

# TOWN OF LADYSMITH

## GOVERNMENT SERVICES COMMITTEE

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

Monday, October 19, 2009 at 5:30 p.m.  
Council Chambers, City Hall

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### AGENDA

Chairperson: Councillor D. Paterson

- |  | <u>Pages</u> |
|--|--------------|
| 1. CALL TO ORDER   |              |
| 2. AGENDA APPROVAL   |              |
| 3. MINUTES   |              |
| • September 21, 2009   | 1 - 2        |
| 4. CITY MANAGER'S REPORT (Verbal Report)   |              |
| 5. DIRECTOR'S / MANAGER'S THIRD QUARTER REPORTS 2009   |              |
| Director of Parks, Recreation and Culture  | 3 - 6        |
| Director of Corporate Services   | 7 - 8        |
| Director of Public Works   | 9 - 12       |
| Manager of Development Services  | 13 - 15      |
| 6. STAFF REPORTS   |              |
| 6.1 <u>Train Station Rehabilitation Feasibility Review</u><br><i>(Rehabilitation Feasibility Review Report by Herold Engineering Limited is available in Council Chambers for review.)</i> | 17 - 18      |
| 6.2 <u>Water Rates</u>   | 19 - 20      |
| 6.3 <u>Symonds Street Reconstruction</u>   | 21 - 22      |
| 6.4 <u>Grant Applications</u>  | 23 - 24      |
| 6.5 <u>Fees and Charges for Parks, Recreation and Culture</u>  | 25 - 29      |
| 7. MEMBER SUBMISSIONS  |              |
| None   |              |
| 8. CORRESPONDENCE  |              |
| None   |              |
| 9. NEW BUSINESS  |              |
| 10. UNFINISHED BUSINESS  |              |

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, September 21, 2009 at 5:30 p.m.

### **COUNCIL MEMBERS PRESENT:**

Duck Paterson (Chair)  
Lori Evans  
Bruce Whittington

Scott Bastian  
Mayor Rob Hutchins

### **COUNCIL MEMBERS ABSENT:**

Steve Arnett  
Jillian Dashwood

### **STAFF PRESENT:**

Ruth Malli  
Felicity Adams  
Joe Friesenhan

Sandy Bowden  
Patrick Durban  
Rebecca Kalina

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Councillor 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:

8.1 Arbutus Trees - Transfer Beach and Aggie Field

2009-103: It was moved, seconded and carried that the agenda for the Government Services Committee meeting of Monday, September 21, 2009 be approved as amended.

### **DELEGATIONS**

#### **LADYSMITH COMMUNITY GARDENS TASK FORCE**

Members of the Ladysmith Community Gardens Task Force, Greg Roberts and John Anderson, presented an update on the development of a community garden on the land behind the ballpark adjacent to High Street and 2nd Avenue. The group requested the Town's support including a possible five year lease, vehicle access and water service at a reduced rate. Councillor Paterson thanked Mr. Anderson and Mr. Roberts for their presentation.

2009-104: It was moved, seconded and carried that it be recommended to Council that Council approve in principle the establishment of a Ladysmith Community Garden on the open space on High Street and Second Avenue (behind ballpark) subject to confirmation that the Community Commons Committee is no longer interested in the site and further that Staff report to Council on the costs associated with the request from the Community Gardens Task Force for water service and vehicle access to the site.

### **REPORTS**

#### **CITY MANAGER'S REPORT**

The City Manager presented the Committee with a brief update on operational and strategic activities and responded to questions in this regard.

### **CORRESPONDENCE**

#### **RAIN BARRELS**

2009-105: It was moved, seconded and carried that it be recommended to Council that the correspondence from R. Balboni be referred to the Environment Commission for review and report and if deemed appropriate referred to the budget process.

#### **FIRST RESPONDER SERVICES**

2009-106: It was moved, seconded and carried that it be recommended to Council that

the Mayor and Corporate Officer be authorized to sign the First Responder Agreement (Consent and Indemnity) between the Province of British Columbia and the Ladysmith Fire Rescue Service.

**NEW BUSINESS**

2009-107: It was moved, seconded and carried that it be recommended to Council that Staff be directed to review the condition of Arbutus trees at Transfer Beach and Aggie Field to determine what action can be taken to determine the health of the trees and the potential issue of removal of trees.

**EXECUTIVE SESSION**

2009-108: It was moved, seconded and carried that this meeting retire into Executive Session (5:55p.m.) pursuant to Section 90(1) of the Community Charter 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;

**RISE AND REPORT**

2009-109: It was moved, seconded and carried that the Executive Session of the Government Services Committee rise without report.

**ADJOURNMENT**

2009-110: It was moved, seconded and carried that the meeting be adjourned at 6:28 p.m.

**CERTIFIED CORRECT:**

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Chair (Councillor D. Paterson)

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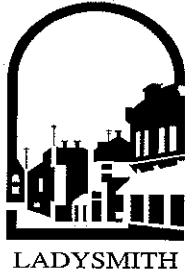
Corporate Officer (S. Bowden)

## Status of Top 5 Departmental Strategic Priorities

October, 2009

*Department: Parks, Recreation & Culture*

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
1. Sports Fields – Lot 108	subdivision, zoning and servicing are all in process; dealing with numerous encumbrances on title	working on appraisals; survey work being carried out; negotiating with stakeholders	finalize subdivision and removal of encumbrances November 2009	2011
2. FJCC Heating & Lighting	new Dry-O-Tron (dehumidification / heat reclamation system) ordered; consultants working on seamless installation to minimize facility down time	equipment to arrive soon; installation to follow; investigating lighting upgrades	install equipment in November and December; replace outdated lighting by December 2009	December 2009
3. Holland Creek Trails	preparing report on areas requiring upgrades or improvements for budget deliberations	identifying areas; determining costs	carry out improvements in May – June 2010	June 2010
4. Environmental issues	working on Community Energy Plan and other outstanding issues	reviewing agreements and starting monitoring	enter into MOU November 2009; Proceed with recommendations February 2010	April 2010
5. School District Field Development & Joint Use	meeting to review outstanding issues	awaiting completion of the School District 68 Facilities Plan	meet in November for status reports	Ongoing



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Patrick Durban, Director of Parks, Recreation & Culture  
Date: October 9, 2009  
File No:

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#### 2009 Third Quarter Report

##### Administration

On average the front reception staff attends to 250 patrons per day. Many of these patrons purchase passes; on average staff sell 20 passes per day. They processed course registration revenue of \$58,365.48, facility admissions of \$52,593.72, and facility booking revenue of \$11,457.21. Revenue from merchandise sales this quarter was \$2,034.

Organizing the installation and implementation of the new Pass Module continues. This new system will allow for more accurate stats, increased security and enable staff to deal with many patrons at one time.

The Parks, Recreation & Culture Commission met in September and welcomed three new members. Chantal Blumel returned as Chair for 2009 / 2010.

##### Marketing

The 2009 Summer Leisure Guide was completed by staff in June; which included promoting the guide to local businesses as a way to advertise their services; ad revenue for this leisure guide was \$1250. Cost to print and mail was just under \$6,000. The 2009 Fall Leisure Guide was completed by staff in August; revenue for ad sales was \$1,537 and cost to print and mail was also just under \$6,000.

Staff have completed and mailed all guides for 2009. In 2008, the cost to have three guides created, printed and delivered was: \$24,991.17. In 2009, the cost to have four guides created by staff, printed and delivered, less ad revenue, was: \$19,139.01. In addition to saving the Town just under \$6,000, each guide had a glossy cover and staff were able print an additional guide, one per season, which helped attract readers to seasonal programs and opportunities. Staff worked on guides collectively creating a quality product that is easy to read and easily identifiable as the Departments primary marketing tool. Staff continue to work on process and opportunities to coordinate the department's marketing with the Town's corporate marketing.

The Department is participating in a new online version of "Benefits Catalogue" with Rethink West project for ARPA. This will give exclusive access prior to release and will be useful in updating messages through leisure guide and other media.

In August, the Department partnered with Arts on the Avenue by printing flyers in exchange for sponsorship and logo profile.

##### Aquatic Centre & Aquatic Programs

Aquatics continue to work with community partners to develop programs and opportunities for the residents. In July, Tillicum Haus Society, Nanaimo First Nations, Chemainus First Nations, Duncan

Friendship Centre and Cowichan Tribes returned to Frank Jameson Community Centre for Lifesaving Training for their summer day camp leaders. As well, Tsoow-Tun-Le-Lum Society continue to travel from Lantzville twice per month for their recreational swim.

The Fraternal Order of Eagles sponsor the Adaptive Fitness class on the last Friday of each month with approximately 20 participants per session. The hot weather and the three week annual maintenance shutdown, did not deter participants; all Adaptive fitness programs continue to grow in popularity and as a result numbers also continue to grow. We now offer Adaptive Fitness classes Monday through Saturday. This summer, the Fraternal Order of Eagles also generously sponsored a mini set of swim lessons, which allowed children of the community access to a full week of free swimming lessons.

The third quarter revenue for aquatics is \$45,382.00, with aquatic programs (private and public swim lessons) at \$11,731 and aquatic high level courses are \$8,738. Over the past quarter aquatic admissions are \$18,765, with pool rentals, including school rentals of the pool at just over \$6,000.

School swimming lessons have started early this year, with some schools choosing to beat the congested spring rush. Both Davis Road Elementary and St Joseph's Elementary have started full instructional sessions.

#### Fitness Centre & Fitness Programs

The Fitness Centre offers a total of 25 registered classes and 10 drop-in classes for all ages and abilities. Revenue for fitness programs for this quarter is just under \$30,000, which brings total revenue to 84% of projections for the entire year. The Department is anticipating an increase in registration and participation as we move towards our busy season.

All Fitness Centre staff has completed the BCRPA Personal Trainer program and certification. The Fitness Centre is now able to offer one-on-one Personal Training sessions, which to date has been a huge success with revenues for the third quarter at \$4,523.85.

The recently purchased gym wall divider is tentatively set for installation the first week of November. The wall will enable our department to offer two compatible programs in the gymnasium at one time.

Attendance in the fitness centre is steady with \$4,081 in single admissions and \$29,117.45 in fitness passes, which is approximately 71% of projections for the entire year.

Fitness Centre staff continue to work with community partners resulting, this quarter, in a partnership with Chemainus First Nations to provide fitness programs and classes at the CFN Community Centre.

#### Community Programs

Combining youth services and summer program coordination worked well, with improved flexibility and use of resources and recommend the same strategy for 2010. Summer out trips for youth included kayaking and paintball, as well as special events at the Rec Room. There have been some challenges identifying roles and scope of other community service providers; as a result, there are ongoing discussions as well as exploring an update of youth services inventory.

Summer community program revenues were down 7% from Summer 2008; however, World Cup Soccer Camp was successful, with 41 participants for the week-long camp. Despite daycamp registration improving over 2009, total revenue was 12% lower (due to weekly discounts). A junior

leader facilitated activities for "Picnic Play at Root St. Park" drop-in Wednesday evenings, and although attendance was low, the program may repeat next summer at a more convenient time of day.

#### Community Engagement

Staff attended "Impact Council" meetings to develop terms of reference and strategies for social planning and funding in Ladysmith/Nanaimo catchment area (with MCFD, SD68, United Way, VIU) and attended Social Planning Cowichan "Researchers Roundtable" to explore better coordinated social planning and research opportunities in CVRD catchment area.

Staff attended the launch of World Leisure Congress "World Leisure Centre of Excellence" at VIU; attended the Literacy Council regional meeting in Nanaimo regarding the coordinated literacy initiatives, virtual "hub", and strategies to address elimination of Regional Literacy Coordinator; met with local early literacy service providers to explore better delivery model for "Parent, Child, Mother Goose"; attended the Ladysmith Health Advisory Committee meeting; Attended Ladysmith Interagency Group meeting; hosted the Success by Six Council of Partners meeting; and met with Jenn George of Cowichan Tribes regarding the potential joint (CVRD-wide) cultural bridging initiatives.

Staff attended the Ladysmith Community Gardens Task Force meetings throughout the summer, with tours of other community gardens (Duncan, Providence Farm) and exploring site options.

#### Special Events

Canada Day at Transfer Beach was a success with live onstage entertainment and activities for children and families. For Ladysmith Days children activities were hosted by summer daycamp. For both events, aquatic staff were on duty to due to significant number of swimmers.

The department received provincial funding to support the Olympic Torch Relay event in Ladysmith; task force work continues, with Stz'uminus First Nation, Ladysmith Downtown Business Association, Arts Council, Historical Society, and schools engaged in planning; hosted Olympian Susan Kelsey for afternoon of presentations.

Tim Horton's opened the fall season with a free swim on our first day back from our annual shutdown. Eighty-seven patrons attended this event and donated generously to the Ladysmith Food Bank.

Terry Fox Run on September 13 was successful, although both participation and donations continue to decline.

#### Maintenance

In addition to ongoing maintenance for all Town-owned property, including replacement of the instant hot water tank at city hall and carpets cleaned at FJCC, City Hall and Development Services, the annual maintenance was completed at FJCC from August 15 to September 8. During this time, staff were able to replace gymnasium and family change room doors; reconfigure floor outlets in fitness centre.

Staff also changed sand in filter; inspected and maintained main pool and oasis; rebuilt main pool and oasis pool pumps; repaired whirl pool jets; replaced oasis flood lamps; replace heat exchanger in oasis boiler; repaired locks; cleaned carpets, cleaned out basement storage as per fire chief and installed hand sanitizers in building.



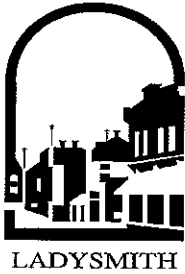
## Status of Top 5 Departmental Strategic Priorities

*Department: Corporate Services*  
*October, 2009*

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
<p>1. Communications Strategy</p>	<ul style="list-style-type: none"> <li>• Research complete</li> <li>• Document drafted</li> <li>• Initial review by City Manager complete</li> </ul>	<ul style="list-style-type: none"> <li>• Undergoing revisions/ additional research</li> </ul>	<ul style="list-style-type: none"> <li>• Subsequent review by City Manager – Oct.</li> <li>• Further revisions – Oct.</li> <li>• Presentation to Senior Managers – Oct.</li> <li>• Presentation to Council – Nov.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation <b>Dec./09</b></li> </ul>
<p>2. Town-Operated Trolley System</p>	<ul style="list-style-type: none"> <li>• Route/schedule confirmed</li> <li>• Vehicle purchased</li> <li>• Grand opening ceremony/celebration complete</li> <li>• Trolley drivers hired</li> <li>• Trolley service fully operational as of Aug.</li> </ul>	<ul style="list-style-type: none"> <li>• MOU re: trolley driver position referred to CUPE</li> <li>• Advertising policy under development</li> <li>• Trolley website upgrade project commenced (Paul Mycroft Design)</li> <li>• Trolley stop shelter ordered</li> </ul>	<ul style="list-style-type: none"> <li>• Trolley service implemented - Aug.</li> <li>• Management of trolley service transferred to Public Works – Sept./Oct.</li> <li>• Website fully operational – Nov.</li> <li>• Trolley stop shelter installation – Dec.</li> <li>• Advertising on trolley and at stops – Dec.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of project complete <b>Aug.4/09</b></li> <li>• Management of service ongoing</li> </ul>
<p>3. Small Craft Harbours Lease</p>	<ul style="list-style-type: none"> <li>• Construction of causeway within Small Craft Harbours lease area of DL 2016 underway</li> <li>• Met with DFO to identify next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Proposal from DFO under review by staff</li> <li>• Letter to LLMB requesting amendment to lease area drafted</li> </ul>	<ul style="list-style-type: none"> <li>• Initial construction of causeway – Oct.</li> <li>• Confirmation of lease amendment by LLMB – Dec. (approx.)</li> <li>• Prepare draft of letter of consent for access and interim construction – Nov.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of amendments to lease – <b>Dec./09</b></li> <li>• Completion of causeway project – <b>2010</b></li> </ul>

**Status of Top 5 Departmental Strategic Priorities**  
*Department: Corporate Services*  
**October, 2009**

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
<p>4. Canada's Top 100 Employers &amp; Service Provider</p>	<ul style="list-style-type: none"> <li>• Review of criteria and application form initiated</li> <li>• Staff met with other applicants to review process</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing current HR policies/practices</li> </ul>	<ul style="list-style-type: none"> <li>• Develop list of proposed changes to HR policies/practices (include budget implications) – Dec./09</li> <li>• Implement changes to HR policies/practices – Mar./10</li> <li>• Prepare application for 2011 – June/10</li> </ul>	<ul style="list-style-type: none"> <li>• <b>June/10</b></li> </ul>
<p>5. Bylaw Review Project</p>	<ul style="list-style-type: none"> <li>• Staff met with other local governments to review electronic tracking programs</li> <li>• Data input</li> <li>• Initial review of bylaw list</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewing bylaws in detail including requests for revisions submitted to date</li> <li>• Data input (ongoing)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete meetings with senior managers – Nov.</li> <li>• Complete outline of process (include schedule and budget implications) – Dec.</li> <li>• Proceed with amendments - 2010</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2010</b></li> </ul>



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: September 11, 2009  
File No:

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Re: **STRATEGIC PRIORITY STATUS**

**RECOMMENDATION(S):**

For your information

**PURPOSE:**

To inform the Committee on the status of the top 5 strategic priorities for the department

**INTRODUCTION/BACKGROUND:**

Wastewater Treatment – The Headworks contract is underway with Rocky Point Metalcraft doing the construction. The works is a little behind due to a number of minor redesign requirements in order to fit the site. The works are still within the approved budget.

Waterline – Stocking to Holland Lake – The work is on hold waiting for an announcement regarding the grant application.

Amphitheatre Stabilization – Engineers are doing the geotechnical assessment of the area. The estimated cost of the project is higher than the budget allows. Alternates are being assessed to determine if project can be completed in 2009.

Municipal Road Maintenance – All maintenance programs have been completed or are underway.

Organic Waste Collection – Commercial/Multi Family – Meetings have been ongoing with the contractor to determine what the equipment requirements would be to be able to collect from the large multi family sites. A suitable system has been determined and the contractor is now in the process of coming up with a cost for the service. Once completed, a meeting with the individual multi family strata councils will take place to introduce the program and get buy in.

**SCOPE OF WORK:**

**ALTERNATIVES:**

FINANCIAL IMPLICATIONS:

LEGAL IMPLICATIONS:

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

ALIGNMENT WITH STRATEGIC PRIORITIES:

The top 5 strategic priorities for Public Works are:

Wastewater treatment

Waterline Stocking to Holland Lakes: UV Treatment

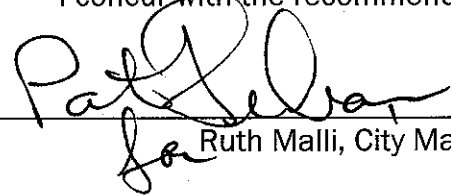
Amphitheatre Bank Stabilization

Municipal Roads Maintenance

Organics Waste Collection – Commercial and Multi Family

SUMMARY:

I concur with the recommendation.

A handwritten signature in black ink, appearing to read "Ruth Malli", written over a horizontal line.

Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli  
From: Joe Friesenhan, Director of Public Works  
Date: September 22, 2009  
File No:

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Re: THIRD QUARTER REPORT

A very dry summer allowed the Public Works Department to complete all the programs normally completed during the summer months when crews generally take their holidays. The line painting program was completed along with the storm flushing program. Crews also completed a couple of new projects such as the installation of 49 bus stops in time for the inaugural Trolley service.

A number of safety issues came up in the parks area which required the removal of the wooden deck at the head of the amphitheatre and the closing and removal of sections of the playground structure at Brown Drive Park.

The dry summer also made it necessary to go to level II water restrictions for the summer. With little change expected over the next few weeks in precipitation, the level II restrictions will remain until further notice.

**CAPITAL**

The Public Works Department still continues to do the vast majority of the capital projects authorized by Council. We did however have the private sector complete the relocation of the parking area in front of the Credit Union in order to establish a bus stop at that location and utilize funding from the gas tax.

The installation of the new street lights in the downtown area is complete and work on the watermain replacement in Arbutus Crescent is underway.

Our water engineers are working on completing the water quality monitoring program and preparing the tender documents for the Cassidy Aquifer drilling program. Our wastewater engineers have summarized the results of the open house questionnaire and presented them at the LWMP committee meeting in September.

**STRATEGIC PRIORITIES**

Wastewater Treatment - The Headworks contract is underway with Rocky Point Metalcraft doing the construction. The works is a little behind due to a number of minor redesign requirements in order to fit the site. The works are still within the approved budget and should be completed by year end. Our engineers have started to do detailed design of phase II of the wastewater treatment process.

Waterline - Stocking to Holland Lake - The application for a right of way has been submitted to the Province. An application has been submitted for a grant to complete the dual pipeline from the South End Chlorinator to the Arbutus Reservoir. The project is on hold pending favourable notification of the grant.

Amphitheatre Stabilization -The geotechnical assessment of the site is being prepared and our biologist is seeking approvals from the Department of Fisheries to complete the works. Stalker excavating has been engaged to complete the works which is to be completed by the beginning of October.

Organic Waste Collection - Commercial/Multi Family - Meetings have been ongoing with the contractor to determine what the equipment requirements would be to be able to collect from the large multi family sites. A suitable system has been determined and the contractor has established a cost for the service. Meetings with the individual multi family strata councils will be scheduled over the next few weeks to introduce the program and get buy in.

Municipal Road Maintenance - All budgeted programs have been completed. The new utility vehicle has been purchased and will be set up for sidewalk snow removal when it arrives.

## Status of Top 5 Departmental Strategic Priorities

October, 2009

*Department: Development Services*

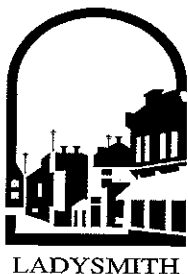
Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
<p>1. Holland Creek Area (HCA) Plan Review</p>	<ul style="list-style-type: none"> <li>• Community Visioning-HCA session</li> <li>• Consulting team discussions (HB Lanarc) &amp; draft proposal/TOR prepared</li> <li>• Two meetings held with developing interests/land owners, staff &amp; consultants to review TOR/funding</li> </ul>	<ul style="list-style-type: none"> <li>- Developing parties discussing conditions for participation in funding the plan review (land certainty/access certainty)</li> </ul>	<ul style="list-style-type: none"> <li>- Terms of reference concluded (TBD)</li> <li>- Funding agreement in place (TBD)</li> <li>- Consultant selected (TBD)</li> <li>- Planning process commenced (TBD)</li> </ul>	<p>December 2010 (One year process)</p>
<p>2. Affordable Housing/Manufactured Home Park</p>	<ul style="list-style-type: none"> <li>- Surplus land identified for MHP/residential development</li> <li>- Land use plan created</li> <li>- Neighbourhood meeting held</li> <li>- Zoning complete</li> </ul>	<ul style="list-style-type: none"> <li>- Subdivision plan drafted</li> <li>- Appraisal in process</li> <li>- Engineering costs in process</li> </ul>	<ul style="list-style-type: none"> <li>- Agreement for sale of manufactured home park site (Oct 30)</li> <li>- Agreement for sale of multiple family site (TBD)</li> </ul>	<p>June 2010</p>

<p>3. Tourism Plan - UBCM Phase 2 Activities</p>	<ul style="list-style-type: none"> <li>- 2009 marketing placed</li> <li>- 2010 marketing booked</li> <li>- Local stakeholder opportunity developed</li> <li>- Superhost workshops held</li> <li>- Tourism packaging workshop held</li> <li>- Train station feasibility study completed</li> <li>- Transfer Beach boulevard banner program developed</li> <li>- Tourism website upgrades started</li> <li>- Tourism support services coordinator secured</li> <li>- Friends &amp; Family Campaign summer post card produced</li> <li>- Tourism BC filming</li> </ul>	<ul style="list-style-type: none"> <li>- Custom advertisements for 2010 publications in design process</li> <li>- Quotes requested for Transfer Beach boulevard banners</li> <li>- Winter postcard for 'Friends &amp; Family' campaign in development</li> </ul>	<ul style="list-style-type: none"> <li>- Banners ordered (Oct 30)</li> <li>- Website enhancements identified and RFP developed (Nov 30)</li> <li>- Winter Scene postcard produced (mid-Nov)</li> <li>- Final report submitted (Dec 31, 2009)</li> </ul>	<p>December 2009</p>
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	<ul style="list-style-type: none"> <li>- in Ladysmith</li> <li>- Tourism BC writer hosted to update Ladysmith content on Hello BC website</li> <li>- Prettiest Towns in Pacific Northwest book writer hosted</li> </ul>			
<p>4. Economic Development Office Resource Review</p>	<ul style="list-style-type: none"> <li>- Workplan discussions held with ED Cowichan</li> <li>- Strategic planning session held with EDC</li> </ul>	<ul style="list-style-type: none"> <li>- Working with ED Cowichan to launch "Cowichan First" (BRE) program in Ladysmith</li> </ul>	<ul style="list-style-type: none"> <li>- Budget considerations (Oct 15)</li> <li>- "Cowichan First" in Ladysmith (Nov 30)</li> </ul>	<p>December 2009</p>
<p>5. Development Cost Charge (DCC) Bylaw Review (Phase 1)</p>	<ul style="list-style-type: none"> <li>- Project lists updated</li> <li>- 'Green' approaches discussed with consultant (LEFTSIDE PARTNERS)</li> </ul>	<ul style="list-style-type: none"> <li>- Update memo being prepared by consultant</li> <li>- Stakeholder process to be planned/held</li> <li>- Bylaw to be prepared/Readings</li> </ul>	<ul style="list-style-type: none"> <li>- Direction from Council- Nov 2</li> <li>- Stakeholder process – Nov</li> <li>- Bylaw Readings (Nov/Dec)</li> <li>- Provincial Approval</li> </ul>	<p>December 2009</p>
<p>6. Bike Plan Update</p>	<ul style="list-style-type: none"> <li>- Consultant selected</li> <li>- Start-up meeting/bike tour held</li> </ul>	<ul style="list-style-type: none"> <li>- Consultant to undertake consultation and prepare Draft Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Public session (early November)</li> <li>- Plan to Council (Dec 21)</li> <li>- Final Report (Dec 31)</li> </ul>	<p>December 2009</p>





## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Manager of Development Services  
Date: October 13, 2009  
File No:

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Re: TRAIN STATION REHABILITATION FEASIBILITY REVIEW

#### RECOMMENDATION(S):

That Council direct staff to pursue grant funding from ICE-T and Cultural Spaces Canada to assist with the cost of the rehabilitation of the Ladysmith Train Station.

#### PURPOSE:

The purpose of this report is to provide the findings of a feasibility review study undertaken on the Ladysmith Train Station and to seek direction from Council regarding follow-up.

#### INTRODUCTION/BACKGROUND:

The Community Tourism Program (Phase 2) included funding for a feasibility review of the Ladysmith Train Station to determine an "order-of-magnitude" cost of rehabilitating the train station so that it could be used for a visitor information centre or other community use.

#### SCOPE OF WORK:

The assessment was completed by Herold Engineering Limited in October 2009. The report includes an architectural, structural, mechanical and electrical review. As-built condition floor plans and elevation drawings are also included in the report. The report is available for Council to review from the Director of Corporate Services.

The report concludes that a new building or an addition to the north may be a cost effective way to create additional space, as the costing review shows that basic renovation costs are greater than 70% of estimated replacement costs for a new building, indicating that a new structure would be a more cost effective and efficient solution.

However, the report also indicates that re-using the 1944 building is environmentally friendly. Seismic upgrading required for the walls and roof and the interior upgrading of wall and ceiling finishes due to vandalism would at a minimum retain the basic structure. The existing building can be retrofitted 'green' in terms of its mechanical, electrical and building envelope systems improving water efficiency, energy performance and environmental qualities. The environmental upgrade work will however impact the heritage conservation of the existing building to some degree.

#### ALTERNATIVES:

ALTERNATIVES:

That Council receive the report.

FINANCIAL IMPLICATIONS:

The estimated cost to rehabilitate the train station is \$447,062 and the cost to replace the building is estimated to be \$486,920 (Class C Opinion of Probable Construction Cost). These costs also include wheelchair accessibility, the addition of a partial second floor as well as site works such as parking lot improvements and landscaping. There is currently \$10,000 in the 2009 budget to undertake improvements to the building.

LEGAL IMPLICATIONS:

A lease from Island Corridor Foundation would be required prior to undertaking this work.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Economic Development Commission and the Tourism Advisory Committee recommended that the Visitor Information Centre be located in the Train Station, along with other related community uses.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Corporate Services Department is working with the Island Corridor Foundation to secure a lease.

RESOURCE IMPLICATIONS:

Contract assistance would be utilized to assist with the preparation of funding applications.

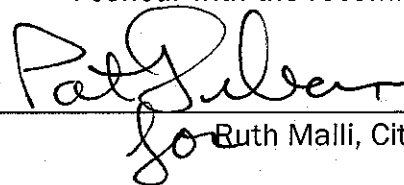
ALIGNMENT WITH STRATEGIC PRIORITIES:

Dynamic economic development is Strategic Direction C and includes implementing tourism sector support and marketing. The development of tourism infrastructure is a priority target sector identified by the Economic Development Commission.

SUMMARY:

The cost to rehabilitate or construct a new train station is in the order-of-magnitude of \$450,000 to \$490,000. Funding may be available to assist with such a project.

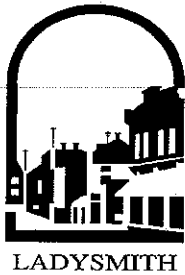
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: September 22, 2009  
File No:

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Re: WATER RATES

RECOMMENDATION:

That, in order to ensure a sustainable water supply system for the Town, Council adopt a progressive water rate structure of a \$21 base rate for the initial 25 cubic metres of water used, followed by \$0.50, \$0.60, \$0.75, \$1.00 and \$1.35 for each additional increment of 25 cubic metres used. The recommended progressive water rate structure is proposed for individually metered residential property only. If approved this new rate structure will go into effect January 1, 2010.

INTRODUCTION/BACKGROUND:

Water conservation and responsible management of the Town's water supply to support a growing population have been a priority for the Town for several years. Water conservation initiatives have been successful, resulting in an overall consumption decrease of 23% in the past six years despite a 17% population increase during the same time period. To ensure that the delivery of water is a sustainable service, the rates charged by the Town must guarantee sufficient revenue to cover associated costs.

ALTERNATIVES:

Another alternative would be to increase the cost per meter for each meter used. In this scenario, the water rate would have to be \$0.05 per cubic metre.

However, the progressive rate structure option encourages water conservation and sustainability of the water supply over the long term by charging higher per unit fees for those who have above average consumption patterns while acquiring the revenue needed to maintain the current level of operations.

FINANCIAL IMPLICATIONS:

The table below shows proposed costs per residence based on the 2008 quarterly consumption statistics. While the chart shows that the proposed increases are expected to attract additional revenues, this is based on 2008 usage. It is important to note that higher rates should provide an incentive to high volume users to reduce consumption. It is anticipated that actual revenues generated from 2010 consumption would match expenses to run the system.

Number of Homes	Approximate Current Quarterly Cost	Current Total Revenues	Approximate Proposed Quarterly Cost	Proposed Quarterly Revenues
260	20.00	5200.00	21.00	5460.00
844	31.25	26375.00	33.50	28274.00
769	42.50	32682.50	48.50	37296.50
384	53.75	20640.00	67.25	25824.00
170	65.00	11050.00	92.25	15682.50
157	76.25	11971.25	126.00	19782.00
		<b>\$107,918.75</b>		<b>\$132,319.00</b>

Amounts are approximate.

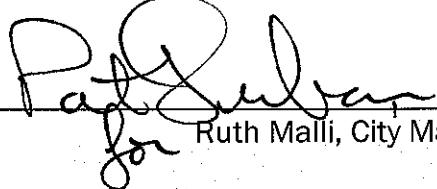
ALIGNMENT WITH GOALS:

Reduction in potable water usage has been identified as one of the core sustainability goals during the visioning process. A progressive rate structure supports this goal. Simply put, those who use higher amounts of water will pay a higher cost.

SUMMARY:

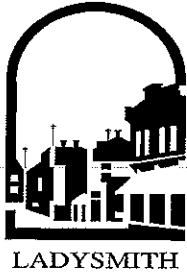
Staff recommends the progressive rate structure mainly because it supports conservation and the Towns overall sustainability efforts: the higher the volume of water used, the higher the rate charged per cubic metre.

I concur with the recommendation.

  
 for Ruth Malli, City Manager

ATTACHMENTS:

None



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: September 11, 2009  
File No:

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Re: **SYMONDS STREET RECONSTRUCTION**

#### **RECOMMENDATION(S):**

That the Government Services Committee recommend that Council instruct staff to proceed with the redesign of Symonds Street by reducing the maximum grade to make it safer for the public and to bring the final design back to Government Services Committee for consideration.

#### **PURPOSE:**

To obtain Council direction regarding a possible desire to reduce the road grade on Symonds Street from 28% to 17.5%, which may require closing access onto Symonds Street from 3<sup>rd</sup> Avenue.

#### **INTRODUCTION/BACKGROUND:**

In August 2000, Council closed off access to Symonds Street from the north entrance of 3<sup>rd</sup> Avenue. This change to the traffic pattern was put in place to improve the safety of the residents. Closing the access to Symonds Street from the south side of 3<sup>rd</sup> Avenue may be required with redesigning the grade as well as furthering the safety for those travelling these particular streets.

In 2008, a major event created damage on Symonds Street due to the inadequate storm system. Water went under the pavement, lifting the pavement and carrying much of the base gravel down the road, requiring a large section of the road to be rebuilt. During the budget deliberations in 2009, Council authorized the replacement of the watermain on Symonds Street with the intent of replacing the storm system along the same section of roadway in 2010.

The section of Symonds Street from 2nd Avenue to 4th Avenue is the steepest section of road in Ladysmith with a grade of 28%. During most snowfalls, the road is closed to public access.

During the design of the water main an attempt was made to reduce the grade to make the road safer to use year round. A maximum grade of 17.5% grade can be achieved by cutting down the road at the crest of the hill and also by the access to Third Avenue. The grade change would allow for much better access to the residences along Symonds Street but may require the closing of the access from Third Avenue on the South side.

SCOPE OF WORK:

The extra work involved would involve hauling away the excess material. The utilities and the road surface would be the same no matter what grade the road is. There would also be a requirement of a permanent barricade on both sides of Symonds at 3<sup>rd</sup> Avenue.

ALTERNATIVES:

1. Leave the present maximum grade at 28%.
2. Reduce the maximum grade of 28% to 17.5%.

FINANCIAL IMPLICATIONS:

The extra cost for the roadwork would be approximately \$20,000 to haul away the excess material and an additional \$10,000 to build retaining walls where required.

LEGAL IMPLICATIONS:

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Reducing the grade would make the road safer for public use. Residents on 3<sup>rd</sup> Ave. on the South side of Symonds would have to either go up to Fourth Avenue or down to Buller Street to get onto First Avenue. There would no longer be a requirement to close Symonds Street during snowfalls. A lower grade would be advantageous to snow removal for the crews.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

The engineering department would do the design of the roadway with construction recommended for the 2010 budget year.


ALIGNMENT WITH STRATEGIC PRIORITIES:

Municipal roads maintenance is high on the 2009 Strategic Priorities list.

SUMMARY:

Prior to replacing the watermain along Symonds Street from 2<sup>nd</sup> Ave. to 4th Ave., staff are seeking Council input as to the possibility of reducing the steep maximum grade on Symonds Street from 28% to 17.5%

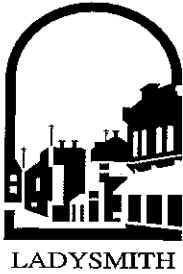
I concur with the recommendation.

  
\_\_\_\_\_  
for Ruth Malli, City Manager

ATTACHMENTS:

"None".





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Pat Durban, Director of Parks, Recreation & Culture  
Date: October 13, 2009  
File No:

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RE: GRANT APPLICATIONS

RECOMMENDATION:

THAT the Government Services Committee recommend that Council authorize staff to make application for the following grants and that the revenue and expenditures be included in the 2009 – 2012 Financial Plan:

1. Walk BC – 100% Grant from Walk BC for the development and implementation of an introductory walking program for inactive adults (aged 35 – 54) to a maximum of \$5,000.
2. Community Based Awareness Initiative – 100% Grant from British Columbia Healthy living Alliance (BCHLA) Physical Activity Strategy. Grant of up to \$4,000 to launch marketing campaigns that raise awareness of the benefits of physical activity and promote local opportunities to get active.

PURPOSE

To request permission from Council to apply for these grants

BACKGROUND:

Walk BC encourages individual and group walking to increase overall health in communities through a range of programs that promote walking. Walking is an easy form of physical activity for most people and regular walking can lead to long term lifestyle changes and health benefits. Walk BC is a joint initiative between the Heart & Stroke Foundation of BC & Yukon and the BC Recreation & Parks Association. Funding is provided by the Healthy Living Alliance, with support from ActNow BC. This grant is intended to encourage communities to develop or enhance walking programs for inactive adults between the ages of 35 – 54 because they are the largest age segment in BC and key influencers of activity levels in other age groups.

The Community Based Awareness (CBA) initiative is supporting communities to raise awareness of local opportunities for physical activity and the benefits of active living with funding opportunities and the Marketing Action Plan (M.A.P.) resources.

ALTERNATIVES:

Not apply for grants

FINANCIAL IMPLICATIONS:

There are no financial implications because they are 100% funded grant

LEGAL IMPLICATIONS:

There are no legal implications

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no citizen or public relations implications

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There is no interdepartmental involvement / implications

RESOURCE IMPLICATIONS:

There are no resource implications

ALIGNMENT WITH STRATEGIC PRIORITIES:

These grants align with Strategic Direction F – A Safe and Healthy Community

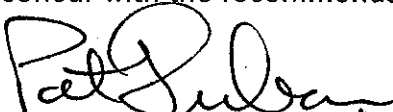
SUMMARY:

As per Council policy prior to submitting a grant application, this is presented for your consideration

ATTACHMENTS:

None

I concur with the recommendation.

  
\_\_\_\_\_  
for Ruth Malli, City Manager



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Patrick Durban, Director of Parks, Recreation & Culture  
Date: October 14, 2009  
File No:

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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.

PURPOSE:

To inform Council of Staff's recommendation.

INTRODUCTION / BACKGROUND:

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.

SCOPE OF WORK:

Patrons notified in advance to increase, software updated, and publications changed.

ALTERNATIVES:

Rates remain the same as in 2009

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.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Patrons will be notified in advance

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

RESOURCE IMPLICATIONS:

None

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Direction A – Wise Financial Management


SUMMARY:

As per Council policy this is presented for your consideration.

ATTACHMENTS:

- Appendix A – Proposed Admission Rates
- Appendix B – Proposed Facility Rates
- Appendix C – Admission Comparison

I concur with the recommendation.

  
\_\_\_\_\_  
for Ruth Malli, City Manager

Appendix A  
 Prices include GST

Proposed Rates

Single Admissions

Child	2.60
Youth	3.50
Adult	4.90
Senior	3.50
Family	8.60

10 X Punch Card

Child	21.85
Youth	29.30
Adult	41.40
Senior	29.30
Family	72.40

30 X Punch Cards

Child	N/A
Youth	77.60
Adult	109.15
Senior	77.60
Family	N/A

One-Month Pass

Child	N/A
Youth	34.70
Adult	43.30
Senior	34.70
Family	N/A

Three-Month Pass

Child	N/A
Youth	93.50
Adult	116.90
Senior	93.50
Family	N/A

Six-Month Pass

Child	N/A
Youth	176.60
Adult	220.85
Senior	176.60
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	64.45	Hourly Rate	24.30
2 Pool	96.50	Kitchen Hourly Rate	32.25
Extra Guard	35.22	Day Rate	170.05
Prime Time Rate - Club	60.29	<b>Meeting Room</b>	
Non-Prime Time Rate - Club	41.98	Hourly Rate	19.51
School District 68	38.65	Hourly Rate with Pool	18.05
School District - Other	43.13	Day Rate	136.39
Special Needs	40.21	<b>FJCC Gymnasium</b>	
<b>Aggie Hall</b>		Fair - Day 1	304.37
Hourly Rate	35.22	Fair - Day 2	214.01
Hourly Rate for Kitchen	30.32	Fair - Day 3	218.28
Daily Rate inc. Kitchen	162.40	Extra Maintenance	34.49
Fair - Day 1 inc. Kitchen	241.22	FJCC Kitchen/hr	35.22
Fair - Day 2 inc. Kitchen	172.29	Gym / Hour	35.22
Fair - Day 3 inc. Kitchen	126.41	<b>FJCC Lower Program Space</b>	
Reception / Dance / Party	319.35	Hourly Rate	34.70
<b>Misc. Rentals</b>		Hourly Rate with Pool	18.05
Table / Day	5.72	Daily Rate	119.07
Chair / Day	0.72	<b>Transfer Beach</b>	
<b>Ball Fields</b>		Shelter - Resident / Day	43.70
Fees for Tournaments Only	114.44	Amphitheater - Day Event	310.14
		Amphitheater / Hour	23.83

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	3.00	2.50	3.00	2.60
Youth	4.25	4.00	4.50	3.50
Adult	5.75	5.00	5.75	4.90
Senior	4.25	4.00	4.50	3.50
Family	11.50	12.00	11.50	8.60
<b>10 X Punch Cards</b>				
Tot	N/A	19.00	N/A	N/A
Child	24.00	23.75	28.00	21.85
Youth	34.00	38.00	36.50	29.30
Adult	46.00	47.50	49.00	41.40
Senior	34.00	38.00	36.50	29.30
Family	N/A	114.00	98.00	72.40
<b>1-Month Pass</b>				
Tot	N/A	24.00	N/A	N/A
Child	N/A	30.00	N/A	N/A
Youth	75.00	38.00	N/A	34.70
Adult	75.00	60.00	N/A	43.30
Senior	75.00	48.00	N/A	34.70
Family	N/A	144.00	N/A	N/A
<b>3-Month Pass</b>				
Tot	N/A	N/A	N/A	N/A
Child	80.00	90.00	N/A	N/A
Youth	115.00	144.00	99.00	93.50
Adult	155.00	180.00	130.00	116.60
Senior	115.00	144.00	99.00	93.50
Family	310.00	432.00	N/A	N/A
<b>6-Month Pass</b>				
Tot	N/A	N/A	N/A	N/A
Child	145.00	150.00	N/A	N/A
Youth	205.00	240.00	168.00	176.60
Adult	275.00	300.00	225.00	220.85
Senior	205.00	240.00	168.00	176.60
Family	550.00	720.00	225.00	N/A