

A REGULAR MEETING OF THE COUNCIL OF THE TOWN OF LADYSMITH WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON MONDAY, JANUARY 15, 2018

Call to Order and Closed Meeting 5:00 p.m. Regular Open Meeting 7:00 p.m.

AGENDA

CALL TO ORDER (5:00 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:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality - section 90(1) (e)
labour relations or other employee relations - section 90(1) (c)
the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90(1)(i)

REGULAR MEETING

2. AGENDA APPROVAL

3. RISE AND REPORT - Items from Closed Meeting

4. MINUTES

- 4.1. Minutes of the Regular Meeting of Council held December 18, 2017 1 - 7
4.2. Minutes of the Special Meeting of Council held January 8, 2018..... 8



5. DELEGATIONS

- 5.1. Ladysmith Senior Secondary Students
Cowichan Valley Placemaker Project
- 5.2. Amy Melmock
Cowichan 2050 Regional Working Group Update
- 5.3. Denis Hughes and Kirily Park
Request to Ban Single Use Shopping Bags in Ladysmith

6. PROCLAMATIONS

- 6.1. BC Aware Days 9
Mayor Stone has proclaimed January 29 to February 9, 2018 as BC Aware Days in the Town of Ladysmith, to promote awareness and prevention of cybercrime.

7. DEVELOPMENT APPLICATIONS - None

8. REPORTS - None

9. BYLAWS

- 9.1. 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946 10

The purpose of Bylaw 1946 is to obtain approval to borrow, if necessary, up to 75% of the Property Taxes levied in 2017, or \$5.8 million.

Staff Recommendation:

That Council adopt 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946.

10. CORRESPONDENCE

- 10.1. Ladysmith Kinsmen Club
Update on Proposed Public Washroom Project 11

Staff Recommendation:

That Council receive the correspondence from the Ladysmith Kinsmen Club providing an update on the proposed public washroom project.

- 10.2. Jo Sheridan
Wilson’s Transportation Proposed Bus Service between Victoria and
Nanaimo..... 12 - 13**

Staff Recommendation:

That in response to the correspondence from Jo Sheridan regarding Vancouver Island bus service, Council:

1. Request a Ladysmith stop on the Wilson’s Transportation proposed round trip bus service route between Victoria and Nanaimo
2. Explore the possibility with Wilson’s Transportation of a daily connector bus between Ladysmith and the Departure Bay ferry terminal

11. NEW BUSINESS

- 11.1. 2018 Conference Attendance..... 14 - 22**

11.1.1 Attendance at 2018 Convention, Association of Vancouver Island and Coastal Communities; Potential Resolution and/or Nomination Submission

Town of Ladysmith policy permits the Mayor and up to four Councillors to attend the Association of Vancouver Island and Coastal Communities annual convention.

Staff Recommendation:

That Council:

1. Determine which members will attend the Association of Vancouver Island and Coastal Communities annual convention from April 13 to 15, 2018 in Victoria;
2. Determine whether it wishes to submit a resolution to the Association of Vancouver Island and Coastal Communities ;
and
3. Determine whether it wishes to nominate any members of Council to run for Executive Positions with the Association of Vancouver Island and Coastal Communities.

11.1.2 Mayor attendance at the Federation of Canadian Municipalities 2018 Convention in Halifax, at an estimated cost of \$4,000.

In accordance with Travel Expenses Policy 5-1790-B, a Council member must receive Council authorization to attend conferences and workshops other than the Association of Vancouver Island and Coastal Communities and Union of BC Municipalities annual conventions. Mayor Stone requests Council's authorization to attend the Federation of Canadian Municipalities 2018 Convention in Halifax from May 31 to June 3, at an estimated cost of \$4,000.

11.1.3 Union of British Columbia Municipalities Annual Convention

Town of Ladysmith policy permits the Mayor and up to four Councillors to attend the Union of British Columbia Municipalities annual convention.

Staff Recommendation:

That Council determine which members will attend the Union of British Columbia Municipalities annual convention from September 10-14, 2018 in Whistler.

11.2. Waterfront Area Plan Public Meeting, January 22, 2018 (verbal update by the Director of Development Services)

12. UNFINISHED BUSINESS - None

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, DECEMBER 18, 2017
CALL TO ORDER 7:01 P.M.
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

STAFF PRESENT:

Guillermo Ferrero Felicity Adams Erin Anderson
Geoff Goodall Clayton Postings Joanna Winter

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 7:01 p.m. recognizing the traditional territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.

AGENDA APPROVAL

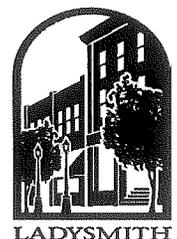
CS 2017-413

Moved and seconded:
That Council approve the agenda for this Regular Meeting of Council for December 18, 2017.
Motion carried.

MINUTES

CS 2017-414

Moved and seconded:
That Council approve the minutes of the Regular Meeting of Council held December 11, 2017.
Motion carried.



DELEGATION

Kathy Holmes, Arts Council of Ladysmith and District

K. Holmes provided an update for Council on 2017 activities and highlights at the Waterfront Gallery. The gallery is a significant draw to Ladysmith, attracting some 23,000 visitors in 2017. On behalf of the Arts Council, K. Holmes expressed appreciation to Council for its long-standing support and the opportunity to have the gallery and studio space at the Machine Shop Building since 2006.

Council thanked K. Holmes and the Arts Council for their contributions to the culture and economy of Ladysmith.

BUDGET WORKSHOP

Budget Workshop

Staff responded to questions from Council regarding the information report provided by the Chief Administrative Officer in response to matters arising from previous budget discussions.

Staff agreed to report back to Council with information regarding repairs carried out on the Holland Creek Trail in 2017 and expenditures made through the Public Relations budget, and to provide the project plan for the Ladysmith Youth Strategy.

CS 2017-415

Moved and seconded:

That Council direct staff to have the Municipal Insurance Association conduct a risk assessment on the culvert trail at the Ladysmith Golf Course prior to determining whether repairs to the trail should be included in the 2018 budget.

Motion carried.

The Director of Financial Services reviewed the information discussed at the previous budget workshop on December 11, 2017, and gave a presentation to Council on the capital budget for 2018.

CS 2017-416

Moved and seconded:

That Council not include new funding for a Development Services Technician position in the budget for 2018.

Motion carried.

OPPOSED: Councillors Arnett and Paterson.

CS 2017-417

Moved and seconded:

That Council direct staff to include in the 2018 to 2022 Financial Plan the General Government capital projects for 2018 as presented.

Motion carried.

CS 2017-418

Moved and seconded:

That Council rescind resolution CS 2017-382, "That Council include in the 2018-2022 Financial Plan funds for the Waterfront Area Plan implementation which includes contracted services, consulting fees and an additional temporary exempt position to project manage the approved Waterfront Area Plan project with the funding to come from Real Property Reserves and Surplus"

MOTION TO REFER:

CS 2017-419

Moved and seconded:

That Council refer consideration of the motion to rescind resolution CS 2017-382 to a future meeting of Council pending further information from staff on the proposed approach and process for Waterfront Area Plan implementation.

Motion defeated.

OPPOSED: All members of Council.

With referral motion CS 2017-419 defeated, Council considered the original motion to rescind resolution CS 2017-418.

Resolution CS 2017-418 defeated.

OPPOSED:

Mayor Stone and Councillors Hutchins, Paterson, Arnett and Henderson.

CS 2017-420

Moved and seconded:

That Council direct staff to cease implementation of the Waterfront Area Plan work as directed by resolution CS 2017-382 (contracted services, consulting fees and an additional temporary exempt position to project manage the approved Waterfront Area Plan project) until Council has had the opportunity to discuss the process for implementation.

Motion carried.

CS 2017-421

Moved and seconded

That Council direct staff to include in the 2018 to 2022 Financial Plan the Development Services projects for 2017 as presented.

Motion carried.

- CS 2017-422** *Moved and seconded:*
That Council direct staff to include in the 2018 to 2022 Financial Plan the following Waterfront Area Plan Implementation projects:
- Subdivision Plan (pre PLA)
 - Transportation Review
 - Servicing Study
 - Economic Partnership
 - Comprehensive Development Agreements
- Motion carried.*
- CS 2017-423** *Moved and seconded:*
That Council:
1. Direct staff to include in the 2018 to 2022 Financial Plan the Parks, Recreation, Culture and Facilities capital projects for 2017 as presented; and
 2. Provide early budget approval for the following capital projects:
 - Holland Creek Switchback Trail
 - Spray Park Pump
 - Hosting the 2018 BC Summer Game (Facility improvements)
- Motion carried.*
- CS 2017-424** *Moved and seconded:*
That Council direct staff to include in the 2018 to 2022 Financial Plan the Public Works capital projects for 2017 as presented.
- Motion carried.*
- CS 2017-425** *Moved and seconded:*
That Council provide early budget approval for the following capital projects:
- Rocky Creek Storm
 - Rocky Creek Culvert
 - Holland Creek Bridge Inspection
 - Development Cost Charges Review
 - Equipment Replacement Purchases
 - Clarke Road Storm
 - Storm water improvements to Public Works
 - Safety Upgrades to 1st Avenue (bollards)
 - Asset Management (condition assessment)
 - Carpentry Tools and Self Retracting Lifeline & Tripod
- Motion carried.*
- CS 2017-426** *Moved and seconded:*
That Council direct staff to include in the 2018 to 2022 Financial Plan the Water and Sewer capital projects for 2017 as presented.
- Motion carried.*

CS 2017-427

Moved and seconded:

That Council provide early budget approval for the following Water and Sewer capital projects:

- Compost Skidder
- Gill Road Lift Station
- Holland Lake Vegetation Control
- Stocking Lake Dam Repair
- Water Meter Handheld Reader
- SCADA System & Communications Upgrade

Motion carried.

CS 2017-428

Moved and seconded:

That Council direct staff to set aside 10 per cent of the prior year's municipal tax levy in 2019 through 2022 for General Capital Projects.

Motion carried.

Council directed staff to bring forward the Financial Plan Bylaw when the provincial tax roll has been published.

CS 2017-429

Moved and seconded:

That Council confirm the draft Town of Ladysmith budget for 2018 at \$7,961,111.

Motion carried.

BYLAWS

Town of Ladysmith 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946

Moved and seconded:

CS 2017-430

That Council give first, second and third reading to Town of Ladysmith 2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946.

Motion carried.

Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942

Moved and seconded:

CS 2017-431

That Council adopt Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2018, No. 1942.

Motion carried.

Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943

Moved and seconded:

CS 2017-432

That Council adopt Town of Ladysmith Sanitary Sewer Rates Bylaw 1999, No. 1299, Amendment Bylaw 2018, No. 1943.

Motion carried.

REPORTS

Waterfront Area Plan Transportation Review and Municipal Servicing Review

Moved and seconded:

CS 2017-433

That Council provide early budget approval for the following two studies to be undertaken in support of the Waterfront Area Plan:

- Transportation Review including a detailed Ludlow Road/TransCanada Highway traffic assessment, including existing and future driveways on Ludlow Road and the potential for a traffic circle at Ludlow Road and Rocky Creek Road
- Municipal Servicing Review

Motion carried

CORRESPONDENCE

Peter W. Dabb

Potential Recognition for Owen William Dabb (Bill)

Moved and seconded:

CS 2017-434

That Council add the name Bill Dabb to the list of approved street names as per Policy 5450 A, subject to confirmation of this version of Mr. Dabb's name with the family, and that Council's sympathy and regret at the passing of Mrs. Dabb be conveyed to the family.

Motion carried.

NEW BUSINESS

Mid Isle Soccer Association and Rotary Club of Ladysmith Forrest Field Facility Upgrade Initiative

Moved and seconded:

CS 2017-435

That Council refer the proposal from the Mid Isle Soccer Association and Rotary Club of Ladysmith for upgrades to the Forrest Field facilities to the Parks, Recreation and Culture Advisory Committee for consideration and advice.

Motion carried.

Association of Vancouver Island and Coastal Communities (AVICC) 2018 Convention Resolutions and Executive Committee Nominations

Moved and seconded:

CS 2017-436

That Council receive the information from the Association of Vancouver Island and Coastal Communities regarding nominations to the Executive and Proposals for Presentations.

Motion carried.

QUESTION PERIOD

Members of the public thanked Council and staff for their service to the Town and wished them a Merry Christmas.

CLOSED SESSION

CS 2017-437

Moved and seconded:

That, in accordance with section 90(1)(k) of the Community Charter, Council retire into closed session at 9:36 p.m. in order to consider items related to the following:

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

Motion carried unanimously.

RISE AND REPORT

Council rose at 10:45 p.m. without report.

ADJOURNMENT

CS 2017-438

Moved and seconded:

That this Meeting of Council adjourn at 10:45 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 8, 2018
CALL TO ORDER 6:31 P.M.
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

STAFF PRESENT:

Joanna Winter

CALL TO ORDER Mayor Stone called this Special Meeting of Council to order at 6:31 p.m.

CLOSED SESSION *Moved and seconded:*
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 6:32 p.m. in order to consider items related to the following

- Discussions regarding municipal objectives, measures and progress reports – Section 90(1)(l)

Motion carried.

CS 2018-001

RISE AND REPORT Council rose from Closed Session at 9:20 p.m. without report.

ADJOURNMENT

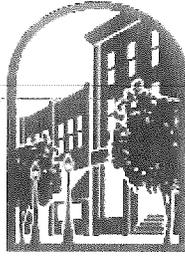
CS 2018-002

Moved and seconded:
That this Special Meeting of Council adjourn at 9:21 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)



LADYSMITH

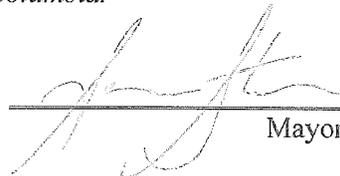
TOWN OF LADYSMITH

PROCLAMATION

BC AWARE DAYS

- 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 29th to February 9th, 2018 as "BC Aware Days 2018" in the Town of Ladysmith, British Columbia.*

January 4, 2018



Mayor A. Stone

TOWN OF LADYSMITH

BYLAW NO. 1946

A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

WHEREAS the Town of Ladysmith does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year.

AND WHEREAS the total amount of liability that Council may incur is five million and eight hundred thousand dollars (\$5,800,000);

AND WHEREAS there are no liabilities outstanding under Section 177;

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

- 1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of five million eight hundred thousand dollars (\$5,800,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

CITATION

- 4. This bylaw may be cited as "2018 Revenue Anticipation Borrowing Bylaw 2017, No. 1946."

READ A FIRST TIME on the 18th day of December, 2017
READ A SECOND TIME on the 18th day of December, 2017
READ A THIRD TIME on the 18th day of December, 2017
ADOPTED on the th day of December, 2017

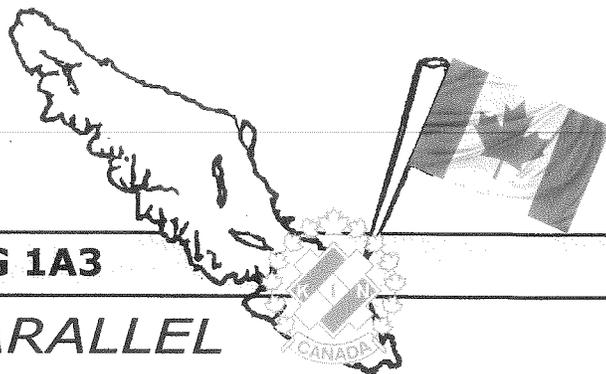
Mayor (A. Stone)

Corporate Officer (J. Winter)



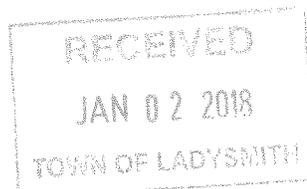
Kin Canada

Kinsmen Club
of Ladysmith



P.O. Box 324, Ladysmith, B.C. V9G 1A3

ON THE 49TH PARALLEL



December 22, 2017

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

Dear Mayor Stone and Council:

The Ladysmith Kinsmen Club is just sending you this letter as information and update on the proposed public bathroom project that we wish to do in downtown Ladysmith.

At this time we regret to inform you that our application for a "Capital Project Grant" through the Community Gaming Grants Branch was turned down. We had really felt that this was a very worthwhile project and one that fit totally within the criteria of the type of projects they were looking to fund but unfortunately we figured wrong. Life goes on.

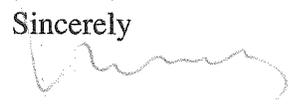
We had hoped to start the project in early spring 2018, but now having to look at more local grass roots fund-raising we feel that target date isn't possible. It is still the goal of the Ladysmith Kinsmen to proceed with this community project and we are going to work more actively at getting more groups and business, etc on board.

At this time the public bathrooms project is estimated to cost \$80,000 which would be a totally finished, landscaped, town amenity. The club has \$16,000 in the credit union earmarked for the project and have already received a donation from the Chamber of Commerce towards the initiative. We are hoping that the Town of Ladysmith could become a partner in this project as well.

We have applied for other grants from various sources and can re-apply to Gaming Grants at "future intakes" but would like to get a start on the project as quickly as we can. We feel, as well as many many local residents, that public washrooms downtown would be a very vital part of "Canada's Best Main Street" and we hope that Town Council feels the same way.

Please feel free to contact me, at any time, if you have any questions or desire any further information. Our members wish to thank you for your time and consideration of our request and also, at this time, wish to take this opportunity to wish you all, and entire Town Staff and Employees a very prosperous and happy New Year.

Sincerely


Jason Kelland
President, Ladysmith Kinsmen

From: Jo Sheridan
Sent: December 30, 2017 3:27 PM
To: Town of Ladysmith
Cc: Mayor
Subject: BUS SERVICE VICTORIA/NANAIMO
Attachments: Wilson's proposed bus service.pdf

Hi! The Vancouver Island "Daily" newspaper, Dec. 30/17, reported that Wilson's Transportation Ltd. of Victoria may be operating a daily round-trip bus service between Victoria and Nanaimo. Greyhound plans to discontinue its service.

Questions:

(1) Does the Town of Ladysmith know if Wilson's plans a stop-off at Ladysmith en route and, if not, would it kindly formally request this?

(2) Could the Town of Ladysmith ask Wilson's if it could have a connector bus service, even if it's once or twice a day, between Ladysmith and B.C. Ferries at Departure Bay in Nanaimo? For instance, many people who drive can't afford to take their vehicles on ferries and ferry terminal parking is often full and also costly. So a method of getting to/from B.C. Ferries to/from Ladysmith is much needed.

Do issues surrounding this proposed bus service warrant being on the agenda of a Town Council Meeting maybe?

Thanks!

J.J. Sheridan

ISLAND

Company plans Victoria-Nanaimo bus

NICHOLAS PESCO
NANAIMO NEWS BULLETIN

A Vancouver-Island-based bus company has its sights set on the Nanaimo-Victoria route.

Wilson's Transportation Ltd. has filed an application with the province's Passenger Transportation Board to begin operating daily round-trip bus service between Victoria and Nanaimo in 2018.

The filing comes after Greyhound Canada announced earlier this year that it planned to discontinue service along five of its routes, including its Nanaimo-Victoria route.

The Passenger Transportation Board, an independent tribunal established in 2004 under the province's Passenger Transportation Act, will need to approve both Greyhound and Wilson's applications.

John Wilson, chief executive officer of Wilson's, told the News Bulletin the application will be

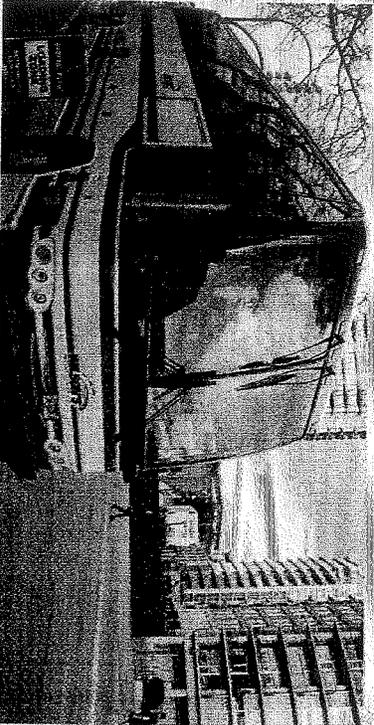


PHOTO SUBMITTED

Wilson's Transportation intends to operate daily bus service between Victoria and Nanaimo.

heading to the PTB for final approval soon, but doesn't know when a decision will be made. He said while there are challenges with the Nanaimo-Victoria route, he believes Wilson's can make it work.

"There are some challenges around scheduled bus transportation services across North America, with numbers dwindling, but we are a local company

and we hope to be able to use our network of connections in the marketplace," Wilson said. Wilson's Transportation was founded in 1962 and is based in Victoria. It provides charter bus service and operates Gray Line Sightseeing Victoria, Victoria Airport shuttle service and B.C. Ferries Connector services. Wilson said his company is the largest carrier on Vancouver

Island at the moment, adding it is also part of Greyhound's inter-line network and acts as a ticket agent and carrier for Greyhound in certain markets.

Wilson said his company had heard from people expressing concerns about Greyhound's cancellation plans. He said Greyhound could oppose Wilson's application to the PTB, but would be stunned if that were the case. "I cannot imagine Greyhound opposing it," he said.

Peter Hamel, Greyhound Canada's regional vice-president for Western Canada, said his company is aware of Wilson's application with the transportation board but doesn't know specifics. He said Greyhound has no time frame for when it will discontinue service because the PTB has not made a decision.

"We fully respect the process. From the day we put in the application, the board had committed to a 90-day turnaround on this," Hamel said.

AVICC

Attendance at 2018 Convention, Association of Vancouver Island and Coastal Communities; Potential Resolution and/or Nomination Submission

Town of Ladysmith policy permits the Mayor and up to four Councillors to attend the Association of Vancouver Island and Coastal Communities annual convention.

Staff Recommendation:

That Council:

1. Determine which members will attend the Association of Vancouver Island and Coastal Communities annual convention from April 13 to 15, 2018 in Victoria; and
2. Determine whether it wishes to submit a resolution to the Association of Vancouver Island and Coastal Communities; and
3. Determine whether it wishes to nominate any members of Council to run for Executive Positions with the Association of Vancouver Island and Coastal Communities.

FCM

Mayor attendance at the Federation of Canadian Municipalities 2018 Convention in Halifax, at an estimated cost of \$4,000.

In accordance with Travel Expenses Policy 5-1790-B, a Council member must receive Council authorization to attend conferences and workshops other than the Association of Vancouver Island and Coastal Communities and Union of BC Municipalities annual conventions. Mayor Stone requests Council's authorization to attend the Federation of Canadian Municipalities 2018 Convention in Halifax from May 31 to June 3, at an estimated cost of \$4,000.

UBCM

Union of British Columbia Municipalities Annual Convention

Town of Ladysmith policy permits the Mayor and up to four Councillors to attend the Union of British Columbia Municipalities annual convention.

Staff Recommendation:

That Council determine which members will attend the Union of British Columbia Municipalities annual convention from September 10-14, 2018 in Whistler.



2018 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to avicc@ubcm.ca by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



2018 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted as a Word document by email to avicc@ubcm.ca
 - The resolution should not contain more than two "whereas" clauses; and
 - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca