter around the actual court. For high level competitions (VC or FIVB) the outer court dimensions should be 18m X 26m. The general guideline is that the area should be clear of any obstructions for 3m to 4m on all sides of the court. You should be careful to pad any item that would seem to be a hazard. There should also be a beam or boundary around the perimeter of the court to act as a container for the sand, which should be soft and contoured in order to eliminate possible injuries.



## **NET SYSTEMS**

### **A. Poles**

Poles for permanent standards can be either wood or pipe. The minimum suggested metal pole thickness is 4" to 5" (10cm to 12.5cm) in diameter, galvanized and thick walled steel pipe, while 6" (15cm) diameter pressure treated wood poles (Or 6" x 6" square pressure treated wood) are also acceptable. Poles should always be padded to prevent injury. Standards should be 4m long, with 3m above the court's sand surface and an additional 1m imbedded into the ground using a **concrete footing**. These should be placed 10.0m to 10.5m apart; any less and there will not be room for the full net (which is 9.5m wide) and adjusting cables. Permanent net systems should be free-standing (not use any support wires/straps). Portable net systems (usually with support straps) are also very popular and can be purchased at most volleyball specialty shops and sporting good stores.

### **B. Boundary Lines:**

Boundary lines are made of 1/4" rope or 2" (5cm) ribbon and tied to the four corners with buried anchors. A bungee court should be attached to each corner and connected to a buried wood or plastic anchor disk (without sharp edges). The bungee will provide the tension necessary to keep the boundaries in place while giving the flexibility to reduce to chance of injury should a player catch their foot under the line.

### **C. Net Heights:**

Net heights are 2.43 m for men's and co-ed play, and 2.24 m for women's and reverse co-ed. A 9.5m net with a cable top is preferred, but strong ropes can also be used. A winch (padded) and hardware, such as eyebolts/hooks, can be used to mount the top of the net. The bottom need only be anchored by rope to either the standard or eyebolts/hooks.

June 6, 2017

Hello everyone,

I wanted to touch base about a venue for Volleyball-Beach....

Here is the information that was put together to build 4 temporary courts for the 2016 Games:

- Photo attached
- Sand was 30cm in depth - approximately 880-900 tons
- Court was 48m x 32m
- Outside perimeter was 4m to side and end walls
- Spacing between courts was 8m (4m side space from each court)
- The lumber was purchased and utilized for fencing in parks once it was dismantled.
- Labor time was approximately 80 hrs (4 employees x 20 hrs) for set up and tear down of the perimeter boards.
- Coordination of the install and removal of the sand was a challenge. It involved 5 truck and transfers with a backhoe on site moving the sand into place. This was completed within one day. Once placed, we utilized a bobcat to smooth it out. We then brought in a motorized trap rake to give a final grade. The trap rake created a nice finish that we couldn't achieve by hand.
- Removal of the sand was in reverse but took approximately a day and a half to clean up.
- Because the courts were built on a grass surface, additional time was utilized so as not to destroy the underlying field.
  - The challenge that arose was that sand was not of the proper grade and so was moving around more than it should
  - Original quote to purchase the sand was over \$60,000
  - The City paid for the creation of the courts

The information from the PSO about the sand is as follows:

- Sand:
  - 160-200 tons per court
  - The sand should be double washed, and free of silt and clay in order to prevent compaction
  - The size of the sand particles should be between .5 and 1 mm to allow for proper drainage and maximum safety.
  - A sub angular shape will resist compaction and assist in drainage.
  - Tan colored sand absorbs less heat with minimal glare.
  - A granite based sand (non-calcareous - no calcium or limestone) sand remains stable under all weather conditions and is unaffected by acid rain.

Irene

**Irene Schell**

Event and Technology Manager



tel 250.356.3012 | mobile 250.812.7176

[irenes@bcgames.org](mailto:irenes@bcgames.org) | [www.bcgames.org](http://www.bcgames.org)

**STAFF REPORT TO COUNCIL**

**From:** Ray Delcourt, Chief, Ladysmith Fire/Rescue  
**Meeting Date:** June 19, 2017  
**File No:**

**RE: PURCHASE OF A NEW FIRE/RESCUE APPARATUS (Contract Award)**

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**RECOMMENDATION:**

That Council:

1. Under the Bylaws portion of tonight's agenda, give first three readings to Town of Ladysmith Fire/Rescue Apparatus Borrowing Bylaw 2017, No. 1934.
2. Confirm its intent to seek elector approval of the proposed Fire/Rescue Apparatus Borrowing Bylaw through an Alternative Approval Process.
3. Upon the adoption of Town of Ladysmith Fire/Rescue Apparatus Borrowing Bylaw 2017, No. 1934, direct staff to award the contract for the purchase of a new Ladysmith Fire/Rescue Apparatus to Fort Garry Fire Trucks in the amount of \$637,581.00 plus applicable taxes.
4. Direct staff to amend the 2017 to 2021 Financial Plan to update the purchase price of the new Fire/Rescue Apparatus.

**PURPOSE:**

The purpose of this staff report is to seek Council's authorization to accept the low bid submitted by Fort Garry Fire Trucks for a new Ladysmith Fire/Rescue Apparatus in the amount of \$637,581.00 plus taxes.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

The purchase of a new Fire Rescue apparatus through borrowing is included in the 2017 to 2021 Financial Plan.

**INTRODUCTION/BACKGROUND:**

Council included up to \$635,000.00 in the 2017 to 2021 Financial Plan for the purchase of a new Ladysmith Fire/Rescue Apparatus to replace the aging Ladysmith Fire/Rescue 1990 Pierce Apparatus.

In accordance with the Town's Purchasing Policy, staff issued a Request for Proposals (RFP) regarding the acquisition of the new Ladysmith Fire/Rescue vehicle. Three proposals were received and after a complete review by the Ladysmith Fire/Rescue committee of the bids submitted, staff and the committee recommend accepting the low bid in the amount of \$637,581.00 plus taxes. The vehicle will

not be purchased until after the adoption of the borrowing bylaw.

**SCOPE OF WORK:**

Staff will follow the requirements of the Community Charter for securing elector approval and Inspector of Municipalities approval of the borrowing bylaw. The borrowing will take place through the Municipal Finance Association. Once the funding is in place, staff will proceed with the purchase of the new Ladysmith Fire/Rescue vehicle.

**ALTERNATIVES:**

This vehicle purchase is in accordance with the established Fire Department Equipment Replacement Plan and the Town's Purchasing Policy. Council could amend the equipment replacement plan and not proceed with the vehicle purchase. However, there could be liability risks and firefighter safety issues associated with this option.

Council could choose to borrow the funds over a period of fewer than five years. In this instance, elector approval is not required. This would require an amendment to the 2017 to 2021 Financial Plan to reflect the higher annual debt repayment costs.

**FINANCIAL IMPLICATIONS:**

Included in the 2017-2021 Financial Plan were principal and interest payments of approximately \$36,000. This funding is adequate at today's interest rates to satisfy the debt payments on this new borrowing of approximately \$685,000 which is made up of \$637,581 + 44,630.67 (PST).

The Town has enough borrowing capacity to fund this project.

**LEGAL IMPLICATIONS:**

Staff will ensure that all legislative requirements related to long-term borrowing are met.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Ladysmith Fire/Rescue Services is highly regarded in and around the community and staff anticipate that ensuring public safety by purchasing up-to-date rescue equipment will be positively received. The Alternate Approval Process will determine the level of community support for this expenditure.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Legislative Services, Financial Services, and Fire/Rescue Departments will work together regarding this vehicle acquisition.

**RESOURCE IMPLICATIONS:**

All work will be performed with existing resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

The purchase of a new Ladysmith Fire/Rescue Apparatus aligns with Sustainability Goal No. 8 (Create Healthy Communities and Individuals).

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

N/A

**SUMMARY:**

The 1990 Pierce Fire/Rescue Apparatus requires replacement in accordance with the Town's Fire/Rescue Department Equipment Replacement Plan. Council has included \$635,000 in the 2017 to 2021 Financial Plan for the purchase of a new Ladysmith Fire/Rescue Apparatus. An RFP was issued in accordance with the Town's purchasing policy and three bids were received in response. Staff and the Ladysmith Fire/Rescue committee recommend awarding the contract to Fort Garry Fire Trucks for the purchase of a new Ladysmith Fire/Rescue Apparatus in the amount of \$637,581.00 plus taxes once the Alternate Approval Process is successfully completed. As the loan will be for a period of more than five years, this will require the enactment of a borrowing bylaw and elector approval through an Alternative Approval Process.

\_\_\_\_\_  
Ray Delcourt, Fire/Rescue Chief

\_\_\_\_\_  
Date Signed

Reviewed By

  
\_\_\_\_\_  
Erin Anderson, Director of Financial Services

14 June 2017  
\_\_\_\_\_  
Date Signed

I concur with the recommendation.

  
\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

Bid evaluation worksheet





**TOWN OF LADYSMITH**



**RFP Evaluation Criteria Summary sheet**

**Request for Proposals**

**RFP No. 2017-LFR-01**

**Project Title: Ladysmith Fire Rescue**

**Completed by:** Fire Chief Ray Delcourt and Ladysmith Fire / Rescue new Apparatus Committee.

**New Fire Apparatus**

**Date:** June 4th, 2017

Page 1 of 2

<b>Proponent</b>	<b>Fee</b>	<b>Body or Work/Overall company Experience</b>	<b>Staff Experience on Similar Projects</b>	<b>Commitment of Key Members to Project</b>	<b>Quality &amp; Completeness of Proposal</b>
Fort Garry Fire Trucks	\$637,581.00 plus taxes as per RFP	Build Rescue apparatus as per Ladysmith Fire / Rescue RFP Specifications. This company builds a high quality apparatus	Other Fire Departments with this company's apparatus are satisfied with the overall apparatus.	Delivery date 8 months after approval of the contract.	This company meets all the requirements that were listed in the Ladysmith Fire / Rescue RFP. Ladysmith Fire / Rescue new fire apparatus committee after reviewing and scoring all the RFP's are recommending the RFP by Fort Garry Fire Trucks be accepted by Council for purchase on behalf of Ladysmith Fire / Rescue.
Rosenbauer Rocky Mountain Phenix	\$715,695.00 plus taxes as per RFP	Build Rescue apparatus as per Ladysmith Fire / Rescue RFP Specifications. This company builds a high quality apparatus	Other fire departments with this company's apparatus are satisfied with the overall apparatus. Ladysmith Fire Rescue purchased a 2005 Rosenbauer fire apparatus in 2005 and had issues with the apparatus not meeting the vehicle axle weights. Vehicle had to be upgraded to proper axle weights. Company argued over this.	Delivery date 380 days after preconstruction meeting.	This company did not meet all the requirements that were listed in the requirements of the Ladysmith Fire / Rescue RFP. Also this company listed options to meet the requirements fully, but this would increase the overall value of vehicle price. Ladysmith Fire / Rescue new fire apparatus committee after viewing and scoring all the RFP's do not recommend the RFP by Rosenbauer or Rocky Mountain Phenix be accepted due to the higher pricing.



# Town of Ladysmith



## Request for Proposals

RFP No. 2017-LFR-01

Project Title: Ladysmith Fire Rescue  
New Fire Apparatus

Date: June 4th, 2017

Proponent	Fee	Body or Work/Overall company Experience	Staff Experience on Similar Projects	Commitment of Key Members to Project	Quality & Completeness of Proposal
Hub Fire Engines	\$650,208.00 plus taxes as per RFP	Build Rescue apparatus as per Ladysmith Fire / Rescue RFP Specifications. This company builds a high quality apparatus	Other Fire Departments with this companys apparatus are satisfied with the overall apparatus.	Delivery date 12 months after approval of the contract.	This company meets all the requirements that were listed in the Ladysmith Fire / Rescue RFP. <b>Ladysmith Fire / Rescue new fire apparatus committee after reviewing and scoring all the RFP's recommend the RFP from Hub Fire Engines not be accepted due to the higher pricing.</b>

The evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponents Proposal to another Proponents Proposal.

No totals, weights or scores will be provided to any Proponent.

**STAFF REPORT TO COUNCIL**

**From:** Director of Infrastructure Services  
**Meeting Date:** June 19, 2017  
**File No:**

**RE:** Bio-solids Composting Facility Configuration

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**RECOMMENDATION(S)**

That Council authorize an additional \$200,000 in funding to complete the construction of the Compositing Facility at Thicke Road with the additional funding to come from Sewer Operating Reserves, and amend the Financial Plan accordingly.

**PURPOSE**

The purpose of this staff report is to inform the community of the direction Council is moving with respect to details around the Bio-solids Composting Facility that will be located at 4142 Thicke Road. In addition staff are requesting additional contingency funding for the project.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

At a closed meeting held June 5, 2016, Council unanimously passed the following resolution:

**CE 2017-096**

That Council approve construction of a double channel enclosed bio-solids composting facility with bio-filter, for an estimated cost of \$1,871,459, subject to staff confirming costs based on receipt of actual plans.

**INTRODUCTION/BACKGROUND**

In August of 2016 Council directed staff to proceed with a bio-solids composting facility and to pursue the construction of this at an alternative site to the Public Works Yard. In January of 2017, after a long search the Town acquired 4142 Thicke Road to construct the Bio-solids composting facility.

As part of the August 2016 Council report, staff provided two cost estimates for the construction of the facility. One estimate was for the construction of a facility sized to deal with the volumes of material that are proposed to be generated by the town. This facility was to have the treatment cell fully enclosed in a negatively ventilated building complete with a bio-filter as it was intended to be constructed at the Public Works Yard.

The specifications were as follows:

- 75' x 140' white fabric building
- Concrete floor
- Air handling system complete with a bio-filter system
- Aeration system
- Leachate collection piping
- Compost turner/mixer system (proprietary)

The cost estimate for this facility was \$1,879,781. This facility did not have provisions for unloading or screening areas within the building and did not include a roof over the bio-filter.

The second estimate was intended to provide a facility that was not fully enclosed, more suitable for an industrial location and had a small bio-filter for a small auxiliary building that was intended to hold the bio-sludge bins. The specifications for this facility are as follows:

- 35' x 40' fabric building (primary treatment)
- Air handling system complete with a bio-filter system
- Aeration system
- Leachate collection piping
- Compost turner/mixer system (proprietary)
- 32' x 240' fabric building (compost turner/mixer)

The cost estimate for this facility was \$1,345,662

Following the August 2016 report to Council, the odor at the Public Works Yard became increasingly worse and resulted in a significant increase in complaints. This focused considerable attention on the facility and odor control and as a result Council has been very committed to ensuring that any new bio-solids composting system included advanced odor control systems even if the facility was located in the Thicke Road industrial area. With that in mind staff have worked with the consultant and the contractor to develop a new concept that would meet these expectations. The resulting option includes negative pressure air handling systems, fully contained composting operations including unloading and final product screening as well as a covered bio-filter system.

The resulting configuration is described as follows:

### **Proposed Facility**

This facility consists of a fabric building 294 feet long and 65 feet wide and 34 feet high at the peak. The building will contain double treatment channels each one with the capacity to treat all of the material the town will produce, providing double the needed capacity. The treatment channels are 200 feet in length and have a carriage system to move the

single composting turner between channels. The front of the building will have a 40' long dumping bay that will permit the raw bio-solids bins to be dumped within the building. At the opposite end of the building there is a 60' foot bay that will allow for a screen system. The building will be fitted with a drop ceiling system that helps to reduce the air volume of the building making the air handling system more efficient as well as reducing corrosion issues on the metallic structural components. The air handling system will be sufficient to move air within the structure to the bio-filter, creating a negative pressure environment. The system will be computer monitored and alarmed.

A 120' x 30' bio-filter system will be located directly adjacent to the main building and will have a roof to ensure that peak performance is maintained even during extended wet periods.

The electrical system for the facility will be located within a metal shipping container located near the front of the facility.

A drawing of this facility is contained in Figure 1.

The cost estimate for this option is \$1,871,459. This cost has fixed price components totaling \$1,611,933 and cash allowances totaling \$259,526. The cash allowance items are to be completed by the Town and include the following:

- Gravel for the Channel and bio-filter field
- Wood chips, fabric and other materials for the bio-filter
- Concrete foundation, walls and channels
- PVC pipe and installation for aeration and bio-filter
- Perimeter drainage system
- Site prep, excavating, trenching, backfilling and leachate piping.
- Cover for bio-filter
- Cover for storage area.

### **DISCUSSION**

The focus of developing this concept was to ensure that the facility would provide superior performance particularly focusing on odor control. The air handling system will maintain a negative pressure environment within the structure even when doors are opened for entry. The large bio-filter has been designed with a roof system and sprinklers to ensure that optimum moisture levels are maintained during both hot dry weather and the extended wet periods in the winter months. Staff is currently investigating an option to provide a standalone generator system that will maintain the air handling system even during power outages. This is currently not part of the project cost.

This facility also has twice the capacity that will be required by the Town and this will provide opportunities for the Town to seek revenue generating opportunities treating bio-solids from other sources.

The tentative date for construction completion is October 31, 2017.

## **ALTERNATIVES**

N/A

## **FINANCIAL IMPLICATIONS**

Included in the 2017-2021 Financial Plan was \$ 2,613,712 for the entire bio-solids composting facility project, including the purchase of the property at Thicke Road. The funding for this project was to come from sewer reserves (\$2,043,000) and grant (\$570,000).

To date, the 2017 costs incurred for this project are:

- \$ 840,000 for the purchase of property at 4142 Thicke Road
- \$ 18,000 for structure supports (Spanmaster)
- \$ 23,000 for consulting (Transform Compost Systems)

The revised budget for this project is estimated to be \$ 2,810,712. The increase is due to scope changes and adding a contingency for unknown items.

## **LEGAL IMPLICATIONS**

No legal implications have been identified at this point.

## **CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

There has been significant interest associated with the bio-solids facility from both Town residents and those outside the Town but within a relatively short distance from the Thicke Road site. Most of the interest seems to be focused on odor and the plans the Town will have to deal with that odor in the new facility.

## **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The development of the new composting operation will have some significant short-term demands on public works staff as the facility is developed. Over the long run it is felt that the new facility will have reduced demands on staff, as it will be more automated.

## **ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

This project aligns with the Innovative Infrastructure Vision

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

This project aligns with the strategic priority of Enhanced Standard of Infrastructure

## **SUMMARY**

The Town has purchased a lot on Thicke Road for the construction of a new bio-solids composting facility. Staff have been working with the consultant and contractor to develop a concept that has very robust odor control systems and will provide the Town with flexibility to pursue other revenue generating opportunities by treating other municipally generated bio-solids. The facility presented in this report delivers on these objectives and has a similar budget to those previously presented facility options.



Director of Infrastructure Services  
Geoff Goodall

June 14, 2017  
Date Signed

I concur with the recommendation.

A handwritten signature in black ink, appearing to be 'Guillermo Ferrero', written over a horizontal line.

Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

Figure 1: Facility Layout

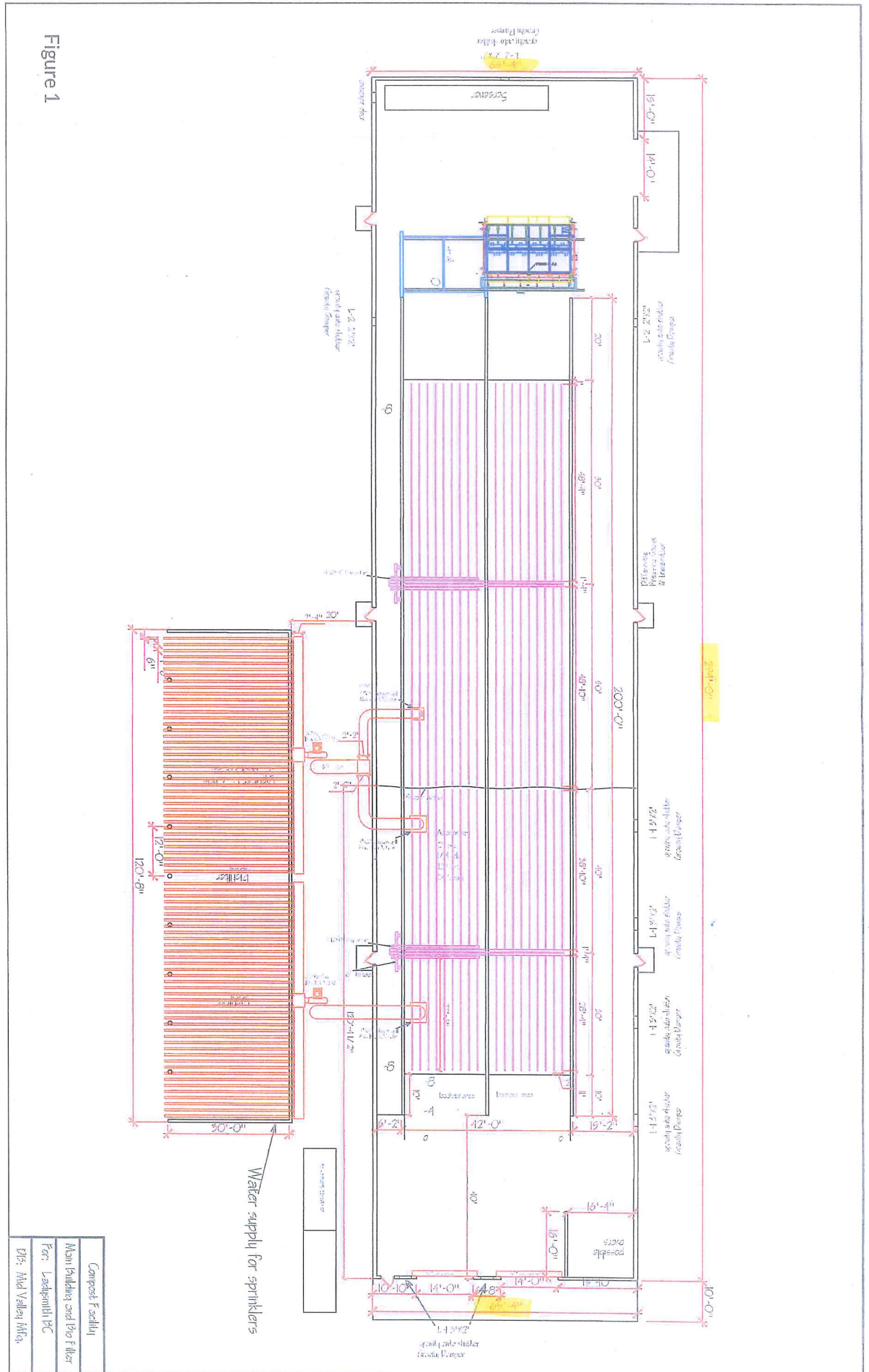


Figure 1

Compost Facility
Main Building and Bio Filter
For: Ladhani PC
Dr: M.V. Vaidya M.F.P.



TOWN OF LADYSMITH

BYLAW NO. 1930

A bylaw to amend the Waterworks Regulations Bylaw 1999, No. 1298 of the Town of Ladysmith.

---

WHEREAS pursuant to the *Community Charter*, The Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

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

**Amendment**

1. Amend Section 35 with the following:  
Replace "Commercial Rate" with "Bulk Water Rate".
2. Amend Schedule "A" with the following:  
Bulk Water Rate \$1.60 per cubic meter per haul.
3. Add a new Section 39 as follows:
  - 39.1 Property owners are responsible for repairing any private property breakages or leaks within 45 days of being advised of a potential breakage. Property owners are responsible for submitting to City Hall a request for an adjustment along with proof of repair in a form acceptable by the Director of Finance.
  - 39.2 Where any meter fails to register or to properly indicate the quantity of water used or consumed, or where breakages occur on private property, the Director of Finance shall estimate the consumption of water and shall render an account to the customer.
  - 39.3 Where any account is rendered pursuant to this section, the Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director, may affect the consumption of water. The maximum adjustment amount is \$3,000 per account.
  - 39.4 When an adjustment is made to an account as a result of a leakage or other unusual occurrence on the owner's property, the Director may charge an administration fee. This fee shall be 10% (ten percent) of the amount of any credit to the account, except that the fee may not be less than \$5.00 or more than \$25.00.
  - 39.5 The Director of Finance shall make only one adjustment for water breakages or leaks per property, per owners, within a 10-year period.
3. Renumber all affected sections accordingly.

**Effective Date**

1. This bylaw is effective upon adoption.

**Citation**

1. This bylaw may be cited as "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930".

**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 (J. Winter)

TOWN OF LADYSMITH

BYLAW NO. 1934

A bylaw to authorize the borrowing for the purchase of Ladysmith Fire/Rescue Apparatus

---

**WHEREAS** it is deemed expedient and in the public interest to purchase a new Ladysmith Fire/Rescue Engine Apparatus, which will replace the 1990 Pierce Fire/Rescue Apparatus;

**AND WHEREAS** the estimated cost of acquiring the new Ladysmith Fire/Rescue Apparatus is \$637,581 plus tax of \$76,510 of which the sum of \$682,212 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to acquire a new Fire/Rescue Apparatus for Ladysmith Fire/Rescue:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$682,212.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

Citation

3. This bylaw may be cited as "Town of Ladysmith Fire Rescue Apparatus Loan Authorization Bylaw 2017, No. 1934".

READ A FIRST TIME on the \_\_\_\_\_ day of \_\_\_\_\_

READ A SECOND TIME on the \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME on the \_\_\_\_\_ day of \_\_\_\_\_

RECEIVED the approval of the Inspector of Municipalities on the \_\_\_\_\_

RECEIVED the approval of the electors of the Town of Ladysmith on the \_\_\_\_\_

RECONSIDERED AND FINALLY PASSED AND ADOPTED on the \_\_\_\_\_

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)



P. O. Box 98  
Ladysmith, B.C.  
V9G 1A1



Office: 250-245-5888  
Fax: 250-245-0311

Email: [ladysmithfol@shawbiz.ca](mailto:ladysmithfol@shawbiz.ca)

Web: [www.ladysmithfol.com](http://www.ladysmithfol.com)

May 11th, 2017

Town of Ladysmith  
P.O. Box 220  
Ladysmith, B.C. V9G 1A2

Dear Mayor Stone and Council

The members of the Festival of Lights are starting to get quite excited about the upcoming 30th Anniversary of our communities biggest event!!! Looking back over the years ... we don't think that Light Up would ever turn into what we have today. We are very proud of all the work all the volunteers have done, over the years, to not only help put Ladysmith on the map, but to also give the entire community something amazing to be proud of.

This year, so far, we have come up with quite a few plans to make this year, and future years, bigger and better and to give more memories to our thousands of visitors.

One project that we believe will be truly amazing is a new decoration that we would like to have built and positioned on top of the "Ladysmith Heritage by the Sea" sign at the north end of Bob Stuart Park. It is our goal to make this a permanent structure that will be a continuous reminder to all Island travellers that Ladysmith is the home to the famous Festival of Lights. We have attached a rough diagram to this letter which we hope will give members of council a better idea of what we see at that location.

The decoration would be animated with the perimeter lights being twinkle lights and the arch of multi-coloured snowflakes would also be animated. It would also include a digital sign under the arch that could advertise local events and special dates.

The FOL volunteers hope that this is something that Council and the Town also feels is worthwhile and we are looking for your support to move forward on. If given the okay the decoration will be built in Ladysmith and we will work closely with the Parks Dept as well as Public Works to ensure that everything is done properly and to make sure all is safe.

We wish to thank you very much for taking the time to read this request and we look forward to moving forward with the Town on this project and another amazing Light Up!!

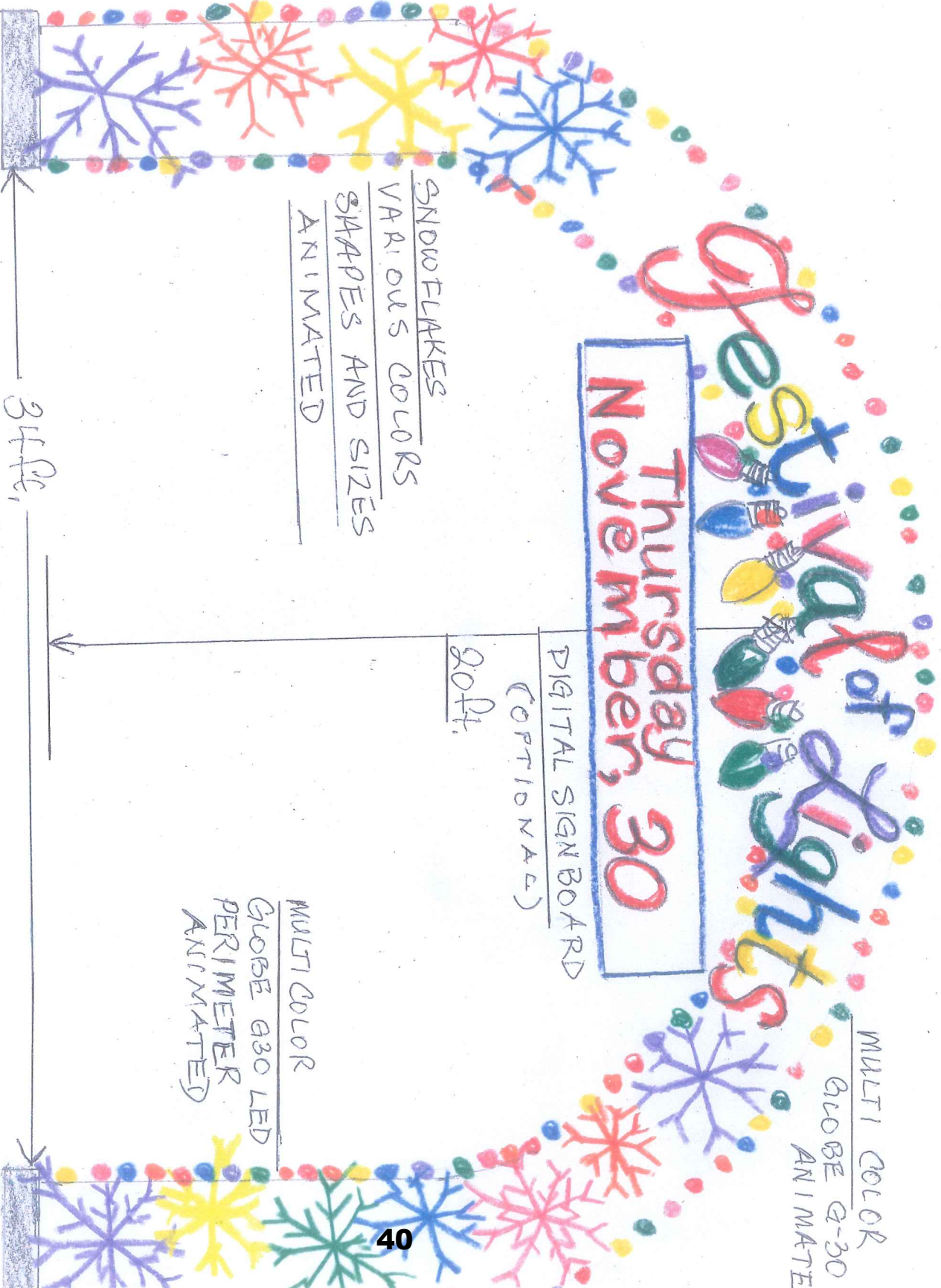
Sincerely

Duck Paterson

President

*The Biggest "Turn On" on Vancouver Island.*

We acknowledge the financial support of the Province of British Columbia.



**Festival of Lights**  
**Thursday, November, 30**

DIGITAL SIGN BOARD  
 (OPTIONAL)  
 80ft.

SNOWFLAKES  
VARIOUS COLORS  
SHAPES AND SIZES  
ANIMATED

MULTI COLOR  
GLOBE G30 LED  
PERIMETER  
ANIMATED

MULTI COLOR  
GLOBE G-30  
ANIMATE

34ft.

88ft.



## WATERFRONT GALLERY

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610 Oyster Bay Drive (on the way to Transfer Beach), Ladysmith  
Open Tuesday to Sunday | noon to 4pm  
PO Box 2370 Ladysmith BC V9G 1B8 | 250.245.1252  
[www.ladysmithwaterfrontgallery.com](http://www.ladysmithwaterfrontgallery.com)

Mayor and Council  
Town of Ladysmith  
410 Esplanade Street,  
Ladysmith, BC

June 13, 2017

Dear Mayor and Council,

The Board and membership of the Arts Council of Ladysmith are very excited by the work that has been taken on by the Township and community with respect to the Waterfront Development Plan. The ideas generated from this work are forward thinking and bode well for the future of Ladysmith.

The Waterfront Plan identified the Machine Shop as a central hub for arts, culture and heritage and we are keen to build upon this idea and the work done thus far.

We have an opportunity to apply for funding from the BC Arts Council for special funding to assist in community planning. This funding (maximum \$30,000) could be put towards a community workshop to include strategic planning, feasibility study, community input/ideas, graphic facilitator and case study presentations and consultant workshops to help determine the vision for the Machine Shop, outbuildings and train station and how it is incorporated into the larger Waterfront vision.

We envision including the community as a whole with representation from Council, City Staff, Chamber of Commerce, Downtown Business Assoc., heritage organizations and key community members. If we are successful in receiving funding for this initiative we will be notified in late September and could plan on an October workshop/sessions.

It is our hope that Mayor and Councillors will be in favour of this idea and, to further the success of the application, may offer a financial contribution towards this initiative to show the provincial funders that there is support from the Town for this visioning workshop exercise.

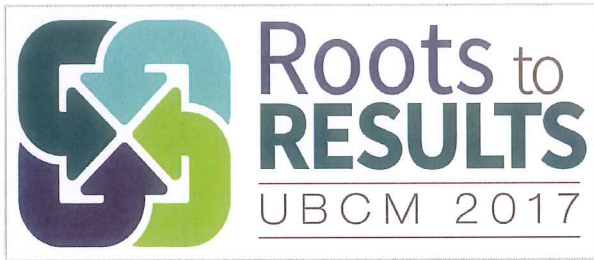
The deadline for funding is June 30, 2017 and I am available at your convenience to answer any further questions/concerns that may arise. As I am only working two days per week at the Gallery I have noted my cell number below for contact. On behalf of the Board and membership of the ACLD please accept our thanks in advance for your consideration.

Best,

Mary Desprez  
Executive Director  
Gallery: 250.245.1252



## 2017 Convention Theme



In the words of Marshall McLuhan, ours is an “all at once world” where we find ourselves in a constant flow of communication. The ease with which information travels is softening the borders between varying levels of government as leaders at all levels communicate through common platforms. Ideas, initiatives, needs and solutions are shared all at once in real time. The national conversation is no longer dominated by one voice, but has many voices and many perspectives.

This year’s theme considers the increasing leadership of local government in matters of federal and provincial jurisdiction. In areas like climate action, the opioid crisis, and the need for a deeper response to homelessness and housing affordability, local governments are playing a greater role in defining issues and impacting the policy directions of other levels of government. The workshops, policy sessions and presentations throughout Convention will provide a snapshot of the current state of collaboration between levels of government in addressing common issues.

### Follow Us On

- Twitter: @ubcm
-

**INFORMATION REPORT TO COUNCIL**

**From:** Clayton Postings, Director Parks, Recreation and Culture  
**Meeting Date:** June 19, 2017  
**File No:**  
**RE:** Rotary Shelter

---

**RECOMMENDATION**

That Council approve the design concept of the proposed Rotary shelter which is to be added to the new picnic area at Transfer Beach, and direct that the selected roof colour be the same as existing Sportsmen Shelter roof.

**PREVIOUS COUNCIL DIRECTION:**

The following was the Council resolution from November 6, 2015

1. Authorize the Mayor and Corporate Officer to sign the Memorandum of Understanding with the Rotary Club of Ladysmith for planned improvements at Transfer Beach Park.
2. Direct Staff to provide a letter of support to the Rotary Club of Ladysmith regarding Phase 2 of the Transfer Beach Park Improvement Project and the installation of a shelter in the picnic area, with final design approval to be presented to Council before construction.

**PURPOSE**

Ladysmith Rotary Club is ready to proceed with phase 2 of the picnic area project at Transfer Beach, which involves constructing a picnic shelter.

Staff have been in communication with the Rotary Club and have reviewed the proposed design of the shelter. The shelter is a similar to a shelter which is located in Hecate Park in Cowichan Bay and meets all required engineer specifications.

The only Staff recommendation is for the metal roof to be the same colour as the recently replaced metal roof on the Sportsmen shelter to maintain consistency in the park

**DISCUSSION**

Council may wish further information on the design, or provide any comment relating to the specifics of the design. In consideration of any changes there could be costs associated resulting in change of scope for the Rotary.



**SUMMARY POINTS**

- Ladysmith Rotary Club is preparing to proceed with phase 2 of the picnic area project, which will include the addition of a picnic shelter
- Council had requested that prior to proceeding with construction the design be reviewed by the Council

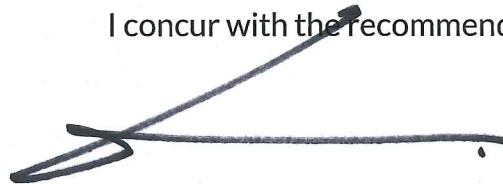


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Clayton Postings

June 14, 2017

I concur with the recommendation.



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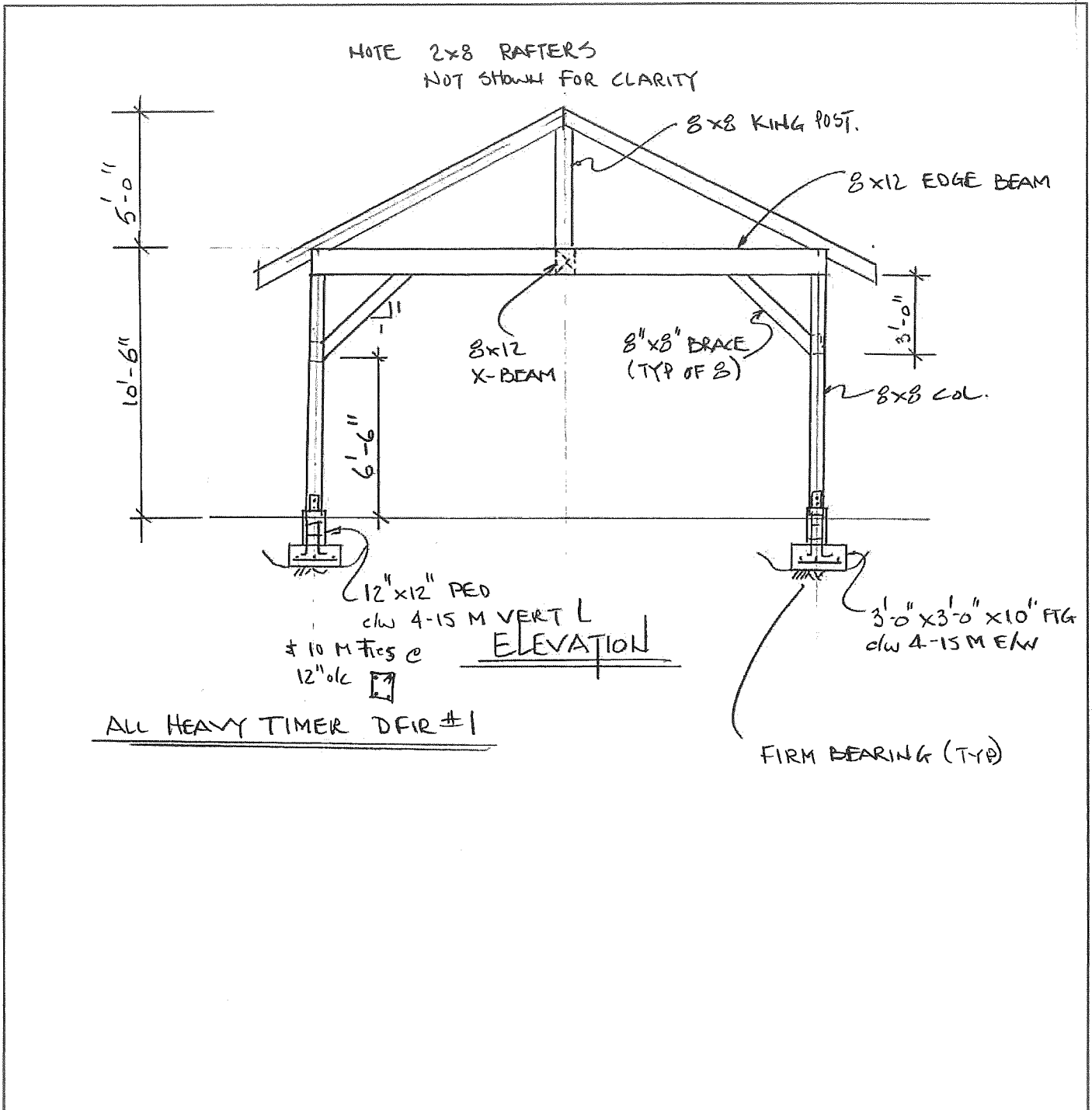
Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

Rotary Shelter Design plan

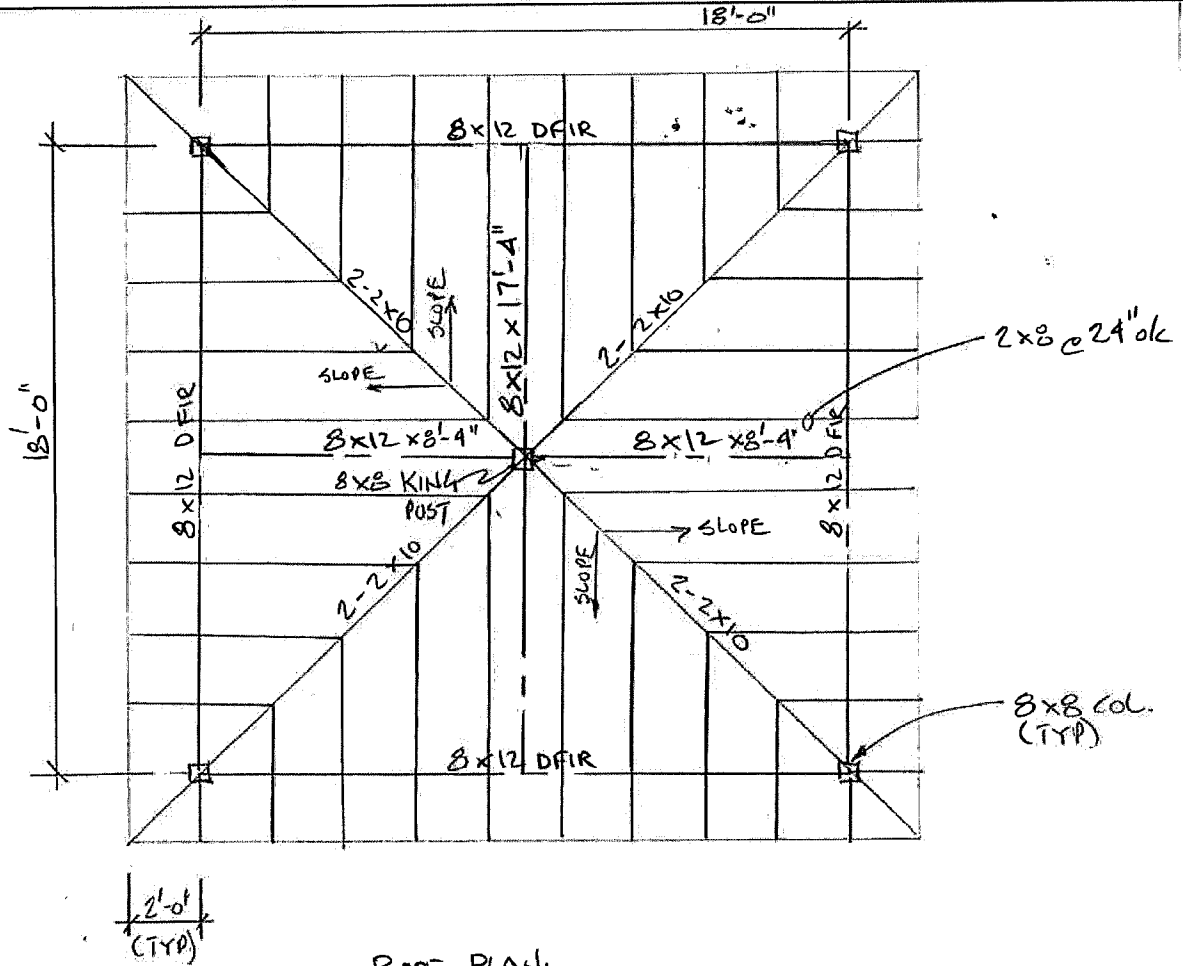
Project #: P16-4166	Client: LADYSMITH ROTARY	Discipline:	Date: MAY 28/16	SKETCH #
Project Title: TRANSFER BEACH PARK		<input type="checkbox"/> Structural - Buildings	Drawn:	SK#2
Subject: SHELTER		<input type="checkbox"/> Structural - Bridges	Design: MGH	SHEET
		<input type="checkbox"/> Civil - Municipal	Check:	___ of ___
		<input type="checkbox"/> Industrial - Marine		
		<input type="checkbox"/> Building Envelope		

Metric Grid



Project #: P16 - 4166	Client: LADYSMITH ROTARY	Discipline:	Date: MAY 28/16	SKETCH #
Project Title: TRANKFER BEACH PARK		<input type="checkbox"/> Structural - Buildings	Drawn:	SK #1
Subject: SHELTER.		<input type="checkbox"/> Structural - Bridges	Design: MGH	SHEET
		<input type="checkbox"/> Civil - Municipal	Check:	___ of ___
		<input type="checkbox"/> Industrial - Marine		
		<input type="checkbox"/> Building Envelope		

Metric Grid



NOTE - ROOF - METAL ROOF CLADDING  
ON 5/8" PLY ON  
2x8 @ 24" oc