

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, April 21, 2008 at 6:30 p.m.
Council Chambers, City Hall

A G E N D A

Pages

Chairperson: Councillor Duck Paterson

1. CALL TO ORDER
2. AGENDA APPROVAL
3. EXECUTIVE SESSION (6:00 p.m.)
 - Item 1: Community Charter Section 90(1) (c) labour relations or other employee relations;
 - 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;
4. ARISE AND REPORT
5. MINUTES
 - March 17, 2008
6. DELEGATION
 - .1 Pat Moore – Ladysmith Chamber of Commerce
Re: Business Improvement Area
 - .2 Geoff Millar – Economic Development Manager, Cowichan Region
Re: Results of Two Recent UBCM Tourism Projects
7. CITY MANAGERS REPORT
 - .1 City Manager’s Work Plan 1 - 4
8. DIRECTORS REPORTS
 - .1 First Quarter Reports from Directors 5 - 21
9. STAFF REPORTS
 - .1 Director of Financial Services
Re: Cold Storage Building – Lease of Storage Space Celebrations Society 23 - 24

10. MEMBER SUBMISSIONS

- .1 Mayor Hutchins
Re: Environmental Initiatives – Anti-Idling (Verbal Report)

11. CORRESPONDENCE

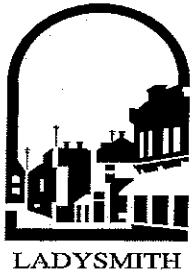
- .1 J. Yardley, EIT, A/District Transportation Engineer – Ministry of Transportation **25 – 29**
Re: Reduction in Speed Limit on the TCH From Roberts Street
to South Davis Road – Speed Studies
- .2 L. Anderson **31**
Re: Concerns Regarding Chemainus Road Reconstruction
- .3 J. Gendron **33**
Re: Request for Street Name of “McIntyre”
- .4 Ladysmith Sportsmen’s Club **35**
Re: Illegal Dumping of Debris in Areas Surrounding Ladysmith

12. NEW BUSINESS

- .1 Mayor Hutchins
Re: Town Hall Meetings (Verbal Report)

13. UNFINISHED BUSINESS

ADJOURNMENT



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: R. Malli
Date: April 16, 2008
File No:

Re: City Manager's Work Plan

Departmental Overview:

The City Manager provides strategic and operational leadership to the organization and reports directly to Council.

The position has five direct reports, including three directors (Financial Services, Public Works and Parks, Recreation and Culture) and two managers (Corporate and Development). The City Manager is responsible for assigning work from Council to senior staff. The City Manager also has work assigned to her directly from Council.

To be successful in the role, the City Manager must maintain strong positive relationships with existing Council and staff (including prospective employees), business and other community members, and also other government and professional contacts.

Departmental challenges:

Key challenges:

- Recruitment and retention
- Resource-expectation gap

Strategic actions to address key challenges:

- Negotiations-collective agreement
- Corporate restructure review
- Clarity on Council priorities
- Focus on foundation (bylaws, recruitment, training, adequate workspaces, systems)

Project or Task	Discussion	Status-Next Steps
Manager of Corporate Services	City Manager has assumed duties of Corporate Services Manager until replacement hired.	Additional duties have increased City Manager's (CM) work load significantly. The department has risen to the challenge to support the CM. Selection process for replacement underway.
City Hall renovation	Renovations commenced	Complete internal office renovations; Commence long term solution
Licences of Occupation-DL 651	Council approval and application	Application submitted by Town and Chemainus First Nations
Chamber of Commerce-Contract Visitor Info Centre	Contract approved by Council and signed by Town and Chamber	Complete
Community Energy Plan	RFP awarded to Sheltair Group. Intern will support project. Commission involves citizens in the project.	Select consultant and commence work. Select commission members. Intern starts May 5.
Overseas Managers Exchange	Final report submitted.	Complete
Leadership BC Ladysmith	CM chair of advisory committee and Town point of contact for Habitat for Humanity project. Public meeting held, land transfer and subdivision process underway.	On going monthly learning days-Grad in June. Two community projects well underway. Recruitment for program 08-09; CM will mentor a replacement as chair in 08-09.
MALU-Institute of Leadership and Innovation	CM chair. Focus on leadership training for local government employees and officials. Grant obtained from MFA to develop a certificate program-approved. Program provides partial exemption for Leadership BC participants.	Develop curriculum for Action Research/Meaningful Discourse course; CM is seeking a replacement as chair in 08-09.
Negotiations and renewal of Collective Agreement	Negotiations commence March 31.	Verbal agreement on April 9 th .
Quarterly Reports and Action Plans	Quarterly reports and action plans commenced Jan 08. Monthly verbal updates.	On going
Special Projects	Staff hired for position	Commenced March 31.
Annual Report	Internal production with new software program-reduces costs.	Staff training on program; Managers full day meeting booked to develop content
Legal and Labour Management	On going	On going

Work Plan Additions or other duties Q1-January to March 2008

Work	Status	Discussion and Next Steps
Environmental Commission	Bylaw approved; advertisement for members	Members selected
Volunteer Appreciation	Commenced steps to develop a volunteer appreciation package	Review draft
Job descriptions	Review as postings occur	Continue review
Performance Reviews	All staff completed	Complete
Communications Plan	Draft completed	Review and implement
Crystal Meth Grant	Extension obtained	Complete
Community to Community Grant	Apply in April	Application for C2C grant with Chemainus First Nations
Financial Plan	First meeting March 25	In progress
Spirit Squares	Obtained grant, agreement revision	Review agreement, assign to staff, commence project plan with citizens.
Environmental Sustainability Direction	Enhance knowledge-staff training	Four staff attended sessions in Feb/March
Employee Development	Learning Day held focus on embracing change	Next learning day in May
Habitat for Humanity	Work with LBCL and Habitat-legal, subdivision and servicing	Land disposition process underway
Intern Program	Hired staff	Starts May 5

Q2 April to June 2008:

- Complete work above that carries over into the next quarter (all except those highlighted in red)
- Review corporate structure
- Waterfront-Contamination Report (work with Ministry)
- MATI 2 Mentor (facilitate session for MATI training-leadership)
- Revise role in Leadership BC Ladysmith and Malaspina College Leadership and Innovation (mentor new people to assume chair role)
- Review Regional Policing
- Climate change – Community Energy Plan-green team, Natural Step, Integrated Community Sustainability Plan, CAEE, Guy Dauncey, BC Hydro Turn if Off Challenge, micro generation; City Manager on Joint Committee-UBCM-Province of British Columbia Green Communities Committee (Working Group on Carbon Neutral Local Government)

- Annual Report (Complete)

To be considered after July 1, 2008

- Strategic Plan 2004-2008 completion and celebration
- Strategic Plan 2009-2013 (complete)
- Enhance decision making criteria (values, policy and procedures)
- Values assessment and accountability (introduce and implement)
- School District: field development. (Community connections program), joint use, review off-street parking agreements, field meetings, bookings, school site acquisition and joint energy management
- Harbour and waterfront upland – commence plans for phased development
- Citizens forum (strategic planning for, not logistics of)
- Project management implementation
- Customer Service survey
- LGMA-Women in Local Government (advisory board member)
- Inquiry response strategy (email, phone, customer service)
- Emergency planning (Emergency planning with CVRD for all managers to Level 3/location of office)
- Strategic directions – all work tied
- Job equity (job description review-this is being started)
- Marine Park
- Family Emergency Planning
- Implement Stakeholder strategy
- Vandalism Reduction Initiative
- Transit – develop and implement comprehensive plan -internal link

FIRST QUARTER REPORTS

- Public Works
- Finance
- Development Services
- Parks, Recreation & Culture



Town of Ladysmith

STAFF REPORT

To: City Manager
From: Joe Friesenhan, Director of Public Works
Date: April 14, 2008
File No:

Re: FIRST QUARTER REPORT

The First Quarter of 2008 proved to be another very busy time for the Public Works Department. The unusually cold spring brought three separate snowfall incidents and slowed the regular cleanup process.

OPERATIONS

The unseasonable cold weather and snow kept the crews sanding until the end of March. We had cleaned the winter sand off all the roads just prior to the last snowfall. The snow and ice required that we sanded all the hills and some of the main intersections again. Crews had to deal with various bouts of vandalism throughout the first quarter. Numerous signs were knocked down with others having graffiti on them. The kin shelter had major damage done to the structure. The Eco building was broken into and we had two separate occasions where catch basin lids were dropped into the barrels.

A number of water, sewer and storm services were installed and when the weather started to change crews were able complete the patching that is required with these installations along with some pot holes which appeared throughout the winter. The hydrant flushing program was started in January and will continue until completed or until the Town goes to water restrictions again.

During the second quarter, we expect to complete the crack filling program after which the line painting will commence. There was an unusually high volume of sand required for ice control over the winter which was a major cause of the painted lines wearing off. We will also be steam cleaning the downtown area as soon as the weather warms up a little. The brushing program will also start towards the end of April.

CAPITAL

The Public Works Department continues to complete a large number of the Capital projects authorized by Council. The first quarter saw the completion of the Machine Shop sidewalk project, the French Street water main relocation and the Dogwood Drive lift station projects. Crews also continued working on the Transfer Beach washrooms and Craig / Davis Road sidewalks. Both these projects are projected to

be completed in the second quarter of this year. Work is also expected to start on the Archive facility and the High Street renovations during the second quarter.

Work is continuing on the spiogestor repair with the Town hauling the sludge from the spiogestor down to Victoria for disposal. The new screen and skirt are being assembled at the sewage treatment plant site and the installation of the new works is slated for the week of May 5th. The Liquid Waste Management Committee has been identified with the first meeting slated for May 13th.

Work on the Arbutus Reservoir is coming to completion. The reservoir and associated piping are complete along with the construction of the new PRV's and associated piping throughout the Town. Notices were hand delivered to the affected residents of the proposed higher pressures to ensure that PRV's were installed in residences that required them. A second notice was delivered at the request of Council to postpone the change over. The contractor is in the final stages of completing the new chlorination process. The final switch over from the existing reservoir to the new reservoir is expected to take place the week of May 5th.

The construction boom is still creating a major workload for the engineering department and the building department. Along with the major subdivisions under construction throughout the Town, the design for Chemainus Road was completed and tendered. Construction start is expected to be the last week in April with a six month construction schedule.

The Department is hoping to start construction of Strathcona Road as soon as the pipelayer position is filled. We are also in the process of trying to replace the position of the Manager of Engineering Services which became vacant at the end of March.



Town of Ladysmith
2008 Quarterly Report

To: City Manager
Department: Finance
Submitted by: Pat Leitch, CGA
Title: Director of Financial Services

Executive Summary

The Director of Financial Services oversees finance, information technology, human resources, payroll and benefits. Due to workload challenges, the human resources has been overseen by the City Manager for the past two months.

The workload for the Finance department changes throughout the year as we work to meet the various deadlines. Some tasks are ongoing and are completed throughout the year. These have not been included in this report as they were listed in detail in the annual report. Other tasks follow specific deadlines and are completed at specific times of year such as the financial statements, audit, property tax calculation and financial plan. The following is an update of the tasks completed by the Finance Department during the first quarter of 2008 and a summary of our planned tasks for the remainder of 2008.

2008 1st Quarter Completed Tasks

Committee Work:

Occupational Health & Safety Committee

- Management and union employees from all departments participated in Occupational Health & Safety Committee.
- New Hire/Young Worker Safety Orientation program ongoing.
- Audit of the Town's OHS program completed.
- Developed, revised and updated various safe work procedures.
- Provided staff and committee member training including fire extinguisher training and WHMIS.

Health & Wellness Committee Activities

- Access to the fitness centre and pool per Council policy.
- Provided ongoing healthy living and employee appreciation initiatives.

Staff Accomplishments

Human Resources Initiatives

- Provided external courses and seminars and presentations at Global Training day to staff to improve their skill sets and encourage growth.
- Hired and trained new staff and offered new opportunities and training to existing staff.
- Participated in the following committees:
 - Job Equity Committee
 - Labour Management Committee
 - Health & Wellness Committee.
- Posted and filled 10 job competitions in Q1 2008; (53 in 2007, 24 in 2006; 18 in 2005, 18 in 2004)
- Commenced the job description review process at public works, to be completed in the second quarter.

Financial Statements and Audit

- Met with audit committee to discuss 2007 audit and provided documentation to auditors as required.
- Prepared the draft 2007 Financial Statements.

2008 – 2012 Financial Plan

- Meetings with managers to review ongoing projects.
- Meetings with managers and Council to review capital priorities.
- Meetings with Council and managers to determine appropriate staffing levels required to complete tasks in work plan, feedback from committees on work plans for future.
- Review of capital projects for carry forwards, timing adjustments.
- Prepared the draft 2008 – 2012 Financial Plan in preparation for budget meetings as directed by Council.

PSAB Changes - Asset Management

- Preliminary research and discussions with auditors on process.
- Review of software available.

Information Technology

- Provided training and support to staff on IT issues.
- Replaced and upgraded equipment as required.

Legislated Requirements

- Prepared all legislated reports for WCB, GST, PST, property taxes, home owner grants, property tax deferments, benefits, pension plan and payroll.
- Preparation for Parcel Tax Review panel and addition of properties to roll as required.

Tenders and Requests for Proposals

- Prepared public works tenders in new format for 2008.
- Review of proposals for banking services, selection will be made in the second quarter.

Bylaw preparation and amendments

- Prepared the following adopted bylaws:
 - Reserve funding appropriation bylaws for Cemetary Care Fund, Sale of Real Property Reserve and Road, Storm Drainage, Water and Sewer DCC's.

Other Tasks

- Continued documentation of procedures and improvement of internal controls.
- Assisted with preparation of grant applications and administered the claims on approved grants.
- Determined alternate solution for City Hall renovation and began renovations. This plan will reviewed in the second quarter to determine feasibility of disabled access incorporated in plan.
- Completed benefits costs analysis and new contract in place based on consultants recommendations.

Working on To June 30th, 2008

Strategic Plan Priorities:

- Financial Plan policy integration. – Continued meetings with Managers to prepare financial plan, public meetings with Council and managers to finalize financial plan. Review of changes required to financial plan policy with Council. Implementation of new disclosure requirements in 2008 – 2012 financial plan. (See legislative requirements)
- Asset management policies/procedure/software (legislative requirement). Selection of software for asset management. Preparation of policy and procedures for asset management project.
- Occupational Health and Safety program implementation. Continued work on implementation.

- Health and Wellness – implement recommendations. Ongoing efforts by health & wellness committee including Move for Health day, global training day and kayak trip.
- Employee involvement program implementation. Staff and City Manager to determine next steps for implementation.
- Top 100 Employer. Staff and City Manager to develop initial plan for implementation.

Legislative Requirements:

- 2007 Year end financial statements. Auditors are currently reviewing draft financial statements, will be finalized with any amendments and presented audit committee and to Council for approval.
- Audit committee – set up/meetings. Review of audited financial statements and audit report with audit committee.
- Tax and revenue policy – Review status and document – establish written policy for 2009 to 2013 financial plan.
- Preparation of Bylaws:
 - Financial plan bylaw
 - Tax rates bylaw
 - Parcel tax bylaws
 - Appropriation bylaws
- Internal controls and procedure evaluation and improvement. Ongoing improvements to internal controls and procedures.
- Trade Investment and Labour Mobility Agreement (TILMA). Not started.
- 2007 Policing cost report.
- 2007 Police accountability report.
- 2007 LGDE report preparation.
- 2007 SOFI report preparation.
- 2008 Grants in lieu – 1% tax collection and processing.
- 2008 Property tax calculation and collection.
- 2008 Parcel tax review panel.

Council Tasks:

- Banking Request for Proposal – Selection. Banking RFP proposals reviewed, selection to be made in 2nd quarter 2008 for implementation in the third quarter 2008.
- Business Licence collection letter/follow up. Letter sent to all arrears business owners.

- Agreement with Ladysmith Historical Society to run archives (Additional resources required to complete this.) Not started.

Other Tasks:

- RCMP building final report and lease agreement.

Departmental Operations:

- Purchase card purchases (set up for automation).

For Consideration After July 1, 2008, Timing to be Announced

Strategic Plan Priorities:

- E-Billing review/introduction.
- Financial bylaws review completion.
- Develop business case analysis.
- Capital asset inventory (legislative requirement).
- Capital asset costs (legislative requirement).
- Tendering policy preparation.
- Top 100 Employer.
- Corporate training plan implementation and inventory of needs.

Legislative Requirement:

- 2008 Report to BCAA on leases.
- 2008 Property tax sale.
- 2009 Revitalization tax exemption bylaw (By Oct 31st, 2008).
- 2009 Permissive tax exemption bylaw (By Oct 31st, 2008).

Council Tasks:

- Banking Request for Proposal – Implementation.
- Review investment policy.
- 20% Business Licence Revenue – determination of usage

Other Tasks:

- Single business licence initiative.
- Prepayment plan for taxes/utilities.
- Ethical purchasing policy.
- Diamond water agreement.
- Leases at cold storage building.



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Manager of Development Services
Date: April 11, 2008
File No:

Re: DEVELOPMENT SERVICES DEPARTMENT WORK PLAN:
QUARTER 2 – APRIL TO JUNE 2008

Overview

The Development Services Department includes four program areas:

- Community planning (sustainable community development and urban design)
- Current planning (development applications and permits)
- Heritage Preservation
- Economic Development and Tourism

Q2 2008 Work Plan

Note: (On-going) means that the project spans more than one quarter.

Strategic Priorities:

- (On-going) DCC review project (consultant)
- (On-going) Waterfront – attend tripartite meetings
- (On-going) South Holland Creek - draft terms of reference and request for proposal for sustainability review; work with land-owners to fund project.

Legislative Requirements:

- Development Application Procedures Bylaw 898 – update procedures and application forms
- Site Profiles – consider opt-out
- (On-going) Development application processing for consideration by Council - Current proposals include Belaire RZ, Creekside RZ, 6-plex RZ, GPM RZ, Hotel/Mixed Use RZ, Anderson DVP/DP and several other smaller DP and DVP proposals.
- (On-going) Statutory Notices – DVP and Rezoning
- (On-going) Permit registration for various DP/DVP, when approved by Council

Departmental Operations:

- (On-going) Organize and attend meetings of HRAC, ADP and APC
- (On-going) Organize and attend meetings of EDC and TAC
- (On-going) Covenant finalization for various development proposals, when approved by Council
- (On-going) Advisory Planning Commission review of various OCP/Zoning applications, as referred by Council
- (On-going) Quarterly Report
- Hire part-time planner
- Hire planning technician

Economic Development Strategic Plan:

- Report to Council on Machine Shop business case and user requests
- Yearly update of community profile, including new economic development branding
- BIZ PAL - announcement/launch
- Tourism Signage and Way-Finding Study - receive and review report
- Prepare Requests for Proposal for CISP funded projects - marine-sector "infopreneur" communications and trade show booth design
- (On-going) Networking with stakeholders

Heritage Strategic Plan:

- HSP Action 3.2 - Tree Protection Bylaw - commence review of draft bylaw and finalize significant tree inventory (with Parks Operations)
- HSP Action 6.1 - prepare Statements of Significance (SOS) for Aggie Hall and St. John's Anglican Church (HRAC and Consultant)
- HSP Action 9.2 - complete heritage street name signs (with Public Works)
- HSP Action 9.7 - revise and publish combined brochure of Artefact Route and Heritage Walk (HRAC)

Report on Quarter 1 – 2008 Activities

Strategic Plan Priorities:

- (On-going) DCC review project (consultant)
- DONE - Marketing materials – design and produce sector materials for marine sector and professional service and knowledge-based business sector (consultant)
- DONE - Business (sector) recruitment/attraction – create target sector profile for professional service and knowledge-based business sector (consultant)
- Hire part-time planner (approved in 2007 budget)
- DONE - Complete performance plans

Legislative Requirements:

- (On-going) Development application processing for consideration by Council - Current proposals include Belaire RZ, Creekside RZ, 6-plex RZ, GPM RZ, Anderson property DVP/DP, and several other smaller DP and DP proposals. Other rezoning proposals are expected. Depending on resources available, the length of time associated with processing applications will be affected.
- (On-going) Statutory Notices – DVP, OCP, Zoning, Public Hearings
- (On-going) Development Application Process and Procedures – update development application procedures bylaw and application forms
- (On-going) Permit registration for various DP/DVP, when approved by Council
- Site Profiles – consider opt-out

Departmental Operations:

- DONE - Develop department budget for 5 year financial plan
- DONE - Establish standard practice for covenant preparation and cost recovery
- (On-going) Organize and attend meetings of HRAC, ADP and APC
- (On-going) Organize and attend meetings of EDC and TAC
- (On-going) Networking with stakeholders – Economic Development
- DONE - Prepare Community Investment Support Program (CISP) grant proposal
- DONE – application fees review

Council Tasks:

- DONE - Advisory Design Panel Task Force – recommend terms of reference to Council
- (On-going) Covenant finalization for various development proposals, when approved by Council

- (On-going) Advisory Planning Commission review of various OCP/Zoning applications, as referred by Council
- Report to Council on Machine Shop business case report
- DONE - EDC review of Arts Council proposal for use of Machine Shop
- Regional retail expansion meeting (note: revisiting approach)
- (On-going) Quarterly Report

Other Tasks:

- DONE - HRAC Heritage Strategic Plan Project –support to public process, resource and budget considerations
- DONE - Government Wharf/Ladysmith Fishermen's Wharf Assn. Breakwater Project – report to Council and follow-up with LFWA
- DONE - Development of 5 year EDC strategic plan
- DONE - Tourism Plan implementation – visitor information centre location analysis (TAC)
- DONE - Tourism Plan implementation - create marketing materials - tourism website and E-Newsletter (consultant)
- DONE – BizPal – work with Province to inventory municipal permits and licences



Town of Ladysmith
STAFF REPORT

To: Government Services Committee
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: April 21, 2008
File No:

2008 First Quarter Report

Aquatics

- First quarter revenue is \$90,654
 - Aquatic programs (private and public swim lessons) \$20,485 (Stats 464). Additional increase in participation from First Nations youth
 - Aquatic high level courses \$13,722
 - Aquatic admissions \$34,357 (Stats 13,049)
 - Adaptive Fitness swim Monday to Friday (Stats 1,381) – new participants monthly
 - Aquatic pool rentals \$15,850
 - Aquatic school rentals \$5,400
 - Aquatic special events \$840 (popular monthly *Dive in Cinema*, and *A Pirates Life for Me* with approx 90 per swim)
- Monthly sponsored swims by LPR&C and Community partners (Ladysmith & District Credit Union, Spirit of BC and Tim Horton's with approx 75 per swim)
- Last Friday of every month Adaptive Fitness swim sponsored by Ladysmith Fraternal Order of Eagles with approx 30 per swim
- Sunday, March 9 facility was extremely busy due to approximately 100 brownies taking part in a facility sleepover and swim, as well as 100 swimmers attending a meet, our usual amount of fitness centre users and patrons at programs. In the morning of March 9, staff were greeted with water flowing down the main hallway from a supply line in the dry-a-tron room. The water flowed down the stairs and flooded the Rec Room. Quick action by staff resolved the issue.

Fitness

- Fitness Centre Stats
 - January - 4296
 - February - 4322
 - March - 3767
- Drop-In Fitness Classes
 - January - 267
 - February - 341
 - March - 280
- Registered Classes – offering a total of 18 different registered fitness classes
- ActNow BC Activity Challenge
 - Participant in the ActNow BC Activity Challenge
 - Applied for one of the ActNow BC Activity Grants and received 300 pedometers
 - Working with LIS students towards increasing daily physical activity

- Working with LIS students – 8 fitness sessions
- Ladysmith Striders
 - The Ladysmith Striders fielded a group of more than thirty individuals with two groups joining hands from the Esquires Sunday morning running group and the Town of Ladysmith 10K Learn to Run and 10K Walking Groups. Their efforts were greeted with much success as Ladysmith Striders were recognized in the awards ceremony as top-ten finishers no less than thirteen times in accordance with their corresponding age groups.
- Offering free KeenFit Nordic Walking Clinics to help increase physical activity within the community
- Working with Registered Dieticians to offer free Nutrition Workshops to the community

Community

- Youth:
 - Rec Room Grand Opening March 7, operating 3 days per week, with new games and excellent pool table inherited from old RCMP station set up and refurbished; purchased TV/VCR/DVD player, education / awareness videos and a computer with remaining Crystal Meth grant money
 - Youth Council facilitation by Youth Program Coordinator, Danielle Eastick, as well as organized a ski & snowboard trip to Mt. Washington March 1
- Children
 - Continue to liaise at LaFF monthly board meetings and worked with the board to revise annual partnership contract to reflect the Town of Ladysmith new relationship with LaFF
 - Attended Ladysmith Early Years Partnership monthly meetings and participated in the strategic planning session with consultant Warren Helfrich
 - Attended the Building Learning Together early years event in Parksville
 - Information Booth at the Ready Set Learn early years event at Aggie Hall
 - Attended the Champions of Children SD68 presentation in Nanaimo
 - Positions for summer daycamp staff have been posted
- Community
 - Spirit of Cowichan Days May 4 event in Ladysmith – final stages, partnership with community including the Leadership BC Ladysmith “Spirit Team”
 - Coordinated and co-chaired Ladysmith Interagency Group monthly meetings
 - Liaised and provide admin support for Ladysmith Community Health Advisory Committee monthly meetings
 - Participated in the Ladysmith Food Action Coordination Team
 - Met with Employment Navigators re: marketing services and recruitment of staff
 - Participated in the Ladysmith Commons Committee
 - Met with other agency youth workers re: coordinated services in Ladysmith
 - Applied for the Canada Day grant and the Celebrate Canada Day grant
- Response to Community Programs improved over the 1st quarter despite focus elsewhere (eg. development of youth services, community partnerships, and special events)
- Adult programs held their own over 1st quarter 07, with the addition of two new classes, Italian and Power Yoga, and the tripling of Hatha Yoga participation
- Children's programs matched the 1st quarter 07
- Preschool program revenues saw the anticipated reduction due to our new partnership with LaFF, but other programs running on a "cost-recovery" basis are seeing slight improvements
- Teen programs have seen a doubling in revenues over the 1st quarter 07, despite good response to the free programming in the new Rec Room

Maintenance

- Replaced dry-o-tron (dehumidification / heat recovery) circulation pump seal
- Replaced contactor in both whirlpool heaters
- Removed and replaced Health Centre roof
- Repaired Holland creek bathroom flush valves
- Renovations on going to Transfer Beach bathrooms, nearing completion
- Completed installation of fire alarm system at the Expo building
- Rebuilt chlorine injector for whirlpool
- Repaired to whirl pool chlorine pump
- Replaced heater elements in HVAC (air conditioning / heater for Rec Room)
- Installed 2 additional circuits for fitness centre
- Replaced flow switch for whirlpool heater
- Installed Sargent passage set for RCMP board room
- Changed out various ballasts and lamps at City Hall, Development Services and FJCC
- Replaced control cartridges in FJCC public wash room sinks
- Repaired pool vac
- Completed calibration of gas sensors at FJCC and RCMP
- Rerouted chlorine exhaust from chlorine room via direct to outside route in compliance with WCB order and (deficiency from construction not handled by Windly)
- Repaired fitness centre and physiotherapy roof leaks (deficiency from construction not handled by Windly)

Administration

- Staff have purchased software to enable them to create the Leisure Guide in house, which will reduce the current marketing expense while generating advertising revenue previously not received by the Department
- Staff have applied for 8 Katimavik volunteers to work in Parks.
- Aggie Hall upgrades are currently in the planning stages. As a complement to the upgrades from the grant money received by LaFF, staff have applied for the LocalMotion grant, which if accepted will allow for a pathway that encourages physical activity (cycling, walking, in-line skating, wheelchair, walker) and other improvements to the fields and playground.
- Staff have completed the 2008 budget for Council's approval
- On average the front reception staff attend to 250 patrons per day. Many of these patrons purchase passes; on average we sell 20 passes per day. They have processed course registration revenue of \$78,647, facility admissions of \$84,823 and facility booking revenue of 27,608. Included in the facility admissions is the corporate pass system. We have four Town organizations taking advantage of this program with the revenue generated for the first quarter as just over \$4,000.
- Front reception staff



Town of Ladysmith

STAFF REPORT

To: Government Services Committee
From: P. Leitch, Director of Financial Services
Date: April 17, 2008
File No:

Re: Cold Storage Building – Lease of Storage Space Celebrations Society

RECOMMENDATION:

That the Government Services Committee recommend that Council approve the lease of a portion of the storage building at the public works yard to the Celebrations Society and direct staff to negotiate a lease and arrange for access to the storage area.

BACKGROUND / HISTORY:

The storage building that was built at the public works yard has additional storage space that is currently not being used by the Town. The Rotary Club has been granted access to one storage area with a lease to be negotiated at a later date.

Brian Van Acker has approached the Town on behalf of the Celebrations Society to request the use of one of the storage areas. He indicated that they need to be out of their current storage space by the end of April and is asking if they could be granted a lease at the public works storage building. Due to the short timeline, it is recommended that they be granted access in the same manner as the Rotary Club with a lease to be negotiated at a later date.

ATTACHMENTS:

Correspondence to Rotary Club

January 29, 2008

Our File: 0230-20

Rotary Club of Ladysmith
Attn: Mary Mulrooney, President
PO Box 875
Ladysmith, BC V9G 1A6

Dear Ms. Mulrooney,

RE: Access to Public Works Yard Storage Area

This letter is to confirm approval for access to the public works yard, specifically, the end unit of the cold storage building (public works yard) with access to the building from Malone Road.

Access to the Public Works yard from Malone Road can be arranged through contacting Fire Chief Ray Delcourt at 245-6436.

A full contract will be drafted through our finance department and can be negotiated with Pat Leitch, Director of Financial Services, and your representative.

I trust that this addresses your immediate need for access. Thank-you for your continued support of our community. If you have any questions, please do not hesitate to call me at 245-6401.

Sincerely,

Ruth Malli,
City Manager

cc: R. Delcourt., Fire Chief
P. Leitch, Director of Financial Services
J. Friesenhan, Director of Public Works



BRITISH
COLUMBIA

The Best Place on Earth

March 28, 2008

Mayor Robert Hutchins
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2

APR - 2 2008

Dear Mr. Mayor:

**Re: REDUCTION IN SPEED LIMIT ON THE TCH FROM ROBERTS STREET TO
SOUTH DAVIS ROAD, YOUR FILE # 0410-20**

As per your request, in your letter received by the Ministry of Transportation on March 25 2008, I have included a copy of the speed studies that were conducted on the Trans Canada Highway in the vicinity of North Davis Road.

Should you have any questions regarding the enclosed documents, please contact me either by phone (250) 751-3281, or email Janelle.Yardley@gov.bc.ca.

Sincerely,

Janelle Yardley, EIT
A/District Transportation Engineer

85th Percentile Speed Limits

**Rte. 1 600 meters North of North Davis/ Chemainus Road (Ladysmith)
September 10, 2007**

Location	600 meters north of North Davis Road
Posted Speed	90km/hr
Date	10-Sep-07
Time	1:20pm - 1:55pm
Weather	Sunny
Road	Dry
Operator	Don Starke, Kevin House

85th Percentile Speed = 94km/hr North Bound
85th Percentile Speed = 102km/hr South Bound

Rte. 1 600 meters North of North Davis Road/Chemalvus Road
September 10, 2007

1:20pm - 1:56pm
Rte. 1 600 meters North of North Davis Road (Ladysmith)
Posted Speed Limit 90 km/hr
Hwy Dry Skies: Sunny

	North Bound	South Bound
1	96	91
2	95	78
3	95	91
4	89	89
5	89	97
6	89	74
7	81	92
8	86	107
9	77	91
10	80	72
11	87	107
12	95	77
13	106	93
14	91	103
15	76	93
16	85	93
17	87	90
18	92	86
19	86	88
20	84	83
21	80	73
22	96	80
23	93	89
24	84	102
25	94	107
26	90	77
27	73	87
28	97	89
29	100	105
30	93	90
31	90	81
32	100	118
33	81	79
34	81	95
35	88	76
36	95	95
37	88	82
38	136	82
39	86	97
40	79	95
41	59	97
42	91	72
43	79	88
44	83	100
45	91	89
46	81	77
47	78	103
48	94	84
49	103	85
50	99	89
51	80	99
52	77	95
53	83	104
54	87	83
55	94	79
56	76	83
57	88	101
58	88	88
59	78	89
60	77	89
61	92	102
62	88	90
63	78	82
64	92	77
65	90	104
66	81	108
67	89	85
68	87	85
69	86	90
70	89	89
71	87	88
72	85	74
73	85	94
74	83	81
75	90	73
76	82	81
77	90	94
78	85	86
79	74	94
80	93	104
81	63	85
82	95	82
83	89	85
84	69	80
85	98	100
86	88	109
87	77	89
88	76	81
89	97	86
90	94	100
91	71	103
92	80	91
93	102	81
94	88	109
95	89	101
96	74	70
97	85	83
98	80	84
99	86	78
100	88	97
101	90	79
102	82	113
103	89	103
104	92	74
105	87	109
106	85	81
107	93	86
108	92	80
109	86	101
110	95	81
111	85	96
112	92	95
113	89	80
114	65	79
115	79	82
116	82	94
117	87	89
118	78	86
119	87	70
120	89	105

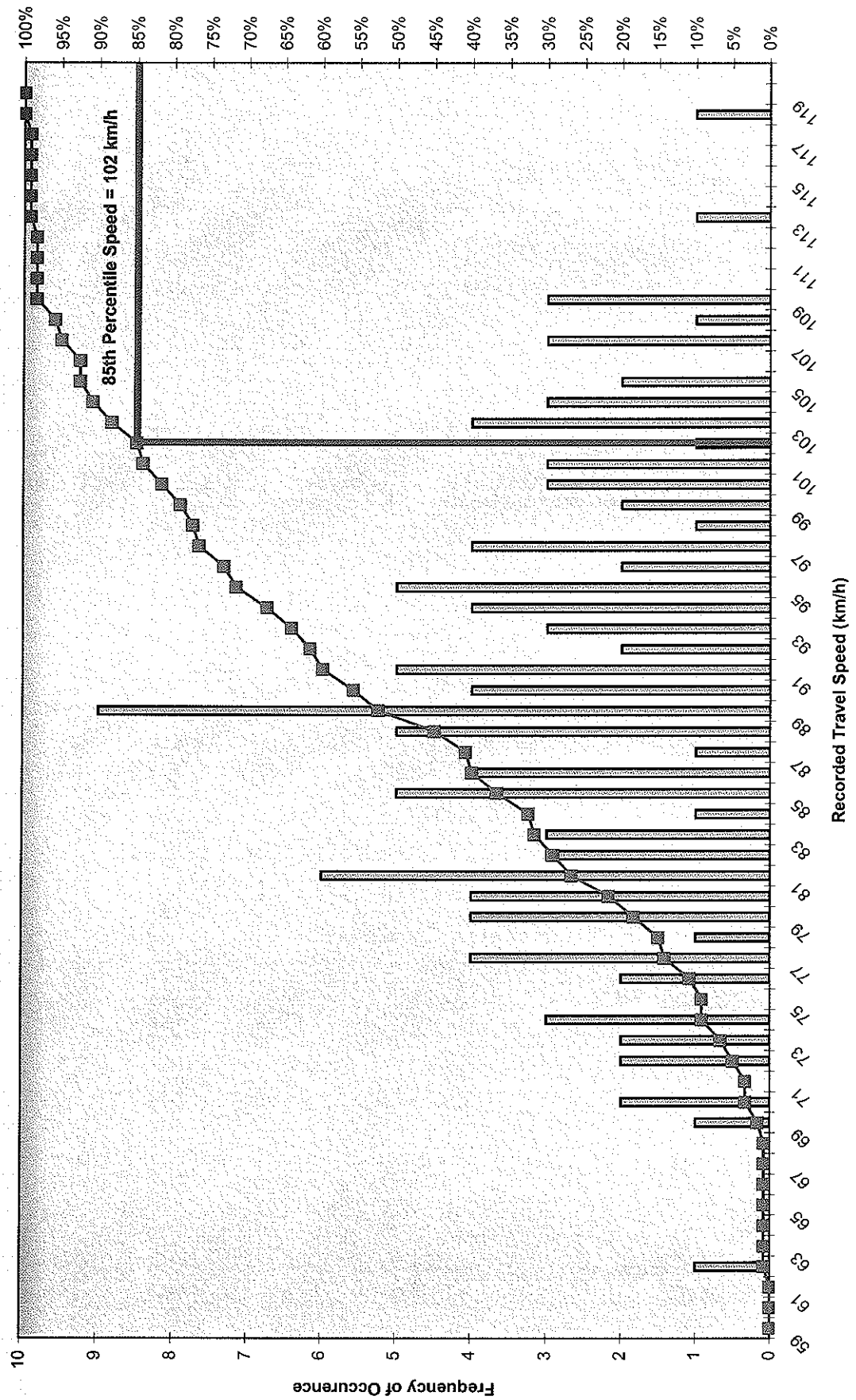
North Bound	
Mean	86.9
Standard Error	0.6
Median	87.0
Mode	89.0
Standard Deviation	9.3
Sample Variance	86.2
Kurtosis	6.2
Skewness	0.6
Range	77
Minimum	59
Maximum	136
Sum	10427
Count	120
Confidence Level(95.0%)	1.7
85th Percentile	94

South Bound	
Mean	89.6
Standard Error	1.0
Median	89.0
Mode	89.0
Standard Deviation	10.9
Sample Variance	117.8
Kurtosis	-0.4
Skewness	0.1
Range	56
Minimum	82
Maximum	118
Sum	10750
Count	120
Confidence Level(95.0%)	1.9
85th Percentile	102

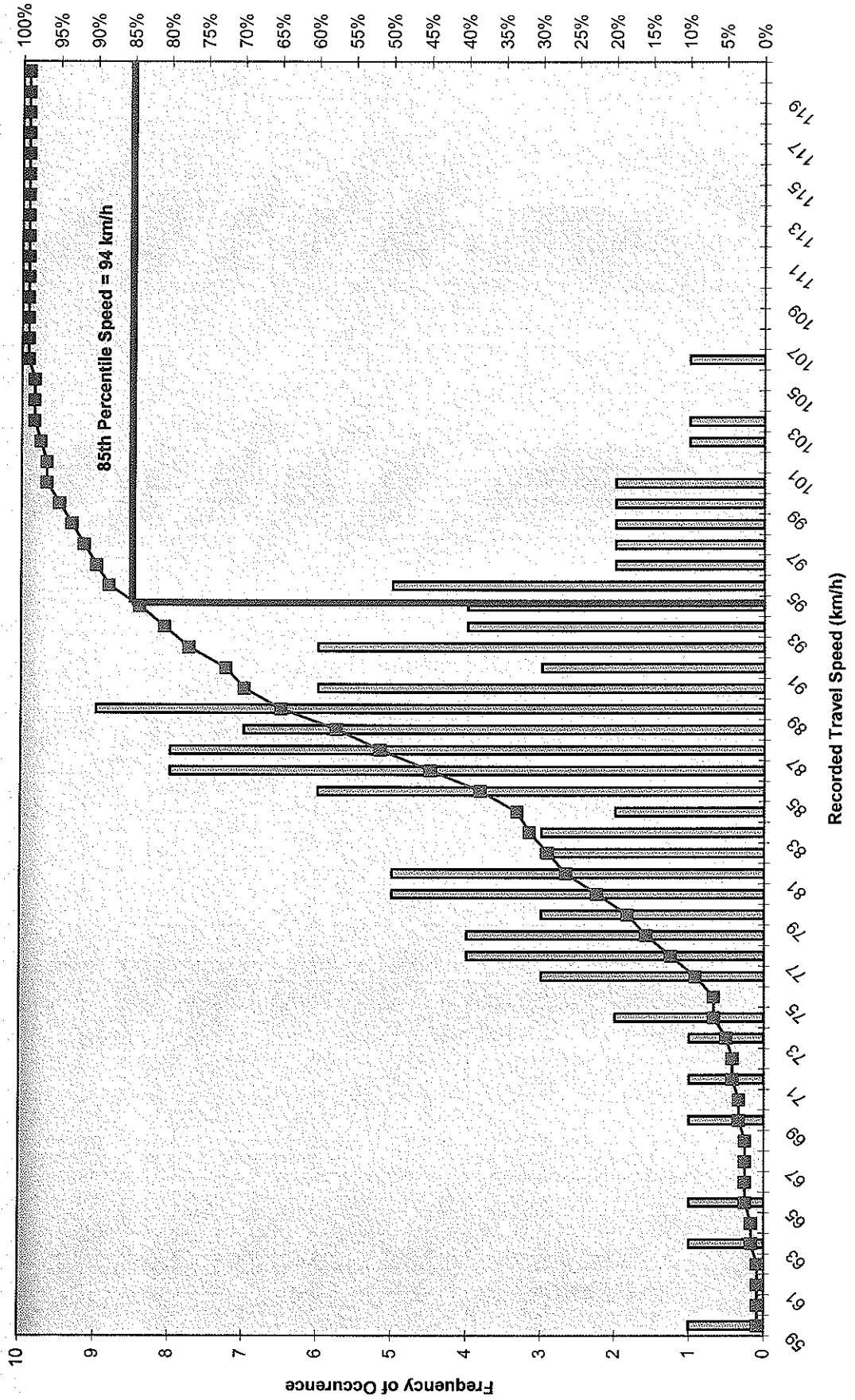
Bin	Frequency	Cumulative %
59	1	0.83%
60	0	0.83%
61	0	0.83%
62	0	0.83%
63	1	1.67%
64	0	1.67%
65	1	2.50%
66	0	2.50%
67	0	2.50%
68	0	2.50%
69	1	3.33%
70	0	3.33%
71	1	4.17%
72	0	4.17%
73	1	5.00%
74	2	6.67%
75	0	6.67%
76	3	9.17%
77	4	12.50%
78	4	15.83%
79	3	18.33%
80	5	22.50%
81	5	26.67%
82	3	29.17%
83	3	31.67%
84	2	33.33%
85	6	38.33%
86	8	45.00%
87	8	51.67%
88	7	57.50%
89	9	65.00%
90	6	70.00%
91	3	72.50%
92	6	77.50%
93	4	80.83%
94	4	84.17%
95	5	88.33%
96	2	90.00%
97	2	91.67%
98	2	93.33%
99	2	95.00%
100	2	96.67%
101	0	96.67%
102	1	97.50%
103	1	98.33%
104	0	98.33%
105	0	98.33%
106	1	99.17%
107	0	99.17%
108	0	99.17%
109	0	99.17%
110	0	99.17%
111	0	99.17%
112	0	99.17%
113	0	99.17%
114	0	99.17%
115	0	99.17%
116	0	99.17%
117	0	99.17%
118	0	99.17%
119	0	99.17%
120	1	100.00%

Bin	Frequency	Cumulative %
59	0	0.00%
60	0	0.00%
61	0	0.00%
62	1	0.83%
63	0	0.83%
64	0	0.83%
65	0	0.83%
66	0	0.83%
67	0	0.83%
68	0	0.83%
69	1	1.67%
70	2	3.33%
71	0	3.33%
72	0	3.33%
73	2	6.67%
74	3	9.17%
75	0	9.17%
76	2	10.83%
77	4	14.17%
78	1	15.00%
79	4	18.33%
80	4	21.67%
81	6	26.67%
82	3	29.17%
83	3	31.67%
84	1	32.50%
85	5	36.67%
86	4	40.00%
87	1	40.83%
88	5	45.00%
89	9	52.50%
90	4	55.83%
91	5	60.00%
92	2	61.67%
93	3	64.17%
94	4	67.50%
95	5	71.67%
96	2	73.33%
97	4	76.67%
98	1	77.50%
99	2	79.17%
100	3	81.67%
101	3	84.17%
102	1	85.00%
103	4	88.33%
104	3	90.83%
105	2	92.50%
106	0	92.50%
107	3	95.00%
108	1	95.83%
109	3	98.33%
110	0	98.33%
111	0	98.33%
112	0	98.33%
113	0	98.33%
114	0	98.33%
115	0	98.33%
116	0	98.33%
117	0	98.33%
118	1	100.00%
119	0	100.00%

Histogram of Travel Speeds SOUTHBOUND



Histogram of Travel Speeds NORTHBOUND



Council Town of Ladysmith
Letter to the Editor - Chronicle

MAR 21 2008

I understand, from talking with a potential bidder for the Chemainus Road project, that the Town plans to dismantle the existing cement pedestrian barrier presently existing between Gill Road and Woodley Road, and install a minimal, six inch "roll curb" for the foot traffic. This is a popular, scenic road than many vehicles choose to use and it's also shared with a lot of pedestrian and cyclist traffic. The posted vehicular speed is 50 km/h, though most vehicles exceed this limit presently. By straightening and leveling the road, vehicles will naturally increase their speed, creating a dangerous situation for anyone on the side of the road.

I appreciate the Town investing in the infrastructure to create a safer road system. I just ask that the Town also consider the pedestrian traffic and keep the cement barrier to shield the foot travelers from the increasing vehicle traffic.

Lois Anderson
Ladysmith

RECEIVED MAR 19 2008.

My name is Jennifer M Gendron formally as Jennifer McIntyre and I would like to request having a no street name after our family name "McIntyre". We have lived in Ladysmith for 44 years and my dad David has served on ~~town~~ town council for numerous years over the past. Thank you for your time and consideration

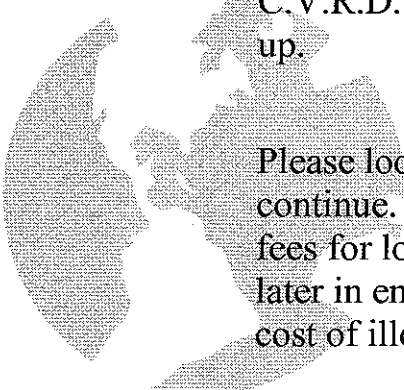
Jen Gendron

03/19/08

.....
To: Mayor and Council

Last year the Ladysmith Sportsmen's Club took it upon themselves to launch a debris cleanup in the surrounding areas of Ladysmith. A total of 21 tonnes of debris was picked up. The cost of this cleanup was \$4,500.00 in dumping fees alone, plus numerous volunteer hours and equipment used. The estimated total cost for dumping, equipment, fuel and additional supplies would have been nearly \$9000.00, never mind the cost to the environment by having all this debris leach into our water sheds, our salmon bearing streams, and put our recreation access in jeopardy.

We need to find a solution. Nobody takes responsibility. The Ministries don't respond - Fisheries, Highways the Ministry of Environment or the C.V.R.D. are all aware of the problem, yet nobody wants to do the clean up.



Please look at alternatives so that these costly cleanups do not have to continue. Perhaps open the dumps more days or give breaks in dumping fees for low income families. Whether we pay for it now or pay for it later in environmental damage, we are going to end up paying for the cost of illegal dumping.

With the increase in new businesses in town it shouldn't mean new garbage all over town. Our beaches, our streets, alleys schools all have litter strewn about.

Closing the branch depot didn't help. This is where it starts. We are not the only ones with illegal dumping problems. Nanaimo, Duncan and Lake Cowichan all have similar garbage headaches. Please try to look at alternatives to help address this problem.

LADYSMITH SPORTSMEN'S CLUB