

# TOWN OF LADYSMITH

## GOVERNMENT SERVICES COMMITTEE

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

Monday, February 16, 2009 at 6:00 p.m.

Council Chambers, City Hall

### AGENDA

Chairperson: Councillor D. Paterson

1. CALL TO ORDER
2. AGENDA APPROVAL
3. EXECUTIVE SESSION (5:00 p.m.)

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

- 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
  - January 19, 2009

6. CITY MANAGER'S REPORT

7. DIRECTORS/MANAGERS REPORTS

Director of Public Works  
Manager of Development Services  
Director of Corporate Services  
Director of Parks Recreation and Culture

8. STAFF REPORTS

- 8.1 Director of Public Works  
Re: Sidewalk Snow Removal
- 8.2 Director of Parks, Recreation & Culture  
Re: Fees and charges for Parks, Recreation & Culture
- 8.3 Manager of Development Services  
Re: Heritage Revitalization Advisory Commission Project Proposal

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10. <b>MEMBER SUBMISSIONS</b> None.	
11. <b>CORRESPONDENCE</b> None.	
12. <b>NEW BUSINESS</b>	
13. <b>UNFINISHED BUSINESS</b>	

**ADJOURNMENT**



## Town of Ladysmith

### GOVERNMENT SERVICES COMMITTEE

Minutes of a meeting of the Government Services Committee held in Council Chambers at City Hall  
on Monday, January 19, 2009 at 5:30 p.m.

#### **COUNCIL MEMBERS PRESENT:**

Duck Paterson	Steve Arnett
Scott Bastian	Jill Dashwood
Lori Evans	Mayor Rob Hutchins
Bruce Whittington	

#### **STAFF PRESENT:**

Ruth Malli	Sandy Bowden
Felicity Adams	Joe Friesenhan
Rebecca Kalina	

The Chair, Councillor Duck Paterson, called the meeting to order at 5:30 p.m.

#### **AGENDA APPROVAL**

The Chair requested the Committee's consideration of the following addition to the agenda:

8.4 Ladysmith Maritime Society - Request for Letter of Support

2009-001: It was moved, seconded and carried that the agenda for the Government Services Committee meeting of Monday, January 19, 2009 be approved as amended.

#### **MINUTES**

2009-002: It was moved, seconded and carried that the minutes of the Government Services Committee meeting of Monday, December 15, 2008 be approved as circulated.

#### **DELEGATIONS**

Robin Ramalho made a presentation to the Committee on the proposed Rain Forest Challenge Race event and requested that the Town of Ladysmith consider providing a letter of support for the event. The Chair thanked Mr. Ramalho for his presentation.

Ken Bosma, a member of the Nanaimo Airport Commission, provided the committee with an update on the Nanaimo Airport runway expansion project. The Chair thanked Mr. Bosma for his presentation.

#### **REPORTS**

The City Manager presented the Committee with a brief update on operational activities.

OCP AND ZONING BYLAW AMENDMENT APPLICATION - UPPER HOLLAND CREEK (GPM DEVELOPMENTS LTD.)

2009-003: It was moved, seconded and carried that it be recommended to Council that:

(a) staff be directed to include in Bylaw 1672, the triangular shaped area of land located generally west of the hydro line containing Lot 3, Block 1399, Oyster District, Plan VIP75559 Except Part in Plan VIP80608 and other parcels within the Town's urban containment boundary;

(b) Council give first and second reading to Bylaw 1672 and Bylaw 1673,

(c) the Public Hearing for this application be scheduled for March 2, 2009,

(d) with respect to opportunities for consultation on the OCP amendment for application 3360-06-13 that Council refer Bylaw 1672 to School District #68 and review Bylaw 1672.

with the Chemainus First Nation Band Council at the next joint Council meeting.

2009-004: It was moved, seconded and carried that it be recommended to Council that the requirement for on-site sewerage treatment for rezoning application 3360-06-13 be amended to require downstream sewer upgrades identified as undersized for this development.

2009-005: It was moved, seconded and carried that it be recommended to Council that the dual (grey water reuse) system in the proposed development (rezoning application 3360-06-03) be referred back to staff for review and report prior to Council's consideration of third reading of Bylaw 1672 and 1673.

#### DEVELOPMENT VARIANCE PERMIT PROCESS

2009-006: It was moved, seconded and carried that it be recommended to Council that staff be directed to prepare an amendment to Town of Ladysmith Development Procedures Bylaw 2008, No. 1667 for the consideration of development variance permit applications by Council, as follows:

- a) Staff to undertake the notice and forward the application directly to Council for consideration for the following types of DVP applications.
  - setback requests for the redevelopment or expansion of an existing development
  - setback requests for new development that are 0.6 of a metre or less
  - height requests for less than 0.6 metres;
- b) Consideration of and direction regarding notice on all other DVP applications will be recommended to Council by the Government Services Committee.

#### HERITAGE TOURISM WORKSHOP

2009-007: It was moved, seconded and carried that it be recommended to Council that Council support the Heritage Revitalization Advisory Commission to organize and sponsor a Heritage Tourism Workshop;

AND THAT the Town submit a funding request to Heritage BC for \$1200.

#### CEMETERY BYLAW

2009-008: It was moved, seconded and carried that it be recommended to Council that Section 55 of the Cemetery Bylaw be amended to read as follows: "Floral tributes may be removed by the Caretaker and disposed of when their condition is considered to be detrimental to the appearance and beauty of the Cemetery" and further that Section 56 be deleted.

2009-009: It was moved, seconded and carried that it be recommended to Council that staff be requested to include cemetery fines in the Municipal Ticketing Bylaw 1457.

2009-010: It was moved, seconded and carried that it be recommended to Council that Bylaw 1668 (Town of Ladysmith Cemetery Management Bylaw) be referred to the February 2, 2009 Council meeting for first three readings.

#### CASSIDY AQUIFER ASSESSMENT AND EVALUATION

The staff report regarding this matter was presented for information in preparation for the 2009 budget process.

#### PROPOSED 5 YEAR CAPITAL WATER SUPPLY

The staff report regarding this matter was presented for information in preparation for the 2009 budget process.

#### PARKING LOT AT ST. JOHNS LODGE

The staff report regarding this matter was presented for information only.

#### HOLLAND CREEK PEDESTRIAN BRIDGE

2009-011: It was moved, seconded and carried that it be recommended to Council that the replacement of the bridge at the West end of the Holland Creek Trail system with a new structure be referred to the 2010 budget;

AND THAT information obtained during the community visioning process be used to help determine the design of the bridge.

#### BOAT RAMP/WASHROOMS/CHANGEROOMS/OFFICE

2009-012: It was moved, seconded and carried that it be recommended to Council that the Town of Ladysmith not charge for water and sewer service at the boat ramp washroom / change rooms / office located at the foot of Ludlow Road and that the Town of Ladysmith be authorized to install a water meter to determine water consumption for the wharf.

#### REQUEST FOR SHORT TERM LEASE OF LOWER LEVEL OF 224 HIGH STREET - NANAIMO YOUTH SERVICES

Councillor S. Arnett left the meeting at 7:56 p.m. due to a potential conflict of interest.

2009-013: It was moved, seconded and carried that it be recommended to Council that Staff be authorized to enter into a short term lease agreement with Nanaimo Youth Services on a month-to-month basis for use of the lower level of 224 High Street for the purpose of conducting customer service and tourism training at a monthly lease rate of \$800 per month.

Councillor S. Arnett returned to the meeting at 7:57 p.m.

#### COUNCIL PROCEDURES BYLAW

2009-014: It was moved, seconded and carried that it be recommended to Council that Section 12.5 be deleted from the Council Procedures Bylaw 2008, No. 1666.  
(Opposed Vote - Councillor J. Dashwood)

2009-015: It was moved, seconded and carried that it be recommended to Council that Section 15.3 be amended as follows: deletion of "by the mover and seconder of the motion" and further that Section 1.8 be deleted from Council Procedure Bylaw 2008, No. 1666.

2009-016: It was moved, seconded and carried that it be recommended to Council that Council endorses the draft "Council Procedures Bylaw 2008, No. 1666" as amended and direct staff to place the bylaw on the February 2, 2008 Regular Council agenda for the first three readings;

AND FURTHER that staff be directed to process the statutory notification of Council's consideration of final adoption of the bylaw at the Council meeting scheduled for March 2, 2008 at 7:00 p.m. in accordance with the Community Charter.

#### ANNUAL FIVE YEAR FINANCIAL PLAN REVIEW

2009-017: It was moved, seconded and carried that it be recommended to Council that Council confirm the annual Five Year Financial Plan review schedule as outlined in the City Manager's memo dated January 4, 2009.

#### LEASE EXTENSION AND OPERATING AGREEMENT - LADYSMITH VISITOR INFORMATION CENTRE

2009-018: It was moved, seconded and carried that it be recommended to Council that Council authorize the extension of the existing lease and operating agreement with the Ladysmith Chamber of Commerce for the operation of the Visitor Information Centre, for the period January 1, 2009 to December 31, 2009.

## **CORRESPONDENCE**

### **COMMUNITY TOURISM GRANT PROGRAM (PHASE 2)**

2009-019: It was moved, seconded and carried that it be recommended to Council that the letter from S. Clark, Program Officer, Local Government Program Services, regarding the Town's approved application for funding through Phase 2 of the Community Tourism granting program be received and filed.

### **TREES FOR TOMORROW**

2009-020: It was moved, seconded and carried that it be recommended to Council that the letter from Minister B. Lekstrom of the Ministry of Community Development, regarding the Trees for Tomorrow initiative be referred to the Director of Parks, Recreation and Culture for review.

### **AVICC - 2009 RESOLUTIONS AND ANNUAL GENERAL MEETING**

2009-021: It was moved, seconded and carried that it be recommended to Council that the letter from the Association of Vancouver Island and Coastal Communities regarding 2009 Resolutions and Annual General Meeting be circulated to Council for information.

### **LADYSMITH MARITIME SOCIETY - LETTERS OF SUPPORT FOR GRANT APPLICATIONS**

2009-022: It was moved, seconded and carried that it be recommended to Council that letters of support be forwarded to the Ladysmith Maritime Society for their applications to Island Communities Economic Trust and Community Futures.

## **UNFINISHED BUSINESS**

### **RAIN FOREST CHALLENGE RACE**

2009-023: It was moved, seconded and carried that it be recommended to Council that Staff be directed to prepare a letter of support for the Rain Forest Challenge Race and that the draft letter be placed on the next Council meeting agenda for review.

## **ADJOURNMENT**

2008-024: It was moved, seconded and carried that this meeting adjourn. (9:24 p.m.)

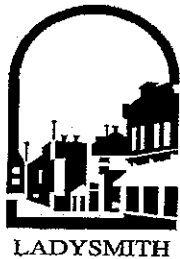
## **CERTIFIED CORRECT:**

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Chair (Councillor D. Paterson)

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Corporate Officer (S. Bowden)



Town of Ladysmith  
**STAFF REPORT**

To: Mayor & Council  
From: R. Malli, City Manager  
Date: February 11, 2009  
File No:

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Re: CITY MANAGERS REPORT: 2008 IN REVIEW

**Background: Role of the City Manager**

The City Manager (CM) provides strategic and operational leadership to the organization.

The CM assigns work from Council to the senior management team. The CM has work assigned to her directly from Council, as well as community, operational and legislative responsibilities. The CM must maintain strong positive relationships with Council and staff, business and other community members, and also other government and professional contacts.

My focus is on two questions: How does this decision impact the service value that we provide to our citizens today and in the future? And how does this decision or action impact the ability of our staff to perform service to our citizens today and in the future?

Areas of focus~2008:

- corporate and community sustainability (focus on people and process)
- relationship building and community engagement (communications and relevant service)
- leadership role clarity-including corporate structure
- understanding and implementation of whatever Council and staff *really* need to succeed

In the fourth quarter of 2008, highlights include the completion of a comprehensive visioning process; applications for several grants; completion, together with the Province of British Columbia (Province) and Chemainus First Nation (CFN) of the removal of derelict vessels on District Lot 651; negotiations with Ladysmith Maritime Society (LMS); commencement of strategic response to economic change. In addition, we continue with our focus on corporate foundational work (recruitment, retention, training, providing adequate workspaces, communication, policy and systems change).

Each member of the senior management team will report separately on their divisions.

Detailed review of 2008 assigned tasks:

Project or Task	Discussion	Status-Next Steps
Director of Corporate Services and Manager of Financial Services	City Manager (CM) assumed duties of Corporate Services Manager and Manager of Financial Services until replacements hired	Completed
Corporate Restructure		Completed
City Hall renovation	Short term and long term solutions required	Completed-short term Commenced-long term
Licences of Occupation-DL 651	Solution to removal of derelict vessels	Completed: Removal action by Province
Chamber of Commerce-Contract Visitor Info Centre		Completed-Renewal signed in 2009.
Community Energy Plan		Completed
Leadership BC Ladysmith	CM chair of advisory committee and Town point of contact for Habitat for Humanity project.	Completed 07-08, launched 08-09. Three projects involving Town: Sustainability, Chemainus First Nations and Youth
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	Completed 07-08-CM to continue as chair for 08-09.
Negotiations and renewal of Collective Agreement	Negotiations commenced March 31, Completed in April.	Completed
Quarterly Reports and Action Plans	Quarterly reports and action plans commenced Jan 08. Monthly verbal updates.	Completed and on going
Special Projects	Staff hired for position	Completed
Annual Report	First year report produced in house, successful	Completed



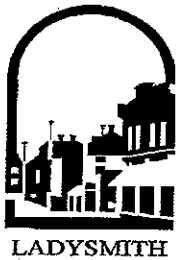
Work Plan Additions or other duties: 2008:

Work	Status	Discussion and Next Steps
Environmental Commission	Commission members appointed, review energy plan	Completed. Commission has commenced priority setting
Volunteer Appreciation	Commenced steps to develop a volunteer appreciation package	Review draft
Job descriptions	All job descriptions reviewed, posted in workplaces	Completed
Performance Reviews	All staff completed	Completed for 2007, Completed for 2008
Communications Plan	Draft completed	Review and implement
Crystal Meth Grant	Completed	Completed
Community to Community Grant		Leadership BC Ladysmith program partnership
Financial Plan	Adopted May 15	Completed
Spirit Squares	Obtained grant, agreement revision received	Review agreement, assigned to staff, next step consultation
Environmental Sustainability Direction	Enhance knowledge-staff training	Internal Green Team implemented. On going.
MATI 2 Mentor	CM MATI 2 mentor (leadership)	Completed
Employee Development	Learning Day held quarterly	On-going: Next learning day in Feb 09
Habitat for Humanity	Work with LBCL and Habitat-legal, subdivision and servicing;	Completed
UBCM-Province of BC Working Group on Carbon Neutral Local Government	City Manager on Joint Committee for a report to UBCM	Completed original scope of work; on-going review
LGMA-Women in Local Government	CM on advisory team-successful event held in Richmond	Completed
Grant applications	CAEE and Solar community grant applications made BCF applications-Sewer	Completed
Transit-develop and implement comprehensive plan -internal link	Trolley program and inter municipal links. BC Transit, CVRD and RDN	Received feasibility report from BC Transit.
Intern Program	Hired staff-2008	Successful intern experience, focus on sustainability

Tax exemption bylaws	Renewal and new	Completed
Strategic Plan 2004-2008	Celebration of completion	next step-celebrate!
Regional Emergency Planning	Re-new training-goal is for all senior managers to be trained at Level 3 EOC	Senior managers completed training at CVRD
Strategic connections with educational institutions-renewal and influence	CM invited to sit on School of Public Administration-UVic Advisory Board	On going-CM representing local government
New Council Orientation	With other municipalities-Governance Training	Completed
Global committee	Plans commenced	Implementation Q2-09
Sustainability and Climate Change	CM commenced master's level training (own time-no cost) in sustainability	Completed

**To be considered after March 1, 2009**

- Strategic Plan 2009-2013 (commenced)
- 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 development
- Citizens forum (strategic planning for, not logistics of)
- Project management implementation (commenced)
- Customer Service survey
- Inquiry response strategy (email, phone, customer service)
- Strategic directions – all work tied
- Job equity (job description review-completed)
- Marine Park
- Family Emergency Planning
- Implement Stakeholder strategy
- Vandalism Reduction Initiative
- Top 100 Employers (commenced)



Town of Ladysmith  
**STAFF REPORT**

To: R. Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: January 23, 2009  
File No:

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Re: 2008 ANNUAL REPORT

The Public Works Department looks after the water utility, sewer utility, the transportation corridors, parks maintenance, and the cemetery. The Department is also tasked with the residential solid waste collection along with the engineering, building inspection and bylaw enforcement functions for the Town. The Department motto of "Providing Around the Clock Community Service" is reinforced daily by ensuring that the residents of Ladysmith may enjoy the best quality of life by ensuring that they have the safest reliable water supply possible, safe road access throughout the year, and safe and clean parks and trail systems.

With the exceptional growth experienced over the past few years, the department has been stretched to the limit with increased workloads due to a larger road network, water supply lines and sewer collection systems. The heavier workload with the same number of employees at times required that crews try different approaches to ensure that the required works are completed. The purchase of the right equipment allowed crews to complete certain programs more efficiently.

**Transportation**

The Transportation or Operations area looks after the road network to ensure the safety of the travelling public. This includes areas such as pot hole patching, crack filling, line painting, storm sewer flushing, catch basin cleaning and street sweeping, street sign maintenance, street lights, and sidewalk maintenance. The department was able to complete all of these programs between doing some of the capital works that Council approved.

Crews performed admirably in early spring keeping roads passable during snow storm. A second record breaking snow storm just before Christmas had crews give up their holidays in order to ensure that the travelling public was able to navigate the Towns roads.

**WATER UTILITY**

In order to ensure a safe and adequate water supply, the utility crew attempts to complete a number of regular maintenance programs such as watermain flushing, prv maintenance, valve exercise program. In 2008, crews were also kept busy with a

number of development projects and the completion of the Town's new water reservoir at Arbutus. An excessive number of major watermain breaks put the water over budget. We had three major breaks that lifted large sections of asphalt which had to be removed and reinstated along with a high number of regular breaks.

Inspections on major Town capital works and a number of private sector subdivision projects, kept the utility crews busy also.

### SEWER UTILITY

The regular preventative sewer maintenance programs such as the sewer main flushing program and the brushing program were completed. With the added population, our present primary sewage process was taxed to the limit. At certain times of higher flows the quality of the effluent was borderline.

The quality of the effluent was also a concern for the federal Department of Fisheries and Oceans as they informed the Town that Ladysmith Harbour was the first in a series of areas they were studying with regards to shellfish leases. The Department offered to assist with some testing and inform a number of agencies in the event of any overflow situations which would trigger a closing of the shellfish harvesting for a period of time. The heavy snowfall and subsequent rainfall gave us a overflow situation just after Christmas.

### PARKS

The Parks Department again was able to keep the Town looking great with the maintenance that they do throughout the Town. The regular maintenance programs were all completed.

### ENGINEERING

The Engineering Department is tasked to ensure that any development within the Town boundaries is completed to the standards set out by the Town. The construction boom witnessed in Ladysmith in 2008 along with the resignation of the Manager of Engineering Services left the Department shorthanded for some time. The resignation of the replacement manager after a short training period, did not help matters but the department was still able to complete a number of private development projects along with some Town projects.

Phase 3 of Seascapes Development was completed along with phase I of Seaside Subdivision. Phase I of Holland Creek Estates was also completed. The Town projects completed were the subdivision on Strathcona road and the watermain along Second Avenue. The tendering of Chemainus Road was also completed.

The department was able to keep up with the updates on most of the mapping and work was started on the inventory for the PSAB requirements. Over 50% of the inventory requirements have been completed.

## CEMETERY

Along with the regular maintenance and burials in 2008, the entire cemetery operations was moved to the Public Works Office and the bylaw for the Cemetery Operations was updated and forwarded to Council for approval.

## SOLID WASTE

The organics collection program is continuing to be successful for the Town. In 2008 a total of 1056 tonne of waste was collected. Of the total, 351 tonne or 33% was recyclable, 279 tonne or 26% was organics. The remainder 426 tonne of waste was taken to the landfill.

Discussions have started with the contractor to determine methods of collection for organics in multi family residences. One major development, Edgewood Estates has been included in the organics program in 2008.

One more talk highlighting the Towns accomplishment with the organics collection program was done in 2008 and I have been asked to do the same talk for the Solid Waste Association of North America Conference in April of 2009.

## BUILDING INSPECTION

The function of the Building Inspection Department is to review plans issue permits and inspect construction of all residential projects. In 2008, 141 permits were issued for a total permit value of \$14,816,111. This is almost identical to 2007 when 140 permits were issued at a value of \$15,172,014.

The Department also looks after Bylaw Enforcement and the department was kept busy with a number of complaints re untidy premises. The department had a major involvement in the actual cleanup of the harbour which is now complete.

## CAPITAL

The Public Works department continued to take on and complete some of the major capital projects Council authorized.

The major projects completed by Town forces were:

- Strathcona Road Subdivision
- Craig/Davis Road Sidewalk
- Archive Facility
- Machine Shop Sidewalk
- 4<sup>th</sup> Avenue Sidewalk (Walkem to Christie)
- French Street watermain relocation
- Dogwood Lift Station
- Emergency Water Supply at Public Works

There were also a couple of smaller capital projects like Cloke to Symonds sidewalk and the Government Wharf fencing.

The department also managed the following major capital projects which were completed by the private sector:

- Heritage Building Upgrade (Travellers Hotel)
- Arbutus Reservoir
- Spirogestor Repair
- Disinfection for STP
- Unidirectional Flushing Program
- Watershed Review

The following projects were started in 2008 but will be completed in 2009:

- Chemainus Road Reconstruction
- Headworks for the Sewer Treatment Plant
- Liquid Waste Management Plan
- Watershed Protection Plan

Council also introduced the Toilet Rebate Program in 2008. After initial approval of \$10,000, Council added an additional \$10,000 and extended the program until the end of 2009. There were 192 rebates authorized in 2008 for a total of \$14,400.

In summary, with the many challenges presented in 2008, such as the rapid growth in the community and less than a full compliment of staff, the Public Works Department was able to achieve most of the objectives set out by Council throughout the year.



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: February 2, 2009  
File No:

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Re: DEVELOPMENT SERVICES DEPARTMENT WORK PLAN:  
REPORT ON QUARTER 4 ACTIVITIES (OCTOBER TO DECEMBER 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

**Strategic Priorities:**

- Worked as a part of the staff team on the Community Sustainability Visioning Process workshops
- Attended the Waterfront and Confirm the Vision Community Sustainability Visioning Process workshops
- Worked with Community Sustainability Visioning Process consultant on the final reports, including the Visual Preference appendix
- DCC project meeting and update to Council
- Provided status report on tree protection bylaw

**Legislative Requirements:**

**Development application processing:**

- Development permits issued for Dance Studio; SHOA Geotechnical; Madill building expansion
- Notification process for: Madill building expansion setback DVP
- Development variance permits issued for: Madill building expansion setback
- Rezoning applications approved for: Hotel / Mixed-Use Development
- Direction from Council received on: Cloke rezoning; JR Homes rezoning; Huntjens rezoning; J. Phillips rezoning

- Development permits approved under delegated authority: KFC façade improvement and signage; Safeway façade improvement and signage; Live-Work façade amendment
- Covenants: Worked with legal counsel on Anderson covenant (approved by Council); reviewed hotel / mixed-use development covenant (approved by Council)

#### **Departmental Operations:**

- Prepared new development application procedures bylaw (adopted by Council)
- Organized and attended meetings of HRAC, ADP and APC
- Organized and attended meetings of EDC
- Undertook staff reviews/employee development discussions

#### **Economic Development Strategic Plan:**

- Worked with consultant on target sector profiles for value-added wood, tourism infrastructure, professional service & knowledge-based business, marine-related service; sector advertising; and trade show banner design
- Distributed marine-sector survey
- Prepared final report for UBCM Phase 1 tourism funding
- Prepared funding proposal for UBCM Phase 2 tourism funding

#### **Heritage Strategic Plan:**

- Provided recommendation to Council on Parks Canada Standards and Guidelines for the Conservation of Historic Places
- Aggie Hall murals to commemorate the Cadets installed
- Worked with HRAC and Parks Operations to coordinate repair of artefact route signs

#### **ATTACHMENTS:**

"None".





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: February 10, 2009  
File No:

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Re: CORPORATE SERVICES DEPARTMENT WORK PLAN:  
REPORT ON 4<sup>th</sup> QUARTER ACTIVITIES (OCTOBER TO DECEMBER 2008)

**Overview**

The Corporate Services Department includes the following program areas:

- Administrative Services (customer service, Council agendas and minutes, bylaws, corporate communications)
- Financial Services (financial management, annual audit, financial statements, tangible capital asset management)
- Human Resources (staff training, recruitment, employee wellness, benefit administration)
- Accounting/Information Technology (payroll, accounts payables/receivables, computer technology/system management)

**Strategic Priorities:**

- Space needs for City Hall under review - ongoing
- Establishment of a community-wide trolley service - ongoing
- Participated in visioning process (meeting logistics, advertising, etc.)
- Review of Tangible Capital Asset programs - ongoing
- Conducted monthly Occupational Health and Safety Committee and Wellness Committee meetings
- Development of Communications Plan - ongoing
- General Ledger review - ongoing

**Legislative Requirements:**

- Conducted 8 Regular Council meetings, 6 Executive Council meetings and 6 Government Services Committee meetings (pre-meeting preparations and post-meeting follow-up)
- Conducted local government election in November

- 2009 budget preparations - ongoing
- Research into software for capital asset reporting and management system - ongoing
- Conducted health and safety inspections of City Hall

**Departmental Operations:**

- Assisted with the submission of applications for funding through Community Tourism and Tourism BC
- Attended Corporate Officers Conference
- Processed 7 job postings
- Prepared new Council Procedures Bylaw
- 2008 Employee Development Review finalized
- Conducted quarterly Administration Department planning session
- Submitted BC Achievement Awards nomination for Dr and Mrs Wickham
- Assisted with organization of Council Orientation Sessions and Inaugural Council meeting/reception held in December
- Completed "Vision Board" – City Hall component
- HR employees attended "Western Cities" conference in Nanaimo
- Conducted "Lunch & Learn" session in October
- Conducted Global Training session in November
- Completed financial reviews of Waste Water Treatment Plant and Chemainus Road Upgrade projects



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Patrick Durban, Director of Parks, Recreation & Culture  
Date: February 11, 2009  
File No:

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2008 Fourth Quarter Report

Administration

- On average the front reception staff attends 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 \$32,000 facility admissions of \$67,000 and facility booking revenue of \$17,800. 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 second quarter at just under \$4,000.
- The 2009 Winter Leisure Guide was completed in-house; which included promoting the guide to local businesses as a way to advertise their services; ad revenue for this leisure guide was \$1875. Cost to print was just over \$5,000. Delay in printing caused by our delay in choosing the printer (we received three quotes). Quality of print job, wasn't great due to a few reasons, but a \$500 reduction in cost was received as a result.
- Staff currently working on the 2009 Spring Leisure Guide, which will be mailed to residents on March 10, 2009.

Fitness Centre and Fitness Programs

- Fitness Centre # of participants
  - October - 2608
  - November - 3221
  - December - 2691
- Drop-In Fitness Classes # of participants
  - October - 365
  - November - 400
  - December - 250
- Registered Fitness & Sports Classes
  - October, November December
    - Total classes - 28
    - # of participants registered - 500
- Personal Training Program
  - 3 staff members acquired BCRPA Personal Trainer certification
  - Participants can now book one-on-one, 1 hr personal training sessions

#### Aquatics

- With pipes bursting in the Dry-a-tron room flooding the hallway and basement during a girl guide sleepover and a swim meet scheduled for the following morning in March, hot tub closed due to pseudomonas in April, three week shutdown for annual maintenance in Aug/Sept, new pool opened in Cowichan in August, snow and power outage in December revenue was still up 2% over 2007. Total revenue for 2008 @ \$286,729.
- Aquatic programs (private and public swim lessons) \$56,775 @ 95 %.
- Aquatic high level courses \$42,161 @ 108%. Includes training for 5 First Nations Summer Leaders from Nanaimo to Cowichan
- Aquatic admissions. \$40,831 @ 104% Passes \$70,344 @ 114%. Stats 39,240
- Aquatic pool rentals \$47,196 @ 92 % includes Tsow Tun Le Lum Society a substance abuse treatment centre travelling from Lantzville bi-monthly.
- Aquatic school lessons and recreational swims. \$26,085 @ 83%
- Aquatic special event revenue \$3,337 @79 % Stats 1,018
- Monthly sponsored swims by LPR&C and Community partners include(Fraternal Order of Eagles, Spirit of BC , Spirit of Cowichan and Tim Horton's with approx 80 per swim with donations to Ladysmith Food Bank.
- Last Friday of every month sponsored Adaptive Fitness swim by Ladysmith Fraternal Order of Eagles with approx 30 per swim.
- Adaptive Fitness swim Mon to Fri Stats 4,300. New participants monthly
- Generous donation from the Ladysmith Health Care Auxiliary of \$4,342 to purchase two stainless steel aquatic wheelchairs

#### Community Services

- Community Programs:
  - Fall 2008 community program revenues were down 19% from Fall 2007; registration generally low, LaFF has a new partnership agreement with Town of Ladysmith, etc.
- Youth Services:
  - Rec Room focus will be on more active programming of the Rec Room space in the future.
  - Danielle continues to solicit input for Youth Council activities.
  - October 3<sup>rd</sup> "Sex, Drugs, and Rock 'n Roll" was a huge success
  - October 31<sup>st</sup> "Hallowe'en Howl" Rec Room party was quiet (lots of action at house parties.
- Spirit of BC:
  - Spirit of BC community partners include LaFF, Chemainus First Nation, and Ladysmith & District Historical Society, planning for Spirit of BC Week in February 09.
  - Youth Altitude representative Rena Roussin attended retreat in Squamish.
  - Spirit of BC "Regional Roundtable" in Comox with other community coordinators and chairs.
  - Granted sixteen new free street banners, to be delivered before Spirit of BC Week.
- Community engagement:
  - Continue to co-chair monthly Ladysmith Interagency Group meetings with Dennis Lait of LRCA.
  - Ladysmith Early Years Partnership completing final project report and LEYP strategic plan.
  - Ladysmith Youth Advisory Coalition: thank-you luncheon for Kim Chadwick in recognition of her years of service to Ladysmith youth; seminar at VIU with representative from the Office of the Representative for Children and Youth re: youth services and the role of youth workers in community.
  - Ladysmith Community Health Advisory Committee: Ladysmith Health Fair November 1<sup>st</sup>; ongoing discussion re: status of Lodge on 4<sup>th</sup>; VIHA interested in discussion with Town about joint programs or community resources to refer fall prevention and stroke rehab patients.
  - Ladysmith Family and Friends (LaFF): monthly meetings with coordinator re: programs, and monthly board meetings and visioning sessions for LaFF strategic plan.

COMMUNITY SERVICES cont...

- Literacy Now: finalized the hiring of the Regional Literacy Coordinator to serve the catchment area of VIU (includes Ladysmith); Literacy Task Force mtg; "Beyond the ABCs" community literacy event in Nanaimo.
- "Success By 6" Central Vancouver Island meeting with VIHA, MCFD, United Way, SD68 & 69.
- Employment Navigators AGM October 16<sup>th</sup>; new Executive Director is Ann MacGillivray.
- BCRPA regional meeting at the Cowichan Centre.
- Ladysmith Food Action Coordination Team (FACT) mtg.
- "Defining the Future" strategic planning sessions.
- Special Events:
  - September 14 Terry Fox Run was held at the community centre with a modest turnout.
  - October 3 "Sex, Drugs, and Rock 'n Roll" youth education and health promotion event gave the service providers in Ladysmith an opportunity to present their services and build connections/relationships with the youth of Ladysmith; a very successful event, with over 100 participants and volunteers, and all partners (VIHA, OPT, RCMP, and LRCA) have agreed to plan another in 2009.
  - November 20 "National Child Day" celebrations at Aggie Hall during LaFF and FJCC, included giant cake, special arts and crafts projects, face painting, free swim, community information table with free resources from 2010 Legacies Now LEAP (Literacy, Education, Activity, and Play), Ladysmith Early Years Partnership, & Success by 6.
- Marketing requires team discussion and new approach with comprehensive marketing plan, etc.
- Facilities: discussions ongoing re: appropriate communication and other protocols for space allocation for balance of programs.

Maintenance

- repairs to furnace at High St
- replace lighting in Mayors old office and install warmer lighting
- duct cleaning at FJCC, City Hall and RCMP
- repairs to pool metering pump
- recalibration of O3 Cl2 and CO sensors
- annual fire alarm testing at FJCC expo and RCMP
- evaluation of fire alarm system at expo
- repair FJCC mag lock system and replace 2 key pads
- replacement of door closers at High Street
- prep City Hall furnace for winter and service
- repair FJCC video surveillance camera and replace dvr
- 1/4ly service to FJCC and RCMP mechanical
- annual fire exiting testing
- repair mixing cvalve at FJCC
- re-key high street for new tenants





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: February 2, 2009  
File No:

---

Re: SIDEWALK SNOW REMOVAL

**RECOMMENDATION:**

That the Government Services Committee recommend to Council to instruct staff which of the following directions it wishes to follow:

1. Status quo
2. Start giving out fines for failure to follow the sidewalk snow clearing policy
3. Start clearing snow and ice from all sidewalks in the Town.
4. Start clearing snow and ice from sidewalks identified as major pedestrian routes.

**BACKGROUND / HISTORY:**

Section 60 and 61, Part XI of the Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309 states;

'Every owner or occupier of residential premises shall remove all snow and ice from any sidewalk bordering such residential premises by no later than 10:00 a.m. following the snowfall, on every day.

Every owner or occupier of commercial premises shall remove all snow and ice from any sidewalk bordering such commercial premises by not later than 10:00 a.m. following the snowfall, on every day.'

Each year, an ad is placed in the local paper to advise the public of the bylaw. In the last couple of years, the bylaw officers have handed out notices in the Downtown core requesting that the sidewalks be cleared of snow and ice. There have been no fines handed out for failure to comply with the bylaw. A number of complaints are received after each snowfall regarding the lack of policing the sidewalk snow removal bylaw.

Over the last couple of years, the amount of snow that has fallen and the length of the snow episodes have increased substantially. There has also been an increase in the amount of pedestrian traffic. During the times when there is snow on the ground, many pedestrians have resorted to walking on the edge of the road as the sidewalks

were impassable. This is creating a very dangerous situation for both the pedestrian and motoring public, especially during the evening hours.

We have completed a survey of various municipalities on the Island and the mainland and also in other Provinces to determine if any of them offer a complete sidewalk snow removal program. Each municipality surveyed offers a slightly different service than the next. All of the municipalities clean the snow and ice from in front of properties owned by the municipality, all parks and along roadways that have no private property bordering the sidewalks. A few clean the snow off sidewalks bordering schools. Some offer the service in very high traffic areas. A few more offer the service in their downtown commercial core. None are the same but no municipality cleans all the sidewalks.

During the snow period after Christmas, a request was made to clean the snow off a section of sidewalk along Dogwood Drive that normally has a large volume of pedestrian traffic. The Town presently does not have the proper equipment to keep sidewalks clear of snow and ice. A private contractor with a bobcat was hired to clear the sidewalk. A complaint regarding damage to a fence along Dogwood Drive was received. Although the responsibility to clear the snow from the sidewalks is the property owners, when the Town chooses to help out, the Town takes on that responsibility.

The Town is presently evaluating a number of multi use vehicles that may be used for sidewalk snow removal.

ATTACHMENTS:

"None".

I concur with the recommendation

*Ruth Malli*

Ruth Malli, City Manager





## Town of Ladysmith

### **STAFF REPORT**

To: R. Malli, City Manager  
From: Patrick Durban,  
Director of Parks, Recreation & Culture  
Date: January 21, 2009  
File No:

---

Re: **FEES AND CHARGES FOR PARKS, RECREATION & CULTURE**

#### **RECOMMENDATION:**

**THAT the Government Services committee recommend that Council approve the two-percent increase of the Parks, Recreation & Culture fees.**

#### **BACKGROUND / HISTORY:**

In the fall of 2002, Council approved the Fees and Charges Policy, which became the principle document to guide future fees and charges discussions. The policy identified an annual review to take place each fall with recommendation to Council for implementation.

#### **FINANCIAL / LEGISLATIVE / LEGAL IMPLICATIONS:**

The facility admissions are based on a survey of the surrounding facilities (see appendix C) and are proposed to be increased by two-percent as recommended in the Fees and Charges Policy.

#### **ATTACHMENTS:**

Appendix A  
Appendix B  
Appendix C

I concur with the recommendation:

  
\_\_\_\_\_  
R. Malli, City Manager

**Appendix A**  
**Prices include GST**

**Proposed Rates for 2009 - Effective April 1, 2009**

**Single Admissions**

Child	2.55
Youth	3.40
Adult	4.80
Senior	3.40
Family	8.40

**10 X Punch Card**

Child	21.40
Youth	28.70
Adult	40.60
Senior	28.70
Family	70.95

**30 X Punch Cards**

Child	N/A
Youth	76.05
Adult	107.00
Senior	76.05
Family	N/A

**One-Month Pass**

Child	N/A
Youth	34.00
Adult	42.45
Senior	34.00
Family	N/A

**Three-Month Pass**

Child	N/A
Youth	91.65
Adult	114.60
Senior	91.65
Family	N/A

**Six-Month Pass**

Child	N/A
Youth	173.15
Adult	216.50
Senior	173.15
Family	N/A

## Appendix B - Proposed Facility Fees

**Facility Rentals (plus GST) - Commercial Bookings are plus 20% and Not for Profit are less 50%**

<b>Pool Rentals</b>		<b>FJCC Upper Hall</b>	
1 Pool	63.19	Hourly Rate	23.82
2 Pool	94.61	Kitchen Hourly Rate	31.62
Extra Guard	34.53	Day Rate	166.72
Prime Time Rate - Club	59.11	<b>Meeting Room</b>	
Non-Prime Time Rate - Club	41.16	Hourly Rate	19.13
School District 68	37.89	Hourly Rate with Pool	17.70
School District - Other	42.28	Day Rate	133.72
Special Needs	39.42	<b>FJCC Gymnasium</b>	
<b>Aggie Hall</b>		Fair - Day 1	298.40
Hourly Rate	34.53	Fair - Day 2	209.81
Hourly Rate for Kitchen	29.73	Fair - Day 3	214.00
Daily Rate inc. Kitchen	159.22	Extra Maintenance	33.81
Fair - Day 1 inc. Kitchen	236.49	FJCC Kitchen/hr	34.53
Fair - Day 2 inc. Kitchen	168.91	Gym / Hour	34.53
Fair - Day 3 inc. Kitchen	123.93	<b>FJCC Lower Program Space</b>	
Reception / Dance / Party	313.09	Hourly Rate	34.02
<b>Misc. Rentals</b>		Hourly Rate with Pool	17.70
Table / Day	5.61	Daily Rate	116.74
Chair / Day	0.71	<b>Transfer Beach</b>	
<b>Ball Fields</b>		Shelter - Resident / Day	42.84
Fees for Tournaments Only	112.20	Amphitheater - Day Event	304.06
		Amphitheater / Hour	23.36

## Appendix C - Facility Comparisons

	City of Nanaimo	Cowichan	Saanich	Ladysmith
<b>Single Admission</b>				
Tot	Under 2 Free	2.00	Under 2 Free	Under 2 Free
Child	2.75	2.50	3.00	2.55
Youth	4.25	4.00	4.50	3.40
Adult	5.50	5.00	5.75	4.80
Senior	4.25	4.00	4.50	3.40
Family	11.00	11.00	11.50	8.40
<b>10 X Punch Cards</b>				
Tot		19.00		0
Child	22.00	23.75	28.00	21.40
Youth	34.00	38.00	36.50	28.70
Adult	44.00	47.50	49.00	40.60
Senior	34.00	38.00	36.50	28.70
Family	-	94.50	98.00	70.95
<b>1-Month Pass</b>				
Tot	N/A	24.00		-
Child		30.00		N/A
Youth	72.00	48.00		34.00
Adult	72.00	60.00		42.45
Senior	72.00	48.00		34.00
Family	N/A	132.00		N/A
<b>3-Month Pass</b>				
Tot			N/A	N/A
Child	75.00		N/A	N/A
Youth	115.00		99.00	91.65
Adult	150.00		130.00	114.6
Senior	115.00		99.00	91.65
Family	300.00		N/A	N/A



Town of Ladysmith  
**STAFF REPORT**

To: R. Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: January 27, 2009  
File No:

---

Re: HRAC PROJECT PROPOSAL

**RECOMMENDATION:**

That Council support the Heritage Revitalization Advisory Commission (HRAC) developing a full project plan for a Community Heritage Register and Statement of Significance Project,

And that the project focus on heritage resources within Development Permit Area 2 - Downtown primarily First Avenue between Roberts Street and High Street,

And further that when it is developed, the HRAC forward the full project plan to Council for consideration as a 2009 project.

**BACKGROUND / HISTORY:**

The first step in the project is described in the attached proposal prepared by the HRAC. It is expected that the full project will take about one year to complete.

At its meeting held January 15, 2009 the HRAC made the following recommendation.

It was moved, seconded and carried that Heritage Revitalization Advisory Commission recommends that Council supports proceeding with the Heritage Protection/Statements of Significance Project, and that the Town apply for up to \$20,000 from BC Heritage Branch for this project.

In addition, the project was discussed at the November 13 and December 11, 2008 HARC meetings, and the following recommendations were made.

- It was moved, seconded and carried that the Heritage Revitalization Advisory Commission proceed with the proposed project plan for November 13, 2008 - December 11, 2008, with the addition that a letter be written to B.C. Heritage Branch requesting assistance with the establishment of a heritage conservation area for the west side of First Avenue between Roberts Street and High Street.
- At its meeting held December 11, 2008, the HRAC reviewed the attached project plan prepared by HRAC member B. Laxdal and agreed that it should

be presented to Council before proceeding further with the development of the project.

The project is designed to address the following actions in the Heritage Strategic Plan.

- 3.1 – Identify inventory of alternative heritage conservation incentive programs.
- 5.1 – Review existing Heritage Inventory and expand in both scope and type of sites.
- 6.1 – Continue to prepare SOS as per the Canadian Register of Historic Places. (Statements of Significance have been already been prepared for the Traveller's Hotel, Aggie Hall & Sports Field and St. John's Anglican Church.
- 10.2 – Provide technical assistance and conservation guidelines to owners of properties.

Information gathered through the project should be useful in the consideration of whether additional heritage planning tools are required to protect heritage assets in Ladysmith, including whether a heritage conservation area should be established in the Downtown area as part of the OCP review.


#### ANALYSIS:

The BC Heritage Branch will invest up to 80% of the total eligible costs to a maximum of \$20,000. The program background is attached to this report. Projects proposals can be submitted at any time but must be complete by the Province's year end (March 31). The HRAC is interested in submitting its proposal after April 1, 2009.

In the 5 year financial plan, there is \$8000 per year for the implementation of the Heritage Strategic Plan. About 50% of this budget could be required for the proposed project.

While the project would be spear-headed by the HRAC, it will require staff time to manage the project and undertake administrative functions, including consultant management. Further staff review will be required when the full project proposal is developed to determine how the proposal will fit within the project priorities set by Council for the Development Services Department and the availability of staff resources to assist with such a project.

I concur with the recommendation:

  
Ruth Malli, City Manager

#### ATTACHMENTS:

Heritage Branch program guidelines  
HRAC Project Proposal

## HRAC Project Proposal for 2009 Work Plan

### CHR (Community Heritage Register) / SOS (Statement of Significance) Project

**Purpose:** To inform Town Council of the CHR/SOS project and request approval to complete the First Step (identified below).

**Project:** To develop an inventory of buildings and specified heritage areas (**Heritage Assets**) to be registered as **heritage property** (have SOS's and be added to the CHR) pursuant the Local Government Act (LGA) s. 954, including a framework through which residents can nominate properties; and to promote such buildings or specified areas through both internet and brochure media.

To complete the above in a way that reflects the outcome of the Heritage Strategic Plan (HSP) and the Ladysmith Visioning process; feeds into the 2009 update to the Official Community Plan; and assists in a review and update of the [legislation/bylaws] relating to Development Permit Area 2 (DPA2) and the Town in general.

This proposed project is a single, consolidated piece of work that advances three key Actions in the Heritage Strategic Plan.

The full project is expected to take approximately one year to complete.

**Concern:** Heritage property in Ladysmith, including that situated in DPA2, is currently being protected through the Town's control over issuing of development permits. The HRAC views this has having two key weaknesses:

1. There is currently no structured mechanism to provide planning and prevention tools and techniques to the management of heritage property that has value to the Town, causing possible solutions to be deferred until one of the available protection tools can be effected; and
2. There is little to no formal recognition of the particular value of any one heritage property or group of properties that would provide an owner or tenant the understanding of, and opportunity to capitalize on, the particular characterized values.

**Specifics:** The Heritage Conservation sections of the Local Government Act (LGA) were added in 1994, but the Town has not incorporated any of the features; rather it continues to rely on the Development Permit sections of the Act. The Heritage Conservation sections provide communities with certain **planning** and **protection** tools that can be used to plan and protect heritage property.

The Heritage Conservation planning tools offer new tools would allow for identifying specific Heritage Assets such that the particular characteristics of the Heritage Asset is recorded and recognized. Past tools, such as the 1990 Ladysmith Heritage Inventory, do not provide the same support and are not recognized by the LGA.

The first step in gaining access to any of the Heritage Conservation tools available through the LGA is to add recognized Heritage Assets to the CHR and formally documenting the distinguishing characteristics of that Heritage Asset.

Financial assistance is expected to be available from the B.C. Heritage Branch for 100% funding up to \$20,000 for the CHR/SOS.

In addition to formal recognition of Heritage Assets, the **planning** tools would provide new possibilities to work with owners to implement preventative management practices that would increase the long-term viability of a Heritage Asset. This would include physical risks such as deterioration or natural disasters (such as fire).

There is a wider range of **protection** available to the Town through the Heritage Conservation sections of the LGA. The current **protection** tools are limited to protecting a Heritage Asset from an owner that chooses to modify that asset. The HRAC is not aware of any urgent protection concern; rather this is an opportunity to implement a broader, long term planning and protection framework.

**Linkages:** Implementing these tools would provide the Town some planning and preventative maintenance management tools that may have value in, or intersect with, other management tools.

In 2009, it is our understanding the Town will be reviewing, and updating as necessary, the OCP. This would include a review of the current bylaws and their legal underpinnings (such as sections of the LGA). The Town will also be considering how to implement the findings of the Visioning sessions.

This project may link, and add meaning, to the tax exemption bylaw.

**First Steps** The HRAC proposes to develop a full project plan; discussing the project with key local interested parties and affected owners; preparing the required Provincial funding request; and bringing the appropriate Council motions the March Council meeting for approval.

It is expected that the primary focus of this project will be on Heritage Assets that are within DPA2. If there are sufficient financial and human resources, other Heritage Assets would be evaluated and included.





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B.C. Home Tourism, Culture and the Arts Heritage For Local Governments Community Heritage  
Planning Programs Implementation Planning Program

## HERITAGE

### Implementation Planning Program

- [Purpose](#)
- [Program Guidelines](#)
- [Funding](#)
- [Who Can Apply](#)
- [Applying to the Program](#)

#### Purpose

This program supports the preparation of detailed plans to achieve priorities identified in a heritage strategic plan.

[Top](#)

#### Program Guidelines

An implementation plan provides detailed guidance on how selected elements of the heritage strategy will be achieved.

It might address one or more of the following issues:

- establishing a heritage conservation area
- revising the Official Community Plan (OCP) or a zoning bylaw for heritage conservation purposes
- developing a comprehensive regulatory and incentive program
- developing a comprehensive program of tax relief
- creating a stewardship program for heritage properties owned by a local government
- preparing a community heritage interpretation plan

[Top](#)

#### Funding

The Heritage Branch will invest up to 80% of the total eligible costs, to a maximum of **\$20,000** per project. Eligible project costs include consultant/professional fees and other related expenses incurred and paid for by the applicant. In-

#### → Heritage Planning Programs

- » Community Heritage Planning Programs Overview
- » Community Heritage Context Planning
- » Strategic Planning Program
- » Implementation Planning Program
- » Conservation and Feasibility Planning Program
- » Community Heritage Registers Program

kind costs are not eligible.



### Who can apply:

Local governments, First Nations bands and post-secondary institutions.



### Applying to the Program

Eligible organizations must submit a **letter of application** that provides detailed information supporting the request for financial assistance. Submissions must indicate the program area of interest and the amount requested.

#### **Explain Current Community Planning Context:**

Applicants must provide background information that responds to the criteria for the appropriate program area. For example, the application should address these issues:

1. **Community Planning:** Does the community have a strategic plan for heritage or other related heritage planning documents? Does the Official Community Plan include any heritage policies? Has the local government established a community heritage commission?
2. **Community Benefit:** What is the heritage legacy? Does the project improve planning, conservation or stewardship of significant community heritage resources? Does the project enhance community capacity (knowledge, skills, organization) and commitment to conserve heritage resources?
3. **Viability:** Is the project well defined? Is the budget realistic? Does the project have the potential to attract investment from other parties? Do the proponents have the necessary expertise to implement the project successfully? How extensively are citizens engaged in heritage activities



**Project Description:** Projects must be described in detail, including a statement indicating what the project will achieve, who will benefit and the applicant's ability to complete the project successfully. For example: Describe the process for public consultation and providing information to the public. Outline the deliverables resulting from the project. Include a time-line for the various stages of the project.

**Financial Plan:** All applicants must submit a detailed project

budget, showing sources of confirmed funding and itemizing costs, which demonstrates the project is financially viable.

**Eligible Costs:** include all direct costs properly and reasonably incurred by an applicant specifically for the purpose of the project, including expenses such as consultant costs, professional fees, advertising costs, room rental costs etc.

**Ineligible Costs:**

- In-kind costs or donated staff/volunteer time
- Costs incurred prior to submitting an application
- Start-up costs for new organizations/programs
- Capital or maintenance expenses
- Ongoing operational expenses
- Debt reduction, endowments, charitable donations or fund-raising campaigns
- Computer hardware and office equipment

**Submitting:** Proposals can be submitted at any time. However projects must be completed by the Province's year end (March 31) of the same fiscal year in which the project was approved.

**Determining the Level of Award:** If the actual eligible project cost is less than the budgeted eligible cost, the award will be pro-rated to reflect the lower amount. If the actual project cost exceeds the budgeted eligible cost, the applicant will be responsible for the increased costs.

**Award Payments:** Awards are paid in accordance with the funding agreement between the Province and the successful applicant.

When the project is at the mid-way point, the applicant may request the first payment by sending a progress report, along with an interim project financial statement signed by the chief financial officer or treasurer. When the project is finished, the applicant may request the final payment by sending a final report.

The final report should include:

- A copy of the completed document or plan
- A financial statement certified by the chief financial officer or treasurer outlining the costs incurred on the project
- Confirmation that the plan has been presented to the local government/band council

project before an application is received.

For more information, please [contact us](#).

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Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: February 10, 2009  
File No:

Re: ANNUAL TENDERS

RECOMMENDATION:

That Council award the annual tenders for services to the low tenderer at the unit prices tendered as follows:

Concrete Supply	Bedrock Redi-Mix Ltd.
Asphalt & Paving	Hub City Paving
Gravel Supply	Island Aggregate Ltd.
Septic Services	Coast Environmental Ltd.
Survey & Layout	McCallan Construction Survey Ltd.
Equipment Rental (Heavy Equip)	David Stalker Excavating Ltd.
Chlorine & Chemical Supply	Brenntag Canada Inc.

And that the tender for the supply of trucking be awarded to TRT Contracting Inc. as the contractor is based within the Town boundary.

BACKGROUND / HISTORY:

Annual tenders were received for the following services. The entire tender packages may be viewed at City Hall. The low tender for the various services are as follows:

Concrete Supply	Bedrock Redi-Mix Ltd.
Asphalt & Paving	Hub City Paving
Gravel Supply	Island Aggregate Ltd
Septic Services	Coast Environmental Ltd.
Survey & Layout	McCallan Construction Survey Ltd.
Equipment Rental (Heavy Equip)	David Stalker Excavating Ltd.
Chlorine & Chemical Supply	Brenntag Canada Inc

There were two tenders received for trucking which were identical. They are:

Equipment Rental (Trucking)	TRT Contracting Inc.
	Island Aggregates Ltd.

ATTACHMENTS:  
None.

I concur with the recommendation

*R. Malli*  
Ruth Malli, City Manager





Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Patrick Durban, Director of Parks, Recreation & Culture  
Date: February 10, 2009  
File No:

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**RE: OLYMPIC / PARALYMPIC ATHLETE HOMESTAY**

**RECOMMENDATION**

**THAT the Government Services committee recommend to Council that they support in principle the Spirit of BC Committee approaching the Vancouver Olympic Committee to determine the requirements for establishing a Town of Ladysmith initiated 2010 Olympic / Paralympic Homestay Program.**

**BACKGROUND**

Attached is a summary from a member of the Ladysmith Spirit of BC Committee outlining the concept for establishing a 2010 Olympic / Paralympic Homestay Program.

The aim is to accommodate athletes and families following the games and make it affordable to allow for an extended stay and see other areas of the Province of BC, and in particular, Vancouver Island. This could also become a model for other communities to follow and possibly establish ties with other countries hosting future Olympic / Paralympic games.

**ATTACHMENTS:**

Summary

I concur with the recommendation

*R. Malli*

Ruth Malli, City Manager

The Vancouver 2010 mission is to touch the soul of the nation and inspire the world by creating and delivering an extraordinary Olympic and Paralympic experience with lasting legacies

***OUR AIM: To establish Ladysmith as the world's first community to inspire a lasting legacy of world renowned hometown hospitality associated with the Para and Olympics.***

I propose the Town of Ladysmith can show the world how the soul of a small community can participate in the Olympics and in doing so create a lasting legacy. By offering free accommodation in our homes to Olympic and Paralympic athletes and their families following their participation in the 2010 Winter Olympics, we can present the beauty and hospitality of Canada's West Coast and our belief in the true meaning of the Olympic experience

I propose the Town of Ladysmith can show the world how the soul of a small community can participate in the Olympics and in doing so create a lasting legacy. By offering free accommodation in our homes to Olympic and Paralympic athletes and their families following their participation in the



2010 Winter Olympics, we can present the beauty and hospitality of Canada's West Coast and our belief in the true meaning of the Olympic experience.

Four key reasons why this is a good idea to pursue:

1. During the athlete's/family's stay with Ladysmith families, we have the chance - both as individuals and as a community - to demonstrate some genuine Canadian hospitality.
2. It is an opportunity to show some real leadership in the province and it could center our town in an international "good news" story as we prove that some communities value the true meaning of the Olympic spirit rather than attempting to cash in on it.
3. It has the potential to grow and become a movement among communities wanting to participate in something that makes everyone feel good.
4. There are both short and long term economic benefits from the international exposure as a hosting community for an Olympic first.

The idea came from a news item out of Vancouver;

there, a family stated their intention to give their home to an athlete and his / her family during the Olympics at no charge. They felt that it was the right thing to do.

For some time I have sensed a feeling of disconnection with the Olympics. Despite the pride that we share in Ladysmith there seems to be little connecting us with the greatest event our province has ever staged.

This represents how we as communities outside the actual Olympic site could show that the Olympics is more than a sporting event, that it is an opportunity for us to demonstrate that home-town hospitality should be part of the Olympic spirit.

This has the potential to be grass roots, made-in-the-hearts-of-Canadians, 'want to make you feel good' event. It is based on good people, from small towns wanting to show our guests a piece of Canada. And, it certainly has the potential to grow; who can say 'no' to such an opportunity to be a part of the Olympic experience!

We recognize that the details will change; it could well include team officials and judges, and it could involve a multi day visit to one community or a route of many destinations. The options go on but initially it is the concept I ask you to consider. I know from discussions with people in other communities that we are not alone, all we have spoken to like the idea and want to become

involved. How big we make this is limited only by our imagination and your support and guidance. Where do we go with this? We have the experience and organizational skills in our community; we need only to be shown the path and the link with other like-minded communities.

My only wish is that we should be seen as the community who started the movement, because if we do it right, it may well spread to future Olympics.





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: February 2, 2009  
File No:

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Re: Manufactured Home Park Policy

**RECOMMENDATION:**

That the Government Services Committee recommends to Council that:

- (1) the development of a land use policy in support of manufactured home parks, as a means to supply of affordable housing, be part of the Official Community Plan review, and
- (2) staff be directed to prepare an amendment to the Town of Ladysmith Development Procedures Bylaw 2008, No. 1667 to require applicants intending to redevelop a site causing displacement of tenants to include with the rezoning application a communications plan, information about the redevelopment proposal, and tenant financial assistance & relocation plan similar to the District of Sooke Manufactured Home Park Redevelopment Policy.

**BACKGROUND / HISTORY:**

At its meeting held November 17, 2008, Council directed staff to prepare a draft Manufactured Home Park Policy for Council's review based on the current policies of the CVRD, Sooke, Langford and the draft policy presented by the Ivy Green Mobile Home Park residents.

The manufactured home park tenant assistance policies endorsed by other municipalities focus on the situation where the owner of a mobile home park applies to rezone the land for redevelopment to another use.

**ANALYSIS:**

The Official Community Plan (OCP) has a "Mobile Home Park Residential" designation which is applied to the existing mobile home parks in Ladysmith. The "Mobile Home Park Residential" designation encourages mobile dwellings, manufactured dwellings, and single family dwellings with complementary recreation and open space uses to a maximum density of 15 units per hectare. There is no specific policy to encourage mobile home parks in the OCP.

The Zoning Bylaw includes a Mobile Home Park Zone (MP-1) which permits mobile home park use, single family dwelling use and home occupation use. The MP-1 zone also permits a residential density of 15 units per hectare consistent with the OCP.

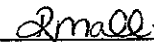
As the MP-1 zone permits single family use, the redevelopment of a site to a single family subdivision does not require rezoning.

#### *Policy Options*

The policies from the other local governments are all very similar and involve generally a communication plan for tenants and relocation plans. The policies also include a range of financial assistance that would be expected if a rezoning proposal was to be considered. The District of Sooke policy is recommended as a starting point for further review and discussion.

The municipal land use authority, e.g. community plan policies, land use regulations and development procedures, should be the tool used to implement land use policy, regulations or requirements. The recommendation includes the development of OCP policy and application requirements for proposals that involve tenant displacement.

I concur with the recommendation:



Ruth Malli, City Manager

#### ATTACHMENTS:

Manufactured Home Park Redevelopment Policy – District of Sooke



Policy No. 8.5  
File No. 3010  
Adopted October 27, 2008

## Manufactured Home Park Redevelopment Policy, 2008

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### Policy Statement:

The District of Sooke recognizes manufactured and modular home parks as an important source and supply of affordable housing and believes in allowing for a diversity of housing options for residents that would appeal to different ages, families, lifestyles and incomes. For this reason, Staff and Council should review the information requested by this policy when considering the impact that the rezoning of an existing manufactured home park may have on land use and housing options in the community.

The purpose of this policy is also to provide tenants and landowners of manufactured home parks with clarity in regards to District of Sooke requirements for communication between all affected parties, financial assistance provided to Tenants, and to provide consistency to Landowners as to how the District of Sooke considers rezoning applications for existing manufactured home parks. These policy items are in addition to the legislated requirements of the *Manufactured Home Park Tenancy Act*.

---

1. A Landowner submitting a rezoning application to the District of Sooke for an existing manufactured home park should, at the Landowner's cost:
  - a. Prepare a '**Communication Plan**' and deliver a copy to all tenants within 30 days of the notice to end tenancy. This plan should include and detail, at a minimum, the following:
    - i). Copy of the rezoning application made to Council and the proposed timing of redevelopment;
    - ii). Proposed tenant financial assistance for relocation, home assessment, and home disposal;
    - iii). List of local and regional affordable housing options, market and non-market, including other manufactured home parks that will allow for relocation of existing manufactured homes;
    - iv). Tenant's rights, and landowner's obligations under the *Manufactured Home Park Tenancy Act*;
    - v). Copy of District of Sooke *Manufactured Home Park Redevelopment Policy, 2008*.

- vi) Letters must be provided to each tenant advising them of Council's consideration of the rezoning public hearing.
- b. Prepare and submit a **'Redevelopment Proposal'** to Council at the time of application for land use change. This proposal should detail, at a minimum, the following:
  - i) Report indicating the existing state of housing in the park including:
    - 1. the numbers and types of homes,
    - 2. current rental rates for each pad,
    - 3. existing rental agreements,
    - 4. determination by a 3<sup>rd</sup> party qualified professional, at the Landowners cost, as to which homes can be moved offsite and those homes that cannot be moved due to poor physical condition,
    - 5. current BC Assessment assessed values of each home onsite or as determined by a qualified 3<sup>rd</sup> party professional appraiser at the Landowner's cost; if there is a disagreement between the values obtained from BC Assessment and the appraiser an average of the two shall be used as the compensation value of the manufactured home.
  - ii) Conceptual plan of the new land use proposed for the site including plans for affordable housing;
  - iii) A plan to provide existing tenants with a right of first refusal on purchasing a new residence that is proposed on the Landowner's property;
  - iv) Regular updates to Council regarding the status of the landowner and tenant communications;
  - v) Prior to adoption of a rezoning application, the Landowner is required to submit a report indicating that all policies have been met and that tenants have agreed to either a compensation or relocation plan.
- c. Prepare a **'Tenant Financial Assistance & Relocation Plan'** and deliver a copy to all tenants within 30 days of the notice to end tenancy. This plan must include and detail, at a minimum, the following:
  - i) Tenant's 'right of first refusal' for new housing proposed for the site;
  - ii) At the tenant's discretion, approval, and subject to confirmation of portability of the manufactured home, the Landowner must



negotiate in good faith where the tenant can be moved, attempt to confirm another manufactured home space within the region ('region' defined as the Juan de Fuca Electoral Area and Greater Victoria area) for the home to be moved to and incur all costs associated with the move of that home, including personal possessions;

OR, if a suitable space cannot be found within the region and/or the tenant does not wish to move their home, the assessed value of the home, as determined by a qualified 3<sup>rd</sup> party professional appraiser at the Landowner's cost, must be paid by the Landowner to the homeowner prior to the end date of the notice to end tenancy and the Landowner must pay the costs associated with the moving of the tenant's personal possessions within the region to a place at the tenant's request;

- iii) If the manufactured home is deemed not to be movable by a qualified professional then the Landowner must pay the Tenant the assessed value of the home or pay one additional year of pad rent, whichever is higher, in addition to paying the costs associated with the moving of the tenant's personal possessions within the region to a place at the tenant's request.
2. As per Section 42(1) of the Manufactured Home Park Tenancy Act, a Landowner must have all necessary permits and approvals in place prior to the Notice to End Tenancy being given. If tenants of a manufactured home park have received a Notice to End Tenancy, and the Landowner does not require any permits or approvals, a future rezoning application to change the zone of said manufactured home park shall not be considered by Council for 24 months from the date of issuance of the Notice to End Tenancy.
  3. This policy in no way presupposes Council's right to receive, support or deny an application.





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: February 10, 2009  
File No: 3060-09-01

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**RE: DEVELOPMENT VARIANCE PERMIT APPLICATION – CACCHIONI  
LOT 11, 12, AND 13 DISTRICT LOT 139, OYSTER DISTRICT, PLAN 7217**

**RECOMMENDATION:**

**Option 1: (recommended option)**

**THAT the Government Services Committee recommends that Council direct staff to proceed with the statutory notice for DVP application 09-01.**

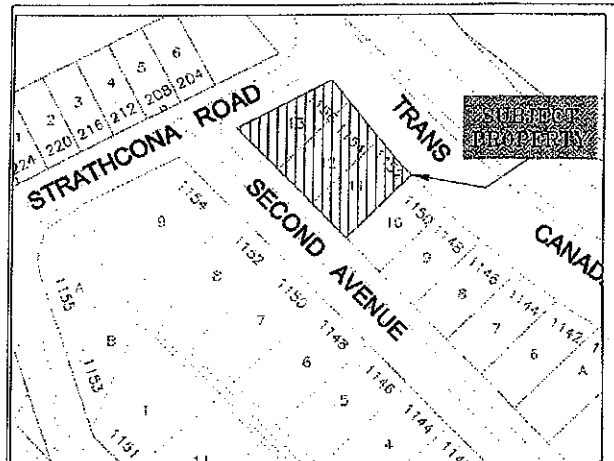
**Option 2:**

**THAT the Government Services Committee recommends that Council not support DVP application 09-01 and denies the application.**

**BACKGROUND / HISTORY:**

***Applicant's Request***

The owner of the business 'Ladysmith Car-Care' is converting the business to an 'Esso' station but will offer similar services such as convenience store, service bays and gas pumps. The owner has applied for a Development Variance Permit to vary the permitted height and display area of the new free-standing 'Esso' sign. The owner has also applied for a Development Permit as they intend to improve the canopy over the gas pumps and change the signage on the canopy. Please note that the business straddles three lots (Lots 11, 12 and 13). See Schedule A – Site Plan.



***Council Authority***

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

Notice that a development variance permit may be issued is required to be provided to neighbouring properties. The notice area is 60 metres of the boundary of a parcel that is subject to the permit.

**ANALYSIS:**

The subject properties are designated as 'Highway Commercial' in the Official Community Plan which is a designation applied to locations intended to serve both local and the travelling public. The properties are zoned 'Highway/Service Commercial Zone (C-3)' which permits signs to be located within 0 metres of the front lot line. The location of the proposed sign will be the same as the current freestanding "GAS" sign (see Schedule A). The current sign is 4 metres in height and has a display area of 4.5m<sup>2</sup> (see Schedule C).

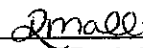
The Sign Bylaw (Bylaw #1176) states that the permitted maximum height of a freestanding sign in the Highway Commercial area is 6 metres, however 9 metres in height is proposed. The Sign Bylaw also limits the permitted total display surface area of a free-standing sign in the area to 7.4m<sup>2</sup>, and the proposed 'Esso' sign has a surface area of 9m<sup>2</sup> (see Schedule B).

<i>Sign Bylaw (#1176)</i>	<i>Permitted</i>	<i>Proposed</i>	<i>Variance Requested</i>
<i>Height</i>	6 metres	9 metres	3 metres
<i>Display Surface Area</i>	7.4 m <sup>2</sup>	9 m <sup>2</sup>	1.6 m <sup>2</sup>

A review of neighbouring municipalities sign regulations shows that free-standing signs in similar highway locations may be up to 8-9 metres in height with 10m<sup>2</sup> -18m<sup>2</sup> of display area. The applicant states that due to the height of the hill just north of the proposed property, the 3 metre height variance would allow for the sign to be seen better by vehicles on the highway. The display area is the same as other standard Esso signs with the addition of a section that states "Service Bays".

It is recommended by staff to proceed with the notification of a development variance permit to neighbouring properties within 60 metres of the boundary of the subject parcels as required by the Development Procedures Bylaw (#1667).

I concur with the recommendation:



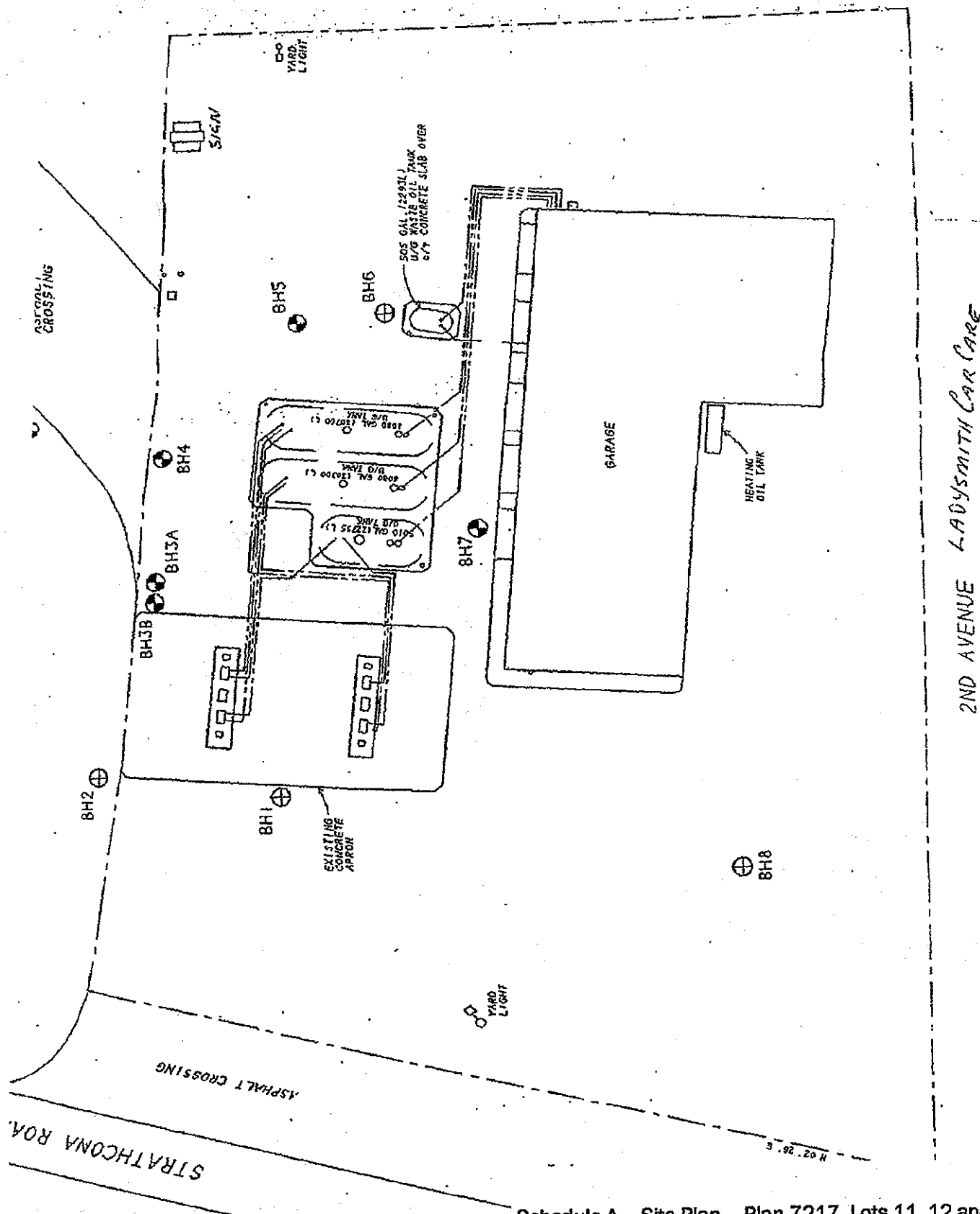
Ruth Malli, City Manager

**ATTACHMENTS:**

Schedule A - Site Plan - Plan 7217, Lot 11, 12 and 13

Schedule B - Illuminated Pylon Sign - with measurements

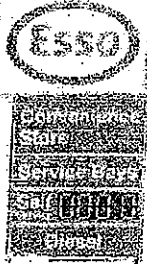
Schedule C - Illuminated Pylon Sign - photo rendering



Schedule A - Site Plan - Plan 7217, Lots 11, 12 and 13

# ILLUMINATED PYLON SIGN

A Scale 3/8" = 1' - 0"

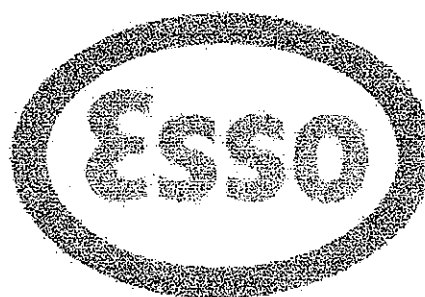


29' - 6"



Price Changer panel - clear acrylic - White diffuser - with white Non-reflective vinyl graphics applied to first surface of price changer panel only

- Sign built to CSA / ETL specifications
- ONE NEW D/S illuminated pylon sign - 140 fluorescent lamps and ballasts
- Both cabinets to be custom sheet metal boxes with aluminum retainers
- Top cabinet to have Aluminum routed faces with 3/16" thick White acrylic oval glued to inside surface of face & translucent vinyl graphics applied to first surface of acrylic
- Lower cabinet 3/16" thick White Inplex faces & translucent vinyl graphics applied to first surface
- Price Changer panel & LED message panel to have 3/16" thick Clear Lexan faces with White diffuser & translucent blue vinyl graphics applied to first surface of price changer panel only
- LED Mono message display mounted in bottom section of lower cabinet - 20mm 3400 series - 2 lines of 6" characters
- Water proof electrical duplex outlet box installed in lower portion of pylon pole
- All cabinets, retainers & pole painted semi-gloss white
- Re-use existing concrete base



7' - 5"

18-20' approx

Convenience Store

Service Bays

Self Service

Diesel

16' - 11" digi

10' - 1"

6' - 5"

12' Sq

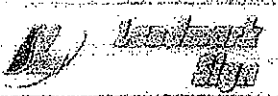
13' - 10" above grade

110 vac duplex waterproof elect. outlet

GRADE

3M-3632-27 3M-3632-30 3M-3632-23

Brush Blue Red White



Client Name  
ESSO  
Rick Marsh  
Location:

Start Date: Jan 5 / 09  
Last Revision: Jan 13 / 09  
Job#:

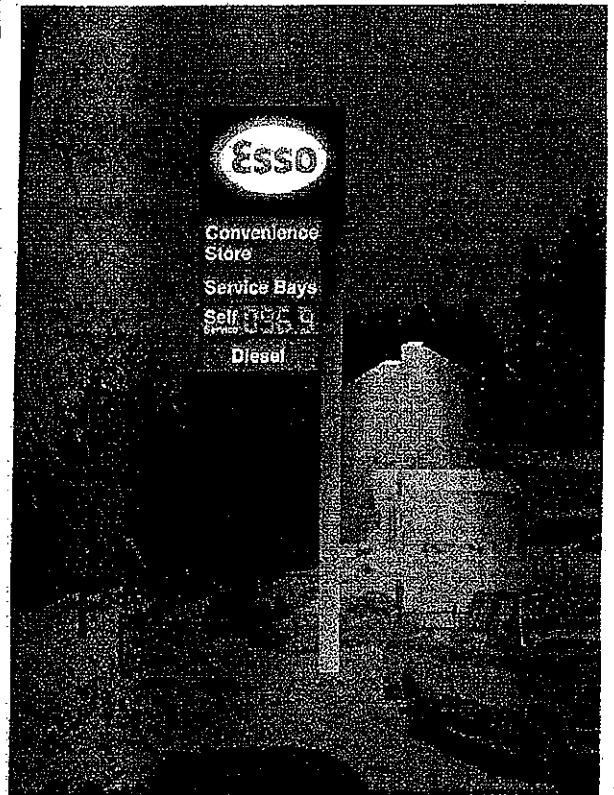
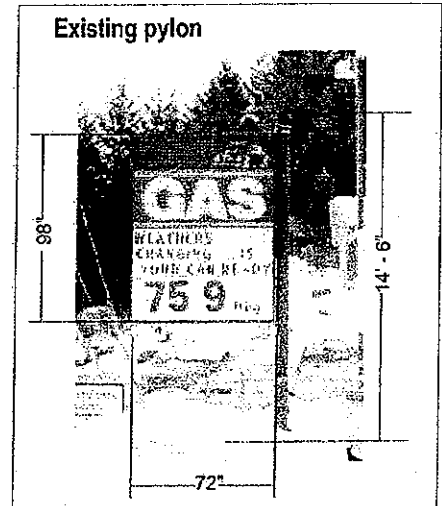
Schedule B - Illuminated Pylon Sign - with measurements

# ILLUMINATED PYLON SIGN - Photo Rendering

A



Existing pylon



**Client Name**  
Esso  
Rick Marsh  
**Location:**  
Ladysmith

**Start Date:** Jan 5 / 09  
**Last Revision:** Jan 13 / 09  
**Job#:**  
**Drawing#:** Esso Ladysmith Pylon  
**Page:** 2 of 2

Client Approval

**Sales Rep:**  
Richard

**Designer:**

Schedule C - Illuminated Pylon Sign - photo rendering







Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: February 11, 2009  
File No: 6560-20 (Baker Road)

---

Re: BOUNDARY EXTENSION REQUEST - 11235 BAKER ROAD

RECOMMENDATION:

That the Government Services Committee recommends to Council that before the Town is willing to consider the Baker Road boundary extension proposal, that the applicant consult with neighbouring properties in the area of Baker Road and provide the results of that consultation to the Town.

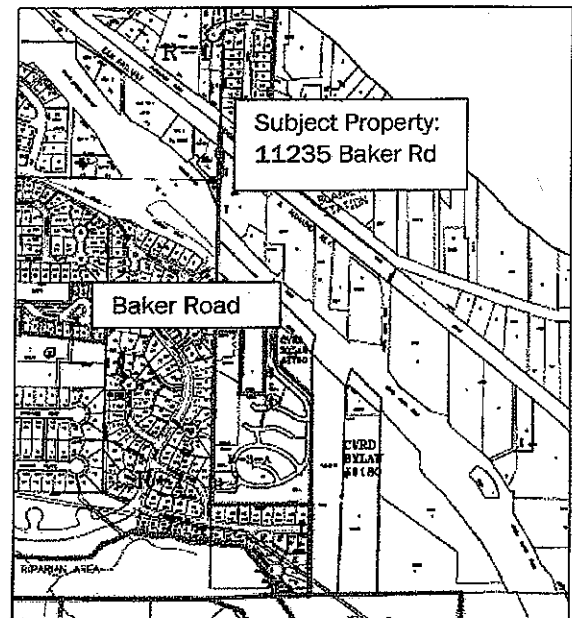
BACKGROUND / HISTORY:

As the parcel is located on the boundary of the Town it was suggested by the CVRD that, due to the owner's development interests, the owner contact the Town regarding a potential boundary extension.

The owner of Lot 1, District Lot 41, Oyster District, Plan VIP54831 (B. Scott) is interested in redeveloping his property for a supportive residential care facility. The parcel is located within the CVRD (Area G - Saltair) and is zoned for residential use. A house and shop are located on the parcel. The subject property is currently served by Saltair Water through the CVRD. A copy of the letter of request is attached to this report.

The properties in this area are typically about 2.5 acres (1 ha) and are used for single family use. The immediately adjacent property to the subject property includes a daycare.

Boundary extensions require both the involvement of the Corporate Services and Development Services departments.



#### ANALYSIS:

Boundary extensions are approved by the Province (Cabinet) and require an application from the municipality. The boundary extension application process is outlined in the *Municipal Boundary Extension Criteria* (link below) and requires that the municipality provide specific information and documentation to the Province, including undertaking statutory advertising.

([http://www.cd.gov.bc.ca/lgd/gov\\_structure/library/municipal\\_boundary\\_extension\\_criteria.pdf](http://www.cd.gov.bc.ca/lgd/gov_structure/library/municipal_boundary_extension_criteria.pdf))

Stage 1 of the five step process involves consideration by the municipality (see attachment) and usually involves a Council resolution that it is willing to consider the proposal.

If the parcel was included within the boundary of the Town, the owner would need to apply to rezone the land for the proposed use. The current CVRD zoning and land use policy would continue to apply until changed by the Town.

The boundary extension process requires significant effort by the municipality. Requests for the inclusion of one parcel within the boundary of the Town could be evaluated to determine whether other adjacent lands are likely to come forward in the near future, and if that is likely, a further evaluation of the scope of the proposal would be appropriate. As such, it is recommended that Council request the applicant to discuss this proposal with other adjacent Baker Road property owners/residents before further considering this request. Batching boundary extension proposals is supported and indeed encouraged by the Ministry.

I concur with the recommendation:

Ruth Malli

Ruth Malli, City Manager

#### ATTACHMENTS:

- Letter from applicant
- Municipal Boundary Extension Process - Stages 1 to 5

## R.E.B. Development Services

1342 Oakwood Place, Duncan B.C. V9L 5R3 Phone / Fax (250) 748-5235

Date: January 14, 2009

60200-20 (Baker Rd.)

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

Attn: Ms. Felicity Adams, MCIP  
Manager Of Development Services

Re: Municipal Boundary Extension Request  
Lot 1, District lot 41, Oyster District, Plan VIP54831  
Owner: Mr. Blaine Scott, 11235 Baker Road, Ladysmith BC

Dear Ms. Adams

On behalf of Mr. Blaine Scott (B.I.T. Ventures Ltd.) we wish to request that the Town of Ladysmith consider a Municipal Boundary Extension to include the above noted lands into the Town.

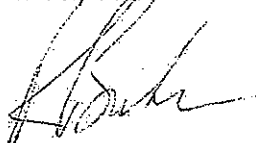
The purpose of the request is to gain access to the municipal services for the development of a Supportive Living Residential Care facility on the site.

The site is currently within Area G of the Cowichan Valley Regional District (CVRD) and is serviced by the Saltair Water System. With total area of 1.048 ha. (2.59 Acres) and a view of Ladysmith Harbour the site is ideal for the proposed development. Initial discussions with the area residents and the CVRD indicate general support for the proposal.

We realize that the process for a Municipal Boundary Extension is extensive and lengthy so prior to any costly planning and design investment we would appreciate a preliminary response so we can determine the level of support from the Town. We have enclosed a site plan for your reference and will provide any further detail upon request.

Should you require further information or have any questions do not hesitate to call me at 250-748-5235, Ph/Fax 250-246-7640 Cell or by e-mail to [rebds@telus.net](mailto:rebds@telus.net).

Sincerely Yours



Richard E. Buckles  
R.E.B. Development Services

Specializing In Land Development Planning, Design, Project Management & Government Liaison



#### **4. THE MUNICIPAL BOUNDARY EXTENSION PROCESS**

Prior to any formal consideration, ministry staff can provide advice to a municipality about any aspects of a potential boundary extension proposal.

There are five stages in the municipal boundary extension process.

##### **Stage 1: Municipal Consideration**

- A municipality may initiate a boundary extension on its own accord, or in response to a request by a property owner or resident located outside the current boundary.
- Where the municipality receives more than one request from the same general area, the municipality should determine the potential for a block of parcels to become the basis of the boundary extension proposal.
- Regardless of the source of the proposed boundary extension, the municipality should confirm, usually by council resolution, that it is willing to consider the proposal.
- Once the municipality determines that it wishes to advance the proposal, the following actions should be undertaken by the municipality:
  - a) define the precise area that is the subject of the boundary extension based on the technical criteria;
  - b) provide information on the proposal to and obtain the opinion of owners/residents within that area;
  - c) consult with the regional district;
  - d) consult with other local governments, service providers, and other agencies, as applicable (i.e. Improvement district, Land Reserve Commission); and
  - e) identify and discuss any issues or concerns that may arise.

It is ministry policy that the affected regional district be consulted on municipal boundary extension proposals. Where a municipal boundary extension proposal may be of interest to another municipality, an improvement district, or another form of local government, this policy is extended to those local government bodies. This allows for discussion of issues between local governments, before a proposal is submitted to the ministry.

In the event that this consultation identifies an issue, which remains unresolved, the municipality will report the consultation results in the submission.

### **Stage 2: Submission to the ministry**

Once Stage 1 is completed, the municipality may submit the proposal to the ministry.

For a boundary extension proposal to be considered complete, the municipality should submit the following:

- a council resolution indicating that the municipality wishes to proceed with the proposal;
- a map (at as clear scale as possible) showing the precise location of proposed boundary, based on the technical criteria;
- a brief explanation of the rationale for the proposal;
- information on communications with, and the opinion of, owners/residents within the area of the boundary extension proposal;
- a map indicating which owners/residents are in favour or opposed;
- the results of consultations with the regional district and other agencies, including discussion of identified issues;
- consideration of specific conditions related to implementation; and
- other relevant background information.

The submission should be sent to:

Local Government Structure Branch  
Ministry of Community Services  
800 Johnson Street  
PO Box 9839 Stn Prov Govt  
Victoria BC V8W 9T1  
Phone: (250) 387-4054

### **Stage 3: Ministry consideration**

- The ministry will acknowledge the submission, and confirm that the basic technical criteria have been met. If the proposal does not meet the criteria, the municipality will be advised that the proposal cannot be considered further, and the ministry will provide advice as appropriate.

- The ministry will refer the proposal to the Ministry of Transportation for consideration of the proposed location of the boundary in relation to local roads.
- As needed, the ministry will discuss with other agencies any specific interests identified in the proposal submitted.
- At the earliest opportunity, the ministry will prepare an administrative report on the proposal. This report will review all aspects of the proposal, in relation to the criteria described in this policy paper. The report will be addressed to the municipality, with copies to other interested parties.
- The administrative report will identify any outstanding issues and indicate the next step(s) in the process.

If there are one or more unresolved issues at the time the municipality submits the proposal, the ministry will acknowledge and review the issue.

Assuming that the issue is within the scope of the boundary extension process, the ministry may address the issue in the following ways.

1. The ministry may provide advice on possible alternative approaches to resolve the issue, and request the municipality undertake further discussions with those interested in the issue. In particular, the advice may be in relation to:
  - a) further information that may be useful to address the issue;
  - b) alternatives for local service arrangements (Appendix 3); or
  - c) special provisions that may be included as conditions of implementing the boundary extension.
2. The ministry may facilitate discussions to address the issue.
3. The ministry may provide a higher level of dispute resolution assistance through appointment of a facilitator, fact finder, or mediator. The local governments involved would be required to formally request and accept this level of assistance.

The objective is to resolve the outstanding boundary extension issues based on agreement between the local governments. Where direction is required from the Minister on a particular issue, the ministry will obtain that direction.

In the event that a process to address issues has been undertaken, but there remains no agreement between the local governments involved, the ministry

will forward the proposed boundary extension for a decision by the Minister and Cabinet.

#### **Stage 4: Statutory advertising**

- If there are no outstanding issues, or if discussions about outstanding issues are continuing, the ministry will advise the municipality it may proceed with the statutory advertising under Section 20(4), *Local Government Act*. (Appendix 4.)
- The ministry recognises the right of the municipality to undertake the statutory advertising before this stage. However, it is recommended that it be done after the administrative report. This is intended to avoid any implications from premature advertising. For example, the advertising may need to be repeated due to elapsed time between the advertising and the implementation date of the boundary extension, or because the precise boundary changes, as a result of further consultation.
- The municipality undertakes the statutory advertising requirements under Section 20(4) of the *Local Government Act*.
- Following completion of the statutory advertising and the subsequent period for submission of a petition by municipal citizens, the municipality provides the ministry with a council resolution and a declaration that the statutory requirements have been met.
- If a petition leads council to hold a municipal vote, the results of the vote must be submitted to the ministry.

#### **Stage 5: Implementation**

- After the municipality has completed the statutory advertising requirements, outstanding issues have been resolved, and the citizen consultation criteria have been evaluated, the ministry will draft Supplementary Letters Patent (SLP) to implement the proposal.
- In the case of complex SLP, a draft will be sent to the municipality, and regional district (if applicable), for review. The SLP is finalized and forwarded to the Minister and Cabinet for consideration.
- If Cabinet approves the boundary extension, notice is given of the date of the approval of the Order in Council authorizing the change.





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Patrick Durban, Director of Parks, Recreation & Culture  
Date: February 11, 2009  
File No:

---

**RE: CANADA SUMMER JOBS 2009**

**RECOMMENDATION**

**THAT the Government Services committee recommend that Council authorize staff to make application for three positions under the Canada Summer Jobs 2009 program for the Parks, Recreation & Culture summer daycamps.**

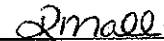
**BACKGROUND**

The Town has previously applied for summer daycamp positions under the Canada Summer Jobs program, which funds to a maximum of \$1,500 per position.

**ATTACHMENTS:**

None.

I concur with the recommendation.



Ruth Malli, City Manager





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: February 10, 2009  
File No:

---

**Re: PROPOSED QUARTERLY "GLOBAL" COMMISSION MEETINGS**

**RECOMMENDATION:**

That the Government Services Committee endorse the proposed schedule of "Global" commission meetings for 2009 and direct Staff to make the necessary arrangements for the meetings including notifying all advisory commission members, securing an appropriate location for the meetings, etc.

**SUMMARY OF KEY POINTS:**

Both Council and Staff have expressed an interest in conducting quarterly global commission meetings at which members of the Town's six advisory commissions will be in attendance to discuss issues of mutual interest followed by individual commission meetings the same night. Following is an overview of the proposed meeting process.

**Global Commission Meeting Participants:**

The following advisory bodies will participate in the global meetings:

- Advisory Design Panel
- Advisory Planning Commission
- Economic Development Commission
- Environmental Commission
- Heritage Revitalization Advisory Commission
- Parks, Recreation and Culture Commission

**Proposed Meeting Schedule:**

The following schedule of 2009 global commission meetings is proposed for Council's consideration with all meetings commencing at 6:00 p.m.:

- Tuesday, March 17, 2009
- Tuesday, June 30, 2009
- Tuesday, September 29, 2009

Staff recommends conducting the meetings at the high school.

Outline of Meetings:

Staff proposes that each meeting be chaired by the Mayor commencing at 6:00 p.m. The Mayor will introduce each agenda item and provide an overview of the item including all actions taken by Council to date on the issue. If requested Staff will provide comment. A discussion will ensue and once all agenda items are considered by the global commission each advisory commission will retreat to a breakout room in which they will conduct their individual monthly commission meetings. It is anticipated that the commission meetings will commence at 7:30 p.m. These meetings replace the regularly scheduled monthly commission meetings for that month.

The following agenda items are recommended for consideration at the first global commission meeting scheduled for March 17, 2009:

- Implementation Strategies for the Visioning Report
- Council's Strategic Priorities

I concur with the recommendation.

  
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Ruth Malli, City Manager

ATTACHMENTS:

None