

T O W N O F L A D Y S M I T H
G O V E R N M E N T S E R V I C E S C O M M I T T E E

Mandate –To advise Council on a broad spectrum of issues related to departmental matters

Monday, February 18, 2008 at 4:15 p.m.
Council Chambers, City Hall

A G E N D A

Chairperson: Councillor Duck Paterson

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9. NEW BUSINESS None.	

10. UNFINISHED BUSINESS
None.

11. EXECUTIVE SESSION (Immediately Follow Regular Session)

Item 1: Community Charter Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

Item 2: Community Charter Section 90(1)(e) 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;

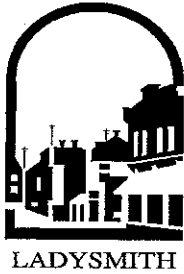
Item 3: Community Charter Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Item 4: Community Charter Section 90(1)(e) 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;

Item 5: Community Charter Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

12. ARISE AND REPORT

ADJOURNMENT



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: R. Delcourt, Fire Chief
Date: February 8, 2008
File No:

Re: Use of Fire Siren

RECOMMENDATION

That the current policy for the Fire Siren remain in use.

BACKGROUND:

The Fire Siren currently operates from 7:00 a.m. to 10:00 p.m. and when used only sounds for 30 seconds (a timer has been installed on the alarm system). The siren serves multiple uses such as:

- To alert the public that an emergency is taking place.
- It informs residents in the dry spring and summer months to shut off taps used for watering to make sure there is a strong water supply available to fight a fire.
- Children are taught in school programs that they are to stay clear of roads when they hear the fire siren.
- It provides reassurance to the people in need that the Ladysmith Fire / Rescue has been called and are on their way.
- Firefighters are not allowed to have flashing lights on their private vehicles (as per the BC Motor Vehicle Act) therefore; drivers near the fire hall are more aware that the firefighters need to reach the Fire Hall as quickly as possible and yield to their private vehicle.

Fire Hall sirens are still strongly used throughout the surrounding area for both volunteer and paid on call fire departments.

ATTACHMENTS:

None.

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Town of Ladysmith
Preliminary Consolidated Statement of Revenue and Expense *
For the Year Ending December 31st, 2007

	Preliminary 2007	(Unaudited) Budget 2007	Variance
Revenue			
Taxes	\$ 5,656,861	\$ 5,615,595	\$ 41,266
Fees and charges			
Fines and Licences	77,116	76,500	616
Garbage Collection	426,516	421,200	5,316
General and Miscellaneous	253,249	191,820	61,429
Parks, Recreation and Culture	605,270	615,760	(10,490)
Permits and Fees (Subdivisions)	128,048	243,500	(115,452)
Protective Services	130,076	106,100	23,976
Sewer	565,113	540,000	25,113
Water	629,257	608,184	21,073
MFA refund	367,690	-	367,690
Return on investments	308,462	220,000	88,462
Actuarial adjustment	24,138	-	24,138
Penalty and interest on tax	76,408	65,000	11,408
Grants	1,135,351	2,667,467	(1,532,116)
Donations and contributions	86,986	403,065	(316,079)
Proceeds from disposal of capital assets	790	-	790
Development fees	652,398	2,085,948	(1,433,550)
Local area improvements	11,165	11,908	(743)
	<u>11,134,894</u>	<u>13,872,047</u>	<u>(2,737,153)</u>
Expenditures			
General government services	1,443,912	1,559,913	116,001
Library	210,565	210,565	-
Protective services	1,116,199	1,290,458	174,259
Transportation services	720,582	875,033	154,451
Environmental health services	406,560	424,116	17,556
Public health	27,147	35,169	8,022
Development services	352,443	481,386	128,943
Recreation and cultural services	1,639,832	1,717,273	77,441
Parks operation services	452,998	504,772	51,774
Sewer	326,032	313,870	(12,162)
Water	265,313	333,252	67,939
Interest	244,993	240,665	(4,328)
Capital Expenditures	3,370,491	8,130,427	4,759,936
	<u>10,577,067</u>	<u>16,116,899</u>	<u>5,539,832</u>
Net Operating Revenue	557,827	(2,244,852)	(8,276,985)
Proceeds from new debt	62,780	70,000	(7,220)
Principal repaid net of actuarial adjustment	(228,576)	(197,879)	(30,697)
Net Transfers to/from Reserves and Surplus	(392,031)	2,372,731	(2,764,762)
Net Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* This is a preliminary statement of revenue and expense. Several adjusting entries are still required for the 2007 fiscal year, including inventory adjustments, accruals and other adjustments.

Town of Ladysmith
Preliminary Statement of Operating Revenue and Expense *
For the Year Ending December 31st, 2007

	Preliminary 2007	(Unaudited) Budget 2007	Variance
Revenue			
Taxes	\$ 5,656,861	\$ 5,615,595	\$ 41,266
Fees and charges			
Fines and Licences	77,116	76,500	616
Garbage Collection	426,516	421,200	5,316
General and Miscellaneous	253,249	191,820	61,429
Parks, Recreation and Culture	605,270	615,760	(10,490)
Permits and Fees (Subdivisions)	128,048	243,500	(115,452)
Protective Services	130,076	106,100	23,976
Sewer	565,113	540,000	25,113
Water	629,257	608,184	21,073
Return on investments	286,543	220,000	66,543
Actuarial adjustment	24,138	-	24,138
Penalty and interest on tax	76,408	65,000	11,408
Grants	517,556	545,308	(27,752)
Donations and contributions	-	-	-
Local area improvements	11,165	11,908	(743)
	<u>9,387,316</u>	<u>9,260,875</u>	<u>126,441</u>
Expenditures			
General government services	1,443,912	1,559,913	116,001
Library	210,565	210,565	-
Protective services	1,116,199	1,290,458	174,259
Transportation services	720,582	875,033	154,451
Environmental health services	406,560	424,116	17,556
Public health	27,147	35,169	8,022
Development services	352,443	481,386	128,943
Recreation and cultural services	1,639,832	1,717,273	77,441
Parks operation services	452,998	504,772	51,774
Sewer	326,032	313,870	(12,162)
Water	265,313	333,252	67,939
Interest	244,993	240,665	(4,328)
	<u>7,206,576</u>	<u>7,986,472</u>	<u>779,896</u>
Net Operating Revenue	2,180,740	1,274,403	(653,455)
Principal repaid net of actuarial adjustment	(228,576)	(197,879)	(30,697)
Transfers to Other Funds & Surplus	(1,960,541)	(1,174,434)	773,685
Transfers from Reserves and Surplus	8,377	97,910	(89,533)
Net Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

This is a preliminary statement of revenue and expense. Several adjusting entries are still required for the 2007 fiscal year, including inventory adjustments, accruals and other adjustments.

Town of Ladysmith
Preliminary Statement of Capital Revenue and Expense *
For the Year Ending December 31st, 2007

	Preliminary 2007	(Unaudited) Budget 2007	Variance
Revenue			
Proceeds from disposal of capital assets	\$ 790	\$ -	\$ 790
Proceeds from new debt	62,780	70,000	
Development fees	652,398	2,085,948	(1,433,550)
Donations	71,763	63,700	8,063
Other Revenue	15,223	339,365	(324,142)
Capital grants	617,795	2,122,159	(1,504,364)
MFA Refunds	367,690	-	367,690
Return on investments	21,919	-	21,919
	<u>1,810,358</u>	<u>4,681,172</u>	<u>(2,863,594)</u>
Expenditures			
Property Sale Costs	3,205	5,000	1,795
Capital Expenditures			
General	1,743,151	3,614,917	1,871,766
Water	1,373,337	2,715,510	1,342,173
Sewer	250,798	1,795,000	1,544,202
	<u>3,370,491</u>	<u>8,130,427</u>	<u>4,759,936</u>
Net Capital Expenditures	(1,560,133)	(3,449,255)	(7,623,530)
Transfer MFA Refunds to reserves	(367,690)	-	(367,690)
Transfers from other funds	-	1,174,434	(1,174,434)
Transfers from Reserves and Surplus	1,927,823	2,274,821	(346,998)
	<u>1,927,823</u>	<u>2,274,821</u>	<u>(346,998)</u>
Net Surplus (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* This is a preliminary statement of revenue and expense. Several adjusting entries are still required for the 2007 fiscal year, including inventory adjustments, accruals and other adjustments.



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: P. Leitch, Director of Financial Services
Date: February 13, 2008
File No:

Re: LADYSMITH GOLF CLUB

RECOMMENDATION:

That Council authorize staff to write off the balance owing of \$3,446.38 for the Ladysmith Golf Club from 2006;

And that Council forward the request for a grant in aid from the Ladysmith Golf Club to grant in aid deliberations;

And that Council direct staff to enter into discussions with the Ladysmith Golf Club for a new agreement prior to April 30th, 2008.

BACKGROUND / HISTORY:

The Town of Ladysmith has entered into an agreement with the Ladysmith Golf Club with respect to maintenance of the greens and fairways at the Ladysmith Golf Club (LGC). This agreement was last updated in May 2006 and was renewed for the period May 1st, 2007 to April 30th, 2008. Under the current agreement, the LGC is to pay four equal payments of \$1,200 for a total of \$4,800 per year. At the end of the year, the Town is to notify the LGC of any remaining credit or balance due. This amount is then to be applied to the next year if it is a credit or paid in full by LGC if it is a balance due.

The actual costs and amounts paid are as follows:

	Total Cost	Total Paid	Balance Due
2005	\$5,038.65	\$8,000.00	\$(2,961.35)
2006	7,790.25	1,382.52	3,446.38
2007	3,924.88	0.00	7,371.26

Attached is a copy of a letter from the LGC. The letter explains how they were quoted a "total balance due" and subsequently paid it. After discussions with staff, it appears that they were in fact quoted this amount, which was based on the estimate of \$4,800 per year rather than the actual cost to be recovered. As a result, there

remains a balance payable from 2006 of \$3,446.38 which the LGC thought had been paid in full.

ANALYSIS:

It appears that there was a miscommunication to the LGC regarding the amount that they would be required to pay in 2006. The amount they subsequently paid was approved by the LGC board of directors. It also appears that it will cause the LGC undue hardship to pay both the balance due for 2007 and the balance due for 2006. It is therefore recommended that the outstanding balance from 2006 of \$3,446.48 be written off on the condition that the 2007 balance due of \$3,924.88 be paid in full. LGC has indicated that they would have no problem with paying the balance due for 2007.

The LGC has also indicated in their letter that they have concerns regarding several costly upgrades and repairs that will need to be made to the golf course. The Ladysmith Golf Course provides recreational golf opportunities to a wide range of citizens in Ladysmith and is an asset to the community. It is therefore in the Town's best interest to ensure this asset is properly maintained. It is recommended that the LGC request for a grant in aid be referred to grant in aid deliberations and that a formal grant in aid application be completed by the LGC.

The current agreement that we have with the LGC is due to expire on April 30th, 2008. Upon discussions with LGC, it appears that they are interested in exploring other options for the new agreement. It is recommended that Council direct staff to enter into discussions with the Ladysmith Golf Club regarding a new agreement prior to April 30th, 2008.

ATTACHMENTS:

Letter from Ladysmith Golf Club



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
 From: Felicity Adams, Manager of Development Services
 Date: February 13, 2008
 File No:

Re: DEVELOPMENT APPLICATION FEES AMENDMENT – FEES AND CHARGES BYLAW

RECOMMENDATION:

That the Government Services Committee recommends to Council that Town of Ladysmith Fees and Charges Bylaw 2003, No. 1495 be amended to include development application fees as follows:

OCP/Zoning Amendment	\$1500.00 + advertising costs
Subdivision	\$300.00 + \$100 per lot
Development Permit – Multiple Family, Commercial, Industrial	\$750.00
Development Permit – Downtown Specified Area Signage / Façade Improvement	\$100.00
Development Permit (DPA 6 & 7) – Environmentally Sensitive Areas and Hazard Lands	\$100.00
Development Permit – Amendment	\$100.00
Development Variance Permit	\$750.00
Board of Variance	\$750.00
Temporary Use Permit	\$1000.00 + advertising costs
Strata Conversion	\$200.00 per unit to a maximum of \$2500.00

BACKGROUND / HISTORY:

Planning application fees have not been reviewed for some time. Some types of permits do not currently have an associated fee. The amount of staff resources to process applications has increased overtime, as additional review processes and higher development standards are expected. Current public hearing advertising costs are \$540.00.

ANALYSIS:

Staff has reviewed the time resources required for the statutory process, planning review, applicant communications and advisory committee review undertaken as a part of each type of development application. A summary of the typical work involved by application type can be found at the end of this report.

The maximum fee charges for application processing should be based on the average cost of processing an application. These recommended fee increases are based on a balance of wise financial management (actual cost), effective land use planning and community design and dynamic economic development. If full cost recovery was desired, application fees could be higher (e.g. OCP/Rezoning - \$2000 plus advertising costs; DP - \$1250; DVP - \$900). Currently, the Town's subdivision fees are significantly less than City of Nanaimo and less than that proposed by District of North Cowichan (\$600 plus \$150 per lot) and currently charged by surrounding jurisdictions. It is recommended that increases to subdivision fees be phased in over time, starting with the proposed fee in this report.

The District of North Cowichan has recently undertaken a comprehensive fee review and is in the process of increasing its development application fees. Fees charged elsewhere in the CVRD are outlined at the end of this report.

	CURRENT FEE	PROPOSED FEE
OCP/Zoning Amendment	\$750	\$1500 + advertising costs
Subdivision	\$50 per lot	\$300 + \$100 per lot
Development Permit – Multiple Family, Commercial, Industrial	\$100 – Under \$5K \$250 - \$5K - \$15K \$500 – Over \$15K	\$750
Development Permit – Downtown Specified Area Signage / Façade Improvement	\$0	\$100
Development Permit (DPA 6 & 7) – Environmentally Sensitive Areas and Hazard Lands	\$100 – Under \$5K \$250 - \$5K - \$15K \$500 – Over \$15K	\$100
Development Permit – Amendment	-	\$100
Development Variance Permit	\$100 – Under \$5K \$250 - \$5K - \$15K \$500 – Over \$15K	\$750
Board of Variance	-	\$750
Temporary Use Permit	-	\$1000 + advertising costs
Strata Conversion	-	\$200 per unit to a maximum of \$2500

TYPICAL SCOPE OF WORK INVOLVED IN APPLICATION PROCESSING

OCP/ZONING

An OCP Amendment and/or rezoning application is generally managed by one Planner who facilitates the process, however many other Town staff becomes involved in the application including Engineering, Building, A/O and Corporate Services. Engineering provides input regarding the viability and practicality of a proposed project in terms of roads and servicing. The Building Inspector may provide input from a building code perspective. The A/O-PRC Director provides input on the location of parks and trails. Corporate Services provides file opening and statutory processing (e.g. public hearing). Administrative support is provided by the Development Services department. A public hearing is required. Bylaw consideration is provided by Council.

Combined staff time estimate: 64 hours

DEVELOPMENT VARIANCE PERMIT

A DVP application is managed by a Planner; however, a significant amount of administrative support is required to manage the statutory process. This work is managed within the Development Services department. Engineering and Building staff provides input to the Planner. A DVP requires the mailing and delivery of a notice about the DVP. A DVP is issued by Council.

Combined staff time estimate: 32 hours

TEMPORARY USE PERMIT

A TUP is similar to a rezoning application except that it results in a permit issued for a temporary period and not a bylaw amendment. A Planner manages the file and administrative support from the Department and Corporate Services is required. Engineering, Building and the A/O are involved. A TUP is issued by Council.

Combined staff time estimate: 34 hours

DEVELOPMENT PERMIT

A DP is managed by a Planner. Different types of DP applications require different types of processing. For example, a form and character DP is referred to the Advisory Design Panel, a façade improvement DP is referred to HRAC, and an environmental (streamside protection) DP requires the owner to fulfill the requirements of the provincial Riparian Areas Regulation (RAR). Administrative support is needed for referrals to advisory bodies and permit registration at Land Titles. A DP is issued by Council.

Combined staff time estimate: 39 hours

BOARD OF VARIANCE

An appeal to the Board of Variance is managed by the Secretary to the BOV. The BOV is an independent body with the authority to consider minor variances. Although, these appeals are considered by the BOV, and not Council, the steps are very similar to a DVP. An appeal is granted by the BOV.

Combined staff time estimate: 30 hours

SUBDIVISION

The Approving Officer facilitates the subdivision approval process. Many other Town staff becomes involved in the application including Engineering, Development

Services and Corporate Services. Engineering provides input regarding the viability and practicality of a proposed project in terms of roads and servicing. Development Services provides input regarding land use policy and regulations. Parks provides input on the location of parks and trails.

Combined staff time estimate: Varies

STRATA CONVERSION

The Approving Officer, Building Inspector and Planner are involved in strata conversion. A strata conversion application involves converting a rental building to a strata building. This process may require a building permit application (with a separate fee) as well as a subdivision application.

Combined staff time estimate: 20 hours

PLANNING APPLICATION FEES WITHIN THE CVRD FEBRUARY 2008

Application	Ladysmith	North Cowichan	Duncan	Lake Cowichan	CVRD
OCP amend. + Rezoning	\$750	\$750	\$750	\$750	\$2400 +
Rezoning	\$750	\$750	\$750	\$750	\$2200 +
DVP	\$100 to \$500	\$400	\$400	\$300	\$275
TUP	-	\$400	\$400	\$400	\$1000 + advertising
DP	\$100 to \$500	\$400	\$400	\$400	\$200 to \$400 +
DP – Environmental	\$100 to \$500	\$50	\$400	\$400	\$50
BOV	-	\$200	\$200	\$200	\$300
SUB	\$50 per lot	\$300 + \$100 per lot	\$200 + \$100 per lot	\$50 per lot + \$150 per lot final	\$300 per new parcel
Strata conversion	-	\$300	\$300	\$200 per unit	-

ATTACHMENTS:

None



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: Feb 13, 2008
File No:

RECOMMENDATION

That the Government Services Committee recommend to Council that a budget of \$50,000 be established to replace the roof, interior modifications and required maintenance / repair to the former Health Unit area at 224 High Street;

AND THAT the Purchasing Policy be waived in order that these works can be completed as soon as possible;

AND THAT the expenditure of \$50,000 be included in the 2008-2012 Financial Plan.

BACKGROUND

The Health Unit Services at 224 High Street, according to Vancouver Island Health Authority, will be relocating to the Health Care Facility at the end of March 2008. Due to ongoing issues with staff space at City Hall, it is proposed that Council Chambers be relocated to 224 High Street in order to accommodate modifications at City Hall.

In addition, there may be opportunities for other organizations to use the facility on a temporary basis until such time as the future of this building is determined.

As it does not appear that any maintenance or repairs have been carried out at the Health Unit in a number of years, in particular the roof, that this work is required. The estimate to replace the roof is approximately \$24,000 and numerous other repairs and modifications are also necessary

ATTACHMENTS:

None.



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: Feb 13, 2008
File No:

RECOMMENDATION

That the Government Services Committee receive the report on the Frank Jameson Community Centre Fitness Centre.

BACKGROUND

The Fitness Centre at the Frank Jameson Community Centre has recently completed one full-budget term. The year has been very successful with the fitness studio operations essentially breaking even. In addition, staff have seen a spin-off effect of increased enrolment in recreation programs and aquatics. Interim year end figures indicate that the parks and recreation department net property tax funding required will be approximately \$50,000 less than budgeted.

In the original submission for the Infrastructure Grant, budgets provided for a minimally supervised facility and there was no accommodation for other fitness programs. Because of the demand, it was determined that the Fitness Centre should provide a fully supervised facility and increase the fitness programs offered. As a result, numerous other fitness opportunities have been provided and are selling out. Waitlists are now often required and in some cases we are finding it difficult to find space to meet all of our demands.

The issue of liability is always of utmost concern, therefore, risk management determined that full-time supervision was paramount to the centre's success and staff believe it is one of the main reasons that the participation is still increasing.

Attached is a summary together with other attachments, which indicate the level's of expertise of the fitness centre staff, as well as the organizations, agencies, schools and individuals that are using this facility for a myriad of reasons.

At this time, I would like to commend Sue Glenn and her staff for providing such a positive, safe and inviting atmosphere for the patrons of the Frank Jameson Community Centre Fitness Centre and look forward to continued success with this operation.

ATTACHMENTS:

Parks and Recreation Department Actual Vs. Budget Review
Fitness Centre Usage Summary

**Town of Ladysmith
Parks and Recreation Department
Actual Vs. Budget Review
* Interim Costs For the Year Ending December 31st, 2007**

	Actual	Budget	Variance
Revenue			
Fitness Studio	\$ 189,679	\$ 196,585	\$ (6,906)
Aquatics	\$ 271,981	\$ 268,925	\$ 3,056
Recreation Programs	\$ 76,995	\$ 77,600	\$ (605)
Area G & H Grant	\$ 105,098	\$ 105,100	\$ (2)
Other Grants	\$ -	\$ 14,694	\$ (14,694)
Facility Leases	\$ 50,621	\$ 50,650	\$ (29)
Other Revenue	\$ 18,294	\$ 23,000	\$ (4,706)
Total Revenue From Operations	\$ 712,668	\$ 736,554	\$ (23,886)
Expenditures			
Fitness Studio	\$ 192,556	\$ 162,926	\$ (29,630)
Aquatics	\$ 499,392	\$ 489,450	\$ (9,942)
Recreation Programs	\$ 109,894	\$ 163,644	\$ 53,750
Administration	\$ 313,699	\$ 425,204	\$ 111,505
FJCC Front Office	\$ 152,426	\$ 124,831	\$ (27,595)
Marketing	\$ 44,579	\$ -	\$ (44,579)
Parks & Outdoor Facility Maintenance	\$ 17,329	\$ 15,500	\$ (1,829)
Facility Maintenance	\$ 300,235	\$ 323,291	\$ 23,056
Total Operating Expenditures	\$ 1,630,110	\$ 1,704,846	\$ 74,736
Net Tax Funding Required	\$ 917,442	\$ 968,292	\$ 50,850

* Costs taken from interim trial balance, final adjustments not completed.

Summary

Physical inactivity levels for children and adults is a concern in Canada as obesity levels amongst our youth are becoming alarmingly high and adult obesity rates have increased by more than 2.5 times in the past decade.

The message of health, wellness, and disease prevention through physical activity has become very widespread in recent years. Along with much of the population, people with disabilities and older adults are looking towards fitness centres and recreation facilities as a means to be more active and achieve a healthy lifestyle.

The Fitness Centre located in the FJCC is an exercise and health education and resource centre where people can find information on health-related illnesses and exercise. Fitness Centre staff are BCRPA certified strength trainers and fitness leaders and have worked hard at establishing relationships with various organizations to better educate and inform fitness centre and facility users. Users can find information related to diabetes, arthritis, heart & stroke, Parkinson's, Alzheimer's, obesity, etc. Fitness Centre staff have also broadened their scope of practice and education to be able to work with seniors, and those with arthritis, diabetes and parkinson's.

The Fitness Centre is also used by Physiotherapy, Chiropractor and Health clinics (Duncan to Nanaimo) as a facility where patients can safely perform their rehabilitation exercises. Doctors, Physiotherapists, and Chiropractors recognize and appreciate that this facility is consistently staffed with qualified employees, and these professionals quite often consult with staff to develop a safe and affordable exercise program for the rehabilitating patient. Some clinics and organizations referring their patients to our facility include: WCB, ICBC, Joint Ventures Physiotherapy, Vancouver Island Physiotherapy Clinic, Ladysmith Physiotherapy Clinic, Dynamic Rehabilitation Inc., Crofton Physiotherapist Corp, South Care Chiropractic, & Hillside Medical Centre.

Facility Users

43% of Fitness Centre users are 50 yrs and older and 68% of them marked 'yes' on their PAR-Q (health form) - which indicates they have a health issue related to physical exercise and are required to see a physician before starting an exercise program.

The Fitness Centre is used by various special user groups which include: Ladysmith Secondary, Alternate Group, and Intermediate Schools Community Links, Moving On Services, Tsow-tun-le-lum Society, and H'ulh-etun Health Society.

Fitness Centre Staff

Fitness Centre Staff contribute to the coordination of various community special events which include: Mayor's 100 Pound Challenge, various Pedometer and Active Community Challenges, Holland Creek Crunch, Terry Fox Run, Kids Tri, and Cinnamon Bun Fun Run.

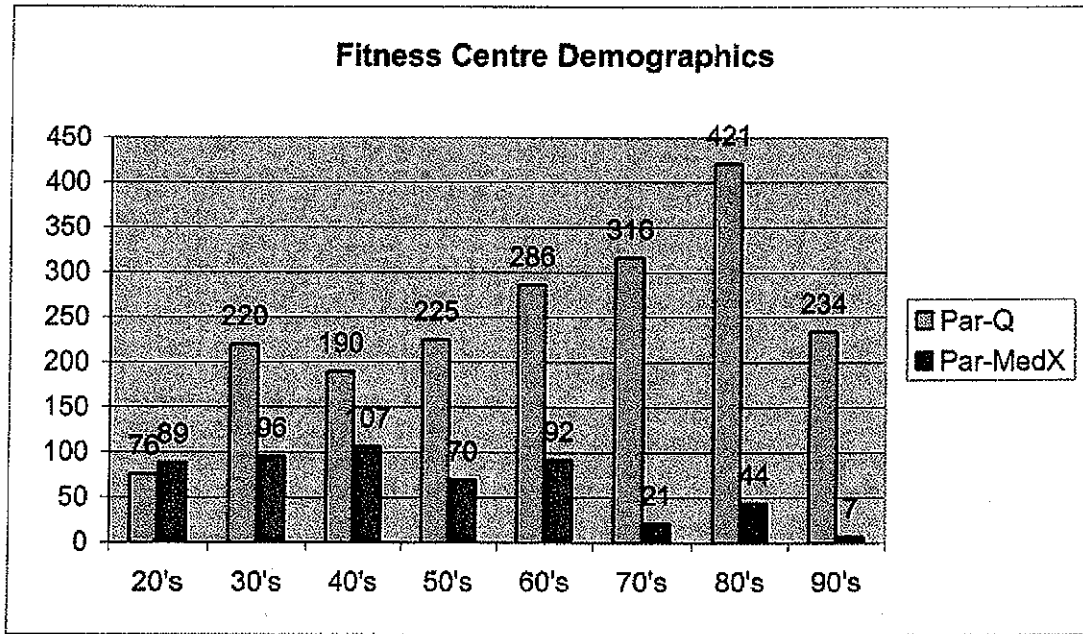
Fitness Centre Staff are also responsible for all the cleaning and general maintenance of the Fitness Centre and Studio rooms and equipment (with the exception of the Fitness Centre and Studio floors).

Fitness Programs 3 year Comparison

	2005		2006		2007	
	# of classes	revenue	# of classes	revenue	# of classes	revenue
Abs Express	10	\$ 1,520	5	\$ 1,080	6	\$ 1,110
Ball Fit	10	\$ 1,140	6	\$ 1,565	1	\$ 290
Body Blaster					1	\$ 195
Bootcamp			1	\$ 580	6	\$ 3,160
Bootcamp Teens					1	\$ 285
Cardio Blast		drop-in		drop-in		drop-in
Cardio Box				drop-in		drop-in
Cardio Dance					1	\$ 635
Core Stability			5	\$ 1,676	6	\$ 1,850
Drop-In Spin				drop-in		drop-in
Fitness Lite	5	\$ 1,750	1	\$ 535		drop-in
Hip Hop			1	\$ 380	1	\$ 715
Instructor WS			1	\$ 1,170	1	\$ 1,820
Latin Dance					1	\$ 380
Mom & Baby BC					2	\$ 690
Nordic Walking					1	\$ 175
Osteofit					2	\$ 1,325
Speed & Power					2	\$ 350
Spin Class			16	\$ 5,245	30	\$ 8,507
Spin & Core			3	\$ 380	1	\$ 140
Step Challenge					2	\$ 500
Step Fit		drop-in		drop-in		drop-in
Strength Plus		drop-in		drop-in		drop-in
Yoga				drop-in		drop-in
10k Training	1	\$ 825	1	\$ 4,400	1	\$ 3,085
TOTAL	26	\$ 5,235	40	\$ 17,011	66	\$ 25,012

Par-Q & Health Forms (November 2006 - November 2007)

Year Born	20's	30's	40's	50's	60's	70's	80's	90's
Par-Q	76	220	190	225	286	316	421	234
Par-MedX	89	96	107	70	92	21	44	7



FITNESS CENTRE USEAGE

January	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	23	13	14	5	10	x
7:00-8:00	x	11	10	11	12	5	x
8:00-9:00	13	21	17	18	11	22	12
9:00-10:00	17	9	21	16	8	24	14
10:00-11:00	14	29	16	20	16	28	12
11:00-12:00	17	11	13	16	9	14	16
12:00-1:00	8	15	6	11	15	24	2
1:00-2:00	6	13	11	9	7	18	10
2:00-3:00	7	5	7	18	13	5	10
3:00-4:00	1	19	27	22	12	11	5
4:00-5:00	5	26	16	17	15	15	11
5:00-6:00	7	27	12	22	13	16	2
6:00-7:00	x	23	21	23	8	12	x
7:00-8:00	x	25	4	12	5	14	x
8:00-9:00	x	5	2	0	1	3	x
February	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	22	13	19	17	17	x
7:00-8:00	x	13	10	14	9	14	x
8:00-9:00	13	24	9	16	19	12	19
9:00-10:00	9	21	16	9	17	20	17
10:00-11:00	9	19	14	16	9	13	4
11:00-12:00	9	16	8	13	11	13	13
12:00-1:00	4	8	6	14	8	8	7
1:00-2:00	7	11	12	9	9	11	4
2:00-3:00	11	9	9	10	10	8	5
3:00-4:00	6	18	22	16	15	8	8
4:00-5:00	10	15	21	14	13	9	11
5:00-6:00	13	12	17	11	16	11	7
6:00-7:00	x	21	13	14	17	7	x
7:00-8:00	x	13	10	12	11	7	x
8:00-9:00	x	2	3	5	0	0	x
March	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	16	9	14	13	13	x
7:00-8:00	x	8	11	10	9	8	x
8:00-9:00	13	12	13	12	4	18	13
9:00-10:00	11	21	13	18	18	10	10
10:00-11:00	5	24	12	17	16	14	10
11:00-12:00	7	11	6	7	16	16	15
12:00-1:00	5	15	11	14	4	12	13
1:00-2:00	6	17	18	10	9	16	10
2:00-3:00	9	7	4	16	5	11	8
3:00-4:00	3	17	10	9	10	12	5
4:00-5:00	3	17	17	22	12	11	4
5:00-6:00	4	23	6	19	10	8	3
6:00-7:00	x	13	17	13	10	8	x
7:00-8:00	x	14	5	7	7	11	x
8:00-9:00	x	4	2	8	1	2	x

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	17	12	16	14	17	x
7:00-8:00	x	10	18	14	11	13	x
8:00-9:00	16	25	15	8	11	15	15
9:00-10:00	15	9	11	7	11	11	11
10:00-11:00	5	16	18	12	7	10	6
11:00-12:00	5	11	11	12	8	11	10
12:00-1:00	1	10	15	8	14	9	5
1:00-2:00	2	14	4	3	3	15	5
2:00-3:00	1	12	6	8	9	9	2
3:00-4:00	3	27	20	17	9	6	2
4:00-5:00	8	15	11	8	12	3	7
5:00-6:00	4	13	10	9	5	6	3
6:00-7:00	x	19	14	10	8	5	x
7:00-8:00	x	14	5	11	5	4	x
8:00-9:00	x	9	1	2	0	3	x
May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	19	11	21	10	21	x
7:00-8:00	x	11	10	12	3	7	x
8:00-9:00	9	18	13	16	6	9	14
9:00-10:00	2	21	9	8	10	16	4
10:00-11:00	6	11	6	5	6	6	3
11:00-12:00	3	11	7	5	5	5	10
12:00-1:00	3	5	4	7	12	5	10
1:00-2:00	4	4	3	4	6	3	6
2:00-3:00	6	17	6	4	9	9	3
3:00-4:00	2	21	16	13	8	7	0
4:00-5:00	2	13	14	9	22	4	7
5:00-6:00	2	16	8	19	1	8	2
6:00-7:00	x	24	9	19	13	6	x
7:00-8:00	x	12	6	12	1	2	x
8:00-9:00	x	2	3	8	3	2	x
June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	16	12	16	12	17	x
7:00-8:00	x	15	5	5	4	10	x
8:00-9:00	7	19	15	13	14	9	6
9:00-10:00	11	8	11	18	11	9	11
10:00-11:00	2	6	9	16	8	7	8
11:00-12:00	6	6	11	8	6	6	14
12:00-1:00	2	11	4	3	4	15	8
1:00-2:00	3	8	4	6	7	3	8
2:00-3:00	8	9	8	8	7	3	8
3:00-4:00	3	18	12	15	16	14	5
4:00-5:00	2	13	19	22	20	9	3
5:00-6:00	3	5	10	12	1	7	3
6:00-7:00	x	14	13	9	5	1	x
7:00-8:00	x	6	7	6	5	2	x
8:00-9:00	x	6	4	7	5	4	x

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	24	13	18	14	18	x
7:00-8:00	x	7	3	7	6	8	x
8:00-9:00	10	5	6	10	10	4	14
9:00-10:00	4	14	2	22	14	12	12
10:00-11:00	9	7	2	16	11	14	12
11:00-12:00	8	7	5	10	9	3	12
12:00-1:00	11	11	8	9	12	5	2
1:00-2:00	3	8	13	7	2	8	10
2:00-3:00	2	6	14	4	10	4	10
3:00-4:00	2	9	11	12	11	9	6
4:00-5:00	6	8	13	13	14	9	7
5:00-6:00	0	11	4	5	3	5	0
6:00-7:00	x	8	4	10	8	4	x
7:00-8:00	x	20	15	13	9	3	x
8:00-9:00	x	3	4	1	5	6	x
August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	10	8	20	8	11	x
7:00-8:00	x	11	6	12	6	10	x
8:00-9:00	7	4	7	1	10	5	5
9:00-10:00	5	15	15	12	10	9	5
10:00-11:00	12	6	10	10	13	13	11
11:00-12:00	11	7	2	3	5	7	5
12:00-1:00	6	13	11	9	12	12	11
1:00-2:00	2	4	1	6	3	3	2
2:00-3:00	2	10	5	3	3	6	3
3:00-4:00	3	9	4	11	10	6	3
4:00-5:00	6	10	11	8	6	12	5
5:00-6:00	7	11	11	8	9	10	4
6:00-7:00	x	14	7	9	9	0	x
7:00-8:00	x	11	7	8	3	5	x
8:00-9:00	x	2	1	2	5	4	x
September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	20	16	22	16	11	x
7:00-8:00	x	11	11	3	5	10	x
8:00-9:00	11	8	13	8	9	6	
9:00-10:00	3	17	14	9	9	16	12
10:00-11:00	8	7	8	9	16	10	4
11:00-12:00	8	4	9	13	3	10	7
12:00-1:00	5	6	6	5	9	10	9
1:00-2:00	9	7	11	6	9	15	3
2:00-3:00	6	9	9	3	5	4	6
3:00-4:00	5	16	10	19	12	8	1
4:00-5:00	0	19	16	10	6	10	0
5:00-6:00	0	11	15	13	11	3	0
6:00-7:00	x	13	10	8	10	4	x
7:00-8:00	x	8	7	11	6	0	x
8:00-9:00	x	1	1	0	2	0	x

October	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	21	10	24	17	18	x
7:00-8:00	x	12	6	6	6	6	x
8:00-9:00	6	16	15	13	10	12	19
9:00-10:00	5	18	10	16	7	14	8
10:00-11:00	5	8	7	13	8	12	13
11:00-12:00	0	15	6	11	7	24	6
12:00-1:00	3	4	6	11	0	12	2
1:00-2:00	7	5	4	5	17	7	14
2:00-3:00	5	6	11	15	11	15	3
3:00-4:00	4	18	17	13	7	14	5
4:00-5:00	5	18	19	17	12	6	6
5:00-6:00	2	8	13	12	13	2	0
6:00-7:00	x	20	26	15	6	4	x
7:00-8:00	x	8	12	11	16	1	x
8:00-9:00	x	0	1	4	0	0	x
November	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	22	13	19	17	17	x
7:00-8:00	x	13	10	14	9	14	x
8:00-9:00	13	24	9	16	19	12	19
9:00-10:00	9	21	16	9	17	20	17
10:00-11:00	9	19	14	16	9	13	4
11:00-12:00	9	16	8	13	11	13	13
12:00-1:00	4	8	6	14	8	8	7
1:00-2:00	7	11	12	9	9	11	4
2:00-3:00	11	9	9	10	10	8	5
3:00-4:00	6	18	22	16	15	8	8
4:00-5:00	10	15	21	14	13	9	11
5:00-6:00	13	12	17	11	16	11	7
6:00-7:00	x	21	13	14	17	7	x
7:00-8:00	x	13	10	12	11	7	x
8:00-9:00	x	2	3	5	0	0	x
December	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00-7:00	x	17	12	16	14	17	x
7:00-8:00	x	10	18	14	11	13	x
8:00-9:00	16	25	15	8	11	15	15
9:00-10:00	15	9	11	7	11	11	11
10:00-11:00	5	16	18	12	7	10	6
11:00-12:00	5	11	11	12	8	11	10
12:00-1:00	1	10	15	8	14	9	5
1:00-2:00	2	14	4	3	3	15	5
2:00-3:00	1	12	6	8	9	9	2
3:00-4:00	3	27	20	17	9	6	2
4:00-5:00	8	15	11	8	12	3	7
5:00-6:00	4	13	10	9	5	6	3
6:00-7:00	x	19	14	10	8	5	x
7:00-8:00	x	14	5	11	5	4	x
8:00-9:00	x	9	1	2	0	3	x

EXCERPTS ON LIABILITY / RISK MANAGEMENT.

4

settings; however, it can be effectively minimized by implementing risk management strategies. The Strength & Conditioning coordinator is ultimately responsible for risk management, but all practitioners should be involved in the various aspects of the process. Eickhoff-Shemek²³ proposes a 4-step procedure (adapted from Head & Horn³⁴) for applying standards of practice to the risk management process:

1. *Identify and select standards of practice, as well as all applicable laws.* Because so many standards of practice are published by various organizations, it is challenging for the Strength & Conditioning professional to be aware of all of them, and determine which ones are appropriate when implementing the risk management plan. In terms of participant safety, the most conservative or stringent standards in a given industry should generally be used.
2. *Develop risk management strategies reflecting standards of practice and all applicable laws.* This step involves writing procedures describing specific responsibilities and/or duties that staff would carry out in particular situations. The procedures should be written clearly, succinctly, and without excessive detail (too much detail may not allow the flexibility practitioners need in particular situations, and make implementation of those strategies difficult or impractical). Once the written procedures are finalized, they should be included in the staff policies and procedures manual.
3. *Implement the risk management plan.* Implementation of the risk management plan primarily involves staff training to ensure that the practitioner's daily conduct will be consistent with written policies and procedures, and selected laws and standards of practice. The policies and procedures manual should be used in conjunction with the initial training of new employees, as well as during regular in-service training where all employees practice a particular (e.g., emergency) procedure. From a legal perspective, it is also important to explain to staff why it is essential to carry out such duties appropriately.
4. *Evaluate the risk management plan.* Like the law, standards of practice are not static and need to be updated periodically to reflect change. The risk management plan should be formally evaluated at least annually, as well as after each incidence of accident or injury to determine whether emergency procedures were performed correctly and what could be done to prevent a similar incident in the future.

Liability Exposure In The Strength & Conditioning Profession

While each Strength & Conditioning program and facility is unique, the *NSCA Professional Standards & Guidelines Task Force* has identified nine (9) areas of potential liability exposure, as delineated below. It is important to note that they are interrelated — for example, proper instruction and supervision is associated with personnel qualifications, as well as facility layout and scheduling issues. Noncompliance in any area can therefore affect others, and in turn compound the risk of liability exposure and potential litigation. Furthermore, the Strength & Conditioning practitioner and his/her employer share the corresponding duties and responsibilities.

Collectively within these liability exposure areas, eleven (11) standards and thirteen (13) guidelines for Strength & Conditioning practitioners have further been identified (these are

C),^{43,44} The scope of practice for the Strength & Conditioning profession has expanded and diversified to the point where it is very challenging — and often unrealistic — for each individual to acquire proficiency in all areas. Furthermore, the productivity of a hierarchical (single-leader) work group can be significantly improved by applying the team model to staffing; and the same team dynamics that augment the group's effectiveness also tend to enhance individual members' learning and skill acquisition.⁴³

3. **Program Supervision & Instruction.** It has been estimated that 80% of all court cases concerning athletic injuries deal with some aspect of supervision.¹² Although serious accidents are rare in supervised exercise programs, the liability costs associated with inadequate or lax supervision are very expensive; and the plaintiff's recovery rate in such negligence lawsuits is almost 56%.⁵⁴ The main causes of these incidents are poor facility maintenance, defective equipment, and inadequate instruction or supervision. The importance of staffing is readily apparent in each circumstance. For example, Rabinoff⁶⁵ reviewed 32 litigations arising from negligent weight training supervision, and found that three issues were raised by the plaintiff's attorneys in each case: poor instruction (or instructor qualifications); lax/poor supervision; and failure to warn of inherent dangers (in the equipment, facility, or exercise). The standard of care used in each case was based upon statements established by the NSCA, ACSM or AAHPERD. A prevalent trend in such litigations is the issue of "professional instructor qualifications" — i.e. appropriate degrees, recognized certifications, training, experience, and continuing education (refer to item 2, and Appendices A & B).

Athletes in a Strength & Conditioning facility must be properly supervised and instructed at all times to ensure maximum safety — especially because of the athletic, skillful nature of many activities implemented in Strength & Conditioning programs, in accordance with the *dynamic correspondence*⁷³ and *practice specificity*^{68,69} principles. Bucher & Krotee¹² recommend the following cardinal principles of supervision:

- Always be there.
- Be active and hands-on.
- Be prudent, careful, and prepared.
- Be qualified (e.g., accredited degree, CSCS, CPR, First Aid).
- Be vigilant.
- Inform athletes of safety and emergency procedures.
- Know athletes' health status.
- Monitor and enforce rules and regulations.
- Monitor and scrutinize the environment.

In addition to the physical presence of qualified professionals during Strength & Conditioning activities, effective instruction and supervision involves a range of practical considerations:^{5,7,16,36,37,39,50}

- A clear view of all areas of the facility — or at least the zone being supervised by each practitioner — and the athletes in it (this issue is related to facility design and layout, i.e. equipment placement with respect to visibility, versatility and accessibility; refer to item 4)



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 12, 2008
File No:

Re: LIFT STATION DOGWOOD DRIVE

RECOMMENDATION:

That the Committee recommend to Council to authorize the expenditure of \$21,500 for the installation of the lift station and forcemain from 350 Dogwood Drive to the gravity sewer at Stephenson Road with the funds to come from the sewer utility reserves.

BACKGROUND / HISTORY:

At the January Government Services Committee meeting, Council authorized administration to negotiate an agreement with the owner of Holland Creek Place to construct a combined lift station and forcemain within their development. Due to the much larger size lift station required, and the much higher cost associated with that option, a decision was made to go back to the original location for the lift station on Dogwood Drive.

The agreement between the Town and the owner of 350 Dogwood Drive required that the Town supply a lift station at the property line on Dogwood Drive within a month of the owner obtaining a building permit. The building permit was issued in November and the owner has situated his building on the site.

The cost of the lift station and forcemain is estimated at approximately \$21,500.

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 12, 2008
File No:

Re: CHEMAINUS ROAD RECONSTRUCTION

RECOMMENDATION:

That the Committee receive this report for information only.

BACKGROUND / HISTORY:

On February 8th, the Federal and Provincial Government announced that Ladysmith would receive a grant for \$1,800,000 to assist with the reconstruction of Chemainus Road. The construction drawings and the tender contract are being drafted in order to complete the project in a timely manner.

A public information meeting is scheduled for Monday, February 25th at 7:00 p.m. at Aggie Hall. Information signs will be installed at either end of the project identifying the time frame for the construction phase of the project. Two additional signs will be installed in Chemainus and halfway to Chemainus with the same information.

During the construction, a number of options for traffic movement need to be considered:

1. Putting in a temporary bypass at North Watts Road to go through Baker Road. There is a safety concern at the entrance to the Island Highway which needs to be addressed with this option.
2. Putting in a permanent bypass from the end of Thicke Road to the Lights at South Watts Road. This would require an additional railway crossing but is the best location for an additional access to the Island Highway.
3. Closing the Road between 8:00 a.m. and 6:00 p.m. daily during the construction period. This would require people south of the construction to drive around to Chemainus to access the Island Highway.
4. Ensuring that the contractor has adequate flag people to allow for one way traffic through the construction site. This would slow the traffic greatly but would allow all traffic to get through.

All the options identified above, except the straight road closure, will increase the cost of the project substantially. With the extra cost associated with the bypass options, the most desirable is the extension of Thicke Road as it could be a permanent solution.

In order to include any input from the public information meeting on the 25th, it is our intention to go to tender by the end of February. An award of the contract is slated for the April 7th Council meeting. The construction could begin within 2 weeks of the award and would likely run till September 1, 2008.

ATTACHMENTS:

Wording of sign to inform public

CHEMAINUS ROAD CLOSURE

From Glen Ave to North Davis Rd

Between 8:00 am and 6:00 pm

From April 21 to Sept 1



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 8, 2008
File No:

Re: LONG TERM WATER SUPPLY

RECOMMENDATION:

That the Committee receive the attached report from Koers & Associates Engineering Ltd. for information and instruct staff to include the recommendations from the report in the 2008 budget process.

BACKGROUND / HISTORY:

In August of 2005, Council awarded a contract to EBA Engineering Consulting Ltd to assess the Geological and Hydrological conditions of Stocking Lake, Holland Lake, and Prevost Lake to develop options for consideration to increase the reliability and quantity of the available surface water supply for the Town's future use. A preliminary report recommended the decommissioning of Prevost Lake which Council authorized in November of 2005.

With the discovery of the hydrocarbons in Chicken Ladder Dam in the spring of 2006, Council authorized Koers & Associates Engineering Ltd. to assess the feasibility of directing the water from Holland Lake to Stocking Lake and then distributing to the residents from the combined source. As part of their investigations, Koers & Associates was also requested to include in their assessment, the feasibility of using the Cassidy Aquifer as a possible source of water supply for the Town in the future.

Attached is the combined report from EBA Engineering Consultants Ltd. and Koers & Associates Engineering Ltd.

ATTACHMENTS:

Koers & Associates Interim Report



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 6, 2008
File No:

Re: 2008 GRAVEL SUPPLY

RECOMMENDATION:

That Council extend the contract for the supply of gravel to Island Aggregate Ltd. for the same unit rates as in their 2007 tender.

BACKGROUND / HISTORY:

Each year the Town goes to tender for the supply of various products. In 2007, Island Aggregate was awarded the contract for the supply of the various types of gravel the Town needs throughout the year, being low tender.

We have received a letter from Island Aggregate Ltd. offering the same prices as quoted in their 2007 tender for 2008.

Article 3.3 of our tender conditions allows the Town to extend the contract for a second year upon mutual agreement of both parties.

ATTACHMENTS:

Letter from Island Aggregate Ltd.

Island Agregates Ltd**Ph. 250-245-7625 Cell 250-616-1224 Fax 250-753-0156**

**Town of Ladysmith
P.O. Box 220
Ladysmith, BC
V9G 1A2
Ph: 250-245-6440
Fax: 250-245-0932
Att: Joe Friesenhan
January 22, 2008**

**Att: Joe
Re: Gravel supply (and Disposal Cost) for 2008**

As per tender conditions section 3.3 The Town reserves the right to extend the contract for an additional one-year period if agreeable to both parties.

As the supplier of gravel products to the Town of Ladysmith for 2007 we would be willing to extend the contract for the 2008 year at the 2007 tendered prices.

If this meets your approval please contact us and we will fill out and return any required documents.

**We look forward to doing business with you
Please call if you have any questions**

**Thank you,
Les**



**265 Fry Street, P.O. Box 358 Nanaimo, B.C. V9R 5L3
Cell: (250) 616-1224 Fax: (250) 753-0156**



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 12, 2008
File No:

Re: SEWER TREATMENT OPTIONS

RECOMMENDATION:

That Council accept the attached report for information and authorize the Chief Utility Operator, the Director of Public Works and a Councillor to visit the closest and longest operating Moving Bed Biofilm Reactor and Membrane Bioreactor plants.

BACKGROUND / HISTORY:

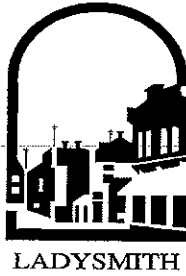
In June of 2007, Council requested staff to begin investigations of the various options for sewer treatment that would bring the Town to secondary treatment. Dayton & Knight were engaged to assess a number of processes which would fit on the small footprint available. The objective of the assessment was to select the most suitable and appropriate secondary treatment technology for the Town.

The attached report evaluates the four main treatment processes based on environmental, societal, and financial criteria. Of the four processes that would fit on the small footprint, the Moving Bed Biofilm Reactor and the Membrane Bioreactor are the two that show to be the most appropriate treatment solution.

It is desirable for the Town to have a first hand look at the two most suitable processes and discuss with the operators of those facilities the reliability of the process, ease of operation, effluent quality and ancillary needs. A site visit for the Chief Utility Operator, The Director of Public Works and a Councillor is appropriate to verify the findings of the report. The Town did receive a \$10,000 study grant to determine the most suitable technology available.

ATTACHMENTS:

Process Confirmation Report from Dayton & Knight



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
 From: Joe Friesenhan, Director of Public Works
 Date: February 6, 2008
 File No:

Re: DAVIS ROAD SIDEWALK

RECOMMENDATION:

That Council authorize the additional expenditure for the Craig Road and Davis Road sidewalk project of \$26,257 in 2007 and amend the 2007 financial plan to include this expenditure, to be funded from allocated surplus;

And that Council authorize the additional expenditure of \$44,676 for the Craig Road and Davis Road sidewalk project and that this expenditure be included in the 2008 Financial Plan.

BACKGROUND / HISTORY:

The 2007 Capital Budget included \$72,000 for the construction of a sidewalk on the South side of Craig Road from Davis Road to the new subdivision at the top of Craig Road. Prior to the start of the construction, Council authorized the addition of a sidewalk along Davis Road from Craig Road North towards Hall Road.

The following items were not included in the original budget:

- 1) The addition of the extra sidewalk along Davis Road;
- 2) The need to address the storm sewer along that section of the road;
- 3) The need to widen the road which required extra pavement; and
- 4) The need to have 3 power poles moved.

The exceptionally wet weather during the construction also required that some of the works had to be completed more than once. As a result the total costs incurred in 2007 for this project were more than expected. A breakdown of actual and expected costs is as follows:

	Actual	Budget	Variance
2007 Davis Road Expenditures	\$98,257	\$72,000	\$(26,257)
2008 Davis Road YTD Expenditures	8,676	0	(8,676)
2008 Expected Additional Davis Road Cost	22,000	0	(22,000)
2008 Expected Additional Craig Road Cost	<u>14,000</u>	<u>0</u>	<u>(14,000)</u>
Total Expected costs Davis/Craig Road SW	<u>\$142,933</u>	<u>\$72,000</u>	<u>\$(70,933)</u>

The cost to date is \$106,933 for the works completed. In order to complete the works along Davis Road, an additional \$22,000 is required. To complete the works along Craig Road an additional \$14,000 is required. An amendment will need to be made to the 2007 Financial Plan to include the additional expenditure for the Davis Road sidewalk and all of the 2008 expenditures will need to be included in the 2008 Financial Plan.

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 13, 2008
File No:

Re: FRENCH STREET WATER

RECOMMENDATION:

That Council authorize the additional expenditure of \$10,000 for the relocation of the watermain at 860 Esplanade;

And that the 2008 – 2011 Financial Plan include the expenditure of \$25,000 to be funded from the Water Capital Reserve.

BACKGROUND / HISTORY:

When the Province completed the work on the Island Highway through Ladysmith, French Street was closed for access to the highway. A decision was made to close the right of way portion from the lane to the highway and convert it into a city lot. The watermain runs through the middle of the newly created lot and needs to be relocated to an easement along the side in order to be able to construct a building on the site.

In June of 2005, Council authorized administration to relocate the waterline with the funds to come from the water utility reserve. The cost estimate at the time was \$15,000. Due to the heavy workload, lack of manpower, and the lower priority for the relocation, the work was never completed.

The lot has been sold and the owner has applied for a permit to build. The watermain needs to be moved now and the new estimate for the relocation is \$25,000.

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 13, 2008
File No:

Re: REPORT ON VANDALISM - 2007

RECOMMENDATION:

For your information

BACKGROUND / HISTORY:

2007 proved to be another bad year for vandalism. There was not any particular area that was hit worse than others. Some of the most troublesome are where the vandals kick the heads off the irrigation system which shuts down the system and then also has an effect on the grass or plants in that area. Another type is the writing of graffiti on street signs, buildings, parks furniture or structures.

The greatest concern is the vandalism that has the potential of harming an innocent passer-by. We had numerous such occasions where vandals lifted the catch basin grates and dropped them into the catch basin. This can be a very dangerous situation for people walking in the dark. In 2007 we had a period of approximately two months where vandals pulled grates on a regular basis.

The vandalism that is the most costly is when the vandals actually break things. Numerous trees were lost last year from vandals either breaking the branches or the entire tree. The hardest and most costly area hit last year was the Kinsmen Shelter where vandals burnt the benches and broke sections of the wall and marked the remaining areas with graffiti on two separate occasions. The trails have also had some vandalism where the bridges were damaged.

The cost to the taxpayer in 2007 for the vandalism was just over \$13,000 in the Parks area and just under \$13,000 in other areas throughout the Town. This does not include any vandalism that was noticed on private property which was taken care of by the private sector.

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 6, 2008
File No:

Re: SEWER & DRAIN BLOCKAGE POLICY

RECOMMENDATION:

That Council adopt the attached policy for sewer and drain blockages.

BACKGROUND / HISTORY:

Each year, Public Works gets a number of calls regarding blocked sewer services. In most instances, the property owner hires a private firm to run an auger in the drain from the property side of the service. The company pushes whatever is in the pipe past the property line and then phones Public Works and says the problem is now a Town problem.

Attached is a policy which establishes the liability for a plugged sewer to be that of the property owner. The only responsibility the Town would take is if the service pipe on Town right of way is broken or if it is plugged with roots from a tree on Town property.

ATTACHMENTS:

Draft Council Policy for sewer and drain blockages.



TOWN OF LADYSMITH

COUNCIL POLICY

DRAFT

TITLE: SEWER AND DRAIN BLOCKAGES – PRIVATE PROPERTY

In regard to blockages in private property sewer and drain laterals, the following procedure and policy is followed by the Town of Ladysmith.

1. Owners are responsible for sewer and drain laterals on their (private) property and within private easements.
2. In the event of a blockage, Owners shall first ensure that it is NOT in their system by having a plumbing or drain cleaning firm rod and clean the piping from their building to the property line. (see attached drawing SK-1)
3. If the blockage is beyond the property line, the Owner, or their pipe cleaning firm, shall contact the Town of Ladysmith Public Works Department prior to entering Municipal Property.

Note: Any unauthorized work in municipal property may void reimbursement for investigative works, and may require payment by the pipe cleaning firm for repair to utilities or services damaged by such unauthorized work in municipal property.

4. Municipal staff will attend the site, or advise the Owner (or his representative) to either continue into Municipal property, or to remove their equipment so Municipal crews can continue the cleaning process.
5. Should the sewer or drain blockage be found to be as a result of a deficiency in the Municipal system (broken pipe, misalignment, or roots from boulevard trees), Municipal crews will complete any works required to repair or replace the piping in Municipal property.
6. The Owner is responsible for paying the contractor for all works completed on private property.
7. When the blockage is found to be in the Municipal system as described in item #5, the Owner may submit copies of the paid contractor's invoice to the Municipality. The invoice will receive due consideration for reimbursement of **investigation costs (up to a maximum of \$200)** on private property. Costs for installation of clean-outs, replacement of piping and any other work done on private property will not be reimbursed.
8. Pursuant to Section 288 of the Local Government Act, the Municipality is not liable for damages arising from the malfunction of sewer or drain systems Owners should contact their own insurance company in this regard.

Effective date: _____

APPROVED BY: _____ **46**

Town of Ladysmith

STAFF REPORT



To: Government Services Committee
From: Joe Friesenhan, Director of Public Works
Date: February 8, 2008
File No:

Re: SOUTH END RESERVOIR PRE-DESIGN

RECOMMENDATION:

That the Committee request that Council direct staff to carry forward the unexpended amount of \$392,520 for the South East Water Reservoir in the 2007 Financial Plan to the 2008 Financial Plan to complete the recommendations for the South End Reservoir and Water Distribution Pre-Design work.

BACKGROUND / HISTORY:

In 2006, Koers & Associates Engineering Ltd. was engaged by the Town to determine the future location of the south end reservoir. The estimated project cost at that time was \$1,464,420 and was included in the 2007 - 2011 Financial Plan (\$435,920 - 2007, \$1,028,500 - 2008). This financial plan was based on the assumption that we would qualify for a grant to assist us with this project. Certain work needs to be completed prior to application for the grant and was included in our preliminary budget.

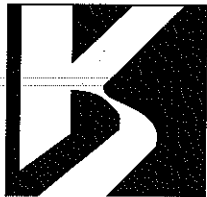
With the construction of the Arbutus Reservoir nearing completion, and the submission of the report from Koers & Associates regarding the Water Supply Improvement Strategy received; the site layout and the preliminary geotechnical suitability of the site along with a preliminary design need to be completed to provide a basis for a cost estimate and application for funding for the project. Additional computer modelling for the Town's water distribution system to determine upgrading requirements for future needs also needs to be completed.

The total actually spent in 2007 was \$43,400 so the remainder of the budget of \$392,520 will need to be carried forward to 2008. Attached is a proposal from Koers & Associates Engineering Ltd. to complete the work up to the grant submission stage. Total expected costs for the computer modeling, pre-design and grant submission work for 2008 are as follows:

Computer modeling	\$15,000
Preliminary site design to grant application	<u>55,000</u>
Total 2008 budget request	<u>\$70,000</u>

ATTACHMENTS:

Letter from Koers & Associates



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

January 31, 2008
File: 0630-09

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

**Attention: Mr. Joe Friesenhan, ASCT
Public Works Superintendent**

Dear Sirs:

**Re: South End Reservoir and Water Distribution Pre-Design. Work to be
Carried out from October 02, 2006 Proposal.**

Following a contamination event on Holland Creek in early 2006, which resulted in the Town's water supply being reliant solely on Stocking Lake storage for a much longer than normal period, and which threatened a water shortage over the summer months, Koers & Associates (Koers) was authorized by the Town to carry out work towards the implementation of a piped diversion from Holland Lake to Stocking Lake, to avoid depletion of Stocking Lake storage in the case of future similar events. This was to be in addition to other work the Town had requested, including:

- A review of the feasibility of a ground water supply to supplement the existing water supply system,
- An assessment of the water supply to South Ladysmith via a proposed large South End reservoir, and confirm location and top water level,
- An assessment of the feasibility and desirability of supplying Saltair from within the Town's distribution system,
- A review of the capacity of the Stocking Lake to South Ladysmith and Arbutus supply main, and potential upgrading required,
- To convert the Town's existing EPANet water analysis program to WaterCAD for the entire supply and distribution system, and to analyze for the current supply system via Arbutus and South End reservoirs.

This resulted in a proposal for engineering services, which Koers submitted to the Town on October 2, 2006. As all of the supply-related tasks were dependent on the feasibility of the Holland to Stocking Lake diversion, and the resulting preferred water supply system strategy, it was proposed to do the work sequentially, starting with the Holland to Stocking diversion and confirming the appropriate water supply improvement strategy. We were also able to proceed with the conversion of the water system analysis program and analysis of present water distribution system conditions and required pressure zone improvements. These tasks have now been completed.

.../2



January 31, 2008

File: 0630-09

Town of Ladysmith
Mr. Joe Friesenhan, AScT

The work on the Holland to Stocking diversion and water supply system improvement strategy is presented in a separate interim report entitled "Interim Report on Holland Lake to Stocking Lake Diversion – Water Supply System Improvement Strategy", dated January 2008. This report also includes recommendations on how to proceed with the preliminary ground water supply investigation.

The water system computer model conversion to WaterCAD was completed for the entire Town, under current peak hour water demand and fire flow demand conditions, with the assistance of Town staff. The WaterCAD program has a built-in extended time modeling function, which is able to simulate reservoir drawdown and filling over the full 24 hour period of the maximum demand day.

The results of the current demand modeling were discussed with staff, and recommendations were presented to improve the Town's pressure zone boundaries and operating pressure ranges throughout the Town, which to-date includes pressures well in excess of 150 psi, and in the higher areas, pressures at or below the minimum 40 psi.

The basis for the new pressure zones was the higher elevation of the new Arbutus Reservoir, which allowed minimum pressures in the higher development areas to be greater than 45 psi. A program of distribution system improvements lower down in the system was presented to provide a new pressure zone boundary with pressure reducing valves to the lower zone. These improvements were approved by the Town and are now incorporated in the 2005 Water Improvements construction program, along with the Arbutus Reservoir, Reservoir Piping and Chlorination System upgrading, which are currently being completed.

The modeling confirmed that the proposed South Reservoir should be at the same top water level (TWL) elevation as the new Arbutus Reservoir (163 m), as the highest proposed development elevations in South Ladysmith are similar to those in the North end. This TWL can be provided at the existing South Contact Chamber site, and a site survey has been completed. A proposed reservoir site layout will need to be completed, as well as a preliminary geotechnical investigation and preliminary reservoir design to confirm the suitability of that site for the new South Reservoir, and to provide a basis for a cost estimate and application for funding of that project.

Further water system modeling will be required to provide recommendations for upgrading of the Town's distribution system, if necessary, for growth, in particular water distribution for industrial and fire demands in the newly incorporated Peerless Industrial Park, including extended time modeling for confirming the volume of the South Ladysmith Reservoir, and to review potential water service to Saltair from the South Ladysmith distribution system.

.../3

January 31, 2008

File: 0630-09

Town of Ladysmith
Mr. Joe Friesenhan, ASCT

Based on the water computer analysis work to-date, the following conclusions are drawn:

1. The Town's EPANet water distribution computer model has been successfully converted to WaterCAD and analysis of the existing distribution system has been completed.
2. The proposed South Reservoir should be implemented with the same top water level as the new Arbutus Reservoir at an elevation of 163 m geodetic.
3. Changes to the distribution system have been approved by the Town for implementation under the 2005 Water Improvements Program to result in a new pressure zone configuration throughout the Town.

RECOMMENDATIONS

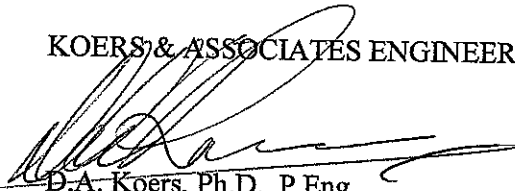
In order to carry on further with the work proposed in October 2006, and also proceed further towards the implementation of the proposed South Reservoir, it is recommended that the Town of Ladysmith provide budgets in 2008 for the following:

1. Carry out additional computer modeling for the Town's water distribution system to determine upgrading requirements for a population level of 17,500 for Ladysmith/Diamond, including extended time modeling to confirm the volume of the South Ladysmith Reservoir, distribution and supply to the Peerless Industrial site, and modeling to review supply to Saltair from the South Ladysmith system. **A budget of \$15,000 is suggested for this work.**
2. Proceed with the preliminary design of the South Ladysmith Reservoir. Some work has already been started. **The suggested budget for this work, including site survey, preliminary geotechnical site evaluation, comparison of tank types and estimated costs, piping layouts and costs, disinfection (primary UV and secondary chlorination) pre-design (including a solution for interim upgrading of the existing inadequate chlorination system to allow it to function during fire flow demands) and building layout and costs, site plans, cross sections, and elevations, complete with recommendations, and application for funding, is \$55,000.** Detailed design, detailed sub-surface geotechnical investigation, tendering and construction services are not included, and would need separate authorization, once the preliminary design is complete and funding is approved.

We trust this is the information you require at this time. We would be pleased to meet with you and your staff to discuss this review and the recommendations in detail.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



D.A. Koers, Ph.D., P.Eng.
Project Manager

Town of Ladysmith

STAFF REPORT



To: Government Services Committee
From: Ruth Malli, City Manager
Date: February 8, 2008
File No:

Re: ANNUAL FIVE YEAR FINANCIAL PLAN REVIEW

RECOMMENDATION:

That the Government Services Committee confirm the annual Five Year Financial Plan review schedule as outlined in the City Manager memo dated Feb. 8. 08.

LEGISLATIVE:

See attached policy.

TIMELINE:

October 07-January 08	Council-staff strategic discussions
December 07-February 08	Department review of 5 year financial plan, with amendments to the Finance Department due by Feb 28
March 1-21, 2008	Finance Department completes prior year-end and prepares budget packages for Council consideration
March 24, 2008	*Budget meeting 4-6pm
March 31, 2008	*Budget meeting 4-6pm
April 7,14, 21, 2008	*Budget meetings as required including formal public budget meeting (Mondays-4-6pm)
May 1, 2008	Completion of all discussions on budget, including finalization of tax rates and tax policy
May 1-4, 2008	Finance Dept completes drafting of bylaws
May 5, 2008	Bylaws read a 1, 2 and 3 rd time
May 12, 2008	Bylaws adopted

ATTACHMENTS:

Five Year Financial Plan Policy

*Note - all budget meetings are public meetings

TOWN OF LADYSMITH

POLICIES AND PROCEDURE MANUAL

TOPIC:	FIVE YEAR FINANCIAL PLAN POLICY		
APPROVED BY:	Council	DATE:	March 19, 2007
RESOLUTION #:	2007-148		
<i>(Amended)</i>			
Definition: <p>A budget or Financial Plan is the financial reflection of the Town's operating and capital plans, including those items contained in the Strategic Plan. The document outlines the work and projects that the Town intends to complete over the next five years. The operations portion of the budget outlines the approved resources for each department to execute their overall mandate.</p>			
Background: <p>Section 165 of the <i>Community Charter</i> requires the Town to prepare a five year financial plan annually prior to adoption of the annual property tax bylaw. As per Section 197 of the <i>Community Charter</i>, the annual property tax bylaw must be adopted after the financial plan bylaw but prior to May 15th of the year. Section 166 of the <i>Community Charter</i> also requires that Council undertake a public consultation process prior to adoption of the financial plan bylaw. This public consultation process must be advertised in accordance with Section 94 of the <i>Community Charter</i>.</p> <p>Council prepares a Strategic Plan. This plan outlines the strategic focus for the organization for the next five years, the Financial Plan is the financial reflection of the tasks to be completed in accordance with the Strategic Plan. The development of the Strategic Plan and the Financial Plan should include opportunities for the public, Town committees, Council and all staff to bring forward ideas and suggestions. It is the responsibility of management to ensure that a process exists for all staff to provide input into the Town's plans. It is the responsibility of Council to ensure that a process exists for the public and committee members to provide input into the Town's plans. Council makes the final decision on the directions, projects and initiatives included in both the Strategic Plan and the Financial Plan.</p>			

05 – 1700 - A

TOPIC: FIVE YEAR FINANCIAL PLAN POLICY	
APPROVED BY: Council	DATE: March 19, 2007
RESOLUTION #: 2007-148	
<i>(Amended from)</i>	
Financial Planning Process: The financial planning process shall be as follows:	
1) Prior to the end of the fiscal year, the Director of Financial Services will meet with all department managers individually to review their year to date actual numbers in comparison to the budgeted numbers for the year. The managers will determine what capital projects will need to be deferred to the following budget year. Any issues will be identified and if necessary a request to Council for a budget amendment should be done. A Budget Change Form should be completed for each project deferred to the following year.	
2) If a project was budgeted for in the current year and was to be funded from general taxes, and the project is being deferred to the following year, these funds should be put aside in a reserve to be used for the project in the following year.	
3) Any capital projects deferred to the following year that were to be funded from reserves, surplus or other revenue, should be included in the new financial plan under the following year, with the appropriate expenditures and funding indicated.	
4) Department managers will also determine if there are any new projects that they want to complete in the next five years. Managers will be responsible for getting estimates of the cost of the projects and will work closely with the Finance department to determine funding options. A complete listing of the capital projects will be provided to the Director of Financial Services by the end of November each year. Project Request forms should be completed for each capital project outlining the priority, estimated costs, funding sources, reason for the project, expected start and end dates and anticipated benefits.	
5) Department managers will also be responsible for determining what changes they anticipate to their operating revenue and expenses for the next five years. The Finance department will assume a cost of living increase only unless a change request is received from the department manager. Department managers will complete a budget change request for any changes to operations over the next five years.	

05 - 1700 - A

TOPIC: FIVE YEAR FINANCIAL PLAN POLICY	
APPROVED BY: Council	DATE: March 19, 2007
RESOLUTION #: 2007-148	
<i>(Amended from)</i>	
<p>Examples would be for special courses, additional employees or special project work. The Budget Change request will show the amount of the change, accounts affected the reason for the request and the anticipated benefits.</p>	
6) Upon receipt of the information from the department managers, the Director of Finance will compile a five year financial plan that includes all of the items recommended by the managers. This financial plan will be distributed to all managers for review.	
7) The management team will then hold a meeting to determine what budget cuts need to be made in order to have a good first draft for Council and public consideration.	
8) The first draft of the financial plan will then be presented to the Budget Committee to receive recommendations for amendments. Each department manager will be given the option of making a presentation to the Committee regarding any projects they have included in the financial plan. Any amendments recommended by the Committee will be completed prior to the public consultation session.	
9) Once the second draft of the financial plan is complete, notice of the public consultation meeting to be held to receive public input will be published. At this public meeting, the draft financial plan will be presented and any ideas or suggestions from the public will be received. A summary of the suggestions received from the public will be prepared by the Director of Financial Services and presented to the Budget Committee. The Committee will review the items and determine whether they should be included in the financial plan.	
10) After receiving all amendment requests from the Budget Committee, the Director of Financial Services will prepare a five year financial plan that includes all the amendments. This financial plan will be published in the newspaper, with an invitation for submissions from the public, and the bylaw will be presented to Council for approval.	

05 – 1700 - A

TOPIC: FIVE YEAR FINANCIAL PLAN POLICY	
APPROVED BY: Council	DATE: March 19, 2007
RESOLUTION #: 2007-148	
<i>(Amended from)</i>	
11) Upon approval, the final budget numbers will be entered into the accounting software and budget reports will be distributed to the department managers.	
Minimum Requirements for Financial Plan (As Per Section 165 of the <i>Community Charter</i>):	
The financial plan must set out the following for each year of the planning period: (a) the proposed expenditures by the municipality; (b) the proposed funding sources; (c) the proposed transfers to or between funds.	
The total of the proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.	
The proposed expenditures must set out separate amounts for each of the following as applicable: (a) the amount required to pay interest and principal on municipal debt; (b) the amount required for capital purposes; (c) the amount required for a deficiency referred to in subsection (9); (d) the amount required for other municipal purposes.	
The proposed funding sources must set out separate amounts for each of the following as applicable: (a) revenue from property value taxes; (b) revenue from parcel taxes; (c) revenue from fees; (d) revenue from other sources; (e) proceeds from borrowing, other than borrowing under section 177 [revenue anticipation borrowing].	
The proposed transfers to or between funds must set out separate amounts for (a) each reserve fund under Division 4 of this Part, and (b) accumulated surplus.	

05 – 1700 - A

Town of Ladysmith

STAFF REPORT



LADYSMITH

To: Government Services
From: R. Malli, City Manager
Date: February 4, 2008
RE: Ladysmith Citizens on Patrol (LCOP)- Insurance
File No: 7500-20 COP

RECOMMENDATION

That the Government Services Committee recommend to Council that a grant-in-aid be provided to the Ladysmith Citizens on Patrol (LCOP) to assist with the cost of insurance and training volunteers as traffic control person.

BACKGROUND

The Town has received a letter from Ladysmith Citizens on Patrol (LCOP) requesting assistance and direction for services provided by the volunteers. The LCOP do not currently receive funding from the RCMP or the Town. LCOP assists many local organizations with traffic and parking control. The RCMP has been directed not to use RCMP volunteers for traffic control, except in an emergency. This is due to training concerns and lack of coverage by the RCMP Volunteers Insurance policy.

The Municipal Insurance Association (MIA) was contacted regarding this matter and provided the following:

“Unfortunately we can not extend the Town’s Liability Insurance to include the activities and services provided by the Ladysmith Citizens on Patrol organization (COP) for events sponsored by the Town. The COP is a separate legal entity and is not under the control of the Town and therefore is excluded from coverage.”

ANALYSIS

The LCOP is an integral part of the well being of our community, and they provide a valued service to our citizens. It is possible that training costs could be reduced by a “train the trainer” approach for traffic control training.

OPTIONS:

1. That the Town provide funding to the LCOP through a Grant in Aid for insurance coverage and training of volunteers as traffic control person.
2. That the Town not provide any assistance to LCOP at this time.

ATTACHMENTS:

Letter



Ladysmith
Citizens On Patrol
PO Box 280
320 Sixth Ave
Ladysmith, BC
V9G 1A2

January 16, 2007



Mayor and Council (Thru RCMP S/Sgt Gray)

TRAFFIC DIRECTION/CONTROL BY LCOP VOLUNTEERS
LIABILITY AND INSURANCE CONSIDERATIONS

The Ladysmith Citizens On Patrol (LCOP) are a Volunteer RCMP organization that primarily carries out patrols of the Town of Ladysmith and reports suspicious activities to the RCMP. As noted in amazement by the Mayor at a recent Protective Services Committee meeting, we receive no funding from either the Town of Ladysmith or the RCMP.

Over the past few years LCOP Volunteers have assisted many organizations in controlling access to parking lots at Transfer Beach. In addition, following the fire works finale of Ladysmith Days they have assisted traffic in leaving the three parking lots. LCOP Volunteers have not performed any Traffic Direction/Control on the Trans Canada Highway except when so directed by the RCMP.

They have also assisted other groups like The Maritime Society, the PaddleFest, The Festival of Lights and a few Race events in manning street closure barricades. To my knowledge there have been no incidents as a result of LCOP actions.

Last year the RCMP Detachment was directed not to use RCMP Volunteers for traffic control except in an emergency because they are not trained and would not be covered by the RCMP Volunteers Insurance policy. Hence if LCOP is to continue to help out at Community based activities the problem of financial liability must be resolved. I feel that even if our Volunteers become Traffic Control Persons (TCP) trained, the RCMP will still be reluctant to cover their activities under the RCMP Volunteers insurance policy

A number of questions arise at this time and may require legal advice, possibly from the Town Solicitor:

- a. Do volunteers assisting in traffic direction other than at a "work site" as detailed by WORK SAFE BC require TCP qualifications?



- b. Must those who assist traffic leaving the Transfer Beach parking lots, i.e., within the confines of the Town of Ladysmith, be certified "TCP"?
- c. Does controlling access to Transfer Beach parking lots constitute a requirement for this qualification?
- d. Does simply manning (opening and closing) a Town approved street closure barricade require this qualification?

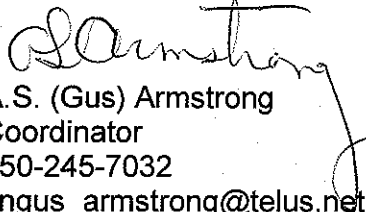
Some of our Volunteers have taken TCP training several years ago but none hold a current certificate. The cost for training to Certificate level for working TCP is quoted at \$250 per person for a 16 hour course that is valid for three years. We are currently negotiating for a reduced cost for Volunteer's training but are not very hopeful.

During the recent Festival of Lights we had eight volunteers assisting in what may be construed by some during future litigation as a form of Traffic Controlling- hence the requirement for clarification.

Before we invest in what may be an expensive past time, we would need to know, first the answer to the above questions and second the Town's position with respect to providing insurance coverage for the LCOP's various activities listed above, independent of any insurance the organizations holding the event may have taken out that may only protect its Volunteers.

Your assistance in resolving our dilemma is respectfully requested. A timely response will let us reply to solicitations already made of us.

Should you require further information on this matter, do not hesitate to contact the undersigned.


A.S. (Gus) Armstrong
Coordinator
250-245-7032
angus_armstrong@telus.net



STAFF REPORT

PARKS COMMITTEE MEETING OF FEBRUARY 12, 2008

DATE: February 8, 2008 **FILE NO:**
FROM: Brian Farquhar, Parks Manager **BYLAW NO:**
SUBJECT: Regional Parks and Trails Parkland Acquisition Fund Initiative

Recommendation: That the results of the Regional Parkland Acquisition Initiative Public Notice process be referred to the Special Regional Services Budget meeting scheduled on February 19th for Committee and Board consideration of the \$5.00 per \$100,000 net assessed value taxation under the existing Regional Parks Extended Service Establishment Bylaw No. 1930 for the purpose of acquiring lands for regional parks.

Purpose: To report on the results of the Regional Parkland Acquisition Initiative Public Notice process specific to applying a \$5 per \$100,000 net assessed value taxation under the existing Regional Parks Extended Service Establishment Bylaw No. 1930 for the purpose of acquiring lands for regional parks.

Financial Implications: A \$5.00 per \$100,000 net taxable value would generate approximately \$715,000 in 2008 for regional parkland acquisition, to be held specifically for regional parkland acquisition opportunities that arise in relation to the Regional Parks and Trails Master Plan's objectives, subject to Regional Board approval.

Interdepartmental/Agency Implications: N/A

Background: In March 2007 the Regional Board adopted the Regional Parks and Trails Master Plan under CVRD Bylaw No. 2941 as the basis for moving forward with the regional parks program and completion of the Cowichan Valley Trail initiative. A key implementation recommendation of the Regional Parks and Trails Master Plan is the creation of a Regional Parkland Acquisition Fund to support the objectives of the adopted Plan. The authority to fund acquisition, development, operation and maintenance of regional parks is authorized through CVRD Bylaw No. 1930 – "Regional Parks Extended Services Establishment Bylaw", adopted by the Regional Board in 1999. The Bylaw is supplementary to establishment of the Regional Parks Service by the CVRD by Letters Patent authority granted by the Province in 1972. Under Bylaw No. 1930, the Regional Parks Service participants are inclusive of the four municipalities of the Town of Lake Cowichan, City of Duncan, Town of Ladysmith and the District of North Cowichan, and the nine Electoral Areas A, B, C, D, E, F, G, H and I.

Preparation of the Parks and Trails Master Plan included extensive public consultation activities across the region throughout 2006 to establish the Plan's vision, policies, priorities and actions, including funding, for implementation of a regionally significant system of parks and trails. During a two week period in March/April 2006 public open houses were advertised and held at venues in the four subsectors of the Region, namely the Lake Cowichan Recreation Centre (west Sector), Kerry Park Recreation Centre (South Sector), Cowichan Centre (East Sector) and the Ladysmith Secondary School (North Sector). Over 320 people attended these open houses, which included information displays, interactive mapping on which attendees identified sites of interest around the region for outdoor recreation and/environmental values.

In October/November 2006 a second series of public open houses were advertised and held at similar venues within the four sub-sectors across the region over a three-week period. Approximately 100 people attended the Fall open house sessions. The responses and feedback gathered at these sessions demonstrated continued support for the proposed Regional Parks and Trails vision, the eleven candidate regional park sites that emerged from the spring consultation activities and support for a tax-supported Regional Parkland Acquisition Fund specific to the purchase of lands for regional parks purposes.

Consultation activities in preparation of the Regional Parks and Trails Master Plan also included a region-wide household survey to gauge the regional community's interest in Regional Parks and Trails, including public investment priorities for regional parks and trails. The mailout survey was randomly sent to 1,000 households across the region. The survey process and procedures prescribed were designed to achieve a 95% confidence that results are statistically within 5% of what the regional population is really doing and thinking.

The survey included questions on financing improvements to regional parks and trails system. When asked about highest priorities for increased public investment in regional parks and trails, approximately 81% of completed questionnaires indicated support for one or more priorities, summaries as follows:

Summary of Highest Priorities for Public Investment in Regional Parks and Trails

<u>Type of Public Investment</u>	<u>Proportion Support</u>
Acquisition of land for New Regional Parks	54%
Improve the Regional Trail System	41%
Increase maintenance of existing parks	40%
Install amenities within existing parks	40%

A further question in the survey asked specifically about support for tax increases to support the acquisition of lands for Regional Parks and Trails, with the summary of responses as follows:

<u>Degree of Tax Increase Supported</u>	<u>Proportion Supporting</u>
None – no tax increase	24%
\$10 to \$20 per year	37%
\$21 to \$30 per year	17%
\$31 to \$40 per year	6%
\$41 to \$50 per year	9%
More than \$50 per year	7%

The total responses indicated that in the order of 76% of survey respondents supported a tax increase of at least \$10 to \$20 per year to specifically fund acquisition of lands for regional parks and trails.

Further to the extent of public consultation activities engaged in the completion of the Regional Parks and Trails Master Plan, the Regional Board at its meeting of November 14th, 2007 passed the following resolution:

“That a Regional Parkland Acquisition Initiative process be initiated specific to applying a \$5.00 per \$100,000 net assessed value taxation under the existing Regional Parks Extended Service Establishment Bylaw No. 1930 for the purpose of acquiring lands for regional parks purposes as set out in the Regional Parks and Trails Master Plan adopted under Bylaw No. 2941.”

The intention of the Board was to provide an additional opportunity for input from those residents across the region who may not be in favour of supporting a regional parkland acquisition fund in the amount of \$5.00 per \$100,000 net assessed value taxation, prior to the Board giving consideration to implementing such an acquisition fund through the existing regional parks function as part of the 2008 CVRD Budget. While the Alternative Approval Process (AAP), which are governed by provincial legislation under the *Local Government Act* for the sole purpose of creating new service area establishment bylaws and therefore cannot be used for any other purposes local governments), the Board’s direction was to create a similar process that would allow the public to submit a response to the proposed \$5.00 per \$100,000 net assessed value tax increase under the existing regional parks tax function.

The attached Regional Parkland Acquisition Fund Initiative Notice, complete with a simple response form, was drafted in response to the direction from the Board. The notice provides an overview of the Regional Parks and Trails Master Plan and of the Regional Parkland Acquisition Fund Initiative under consideration by the Regional Board. The simple response form only requires the individual to provide their name, address, telephone number and to check the box indicating they are not in favour of the Regional Parkland Acquisition Fund as proposed. Advertising of the Regional Parkland Acquisition Fund Notice was placed in both the mid-week and weekend additions of the four local weekly papers, which serve the Cowichan Region, between January 9th and February 3rd, 2008 as outlined in the attached schedule. The Notice was also placed in two additional papers out the Nanaimo area, at the request of one Director, to ensure that residents at the north end of the CVRD would have access to local papers with the notice. Articles and a letter to the editor regarding the Regional Parkland Acquisition Fund Initiative appeared in local papers during this period (see attachments).

In addition to the notice in the local papers, the notice was also placed on the CVRD's "What's New" webpage, along with a downloadable copy of the adopted Regional Parks and Trails Master Plan and a summary flyer outlining the regional parks and trails program (see attachment). Copies of the Notice and the Regional Parks and Trails Master Plan were also made available for public review at all of the recreation centres across the region (Cowichan Centre Cowichan Lake Recreation Centre, Kerry Park Recreation Centre, Shawnigan Lake Community Centre, Honeymoon Bay Hall, Youbou Community Hall, Fuller Lake Arena, Frank Jamieson Recreation Centre) and the CVRD Development Services Department.

Submission of the form in the Regional Parkland Acquisition Fund Initiative Notice was acceptable by mail, by hand delivery, by fax, as a scanned image of the completed form attached to an e-mail or other written means by which a person could indicate they did not support the fund proposed, including as an e-mail message without a completed copy of the scanned form attached. It should be noted that this process was less rigid in by what manner an individual could submit their response versus the more fixed and limited requirements of a formal Alternative Approval Process, which can only accept completed original elector response forms by way of mail or dropping off at the Regional District office and not copies faxed or sent by e-mail. Completion of an elector response form is also limited to those who are eligible within the proposed service establishment area to vote unless disqualified under terms of the *Local Government Act*. The Regional Parkland Acquisition Fund Initiative Notice placed no such limitations or restrictions on residents for completing the simple response form.

The length of time the Regional Parkland Acquisition Fund Notice was advertised in the local papers was also in the order of about 4 weeks, whereas a formal AAP notice can only run two ads over consecutive weeks, and these ads must run prior to the elector response form being made available to the public. The length of time allowed for submission of an elector response form and that time provided for the Regional Parkland Acquisition Fund Notice was similar, in the order of 30 days.

The Regional Parkland Acquisition Fund notice and simple form indicated that completed forms would need to be submitted to the CVRD office at 175 Ingram Street no later than February 6th 2008, including responses sent by fax or by e-mail. As of Thursday February 7th, 2008, a total of 224 written responses (both completed forms and e-mail messages) were received by the CVRD office, including completed forms and e-mails that arrived either after regular office hours on February 6th or the morning of February 7th due to unforeseen delays. The combined total number of completed response forms and e-mails indicating a "not in favour of a \$5.00 per

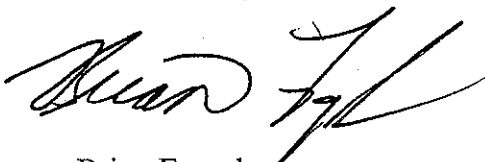
\$100,000 net assessed property value tax increase through the Regional Parks program to support the Regional Parkland Acquisition Fund Initiative” is as follows:

CVRD Population Total 2006	Registered Electors CVRD Total (Electoral Area and Municipal)	Total “Not in Favour” Responses Received	As a Percentage of Registered Electors
75,781	54,792	224	0.41%

It is important to note that the total number of “Not in Favour” responses received were not limited to registered electors, but instead open to any individual within the region wishing to submit either a completed form from the notice or by way of e-mail. Therefore, while the total number of responses is also shown as a percentage of the total number of registered electors, the total number of responses may also include submitted responses from those who are not registered electors.

A Special Regional Services Committee meeting is scheduled on Tuesday February 19th, 2008 where the Committee will be undertaking a final review of a number of Regional Budgets, including the Regional Parks Budgets, prior to final Budget adoption by the Board. Consideration of the Regional Parkland Acquisition Fund Initiative’s \$5.00 per \$100,000 net assessed property value tax increase will be part of the Regional Budget reviews by the Regional Services Committee at the special meeting on February 19th. The Parks Committee should therefore give consideration to referring the results of the Regional Parkland Acquisition Initiative Public Notice process be referred to the Special Regional Services Budget meeting scheduled on February 19th for Committee and Board consideration of the \$5.00 per \$100,000 net assessed value taxation under the existing Regional Parks Extended Service Establishment Bylaw No. 1930 for the purpose of acquiring lands for regional parks.

Submitted by,



Brian Farquhar,
Parks Manager
Development Services Department

Attachments

Cowichan Valley Regional District Regional Parkland Acquisition Fund Initiative

In March 2007 the Cowichan Valley Regional District (CVRD) Board adopted the Regional Parks and Trails Master Plan to guide acquisition of regionally-significant lands valued by residents for outdoor recreation use and environmental preservation. The eleven sites of interest identified in the Plan reflect priorities expressed by residents, local recreation groups and environmental organizations in securing a system of regional parks and trails to ensure continued public access to lands valued for outdoor recreation for current and future residents of the Cowichan Region.

Distinctive from local neighborhood community parks, regional parks are recognized as providing benefits for residents across the region and encompass distinctive geographic or environmentally important lands. Sites identified in the Regional Parks and Trails Master Plan cover a range of valued landscapes across the region (lakeshore, river corridor, mountainscape, oceanfront) which provide opportunities for a variety of outdoor recreation activities including hiking, canoeing/kayaking, picnicking, swimming, mountain biking, beach activities, nature study, group camping, outdoor photography, environmental stewardship and horseback riding.

The Regional Parks and Trails Master Plan provides an acquisition strategy to secure lands encompassing sites of interest as regional parks across the region. As part of this acquisition strategy, the Regional Board is considering establishment of a Regional Parkland Acquisition Fund specifically to assist with funding acquisition of regional park sites as outlined in the Plan. This Fund would be supported through a \$5.00/100,000 net assessed property value tax applied through the CVRD's existing regional parks program, generating approximately \$610,000 annually for regional parkland acquisition (based on the 2007 tax assessment roll).

Favourable support for establishing the Regional Parkland Acquisition Fund was expressed by the majority of residents across the region who attended open houses and completed surveys as part of community consultation activities in preparation of the Regional Parks and Trails Master Plan. At this time residents who are not in favour of the Regional Parkland Acquisition Fund Initiative as proposed are invited to complete and submit the form below.

Completed forms submitted will be given consideration by the Regional Board prior to making any decision on implementing the Regional Parkland Acquisition Fund.

For more information on the CVRD Regional Parks and Trails Master Plan, specific regional park sites of interest for acquisition and the proposed Regional Parkland Acquisition Fund go to CVRD's "What's New" webpage at: www.cvrdbc.ca

Copies of the Regional Parks and Trails Master Plan are also available for review at local recreation centres across the region and at the CVRD administrative office at 175 Ingram Street in Duncan. Funds raised through the Regional Parkland Acquisition Fund would be limited to the acquisition of specific lands for regional parks and not to fund other programs or services.

Regional Parkland Acquisition Fund Initiative

Please cut out and return to the CVRD office no later than February 6, 2008

If you are **NOT** in favour of a \$5.00/100,000 net assessed property value tax increase through the Regional Parks program to support the Regional Parkland Acquisition Fund Initiative.

Name: _____

(Please Print)

Home Address: _____

(No./Street/City/Electoral Area)

Telephone: _____

I do not support
the fund
as proposed

Return to: By mail: CVRD Parks, 175 Ingram Street, Duncan, BC, V9L 1N8

By fax: 250-746-2621

By e-mail: parks@cvrd.bc.ca

**Regional Parkland Acquisition Fund Initiative Notice
Newspaper Advertising Schedule**

	Lake Cowichan Gazette	Ladysmith /Chemainus Chronicle	Citizen	News Leader /Pictorial	Nanaimo Bulletin	Harbour City Star
Wednesday Jan 9			√	√		
Friday Jan 11						
Saturday Jan 12						
Tuesday Jan 15		√				
Wednesday Jan 16	√					
Friday Jan 18			√			
Saturday Jan 19						
Sunday Jan 20				√		
Tuesday Jan 22		√				
Wednesday Jan 23	√		√	√		
Thursday Jan 24					√	
Friday Jan 25						
Saturday Jan 26						√
Tuesday Jan 29		√			√	
Wednesday Jan 30	√					
Friday Feb 1			√			
Saturday Feb 2				√		√
Sunday Feb 3				√		

The notice ran a total of 19 times in six papers between January 9th and February 3rd, 2008.

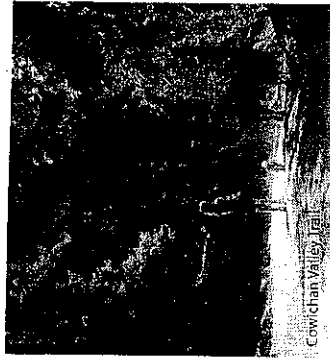


C·V·R·D

Regional Parks & Trails Master Plan

The Cowichan Valley Regional District is known for its environmental and cultural diversity. Though much of the Region remains rural in nature, recent land use and population pressures have had noticeable impacts on the area's open spaces. Recognizing a need to protect significant spaces within the Cowichan Valley, the CVRD initiated the development of a Regional Parks and Trails Master Plan in Fall 2005.

Over the past few years, the Regional Parks program has focused on the planning, land acquisition and development of the Cowichan Valley Trail, a 140km trail route linking the entire Valley and neighbouring municipalities. Beyond completion of this significant regional trail initiative, the Cowichan Valley Regional Board wished to revisit the broader notion of a regional parks program through the completion of a Regional Parks and Trails Master Plan. This Plan is a strategic document that will provide the basic framework to define and guide a Regional Parks and Trails program for the Cowichan Valley over the next 10-15 years.



Cowichan Valley Trail

For more information contact:

CVRD Parks
1-250-746-2620 or 1-800-665-3955
parks@cvrd.bc.ca

Cowichan

Board Adoption

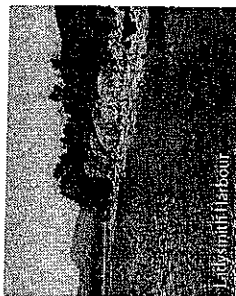
The final Regional Parks and Trails Master Plan was drafted and presented to the Advisory Group then adopted by the CVRD Regional Board in March 2007.



Elk Mountain Municipality



Cowichan Municipality



Pudupstui Harbour



South Island Municipality

The Process

A series of public open houses were held in 2006. The open houses aided in the development of an overall vision for a Regional Parks and Trails system, gathered information on favoured activities in the Cowichan Region and gained public input on significant locations around the CVRD. After four public sessions, attended by over 520 CVRD residents, over 100 sites of interest were identified.

A statistically valid mail-out survey was also undertaken to gauge the demands of the entire region. With over a 30% return rate, the survey provided information on demographics, park use, benefits of parks, support for regional parks and trails at various levels, with accessibility, to set regional parks should provide, and support for acquisition of new regional parks and trails.

From information gathered throughout these processes, the Regional Parks and Trails Master Plan Advisory Group, in concert with consultants and CVRD staff, narrowed the list to 11 candidate regional sites. The summer months were spent visiting these candidate sites to confirm their value in a Regional Parks and Trails program.

To facilitate the study of the candidate sites, agencies and organizations were contacted to inform them of the process and gather feedback on the candidate Regional Park and Trail sites. Four more public sessions were held in the fall of 2006 to present information on the 12 candidate sites and gather additional feedback.

Vision

The people of the Cowichan Region value and wish to secure in perpetuity a network of regional parks and regional trails that collectively:

- provide a variety of outdoor recreational opportunities;
- protect natural ecosystems;
- feature representative landscapes around the region;
- and link our communities and enhance livability within the region.

This ensemble should be for the enjoyment of as many people as possible, residents and visitors alike, from throughout the Region.

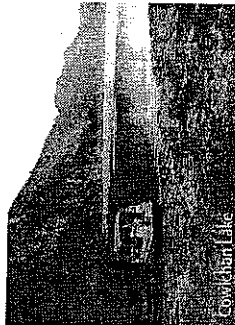
What are Regional Parks & Trails?

Regional parks and trails are secured and administered by the Cowichan Valley Regional District, for all residents of the CVRD.

In simple terms, they are those parks and trails that are created for the benefit of the entire Cowichan Region. These parks differ from Community Parks in that they are managed and funded through the taxes of all nine electoral areas and the four municipalities.



Qualicum



Cowichan Lake



Chemainus River



Burnsview Quarry

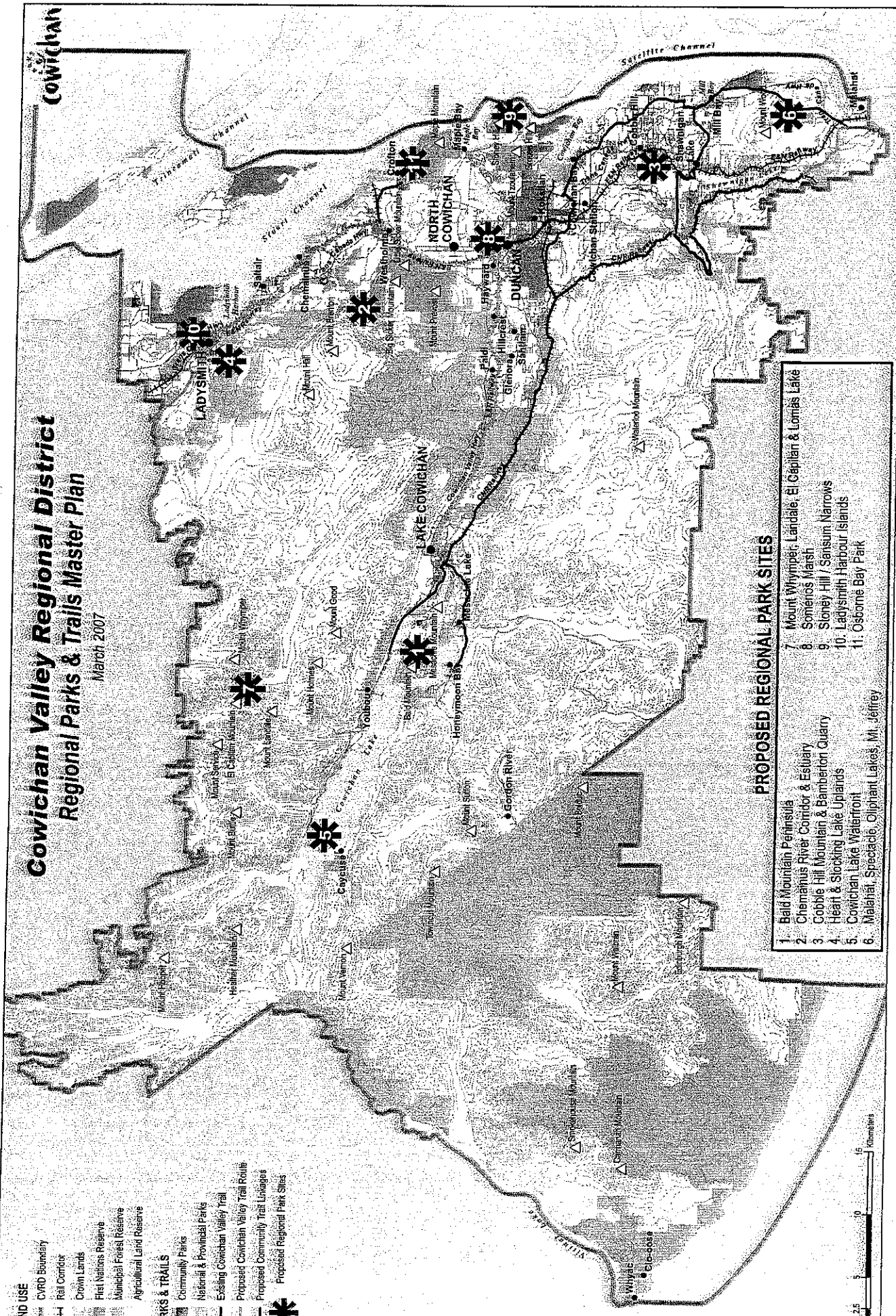


Chemainus Estuary

Cowichan Valley Regional District Regional Parks & Trails Master Plan

March 2007

- LAND USE**
- CVRD Boundary
 - Rail Corridor
 - Crown Lands
 - First Nations Reserve
 - Municipal Forest Reserve
 - Agricultural Land Reserve
- PARKS & TRAILS**
- Community Parks
 - National & Provincial Parks
 - Existing Cowichan Valley Trail
 - Proposed Cowichan Valley Trail Route
 - Proposed Community Trail Linkages
 - Proposed Regional Park Sites



PROPOSED REGIONAL PARK SITES

1. Bald Mountain Peninsula
2. Chemainus River Corridor & Estuary
3. Cobble Hill Mountain & Bamberston Quarry
4. Heart & Sticking Lake Uplands
5. Cowichan Lake Waterfront
6. Malahat, Spectacle, Oliphant Lakes, Mt. Jeffrey
7. Mount Whympre, Landale, El Capitan & Lomias Lake
8. Somer's Marsh
9. Stony Hill / Sansum Narrows
10. Ladysmith Harbour Islands
11. Osborne Bay Park

The Lake Cowichan Gazette

05/18/2008
CVRD EDC ATTEN: J. MILLS
175 INGRAM ST
DUNCAN BC

V9L 1N8

Wednesday, JANUARY 16, 2008 • Vol. 13, No. 03

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Anglican Church confident
it won't be forced to close.
Page 3



BCYCNA
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Newspaper Excellence



There was exciting hockey
action at the lake.
Page 25

Memorial bench honours Nichole Stock's legacy



Carolyn Austin, left, sits on the Nichole Stock memorial bench with Ken, Lori and Travis Stock. Doug Marner Photo

BY DOUG MARNER

As this year's Nichole Stock Penny Drive gets into full swing, the girl who died in 1999 at age 17 from complications during heart surgery is being remembered with a memorial bench next to Village Market.

A plaque on the bench reads, "Cowichan Lake's Penny Girl: A very special young lady who dedicated her life to helping B.C.'s sick children. Her memory will live on forever in all of our hearts."

The bench was paid for from money raised in the community, spearheaded by Carolyn Austin. It cost \$650.

"I just felt that we needed to have something in town to remember Nichole," said Austin.

Since more money was raised than was needed to pay for the bench and plaque, the funds will be transferred to the Penny

Drive fund at the Royal Bank.

"I cried when I first saw the bench," said Lori Stock, Nichole's mom. "It's very nice what Carolyn has done."

AcherrytreeinNichole's memory has also been planted next to Friendship Park. It was donated by Rankin Trucking.

"Carolyn deserves all the credit for this," said Ken Stock, Nichole's dad. "She really worked hard to get this done. It's wonderful."

The Nichole Penny Drive Fund has raised \$3,000 and more than \$100,000 has been donated every day. Ken has already taken several buckets of change to the seniors' centre, where it has been rolled and deposited into the account.

The money raised will be presented at the Variety Club's Show of Hearts Telethon, which will be televised on Global TV February 16-17.

If you're opposed to park acquisition tax, fill out form *CVRD Board Leaning Toward \$5 Per \$100,000 Assessed Value*

BY DOUG MARNER

Cowichan Valley residents who are opposed to being taxed \$5 per \$100,000 of assessed property value to help buy regional parks can fill out a form in this week's Gazette.

Based on 2007 assessments, that would raise about \$610,000.

The purpose of the response form, says the Cowichan Valley Regional District's manager of parks, is to give the public another opportunity for input.

"We've had extensive consultation already," said Brian Farquhar, noting there were several public meetings and open houses across the

Cowichan Valley with more than 400 people attending. "This is just one more effort to get input."

There was also a survey sent randomly to 1,000 Cowichan Valley homes and 87 stakeholder groups were contacted for input.

Out of that consultation, 11 proposed

regional parks sites were established, including the Bald Mountain peninsula at Marble Bay, Cowichan Lake waterfront near Cayuse and in the area around Whymper, Landale and El Capitan mountains and Lomas Lake, north of Youbou.

According to information gathered over the past two years, 37

per cent of respondents support being taxed \$10 to \$20 a year for park acquisitions. Twenty-four per cent said no to a park acquisition tax.

Farquhar said the questionnaire is not a counter petition and it's open to residents of all ages. Although respondents include their names, addresses and telephone

numbers, there will be no effort to confirm respondents are legitimate residents of the Cowichan Valley.

"I think we're working on an element of trust here," said Farquhar.

Brooke Hodson, director for Electoral Area 1, said he favours the tax requisition for
RESPONDENTS, page 2



Greg Powers

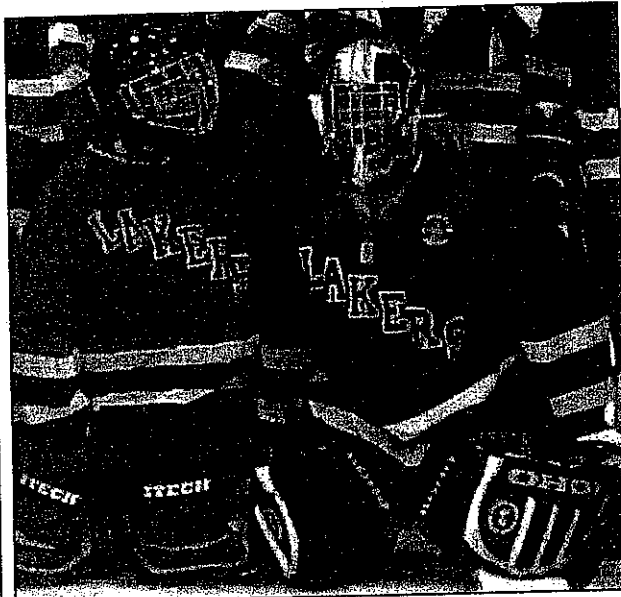
Proud to Support Minor Hockey at the Lake
Have Fun at the Jamboree!



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DL#8347

Smile Of The Week



Names: Trevor Pilon & Cheyne Schmegelsky.
Fave Food: Root Beer & pretzels; banana cream pie.
Fave Movie: *Slap Shot*; *Batman*.
Fave TV Show: *Opra*; *Batman & Robin*.
Fave Sport: Hockey.
Fave Activity: Chillin' with Cheyne; stopping ice cookies.
Pet Peeve: Letting too many ice cookies in.

RCMP wants to form policing committee

BY DOUG WARNER

The Lake Cowichan RCMP are inviting the public to help establish a Cowichan Lake community consultative group to help address local policing issues.

Sgt. Dave Voller said he hopes to form a group of about eight people from a cross section of the community.

"We want to enhance

communication with the community," said Voller.

The focus of the group would be to enhance interaction between the police and the community, provide the public with input into the detachment's planning process and service delivery, and solicit feedback and even assistance with various initiatives, including problem solving and

crime prevention.

Establishing the committee follows the police survey that was available on the town's Web page. Voller said he is still receiving completed surveys.

"Establishing this group is a follow up to the survey," said Voller.

He hopes to have representatives from all the communities around Cowichan Lake, as well

as from the chamber of commerce, service clubs, the school district and youth.

"I'd like to try to get all the applications in by the end of February," said Voller. "It may work, it may not work, but it's worth trying."

Applications are available at the detachment, which is at 70 Stanley St. in Lake Cowichan.

Respondents have until February 6 to return forms

From front page

acquiring regional parks, but he wants to see a referendum that could be held in conjunction with the municipal elections in the fall.

"I would really like to get a solid endorsement on this from the public," said Hodson. "They (CVRD) have already set the wheels in motion and nothing's going to stop it short of tens of thousands of people sending in this "no" form. I'm disappointed that we're going in this direction."

Hodson said regional taxes are already high enough and he's concerned that this would just be another tax grab without proper

approval from the electorate.

"I think this kind of process is what makes the public distrust the CVRD," said Hodson.

Mayor Jack Peake, who is also chairman of the CVRD board, said they aren't going to a referendum because one isn't required. He said there's been plenty of consultation and the board has a pretty good idea of the level of support.

Eventually, he said, there would be a bylaw that would deal with the requisition on a long-term basis "so it's not just a board resolution."

Although the "no" survey is not binding, Peake said he will take it

very seriously.

"If we get a significant number of forms returned, let's say 10 per cent, then that would cause concerns," said Peake.

The form, which is on page 15, reads: "If you are not in favour of a \$5/\$100,000 net assessed property value tax increase through the regional parks program to support the regional parkland acquisition fund initiative, check the box."

Respondents have until February 6 to return the form, either by e-mailing it to parks@cvrdb.ca or mailing it to CVRD Parks, 175 Ingram St., Duncan, B.C., V9L1N8.

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YOUR OPINIONS

WEDNESDAY, JANUARY 16, 2008

non-to-be-busiest inter-
gion.

—Henry Landry
Duncan

It could have
more sense

Backyard burn-
think council
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With all the taxes already, more parks ranks low on priority list

Dear editor

The latest attempt to empty your wallet is a parkland acquisition fund. The advertisement states it is based on 2007 assessments, which are out of date. No one knows what the new figure will be. Also, there is no mention as to what the operational costs will be once these lands are used for various recreational activities. Users will expect Cadillac services, which will require more taxes to purchase and maintain. I don't understand why we are chasing more parkland when other long-standing issues are not looked after.

We are wasting millions sending our garbage to Cache Creek because no site has been found locally. How much was spent on Bings Creek, which only serves to collect our garbage for shipment elsewhere? I would rather see monies be used to

purchase a site to handle our refuse here. The CVRD should stick to solving the issues they are mandated to manage before collecting more taxes for superfluous projects.

If more parkland is desired, I am sure organizations would step up such as the WWF, WQWC, Suzuki, Greenpeace and all the others that are preaching to us as to what they want. The TLC is already heavily involved in acquiring lands for greenspace so why can't the others? Put up or shut up.

With all the demands for our tax dollars by all levels of government, this one ranks pretty low on the priority list. Managing water, sewer, garbage, infrastructure, etc., deserves attention first and these will not be cheap.

—Ed Aiken
Cobble Hill

OPINION AND COMMENT

A referendum is needed before imposing parks tax

A common refrain from politicians at all levels of government is that there isn't enough time to fully consult the public. That seems to be the case with the Cowichan Valley Regional District's plan for regional parks acquisition.

There has been about two years of meetings and surveys to get public feedback, with a very small percentage of the electorate taking part.

Based on that, the CVRD is leaning toward a tax requisition of \$5 per \$100,000 property assessment. That's because the majority of respondents to the survey and those who filled out questionnaires at the meetings say they support being taxed in order to buy land for more parks.

In what could be the final chance for public input, valley residents who are opposed to this are being asked to fill out a form and send it to the CVRD by February 6.

The CVRD is not required to do something more formal, such as a referendum, so it isn't — unless there's such a strong move of opposition that it forces the board to reconsider its position.

We support the idea of establishing a fund that allows us to purchase land for regional parks. With development expanding fast, we have to be willing to acquire land for parks.

We do not, however, support doing it without a clear mandate from the electorate. Spending tax money is serious business. It's our hard-earned money and we want to see it spent wisely.

In this case, it is paramount that taxpayers be asked in a formal way whether they support this initiative or not.

All too often surveys, open houses and meetings give a false sense of the public mood.

A referendum doesn't guarantee a strong turnout, but in conjunction with the municipal elections coming in November there's a far greater chance of a strong response.

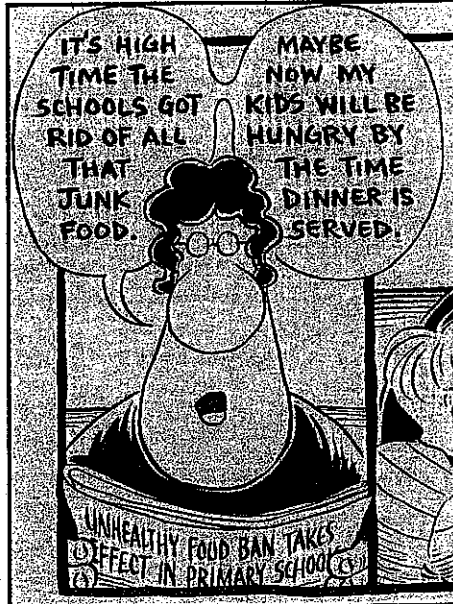
Saying we don't have time to wait until November just doesn't cut it.

It's appropriate to have memorial bench for Nichole Stock

There's an unassuming park bench along the sidewalk next to the Village Market.

It was purchased in memory of the late Nichole Stock, who some 15 years ago as a young girl started a penny drive to raise money for sick children. There's also a small cherry tree nearby that's been planted in her memory.

We remember her early each year as the campaign gets going in earnest, but because of the legacy she has left this community a memorial bench and tree are very appropriate.



Keep public land fo

The J.H. Boyd property is in the news as it has been from time to time for a couple of years. It is gratifying to observe that despite busy lives many members of our community are taking a direct role in the destiny of this piece of public land and the future of our town.



LeftWord

by Duncan Br

A very different approach must be followed when selling public space like school district property, including J.H. Boyd. To view this process as merely completing a commercial transaction is reckless and improper. This is not about what the land is worth on the market, but how the location is valued and enjoyed by our communities.

Specifically, before any public school property is sold there should be a procedure that carefully considers two critical areas: are there any school district needs that could be met with the property and are there any community requirements that these assets could address?

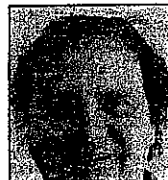
Ultimately we need an overhaul of the policies that direct the disposition of school district property, particularly in this time of closure. School boards and all local governments must recognize and acknowledge in their practises a reverence for the fate of lands and buildings that have been turned over to public needs and

social profit
lished public other discuss sale as a c tion r envirc sustain
• buildi care a

The Lake Cowichan Gazette

Caycuse • Honeymoon Bay • Lake Cowichan • Mesachie Lake • Youbou

Box 10, Lake Cowichan, British Columbia V0R 2G0
PH: (250) 749-4383 FX: (250) 749-4385 Classifieds: 310-3535 (toll free)
Street Address: 170E-Cowichan Lake Road.
-time@lakecowichangazette.com EDITORIAL





**COWICHAN VALLEY
NATURALISTS
SOCIETY**

RECEIVED

JAN 21 2008

Box 361
Duncan, BC
V9L 3X5
cvns@island.net
www.island.net/~cvns

INI

21 January 2008

Cowichan Valley Regional District Parks
175 Ingram Street
Duncan, BC V9L 1N8

Dear Parks Department:

We are responding to your advertisement in the local newspapers asking for feedback on the proposed Regional Parkland Acquisition Fund. While your notice only asked for negative responses to the proposal, the Cowichan Valley Naturalists' Society would like to take this opportunity to write to you in favour of the proposed levy.

Over past decades we have seen numerous important natural areas in the Cowichan region converted to other uses. Because most of the land in the region is privately owned, this process is likely to continue. It is vitally important that we preserve representative and special natural areas to maintain ecological integrity and for the education and enjoyment of present and future residents of the region. This is part of the heritage we are leaving to those who come after us.

We are strong supporters of the Regional Parks and Trails Master Plan, which identifies important sites that should be protected. The plan can only be implemented if there are adequate resources, and the proposed Parkland Acquisition Fund is one way to provide those resources, although we feel the proposed amount is too small. During the process of developing the plan, the public indicated a willingness to pay for parkland acquisition, both through public meetings and through the unbiased survey conducted by the consultants. We have witnessed the success of a similar fund in the Capital Regional District in protecting important natural areas.

We strongly support the proposed tax levy for a Parkland Acquisition Fund. We hope this money can be used, in co-operation with the non-profit sector and other levels of government, to implement the Regional Parks and Trails Master Plan.

Sincerely,

Eric Marshall
President

LN2



THE COWICHAN COMMUNITY LAND TRUST SOCIETY

#6 - 55 Station Street, Duncan, British Columbia V9L 1M2
Telephone: (250) 746-0227 ♦ Fax: (250) 746-6608 ♦ E-mail: cclt@island.net

C.V.R.D.
RECEIVED

JAN 22 2008

10 January 2008

Chair
Cowichan Valley Regional District Board
175 Ingram St.
Duncan, BC V9L 1N8

I am writing to express the strong support of the Cowichan Community Land Trust for the proposed CVRD Parkland Acquisition Fund. To ensure a high quality of life for future residents, we feel that it is essential to protect some of the remaining natural areas in the region. This fund will provide an important resource.

The existence of such a fund in the Capital Regional District has led to predictable amounts of money over several years, which has made it easier to make long-range plans for land acquisition. This has enabled Victoria's Habitat Acquisition Trust and the Land Conservancy of BC to enter into a number of very successful land acquisition partnerships with the regional district. For every \$2 contributed by the CRD, approximately \$1 in private funds has been contributed. We anticipate that the CVRD fund will have the same effect.

The CVRD now has an excellent regional parks plan and a functioning Parks Committee. The Cowichan Community Land Trust looks forward to working together with the CVRD in acquiring lands in which we share an interest, protecting and enhancing the quality of the natural and human environment for present and future residents.

Sincerely,

Roger Hart
President

Original: <i>DBD</i>	Copies to:
Board:	<i>Chair</i>
Committee(s):	<i>JB</i>
Director: <i>[Signature]</i>	Date: <i>Jan 24 2008</i>
File #:	

000044

January 09, 2008
Mayor In Council
Corporation of the Town of Ladysmith
Municipal Hall
Box 220
Ladysmith, BC
V9G-1A2

JAN 14 2008

Subject: Street Name

Dear Mayor Hutchins,

As the President of the Royal Canadian Legion, Branch # 171, I am writing to you and Council with an item of importance to our Legion Branch.

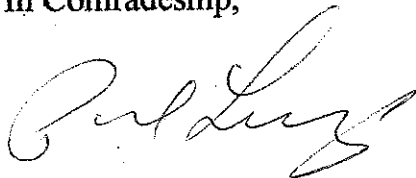
When visiting various cities, towns and communities, not only on the Island but also across Canada, I see more and more streets named Veterans Walk, Veterans Way and many other forms of streets starting with Veteran. These communities have decided to honour our Veterans in their own communities by have a street named after them. This does not always mean that they waited for a new street to evolve, either in a new subdivision nor re-naming an old street.

For example, the Town of Carman, Man. this past month added Veterans Walk to 2ND Ave SW. The Veterans walk was added to the top of the street sign, maintaining the original street name.

I am requesting the Town of Ladysmith, have 1st Ave. be named Veterans Way. Our Legion building and the street to our Cenotaph is 1st Ave. This could be added to the top of the First Ave. signs, maintaining our First Ave. address, yet showing our community and all those that visit our fine community, that we recognize our Veterans past and present for their commitment to our town and country. We are losing our WW11 Veterans at an alarming rate and as new breed of Veterans are emerging, we need to always remember what they have done for all times.

Should you require any further information or require me to attend a Town meeting, please do not hesitate to contact me.

In Comradeship,



Paul Legacy
President
Royal Canadian Legion
Branch # 171
Ladysmith

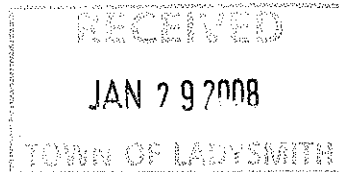
Edgewood ESTATES

Strata VIS 2822

941 Malone Rd, Ladysmith, BC

Email: edgewood.estates@hotmail.com

January 25, 2008



Dear Mr. Rob Hutchins and council,

We at Edgewood Estates would like to ask to receive the garbage, recycling and organic pick up services the Town of Ladysmith offers. We currently pay a private company for our waste pick up but would very much like the opportunity to participate in the organic pick up program. We are a 69 unit strata that use curb side pick up and understand we would need to purchase the organic bins for this project.

Thank you,

VIS 2822, Edgewood Estates Strata Council

Jon Steininger, Strata Council President,
(250)245-2362

A handwritten signature in black ink, appearing to read "Jon Steininger".

Pamela Wilson, Building Maintenance Committee Chair,

A handwritten signature in black ink, appearing to read "Pamela Wilson".

January 20, 2006

Our File: 10-5080-01/000/2005-1

Doc #: 376372.v1

To: City Manager

From: General Manager Planning and Development

Subject: **Mobile Home Park Redevelopment Tenant Assistance Policy**

For: **Committee of the Whole**

Recommendation:

That Council adopt the proposed Mobile Home Park Redevelopment Tenant Assistance Policy outlined in the report of the General Manager Planning and Development dated January 20, 2006.

Executive Summary:

The issue of tenant displacement due to the redevelopment of mobile home parks has been raised because of current plans to redevelop Four Acres Trailer Court, Willow Trailer Park and Windsor Glen Mobile Home Park. A delegation representing residents of Four Acres Trailer Court and Willow Trailer Park appeared before Council on November 7, 2005 and requested that Council adopt a bylaw to prevent the redevelopment of mobile home parks. Under the current *Local Government Act*, it would be difficult to implement a bylaw that would address the full range of issues identified by the delegation. As an alternative, and an approach taken by other municipalities, Council may consider adopting a policy that firstly requires developers to consider the needs of tenants who are being displaced due to the redevelopment of their mobile home park and secondly to provide guidance when redevelopment applications are reviewed in this regard. The policy is meant to provide tenants with the opportunity for greater notification and assistance from development proponents than is currently required under the *Provincial Manufactured Park Home Tenancy Act*. Adopting this policy would be consistent with direction regarding the displacement of tenants due to redevelopment contained in the Citywide Official Community Plan.

Background:

At the Regular Council meeting on November 7, 2005, a delegation representing residents of Four Acres Trailer Court and Willow Trailer Park appeared on the issue of the pending sale, rezoning and redevelopment of mobile home parks and the potential displacement of residents. The delegation requested that Council adopt a bylaw that would allow the withholding of rezoning approval for the redevelopment of mobile home parks until all residents are assisted in the relocation process and fairly compensated for their displacement.

City of Coquitlam

Background cont'd/

Council requested that staff undertake a review of City policy and report back with guidance on this matter.

This report considers current Council policy as stated in the Citywide Official Community Plan addressing tenant displacement through redevelopment (Section 4.1, Housing Choice and Affordability, Objective 3, Policy c), the Provincial *Manufactured Home Park Tenancy Act*, and the *Local Government Act*. The experience and any associated policies of other municipalities who had also addressed this issue in the past have also been considered.

Existing Mobile Home Parks in Coquitlam

There are currently seven mobile home parks within the City of Coquitlam (see Map 1 attached). All existing mobile home parks are zoned RMH-1 Mobile Home Residential and will therefore require rezoning in order to accommodate any form of redevelopment to another use not permitted under the zone. Most will also require an Official Community Plan amendment.

Three parks are currently the subject of development applications for comprehensively planned multi-family and mixed use development. At the start of the year, the Planning and Development Department received Official Community Plan amendment, rezoning, and development permit applications from Mosaic Homes for Four Acres Trailer Court (675 Lougheed Highway) and Willow Trailer Park (671 Lougheed Highway). In total, these two parks house 70 mobile homes.

OCP amendment and rezoning applications were also received just before year end from Polygon Homes to redevelop Windsor Glen Mobile Home Park (1133 Pipeline Road) in the Town Centre. The Windsor Glen Mobile Home Park houses 165 mobile homes.

Discussion

Context of Affordable Housing

Mobile home parks are a unique type of housing that provides an affordable option and lifestyle for people who may not wish to live in traditional multi-family housing. The element of pad rental, however, means that this housing option does not offer security of tenure, which makes residents susceptible to changing market conditions. Residents who are more vulnerable (e.g. frail seniors, those with health issues) and with low incomes may find displacement due to potential redevelopment of these areas to be a particular challenge.

The redevelopment of existing mobile home parks is an aspect of urban growth and change, and mobile home parks are under increasing pressure for redevelopment. These pressures are also experienced in areas of older, multi-family rental housing stock.

Citywide Official Community Plan

The Housing Choice and Affordability section of the CWOCP currently includes a policy statement that Council will “continue to ensure that tenants displaced by redevelopment are protected through relocation assistance from the developer” (Section 4.1, Housing Choice and Affordability, Objective 3, Policy c). This policy provides some guidance to the current issue and has provided a policy context for Council’s consideration of redevelopment proposals. The current update of the existing Affordable Housing Strategy provides an opportunity to consider a broader application of the policy to other areas of the City which may experience these redevelopment pressures.

Policies and practices relating to the issue of tenant displacement (e.g. Strata Conversion Policy, strategies to preserve existing rental stock) will be further examined through the current update of the Affordable Housing Strategy.

Manufactured Home Park Tenancy Act

The Provincial *Manufactured Home Park Tenancy Act*, (MHPTA) which falls under the mandate of the Residential Tenancy Office, regulates mobile home parks in British Columbia and addresses tenant notification and compensation in the event of mobile home park redevelopment. The MHPTA states that the landlord must give the tenant twelve (12) months notice to end the tenancy if the mobile home park is to be redeveloped to a non-residential use or a residential use other than a manufactured home park. All necessary permits and approvals must be in place at the time of notification.

In terms of compensation, a landlord must give tenant a payment of twelve (12) months rent under the terms of the existing tenancy agreement in compensation for displacement. This payment must be made on or before the effective date of the notice to end the tenancy.

Local Government Act

The delegation that appeared before Council in November 2005 requested that Council adopt a bylaw that would allow the withholding of rezoning approval for mobile home park redevelopment until all residents are assisted in the relocation process and fairly compensated for their displacement. Under the current *Local Government Act*, it would be difficult to implement a bylaw that would address the full range of issues identified by the delegation. As an alternative, and an approach taken by other municipalities, Council may consider adopting a policy that firstly requires developers to consider the needs of tenants who are being displaced due to the redevelopment of their mobile home park and secondly to provide guidance when redevelopment applications are reviewed in this regard.

Staff have had discussions with Julia Gully, the spokesperson for residents of the Four Acres Trailer Court and Willow Trailer Park, about the legislative authority of municipalities under the *LGA* and the most appropriate methods of addressing this issue. Ms. Gully and the Active Manufactured Home Owners Association of BC are currently exploring options to encourage the Provincial government to expand the legislative authority to enable the drafting of municipal bylaws that seek to provide additional protection for tenants of mobile home parks displaced by park redevelopment.

Municipal Policy Review

The issue of tenant displacement due to the redevelopment of mobile home parks has been an issue in various municipalities in recent years. Abbotsford, Surrey, Kelowna and Peachland have all adopted Council policies related to tenant displacement in the event of redevelopment of mobile home parks. The policies supplement the statutory requirements under the *Manufactured Home Park Tenancy Act* and address the issues of:

- Notification by the proponent of tenants of an intent to redevelop the existing mobile home park;
- Advance notification by the proponent of opportunities for tenants to address their concerns directly to Council;
- Compensation (either through relocation assistance plans or direct financial compensation) from the proponent to affected tenants;
- Increasing options for existing tenants by including the right of first refusal to purchase new units developed on the site.

Each of the policies reflects local circumstances and issues faced by the respective Councils. The municipal policies vary in terms of the approach to tenant compensation. Surrey, Kelowna and Peachland request that relocation assistance plans developed by the redevelopment proponents be in place prior to development approval. A relocation assistance plan developed by a proponent can be quite broad and can include financial compensation, finding alternative sites for units that are movable¹ and assisting tenants in finding alternative housing.

Abbotsford's approach does not address the involvement of the applicant in assisting with re-housing tenants. Instead, it focuses on the compensation of tenants through an increased amount of financial compensation, increasing the required notification time, and ensuring that tenants get the first right of refusal to purchase new units being built on-site with some amount of purchase discount. Abbotsford's policy also permits the moving of non-CSA approved and older units to other mobile home parks in the City.

The proposed policy was developed in the context of the current plans for the redevelopment of the Windsor Glen, Four Acres, and Willow Trailer Parks and resident concerns over displacement. As an alternative to directly adopting this proposed policy, Council may wish to first consider proceeding with a public consultation process. However, given the immediacy of redevelopment plans for the three mobile home parks and the concerns raised by potentially displaced residents, staff recommends that Council adopt the proposed policy at this time. Amendments to the policy can be considered should the need for refinements be identified.

¹ Canadian Standards Association approved and in suitable condition.

Recommended Approach

It is recommended that the proposed Council policy be focused on requiring redevelopment proponents to make a relocation assistance program for tenants an integral component of their plans for site redevelopment. It is expected that proponents would begin communicating and implementing components of the program as soon as plans for redevelopment are formulated. The relocation assistance program would:

- Account for the existing situation by profiling resident demographic characteristics and mobile home condition;
- Be flexible and multi-dimensional by including various options and components in order to respond to different tenant characteristics, needs and preferences;
- Where the redevelopment plans include residential development, include affordable housing options for tenants to remain on the subject site. Affordable housing units provided on site would be secured through a Housing Agreement entered into by the developer with the City as a condition of rezoning;
- Include a status report on the implementation of the program.

Staff will evaluate the development proponents' response to the policy in conjunction with development application Official Community Plan amendment and rezoning requirements to ensure that the objectives of the policy are met. This information would be forwarded to Council with the development application report.

The proposed policy is outlined in Attachment 1.

Conclusion

The proposed policy would provide guidance to Council and the public on the issue of displacement of tenants of mobile home parks in the event of development proposals. The policy is meant to provide tenants with the opportunity for greater notification and assistance from development proponents than is currently required under the *Manufactured Park Home Tenancy Act*. The proposed policy allows for the diverse range of individual circumstances to be considered as part of a comprehensive relocation assistance program.

James L. McIntyre, MCIP

CVP/lmc

Attach.

MOBILE HOME PARK REDEVELOPMENT TENANT ASSISTANCE POLICY

The following is a Council policy to address the displacement of tenants through the rezoning and redevelopment of mobile home parks. The policy is meant to provide tenants with the opportunity for greater notification and assistance from development proponents than is currently required under the *Manufactured Park Home Tenancy Act*.

The applicant shall:

- **notify existing tenants of plans for redevelopment; and**
- **communicate with and formulate a relocation assistance program for existing tenants** according to the following guidelines.

I. Communication of Plans for Redevelopment

1. At the pre-application stage, the applicant should notify in writing all tenants that plans for redevelopment are being made and that a relocation assistance program is part of these plans. Notices should also be posted on communal notice boards and facilities in the mobile home park. Copies of these communications shall be submitted with the application for the development and will be attached to the report that is forwarded to Council.
2. The applicant shall formulate a plan for communicating the relocation assistance program with existing residents. The communication plan should provide tenants with information that will assist them in making plans for alternative living arrangements. Proponents should provide updates to resident as the process progresses, including when the application for redevelopment is considered at Committee of the Whole, Council meetings, and Public Hearings.

II. Relocation Assistance Program

1. Content

The relocation assistance program shall:

- a. Include a profile of resident demographic characteristics such as age, family size/structure, general income levels, housing needs/relocation option preferences, where this information is attainable;
- b. Include a profile of mobile home condition and potential for moving and re-use of homes, where this information is attainable;
- c. Be flexible and multi-dimensional by including various options and components in order to respond to different tenant characteristics, needs and preferences;

II. Relocation Assistance Program

- d. Components may include, in addition to the statutory requirements under the *Manufactured Home Park Tenancy Act*:
- i. Arranging and paying for the disposal of mobile homes;
 - ii. Unconditional compensatory payments of a value that would provide tenants with some amount of equity and greater flexibility in their plans for relocation (e.g. a payment equivalent to the assessed value of the mobile home). This would be in addition to the mandatory payment under the *Manufactured Home Park Tenancy Act*;
 - iii. Opportunities for first right of refusal to purchase and purchase discounts on local units developed by the applicant, including new units built on the subject site;
 - iv. Advice on options for relocating in the local and regional context in regards to market housing, non-market housing, and mobile home park opportunities.

Where plans for redevelopment include a residential component, one of the program components shall be an affordable housing option for tenants to remain on the subject site. The applicant will be required to enter into a Housing Agreement to secure any low-cost housing options offered to existing residents as part of new development on the site. As per the *Local Government Act*, a Housing Agreement must be registered on title;

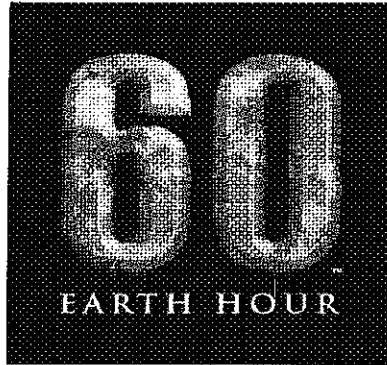
- e. Include a status report on the implementation of the program, indicating preferred options for the tenants.

III. Timing

The applicant shall formulate, communicate, and begin implementing components of the program as soon as possible after plans for redevelopment are made. The relocation assistance plan shall be submitted with the development application.

IV. Evaluation and Securing of the Plan

City staff will evaluate the proposed relocation assistance program in conjunction with the redevelopment application to ensure that it meets the objectives of this policy. Staff will include this information in the development application evaluation report that is forwarded to Council for its consideration of the application, along with any other documentation relating to the program.


DAVID MILLER

**Earth Hour: March 29, 2008
8 - 9 p.m.**

In the spirit of municipal cooperation, I am writing to encourage you to join Toronto and a growing number of municipalities across Canada and take part in Earth Hour — a global World Wildlife Fund lights-out event to raise awareness and support for action on climate change.

On March 29, cities around the world will power down for Earth Hour. Our goal is to have more than one million Torontonians participate by turning off their lights from 8 p.m. to 9 p.m.

With your participation, many more Canadians will turn off their lights and 'see' the difference that small everyday actions can make. And together, we'll send a strong message to our national leaders that millions of people in cities across Canada want decisive action on climate change now.

More information about how to participate in Earth Hour is available at www.earthhour.org and by email at: earthhour@wwfcanada.org. For more information about Toronto's Earth Hour please visit www.toronto.ca.

Yours truly,

Mayor David Miller
City of Toronto

