



GOVERNMENT SERVICES COMMITTEE

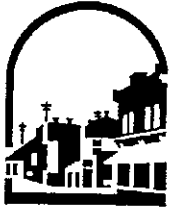
MONDAY, OCTOBER 18, 2010
5:30 P.M.

COUNCIL CHAMBERS, CITY HALL
410 ESPLANADE

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

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| 8. MEMBER SUBMISSIONS | |
| 9. CORRESPONDENCE | |
| 9.1. Donna Blyth Height restrictions on hedges | |
| <u>Staff Recommendation:</u> <i>That the Committee consider whether it wishes to direct staff to prepare a report on the issues raised in the letter.</i> | |
| 10. NEW BUSINESS | |
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LADYSMITH

TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY, SEPTEMBER 20, 2010 – 5:30 P.M.

PRESENT:

Mayor Rob Hutchins
Councillor Lori Evans

Councillor Scott Bastian Councillor Jillian Dashwood
Councillor Bruce Whittington

ABSENT:

Councillor Duck Paterson

Councillor Steve Arnett

STAFF PRESENT:

Ruth Malli
Chris Trumpy

Felicity Adams
Joanna Winter

Joe Friesenhan

CALL TO ORDER

Mayor Hutchins called the meeting to order at 5:30 p.m.

AGENDA APPROVAL

2010-074

It was moved, seconded and carried that the agenda be adopted as circulated.

MINUTES

2010-075

It was moved, seconded and carried that the Government Services Committee minutes of August 16, 2010 be adopted as circulated.

DELEGATION

Cowichan Valley Regional District Environment Commission, Bruce Fraser and Chris Wood

Mr. Wood and Mr. Fraser made a presentation to Council summarizing the recently released report on the State of the Environment in the Cowichan Valley Regional District and on steps to be taken to address concerns. Council thanked Mr. Fraser and Mr Wood for their informative presentation.

Civic Green Building Policy

2010-076

It was moved, seconded and carried that the Committee

recommend to Council that staff be directed to prepare a Civic Green Building Policy that:

1. Adopts the LEED Canada Building Rating System as the rating system by which to assess building performance;
2. Establishes the LEED Silver level of building performance as the minimum acceptable building standard for all newly constructed civic buildings greater than 465 sq. m. (5,000 sq. ft) and incorporates sustainable building practices into all projects that are less than this threshold;
3. Incorporates sustainable building practices into all renovation and/or upgrade projects for all facilities that are developed, owned or managed by the Town.

Fire Chief's Report – August 2010

2010-077 It was moved, seconded and carried that the Fire Chief's Report for August 2010 be received.

Building Inspector's Report – August 2010

2010-078 It was moved, seconded and carried that the Building Inspector's Report for August 2010 be received.

Trolley Report – August 2010

2010-079 It was moved, seconded and carried that the Trolley Report for August 2010 be received.

Coastal Animal Control Services – August 2010 Pound Report

2010-080 It was moved, seconded and carried that the report from Coastal Animal Control Services for August 2010 be received.

CORRESPONDENCE

**Mayor Phil Kent, City of Duncan
Public Health Smoking Bylaw**

2010-081

It was moved, seconded and carried that the Committee recommend to Council that the Town of Ladysmith participate in a region-wide discussion on a regional public health smoking bylaw.

Councillors Evans and Dashwood indicated an interest in participating in proposed regional discussions, time permitting.

ADJOURNMENT

2010-082

It was moved, seconded and carried that the meeting be adjourned at 6:18 p.m.

Chair (Mayor R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)

Subject to Adoption

Status of Top 5 Departmental Strategic Priorities

October 2010

Department: City Manager

| Strategic Priority | Work to Date | Current Status | Benchmarks (include dates) | Anticipated Date of Completion |
|---------------------|--|---|--|--|
| 1. New Civic Space | <ul style="list-style-type: none"> -Building and site design completed (consultation, rezoning, planning, design and approval) -First building completed, second building and site work commenced -Legal agreements drafted -March 31.10 funding deadline met -Confirmed extension for Spirit Square funding to match project timelines (March 31.11) | <ul style="list-style-type: none"> -Construction completed and occupancy issued-Boys and Girls Club -Tenders issued and awarded, foundation complete-framing starting on LRCA-Seniors building -Sub-grading completed on Spirit Square, Market Lane in process -Infrastructure and off site work in process -Project on target for completion by March 31, 2011 funding deadline | <ul style="list-style-type: none"> -Establish Project Team (Jan 09-completed) -CAF Funding secured (Sept 09-completed) -Hire Architect (Sept 09-completed) -Public consultation (completed) -Develop detailed drawings (completed) -Re-construction of existing building (completed) -Construction of new building and Spirit Square (underway) -Complete-March 31, 2011 | <ul style="list-style-type: none"> -Project is a 'fast-track project' with very tight timelines. Project will be completed by March 2011 to meet funding requirements |
| 2. Community Marina | <ul style="list-style-type: none"> -Established DL 2016 Holdings Corporation (including board of directors, auditor, shares, bank, insurance etc) -Completed License, Sub-lease and Management and Operating agreements with DL 2016 and Ladysmith Maritime Society (LMS) | <ul style="list-style-type: none"> -Inspector of Municipalities approval received -DL 2016 borrowing when required -Funding announcements pending for LMS-(ICE'T and Westcoast Community Adjustment Program) | <ul style="list-style-type: none"> -Agreements completed and signed (Aug 09) -Inspector of Municipalities approval (Oct 09-completed) -Borrowing approval (Dec 09-delayed pending funding announcements from LMS) | <ul style="list-style-type: none"> -Establishment of DL 2016 is on-going -Borrowing to be completed as LMS requires funding (first phase-Dec 09-delayed re: funding announcements for LMS) |

Status of Top 5 Departmental Strategic Priorities

October 2010

Department: City Manager

| Strategic Priority | Work to Date | Current Status | Benchmarks (include dates) | Anticipated Date of Completion |
|---|---|--|---|--|
| 3. Implementation of Vision Document | <ul style="list-style-type: none"> -Attended sessions with Whistler Centre for Sustainability -Received National Planning Award for Visioning Process and Visioning Document -Held discussions with Committees and Commissions on supporting role in implementation -Met with Natural Step Canada | <ul style="list-style-type: none"> -Integration at all levels in the organization, including DCC review, bylaw review, staff green team, bicycle study, walking study, solar power at City Hall etc. -Received proposal from Whistler Centre for Sustainability -Integrate learning with other municipalities in region (coordinate efforts, best practices, share in training) | <ul style="list-style-type: none"> -Met with Whistler Centre for Sustainability (completed) -Establish formal agreement (pending funding approval for implementation) -Bylaw reviews (on-going, commenced in Aug 09, intern funding secured, staff joined June 10) -Grant funding obtained (Oct 10) | <ul style="list-style-type: none"> -Implementation of visioning document is on-going -Formal implementation plan completed by July 2011 (Special Projects Manager) |
| 4. Waterfront Development- Geotech & Environmental Assessment; Archaeological Study | <ul style="list-style-type: none"> -Clean up of DL 651 -Negotiated agreement and partnership with Province of B.C. and Stz'uminus First Nation -Awarded contract to Golder & Associates -Received funding from Federal Government (Green Municipal Fund) -Received funding from Provincial Government (Brownfield Renewal) | <ul style="list-style-type: none"> -Archaeological Study completed -Golder & Associates study underway, awaiting funding approval for additional work required on project -Mayor and City Manager presented at Brownfields Conference, Oct 28.09 -Agreements for funding GMF- approved by Council; Brownfield to Council Nov 09- completed | <ul style="list-style-type: none"> -Complete applications and secure funding (Oct 09- completed) -Archaeological Study (Nov 09-completed) -Complete Golder Report – additional work pending funding approved-Oct 10 (FCM) | <ul style="list-style-type: none"> -Original scope of work completed Mar 10. Report in draft, pending additional grants for additional work required -Additional funding-Oct 10 -All work completed by Mar 11 |

Status of Top 5 Departmental Strategic Priorities

October 2010

Department: City Manager

| Strategic Priority | Work to Date | Current Status | Benchmarks (include dates) | Anticipated Date of Completion |
|---|--|---|--|---|
| 5. Confirm Vision, Mission, Values with Council | <ul style="list-style-type: none"> -Strategic planning meetings with Council, confirmed revised vision, mission, values -Draft document presented & circulated to all staff and committees, commissions for comment and feedback | <ul style="list-style-type: none"> -Feedback and comments from staff, committees and commissions pending | <ul style="list-style-type: none"> -Confirm vision, mission, values, with Council-prepare draft document (October 5-completed) -Circulate to Committees, commissions, staff (October 8-completed) -Feedback received (October 30-completed) -Integrate vision, mission, values into communications plan (Nov 09-completed) | <ul style="list-style-type: none"> -December 7 Council meeting-completed |

Status of Top 5 Departmental Strategic Priorities

Department: Corporate Services
October 2010

| Strategic Priority | Work to Date | Current Status | Benchmarks (include dates) | Anticipated Date of Completion |
|--|---|---|---|---|
| 1. Communications Strategy | <ul style="list-style-type: none"> Proposals for website redesign reviewed – currently preparing shortlist Newsletters issued with April utility bills and with property tax notices Next newsletter scheduled for distribution on or around October 15th with utility bills. | <ul style="list-style-type: none"> Implementation strategy ongoing Website upgrades to be completed in Fall 2010 | <ul style="list-style-type: none"> Implementation strategy presented at next Global Staff Training Session | <ul style="list-style-type: none"> Completed Implementation of plan <i>ongoing</i> |
| 2. Town-Operated Trolley System | <ul style="list-style-type: none"> Trolley transit system in full operation Transition of function to Public Works complete Corporate Services responsible for advertising and website | <ul style="list-style-type: none"> In-house advertising program underway Chamber of Commerce requested to circulate trolley advertising program poster to members | <ul style="list-style-type: none"> 25,000th passenger celebration took place in August Established two advertising contracts (Great Canadian Dollar Store and Wash Me on Ludlow) | <ul style="list-style-type: none"> Completed Management of service and advertising ongoing |
| 3. Small Craft Harbours Lease | <ul style="list-style-type: none"> Construction of causeway within Small Craft Harbours lease area of DL 2016 underway Met with DFO to identify next steps | <ul style="list-style-type: none"> Proposal from DFO under review by staff Letter to ILMB requesting amendment to lease area drafted | <ul style="list-style-type: none"> Construction of causeway commenced Oct./09 | <ul style="list-style-type: none"> Completion of amendments to lease – 2010 Completion of causeway project – 2010 |
| 4. Canada's Top 100 Employers & Service Provider | <ul style="list-style-type: none"> Application submitted (June 2010) Survey of staff results very positive | <ul style="list-style-type: none"> Application made it through first stage - awaiting further word on status of application | <ul style="list-style-type: none"> Top 100 Employers to be announced on Oct.15/10 | <ul style="list-style-type: none"> Completed |
| 5. Bylaw Review Project | <ul style="list-style-type: none"> Data input ongoing Initial review of bylaw list ongoing | <ul style="list-style-type: none"> Reviewing bylaws in detail including requests for revisions submitted to date | <ul style="list-style-type: none"> Amendments ongoing. | <ul style="list-style-type: none"> 2010/11 |

**Status of Top 5 Departmental Strategic Priorities
October 2010
Department: Development Services**

| Strategic Priority | Work to Date | Current Status | Benchmarks (include dates) | Anticipated Date of Completion |
|---|--|---|---|--------------------------------|
| 1. Holland Creek Area (HCA) Plan Review | <ul style="list-style-type: none"> • Community Visioning-HCA session • Consulting team discussions (HB Lanarc) & draft proposal/TOR prepared • Two meetings held with developing interests/land owners, staff & consultants to review TOR/funding | <ul style="list-style-type: none"> - Developing parties discussing conditions for participation in funding the plan review (land certainty/access certainty) | <ul style="list-style-type: none"> - Terms of reference concluded (TBD) - Funding agreement in place (TBD) - Consultant selected (TBD) - Planning process commenced (TBD) | TBD (One year process) |
| 2. Affordable Housing/ Manufactured Home Park | <ul style="list-style-type: none"> - Surplus land identified for MHP/residential development - Land use plan created - Neighbourhood meeting held - Zoning complete - Appraisal prepared | <ul style="list-style-type: none"> - Servicing underway - Land sale completed | <ul style="list-style-type: none"> - New manufactured home park owner developed the new site - Building Inspector will handle building relocation permit applications (Nov. 2010) | November 2010 |

**Status of Top 5 Departmental Strategic Priorities
October 2010
Department: Development Services**

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|--|--|--|--|---|--|----------------------------------|
| <ul style="list-style-type: none"> - Engineering costs determined - Select tender (RFP) - Sale and Development Agreement - Servicing Contribution Agreement - Servicing Agreement | | | <ul style="list-style-type: none"> - UBCM Phase 2 funded activities completed - Final report submitted to funding agency - Regional Tourism Plan completed - TAC presented to LDBA - Tourism BC funding secured | <ul style="list-style-type: none"> - CVRD met with TAC to review next steps for the implementation of the regional tourism plan - 2011 advertising being booked - Tourism BC-funded projects commenced | <ul style="list-style-type: none"> - 2011 advertising placed (Dec 2010-March 2011) - New collateral produced (Dec 2010) - Evaluation research project (Dec 2010) - CVRD Regional Tourism Plan presentation to Ladysmith Chamber (Nov. 2010 – tent. date) | <p align="center">March 2011</p> |
| <p>3. Tourism Plan Implementation</p> | | | | | | |

**Status of Top 5 Departmental Strategic Priorities
October 2010**

Department: Development Services

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|--|---|---|--|---|
| <p>4. Economic Development Office Resource Review</p> | <ul style="list-style-type: none"> - Workplan discussions held with ED Cowichan - Strategic planning session held with EDC - ED Cowichan launched "Cowichan First" (BRE) program in Ladysmith | <ul style="list-style-type: none"> - Tourism and economic development resource/activities included in 2010 Budget - Sustainability Plan implementation (Intern) | <ul style="list-style-type: none"> - Continuing to work with collaboratively with Economic Development Cowichan on green industry and investor response and regional tourism (on-going) | <p>Completion of sustainability plan implementation</p> |
| <p>5. Development Cost Charge (DCC) Bylaw Review (Phase 1 & 2)</p> | <ul style="list-style-type: none"> - Project lists updated - Low environmental impact option developed - Options presented to Council - Additional option comparisons provided to Council | <ul style="list-style-type: none"> - Direction on preferred option, rebates and waivers provided by Council | <ul style="list-style-type: none"> - Public/Stakeholder meeting (Oct. 2010) - Bylaw Readings (TBD) - Provincial Approval (TBD) | <p>March 2011</p> |

Status of Top 5 Departmental Strategic Priorities

October 2010

Department: Development Services

| | | | | |
|---|---|--|---|----------------------------------|
| <p>6. Bike Plan Update - Implementation</p> | <ul style="list-style-type: none"> - Plan adopted by Council - Engineering created road cross-section to incorporate new multi-use pathway (bike lane) standard - Bylaw 1713 adopted -- amends the Subdivision Control Bylaw - Engineering Standard and Specifications | <ul style="list-style-type: none"> - Council directed that bike plan policies to be included in OCP (green policy amendment) - Council supported CIPP funding application for Bayview Avenue Connector multi-use pathway - OCP policy amendment drafted | <ul style="list-style-type: none"> - Council consideration of OCP amending bylaw (Nov. 2010) - Announcements about CIPP funding application (TBA) | <p>Dependent on CIPP funding</p> |
|---|---|--|---|----------------------------------|

Status of Top 5 Departmental Strategic Priorities

July – September 2010

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 completed. Site work completed and being prepped for field works. | Finalized turf installation, fencing and light standards, preparing area for landscaping, paving and hydro seeding. Washrooms & changerooms ordered. | Open field for use in early November 2010. | 2011 |
| 2. FJCC Heating & Lighting | New Dry-O-Tron (dehumidification / heat installed; new gym lighting installed. | Investigating further lighting upgrades as budget allows. Looking at option for solar power hot water heating system. | Dry-O-Tron working well and major improvement to gym lighting. | December 2010 |
| 3. Holland Creek Trails | Some improvements have been completed. | Working on culvert installation | carry out improvements in September to December | December 2010 |
| 4. Environmental Issues | working on Community Energy Plan and other outstanding issues | Research and review ongoing. | Complete review by December 2010. | December 2010 |
| 5. School District Field Development & Joint Use | Waiting for completion of SD68 Facilities Plan | SD68 Facilities Plan just completed. | Meet when all parties available for status reports and review of facilities plan. | Ongoing |

Status of Top 5 Departmental Strategic Priorities

October, 2010

Department: Public Works

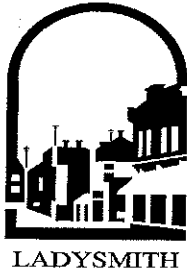
| Strategic Priority | Work to Date | Current Status | Benchmarks (include dates) | Anticipated Date of Completion |
|---|---|---|--|---|
| 1. Wastewater Treatment | <ul style="list-style-type: none"> • Construction of Phase I (Headworks) completed • Tenders for Phase II (solids handling) rejected • Grant application for Phase III submitted. | <ul style="list-style-type: none"> • Headworks construction completed • Original grant completed (used up) • Recommendation for remainder of second grant submitted. • No grant received to date for Phase III. | <ul style="list-style-type: none"> • Remainder of 2/3 grant expires in March 2011 | <ul style="list-style-type: none"> • Phase I (headworks) completed • Phase II requires approval for design. |
| 2. Waterline – Holland to Stocking Lake: UV Light Treatment | <ul style="list-style-type: none"> • Application for permit for Holland – Stocking pipeline submitted. • Application submitted for Infrastructure grant • Design for pipeline to Arbutus Reservoir underway. | <ul style="list-style-type: none"> • Design for pipeline to Arbutus approx. 90% complete. • Design for centralized treatment approx. 90% completed. | | |
| 3. Amphitheatre Bank Stabilization | <ul style="list-style-type: none"> • Geotechnical Engineer hired • Biologist hired • Contractor hired • Material arranged. | <ul style="list-style-type: none"> • Work completed | | |

Status of Top 5 Departmental Strategic Priorities

October, 2010

Department: Public Works

| | <ul style="list-style-type: none"> • Approvals in place | | | |
|--|---|---|---|--|
| 4. Municipal Road Maintenance | <ul style="list-style-type: none"> • Crack filling, pot hole patching and line painting programs completed | | | |
| 5. Organic Waste Collection – Multi-family | <ul style="list-style-type: none"> • Meetings with contractor to determine method of collection • Meetings with various strata organizations attended | <ul style="list-style-type: none"> • Method of collection determined. • Each strata to set up collection with contractors | <ul style="list-style-type: none"> • Meetings with all strata councils completed • Knights Court first to adopt | <ul style="list-style-type: none"> • Program implemented by end of 2010 |



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: October 12, 2010
File No: #3900 (bylaw #1136)

Re: RAISING BACKYARD HENS IN RESIDENTIAL ZONES

RECOMMENDATION(S):

That the Committee recommend to Council that Staff amend the Animal and Poultry Bylaw (No. 1136) to allow the harbouring of a maximum of four hens in zones that permit single family residential use, excluding the MP-1 (Manufactured Park) Zone, in order to permit the raising of the hens on Single Family lots 460 sq.m. and greater in area.

PURPOSE:

The purpose of this staff report is to seek Council's direction regarding the possible allowance of raising hens in backyards in residential zones within the Town of Ladysmith.

INTRODUCTION/BACKGROUND:

Council will recall that at the meeting held on July 5, 2010 the following resolution was adopted regarding the raising of hens in residential zones:

"That staff be requested to review the existing Animal Control Bylaw and report back to a future Government Services Committee meeting regarding the possibility of allowing the raising of hens in appropriate residential zones within the Town of Ladysmith."

This issue has been addressed by various local governments throughout BC. The following table provides an overview of how some jurisdictions regulate poultry in their respective communities:

| | |
|---------------|---|
| Esquimalt | Four hens on any Single Family Residential lot |
| Oak Bay | - 5 poultry on lots 745 sq.m. to 1,858 sq.m. - 8 poultry on lots 1,858 sq.m. to 4,057 sq.m. - 10 poultry on lots larger than 4,057 sq.m. |
| Saanich | - 10 poultry on lots 1,115 sq.m. to 1,858 sq.m. - 30 poultry on lots 1,858 sq.m. to .4 ha. - No limit on poultry on lots larger than .4 ha. |
| Victoria | No restrictions on poultry; roosters not permitted. |
| Burnaby | Poultry permitted but not allowed to be at large. |
| Kelowna | 10 poultry per 1,114 sq.m. |
| Prince George | 25 poultry per 2,229 sq.m. |
| Richmond | No limit on land over 2,000 sq.m. |

Section 2(a) of the Ladysmith Animal and Poultry Bylaw No. 1136 prohibits the harbouring of poultry on land within Ladysmith having an area of less than two acres or 8,094 sq.m. (.8094 ha.). As noted in the table above, other jurisdictions permit poultry on smaller lots. If Council wishes to permit the keeping of hens in residential backyards it is appropriate to amend Bylaw No. 1136 in accordance with Council's wishes.

Typical minimum single family lot sizes as noted in the Zoning Bylaw are 372 sq.m., 460 sq.m., and 668 sq.m. Zones that permit single family residential use include MP-1 (Mobile Home Park) Zone, UR-1 (Urban Rural Residential), R-1 (Suburban Residential), R-1-A (Medium Density Urban Residential), R-2 (Urban Residential), and R-2-A (Residential). In consideration of structures that may be used to house the hens, buildings of less than 10 sq.m. do not require a building permit. Setbacks for such structures are a minimum of one metre for the side and rear lot lines. It is recommended that the number of hens on a single lot be restricted to a maximum of four and that the minimum lot size be 460 sq.m.. The raising of roosters is not recommended given the noise associated with roosters.

SCOPE OF WORK:

Upon Council's direction, Staff will prepare the necessary bylaw amendments. It is also recommended that the Town's website provide links to resources providing information on the proper raising of hens on residential lots. It should be noted that the raising of hens in residential backyards is intended for personal use only.

ALTERNATIVES:

Council could direct Staff not to amend the Animal and Poultry Bylaw, amend the Bylaw to permit the raising of hens on all Single Family Residential lots, or amend the Bylaw to permit the raising of hens on lots 460 sq.m. and 668 sq.m. in area.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is difficult to predict how the public will respond to the raising of hens in backyards. The community is supportive of sustainability initiatives and as such it is anticipated that they will respond positively to this proposal.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Once the bylaw is amended it is likely that the Building/Bylaw Enforcement and Development Services Departments will be involved with managing the issue.

RESOURCE IMPLICATIONS:

This initiative will have the most significant impact on the Building/Bylaw Enforcement Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Permitting the raising of hens on Single Family Residential lots within the Town aligns with the sixth "Pillar of Sustainability" as noted in the visioning report; "Local Food Systems".

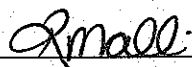
ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with one of the City Manager's Top 5 Strategic Priorities: "Implementation of Vision Document".

SUMMARY:

Council directed Staff to research the possibility of permitting the raising of hens in residential zones. The current bylaw restricts the raising of poultry on lots which are a minimum of two acres in size (8,094 sq.m.). Staff requests Council's consideration of allowing the raising of a maximum of four hens in residential zones on Single Family Lots which are 460 sq.m. and greater in area.

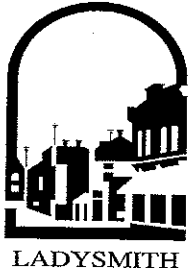
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 13, 2010
File No: 5340-03

Re: SEWAGE TREATMENT – SOLIDS HANDLING PHASE II

RECOMMENDATION(S):

That the Committee recommend Council:

1. authorize the purchase of two Salsnes Filters.
2. authorize the design and tender for the installation of the Salsnes Filters at the Wastewater Treatment Plant in a location separate from the existing ATAD's.

PURPOSE:

To maintain adequate primary sewage treatment for the Towns present and future population by installing fine screeners (Salsnes Filters) at the Sewage Treatment Plant.

INTRODUCTION/BACKGROUND:

Phase I of the Wastewater Treatment Plant (Headworks) is now complete. At the June 2010 Government Services Committee, the Committee recommended the rejection of all tenders received for Phase II of the Wastewater Treatment Plant (Bio-solids Handling) as all tenders were over budget. Council adopted this recommendation at its July 5th meeting.

The Government Services Committee also requested that staff report back to Council with options for proceeding with Phase II of the Wastewater Treatment Plant, and that the options include, but not be limited to, design build, postponing the installation of the Autothermal Thermophilic Aerobic Digester (ATAD) until a later phase, and alternatives to installing ATAD's.

A meeting was held between the Town and the Ministry of Community Development to obtain authorization to delete the sludge storage component from grant #4143. A subsequent meeting was held between the Town and the Ministry of Environment to determine if the need for the ATAD's could be eliminated permanently from the sewage treatment process. The Organic Matter Recycling Regulation (OMRR), however requires that all biosolids be either Class A or Class B treated before discharge from the Ladysmith wastewater treatment site, unless taken to another municipal or regional government operated treatment facility that meets the OMRR treatment criteria. Since another publicly owned biosolids treatment site is not

currently available and will not likely be for 5 to 10 years, it has been determined that the existing ATAD's can continue to be a treatment solution for the Town's biosolids , and that it is possible and viable to include their replacement in the phase III portion of the sewage treatment process. The existing ATAD structures will need to be replaced to meet Phase III capacity requirements, to avoid tank failure and to improve the space utilization of the site. The continued use of the ATADs provides the Town with greater flexibility in managing the final disposal of these resources and helps to meet the Town's sustainability goals, since reuse and recycling of the biosolids can be best managed through Class A or B treatment.

A review of our existing primary process shows that the present spirogestor is sized for a population of 6000 people. The current population of the Town is 8,100. This population puts a strain on the primary treatment at certain times throughout the year.

A number of options have been considered for both primary and secondary treatment. After pilot testing of the Pureleau process failed, several proven and innovative secondary processes were evaluated. The Moving Bed Bio Reactor (MBBR) process was approved by Council. The Salsnes Filter, which achieves primary treatment in a constrained space, was shown to work with all the secondary processes. There is insufficient space on the site for more conventional primary processes.

By postponing the construction of the replacement ATAD's and odour control, an alternate location for the Salsnes Filters is required. The geotechnical assessment of the alternate location is also required.

SCOPE OF WORK:

In order to ensure that the Town meets its permit requirement as a Primary sewage treatment facility, a Salsnes Filter needs to be installed. This can be achieved for the interim to postpone building the ATAD's as previously tendered.

ALTERNATIVES:

- Purchase Salsnes Filter and locate at a temporary location beside the new headworks
- Purchase Salsnes Filter and locate at a permanent location away from ATAD's and include the construction of new ATAD's in future phasing.
- Consider other fine screens

FINANCIAL IMPLICATIONS:

Funding is in place for Phase II of the works up to 2.1 million dollars in the sewer fund through grants, reserves and DCC's. The cost to purchase two Salsnes filters is approximately \$500,000. The cost of the construction will not be known until the geotechnical assessment, seismic upgrade requirements and detailed design have been completed but is expected to be between \$1,000,000 and \$1,500,000.

LEGAL IMPLICATIONS:

The current capacity of the primary treatment plant is for a population of 6,500. With the current population of 8,100, the plant is at times being loaded beyond its capacity which results in non-compliance with the operating permit.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Action would be received positively by citizens, as it follows the direction supported in the vision document.

Failure to meet the primary requirement of its operating permit for the treatment of sewage would not achieve the Towns' environmental and sustainability objectives and would be received negatively by citizens.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

RESOURCE IMPLICATIONS:

The majority of the works would be handled by the private sector. Present water and sewer staff would handle the remainder of the works.

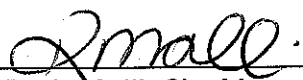
ALIGNMENT WITH STRATEGIC PRIORITIES:

Sewer Treatment is very high in the Town's strategic priorities.

SUMMARY:

The tender for Phase II of the Sewage Treatment process, Solids Handling, was rejected as all tenders were well over the budget amount. Council requested that staff report back with options for proceeding with phase II. In order to maintain primary treatment for present and future populations, the minimum work that is required is the installation of a fine screening system (Salsnes filter). The present ATAD's may be used for the short term and replacement ATAD's can be constructed at a future date.

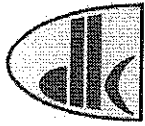
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Recommendation from Dayton & Knight.



September 15, 2010

VIA E-MAIL

Mr. Joe Friesenhan
Superintendent of Works
Town of Ladysmith
Box 220
410 Esplanade
Ladysmith, B.C.
V0R 2E0

Dear Mr. Friesenhan:

**RE: Town of Ladysmith: Wastewater Treatment Plant Upgrade
Recommendation for Phase 2 Construction – ATAD and Primary Treatment**

Following our meeting of September 7, 2010 attended by Malli, Friesenhan and Baker for the Town of Ladysmith, and Frain and Kelly of Dayton and Knight, we were requested to provide a recommendation for the Phase 2 program. This recommendation is made based on discussions with the Town, our site knowledge, and process understanding as well as the program phasing requirements.

The program phasing requirements are linked to ensure the best possible progression of the project and to secure best practice treatment. This is in accordance with the Town's commitment to protect the environment and meet the Ministry of Environment standards for liquid and solids treatment.

The program was developed in three phases to ensure that treatment is undertaken on a continuous basis over the construction periods and to utilize the grants in the most efficient manner:

- Phase 1 – Preliminary Treatment and Pumping
- Phase 2 – Primary Treatment and Solids Treatment
- Phase 3 – Secondary and Final Biological and Chemical Treatment

Phase 1 is complete and operational. Phase 2 was tendered and a low price of \$4 M was obtained; however, this price exceeded the legally available funds currently set at \$2 M. Phase 3 follows Phase 2 as part of the natural progression but could be undertaken with Phase 2. Phase 3 is however, being evaluated for possible grant assistance and funding is not yet secured.

Options open to the Town at this point include:

1. Obtain borrowed funds of an additional \$2 M to meet the \$4 M tender and negotiate with the lowest acceptable tenderer to undertake the work. This will secure the most optimum solution since it will meet the time line requirements for the grant, ensure the primary treatment needed and provide the solids treatment capacity needed for both the primary and secondary sludge. This work can be initiated now if funding is secured.
2. Reduce the scope of the Phase 2 program to install the primary treatment only as either of the following sub-options:
 - a. If geotechnical investigations support the construction of a space frame structure to support the primary treatment fine screening equipment (Salsnes), proceed with redesign and tender for the construction of the structure and installation of the primary treatment equipment for the \$2 M available funds.
 - b. If geotechnical investigations indicate that the cost of the structure and related structural improvements are too costly or are impractical, construct the primary treatment system on a temporary facility adjacent to the Phase 1 preliminary treatment and pump structure.

Advantages and disadvantages are identified as follows:

| Option | Advantage | Disadvantage |
|--------|--|---|
| 1 | <ul style="list-style-type: none"> • Allows construction to proceed now using proven contractor • Provides optimum combination of site use and system layout and fits the overall program for Phase 3 for treatment • Requires no further engineering design • Secures future hydraulic requirements • Low risk in project delivery since cost is known and is considered necessary and appropriate for the work being done • Provide odour control for solids handling and primary treatment. | <ul style="list-style-type: none"> • Funds are not sufficient and a \$2 M borrowing will be needed |
| 2 a. | <ul style="list-style-type: none"> • Allows project to be completed with currently available funds | <ul style="list-style-type: none"> • Increases some risk and cost in project delivery since geotechnical, structural and foundation requirements and are not known |

| Option | Advantage | Disadvantage |
|--------|---|---|
| | <ul style="list-style-type: none"> • Secures required hydraulic provisions for Phase 3 secondary treatment • Provides primary treatment | <ul style="list-style-type: none"> • Delays will be required to determine the geological conditions and undertake the design and contract award • Does not provide for future secondary facility and future sludge treatment will be needed • Requires continued use of 20 year old ATAD reactors that are past useful life and are unsafe for extended use. • The sludge conveyance to the digesters may be problematic. The current Phase 2 sludge treatment design will need to be redesigned for Phase 3 • Does not provide odour control for primary treatment |
| 2 b. | <ul style="list-style-type: none"> • Allows project to be completed with currently available funds • Provides primary treatment | <ul style="list-style-type: none"> • Delays maybe required to rule Option 2 a. and to undertake the design and contract award • Does not provide for future secondary facility and future sludge treatment will be needed • Requires continued use of 20 year old ATAD reactors that are past useful life and are unsafe for extended use. • The sludge conveyance to the digesters will be problematic • The work will need to be undertaken as a temporary construction and will need to be reconstructed in Phase 3 • The current Phase 2 sludge treatment design will need to be redesigned for Phase 3 • Does not provide odour control for primary treatment |

We accordingly recommend that the Town consider the following:

1. Undertake to secure a borrowing for the shortfall of \$2 M and proceed with negotiations with the lowest acceptable tender to complete the Phase 2 program
2. If Option 1 is not acceptable, proceed with the selection of a geotechnical firm to determine the foundation requirements for the space frame and structural improvements to undertake Option 2 a.
3. If the geotechnical solution is too costly or proves to be unacceptable, proceed with Option 2b.

Please advise if this is not sufficient for your current needs.

Thank you for your continued confidence in our services.

Yours truly,

Dayton & Knight Ltd.



Harlan G. Kelly, P.Eng. P.E., DEE

HGK/ad
218.0066.800



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 13, 2010
File No:

Re: HYDRAULIC ENERGY RECOVERY OPTIONS

RECOMMENDATION(S):

That Council include consideration of hydraulic energy recovery in the 2011 Financial Plan process.

PURPOSE:

To provide Council with energy recovery options associated with the water supply lines as requested.

INTRODUCTION/BACKGROUND:

In March of 2010, Council authorized administration to do a detailed design of Phase I of the centralized treatment facility, the dual pipeline from the South end Chlorinator to the Arbutus Reservoir and a new power supply to the reservoir. As part of the design, Council requested that we investigate any opportunities for energy recovery throughout the process. Koers & Associates Engineering Ltd. were engaged to complete the detailed design. Associated Engineering was engaged as a sub-consultant to identify any opportunities for energy recovery.

SCOPE OF WORK:

To determine if any energy recovery opportunities exist in the water supply lines for the Town.

ALTERNATIVES:

- Status quo – no action

FINANCIAL IMPLICATIONS:

The cost of the energy recovery options would be paid for over a period of years as per table 3-1 of the attached report. The initial cost would be paid for from the water utility reserve.

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Any energy recovery option is anticipated to be received positively by the citizens, as it follows the direction supported in the visioning document.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Developing energy recovery is consistent with the Towns sustainability visioning report.

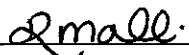
ALIGNMENT WITH STRATEGIC PRIORITIES:

Energy recovery is very high with the Towns strategic priorities.

SUMMARY:

As part of the detailed design for the centralized treatment of the Towns water supply, a number of hydraulic energy recovery options were investigated.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Technical Memorandum No. 1

Technical Memorandum No. 1



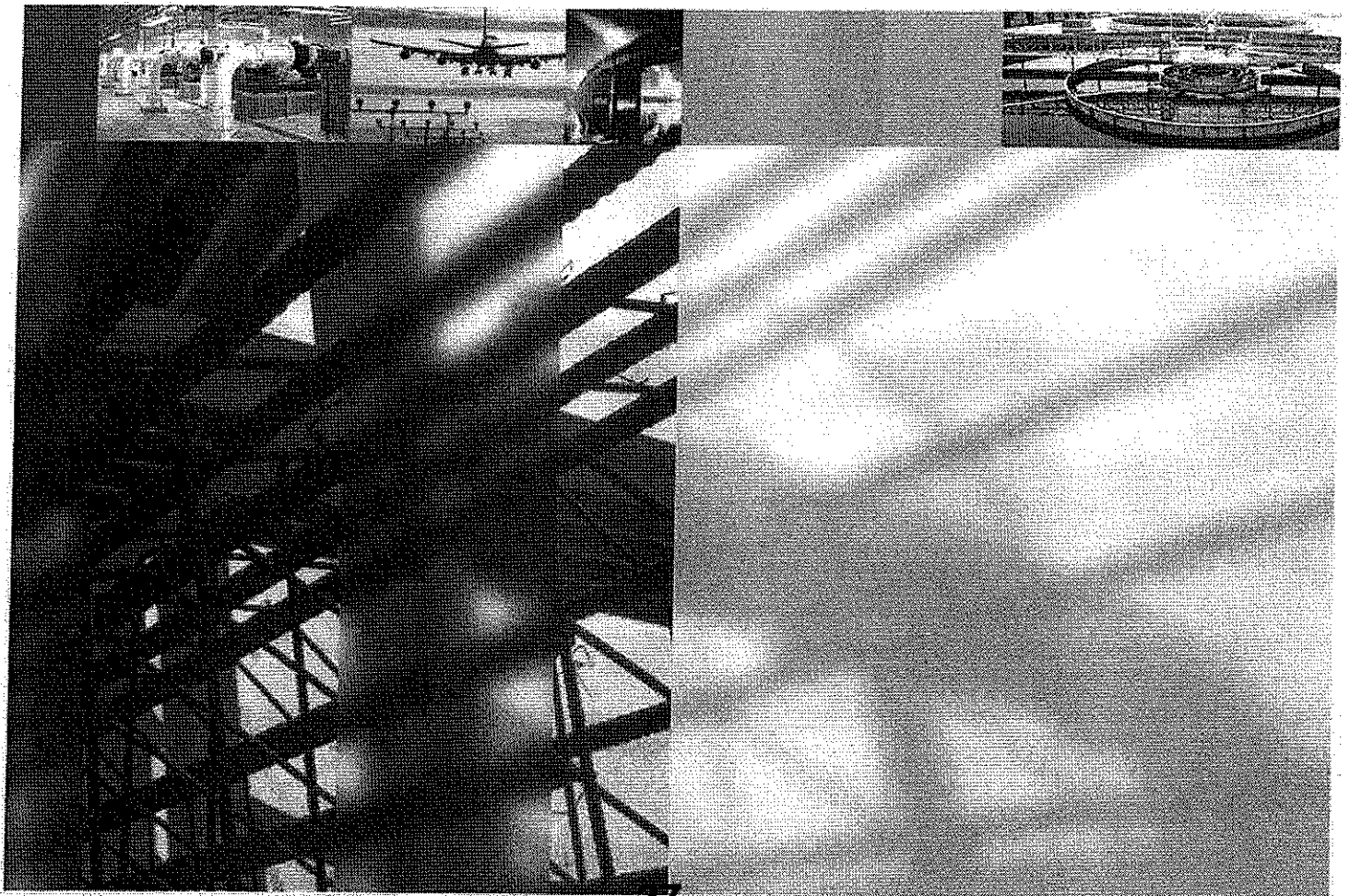
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Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

**Koers & Associates
Engineering Ltd.**

**Town of Ladysmith
Hydraulic Energy Recovery Site
Screening Assessment**

July 2010



| | |
|-----------------------------|--------------------------------|
| ASSOCIATED ENGINEERING | |
| QUALITY MANAGEMENT SIGN-OFF | |
| Signature | <i>[Handwritten Signature]</i> |
| Date | 23 July 2010 |

#04-10-023

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TECHNICAL MEMORANDUM NO. 1

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| Appendix C - Site Identification Assessment Data | |



Associated
Engineering

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TECHNICAL MEMORANDUM NO. 1

Koers & Associates Engineering Ltd.

Town of Ladysmith Hydraulic Energy Recovery Site Screening Assessment

Issued: July 23, 2010

Previous Issue: July 9, 2010

1 Introduction

The Town of Ladysmith (the Town) is investigating options to improve its drinking water treatment and distribution systems. The drinking water sources for the Town are Stocking Lake and Holland Lake. As part of the system improvements, the Town is interested in evaluating potential sites for the recovery of hydraulic energy.

Associated Engineering, working as a sub-consultant to Koers & Associates Engineering Ltd. (Koers), was retained to identify the most attractive opportunities for energy recovery. This screening assessment evaluated a number of energy recovery scenarios with respect to implementation costs, potential revenues and associated payback periods.

2 Hydraulic Energy Recovery Options

Hydraulic energy recovery projects take advantage of situations where excess hydraulic head must be removed at a specific location in a water system. Energy recovery systems can be retrofitted in parallel to existing pressure reducing valves (PRVs) and control valves at reservoir or treatment plant inlets. Similarly, energy recovery systems can be incorporated into the design of new water treatment plants (WTPs) and PRVs where hydraulic conditions are favourable.

An example hydraulic energy recovery installation is the Capital Regional District's Sooke River Road Disinfection Facility. The energy recovery system was installed in parallel with the two primary PRVs and consists of a turbine and generator system. Depending on the time of year, the turbine generates from 3.6 kW to 10 kW. The system's annual energy output is approximately 72 MWh (2009) up to an expected 87 MWh in 2018. The installation was designed to meet BC Hydro's Net Metering Interconnection Requirements. A photograph of the energy recovery system is presented in **Figure 2-1**.

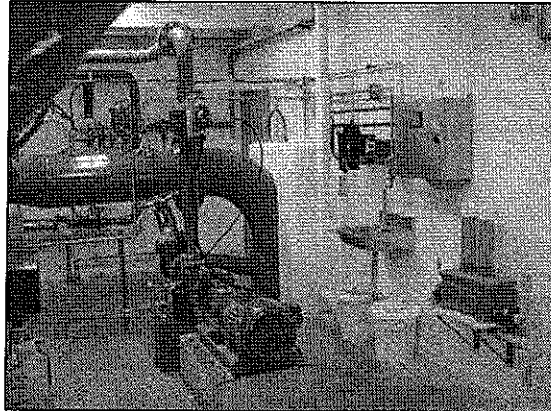


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Figure 2-1
Pump-as-Turbine Energy Recovery System at the
Sooke River Road Disinfection Facility



For the Town, two potential locations were identified for hydraulic energy recovery in the water system, including the following:

- The proposed PRV station at the inlet of the proposed Arbutus WTP.
- The proposed PRV station at the Southend section of the Ladysmith distribution system that will maintain a pressure of 120 psi at the lowest elevation point in the Stocking Lake supply main.

Six energy recovery scenarios were identified by Koers (May 26, 2010). Headloss for piping Scenarios 1 to 6 and the projected hydraulic conditions for energy recovery were also calculated by Koers. Schematic diagrams of these scenarios and the associated hydraulic conditions are presented in **Appendix A**. Two scenarios were evaluated in addition to the scenarios identified in **Appendix A**. Scenario 7 investigated the hydraulic energy recovery potential of installing a high pressure pipeline between Stocking Lake and the Arbutus WTP without the balancing reservoir and proposed PRV station at Southend. Scenario 8 investigated the hydraulic energy recovery potential of piping water from Holland Lake to the Stocking Lake supply main.

A summary of the details of the eight hydraulic energy recovery scenarios are presented in **Table 2-1**.

**Table 2-1
Summary of Hydraulic Energy Recovery Scenarios**

| Scenario | Description |
|----------|---|
| 1 | <ul style="list-style-type: none"> • Hydraulic energy recovery at PRV station at Arbutus WTP inlet • Pump-as-Turbine (PAT), electrical equipment and controls • Additional space in WTP building • Proposed PRV station at Southend • Balancing reservoir in service • Section of existing piping and new HDPE piping between balancing reservoir and Arbutus WTP |
| 2 | <ul style="list-style-type: none"> • Hydraulic energy recovery at PRV station at Arbutus WTP inlet • PAT, electrical equipment and controls • Additional space in WTP building • No PRV station at Southend • Balancing reservoir in service • Section of existing piping and new PVC piping between balancing reservoir and Arbutus WTP |
| 3 | <ul style="list-style-type: none"> • Hydraulic energy recovery at PRV station at Arbutus WTP inlet • PAT, electrical equipment and controls • Additional space in WTP building • No PRV station at Southend • Balancing reservoir in service • New PVC piping between balancing reservoir and Arbutus WTP |
| 4 | <ul style="list-style-type: none"> • Hydraulic energy recovery at proposed PRV station at Southend • PAT, electrical equipment and controls • Retrofit into existing Southend chlorination building • Balancing reservoir in service • Section of existing piping and new HDPE piping between balancing reservoir and Arbutus WTP |
| 5 | <ul style="list-style-type: none"> • Hydraulic energy recovery at proposed PRV station at Southend • PAT, electrical equipment and controls • Retrofit into existing Southend chlorination building • Balancing reservoir in service • Section of new PVC piping and new HDPE piping between balancing reservoir and Arbutus WTP |
| 6 | <ul style="list-style-type: none"> • Hydraulic energy recovery at proposed PRV station at Southend • PAT, electrical equipment and controls • Retrofit into existing Southend chlorination building • Balancing reservoir removed / out of service • Section of new steel piping and new HDPE piping between Stocking Lake and Arbutus WTP |



| Scenario | Description |
|----------|--|
| 7 | <ul style="list-style-type: none"> • Hydraulic energy recovery at PRV station at Arbutus WTP inlet • PAT, electrical equipment and controls • Additional space in WTP building • No balancing reservoir • No PRV station at Southend • Section of new steel piping between Stocking Lake and Arbutus WTP |
| 8 | <ul style="list-style-type: none"> • Holland Lake pipeline to Stocking Lake supply main (new pipeline not included in cost estimate) • Hydraulic energy recovery at new PRV station from Holland Lake inlet prior to Stocking Lake supply main • PAT, electrical equipment and controls |

3 Evaluation of Options

3.1 Basis of Evaluation

The screening assessment for each of the eight flow scenarios was based on the following criteria:

- Design Flow
- Pressure Available for Energy Recovery
- Installed Capacity
- Annual Generation
- Capital Costs, including incremental costs for pipeline upgrades
- Estimated Annual Revenues
- Payback Period
- Displaced Greenhouse Gas Emissions.

Descriptions of each of the screening level assessment criteria are provided below.

Design Flow

Design flow is the flow used for selection of the energy recovery equipment. The equipment is selected such that peak efficiency coincides with the design flow. Typically, the design flow should be a value that could be expected to be equalled or exceeded at least 40% of the time. The projected future average day demand (ADD) for the Town is 100 L/s; the ADD value was used as the design flow for this evaluation.

Pressure Available for Energy Recovery

When a design flow is selected, the associated pressure available for power generation must be determined. In a distribution system, the available pressure takes into account the minimum

downstream pressure required to maintain acceptable service levels. The available static head was determined for each scenario in the hydraulic analysis completed by Koers.

Installed Capacity

The installed capacity refers to the maximum amount of electricity that could be produced by the system at a given time.

The installed capacity for each site was calculated using the following equation:

$$\text{Capacity (kW)} = 9.81 \text{ m/s}^2 \times Q \times H \times e$$

Where Q is the design flow in m³/s
 H is the available head (i.e., net head) in m
 e is the turbine/generator efficiency (assumed 80%)

Annual Generation

The annual generation of electricity refers to the amount of electricity that could be produced in one year. The annual generation for each site was calculated using the following equation:

$$\text{Annual Generation (kWh)} = \text{Capacity (kW)} \times 8,760 \text{ hours/year} \times \text{Capacity Factor}$$

Where Capacity Factor is 50% for the average design flow

The capacity factor is the percentage of time the design flow is expected to be equalled or exceeded. In practical terms, this is the percentage of time the energy recovery facility could be expected to generate the installed capacity power. For the purposes of this evaluation, it was assumed that design flow, i.e., future ADD, could be expected to be equalled or exceeded 50% of the time.

Capital Costs

Capital costs for Scenarios 1 to 8 were estimated on a Class D basis. Cost estimate class definitions are provided in **Appendix B**.

For some scenarios, the energy recovery systems could be housed in existing buildings, such as the new WTP or retrofit into the existing Southend chlorination facility.

Energy recovery system cost estimates were prepared including the following components:

- Pump-as-turbine (PAT) equipment,
- Piping and valving,
- Electrical installation and MCC,
- Instrumentation and controls, and
- Building and related civil costs.

The cost estimates also included incremental piping costs for transmission system piping upgrades. The incremental piping cost estimates were developed by Koers based on the first six hydraulic scenarios. Scenario 1 was used as the baseline for all pipeline cost comparisons because the pipeline upgrades will be necessary even in the absence of energy recovery. The incremental costs or the cost differential between each scenario and Scenario 1 were included in estimating the payback period.

The cost estimates do not include costs associated with new electrical transmission lines or transmission system upgrades to connect the energy recovery system to BC Hydro's grid.

Further details of the cost estimates for each scenario are presented in **Appendix C**.

Estimated Annual Revenues

Estimated annual revenues were based on the annual electricity generation rates using an electricity price of \$0.08/kWh. If the Town wishes to sell the electricity to BC Hydro's grid, the Town could be eligible for BC Hydro's Net Metering Tariff or BC Hydro's Standing Offer Program.

BC Hydro's Net Metering Tariff – rate schedule 1289 applies to the connection of small, clean electricity generating systems (with a capacity of 50 kW or less) to BC Hydro's distribution system. The net metering program includes small/ micro hydro systems and is available for residential and commercial customers with their own generation systems. Under the tariff, customers that produce more electricity than they consume will receive a credit from BC Hydro that goes into their account. This electricity purchase rate is provided in the Net Metering Rate Schedule of \$0.0816/kWh. At the end of each billing year, BC Hydro will apply this credit to future electricity consumption bills or make a one-time pay-out to the customer.

BC Hydro's Standing Offer Program (SOP) is a process to purchase clean energy from small projects with capacities between 50 kW and 10 MW in BC. System developers apply for an Energy Purchase Agreement with BC Hydro, which outlines BC Hydro's purchase price of the electricity and the length of the agreement (between 20 years and 40 years). The SOP purchase price is developed using a base energy price, which is a function of location in the province and the time of day and year the energy is delivered, and an environmental attributes price.

The estimated annual revenues from generated energy for the Town will depend on the electricity purchase arrangement between the Town and BC Hydro and connection to BC Hydro's grid.

Payback Period

Payback period was calculated based on the estimated capital costs and the estimated annual revenues for each scenario. Capital cost estimates included the estimated costs of the energy recovery system equipment and related installation costs as well as the incremental costs associated with the pipeline system upgrades. The annual revenues were based on the sale of the generated electricity to BC Hydro's grid, using \$0.08/kWh.

Displaced Greenhouse Gas Emissions

The greenhouse gas (GHG) emissions (as tonnes of CO₂ equivalent) that could be displaced by each energy recovery scenario were estimated. Displaced annual GHG emissions were calculated using the annual power generation rate and a GHG intensity value of 26 tonnes of CO₂e/GWh. This value was based on BC Hydro's average GHG intensities for 2005 to 2008. Displaced GHG emissions could be eligible for sale as GHG offsets, which could provide an additional revenue stream for the energy recovery project. However, the sale of GHG offsets is not guaranteed. The revenue stream from sale of GHG offsets was not included for estimating the payback period.

3.2 Site Identification

The screening assessment was based on the criteria identified in Section 3.1. Sites were ranked by the estimated payback period. A summary of the site identification assessment results is presented in **Table 3-1**. The site identification assessment data for each scenario are presented in **Appendix C**.

The initial screening assessment suggested that a number of locations may present opportunities for energy recovery projects for the Town. Payback periods ranged between 12 years and 17 years for the first seven scenarios. Energy recovery based on the high pressure pipeline in Scenario 6 suggested the lowest payback period and high potential annual generation values compared to the other scenarios. The estimated incremental costs associated with the high pressure pipeline was significantly higher than the other scenarios, with potential annual generation values approximately two times higher than the annual generation values of the other scenarios.

Scenario 8 showed the highest potential annual generation value. This scenario requires a new pipeline from Holland Lake to Stocking Lake. The cost of the pipeline was not included in this assessment. The payback period for this new pipeline would likely not be feasible for energy recovery alone. However, should the Town consider piping source water from Holland Lake to the Stocking Lake supply main, the feasibility of the energy recovery concept for Scenario 8 should be explored in more detail at that time. Scenario 8 could be implemented in addition to Scenario 6 as an energy recovery opportunity. Later addition of Scenario 8 to scenarios that include hydro generation at Southend, i.e., Scenario 4, 5, or 6, would allow easier connection to BC Hydro's grid.

4 Recommendations

Based on the screening level assessment, the Town should consider the development of energy recovery as per Scenario 6. The scenario represents an attractive opportunity for energy recovery based on estimated annual generation and payback periods compared to the other scenarios. Scenario 8 is also an attractive opportunity for energy recovery based on estimated annual generation. Should the Town consider piping Holland Lake to Stocking Lake in the future, the feasibility of the energy recovery concept for Scenario 8 should be explored in more detail at that time.



**Table 3-1
Summary of Hydraulic Energy Recovery Site Assessment
(Ranked by Payback Period)**

| Scenario | Location | Available Head (m) | Generation Capacity (kW) | Annual Generation (kWh) | Capital Costs | Incremental Costs for Pipeline | Estimated Revenue (per y) | Payback Period (y) | Displaced GHG Emissions (t CO ₂ e/y) | Ranking |
|----------|-------------------|--------------------|--------------------------|-------------------------|---------------|--------------------------------|---------------------------|--------------------|---|---------|
| 6 | Southend PRV | 190 | 150 | 657,000 | \$360,000 | \$300,000 | \$53,000 | 12 | 17 | 1 |
| 3 | Arbutus WTP | 100 | 80 | 350,000 | \$260,000 | \$120,000 | \$28,000 | 14 | 9 | 2 |
| 2 | Arbutus WTP | 90 | 70 | 307,000 | \$260,000 | \$120,000 | \$25,000 | 15 | 8 | 3 |
| 4 | Southend PRV | 70 | 60 | 263,000 | \$330,000 | \$0 | \$21,000 | 16 | 7 | 4 |
| 5 | Southend PRV | 70 | 60 | 263,000 | \$330,000 | \$0 | \$21,000 | 16 | 7 | 4 |
| 1 | Arbutus WTP | 50 | 40 | 175,000 | \$230,000 | \$0 | \$14,000 | 16 | 5 | 4 |
| 7 | Arbutus WTP | 200 | 160 | 701,000 | \$380,000 | \$650,000 | \$56,000 | 17 | 18 | 7 |
| 8 | Stocking Lake PRV | 260 | 210 | 920,000 | \$490,000 | --- | \$74,000 | --- | 24 | --- |

Notes:

¹Capital cost estimates for each scenario do not include costs associated with new electrical transmission lines or transmission system upgrades to connect to BC Hydro's grid.

²Payback period was based on the capital costs for the energy recovery system and incremental piping costs for distribution system piping upgrades.

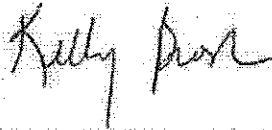
³Scenario 8 requires a new pipeline from Holland to Stocking Lake supply main for energy recovery. The cost estimate of the new pipeline was not included in this analysis.



To move forward with Scenario 6, the Town should consider the following:

- Develop a conceptual design of the preferred option to refine the capital cost estimate and the respective payback period.
- Investigate potential opportunities for uses of the generated electricity.
- Review BC Hydro's Net Metering and SOP programs to assess opportunities for revenues from sale of the generated electricity.

Prepared by:

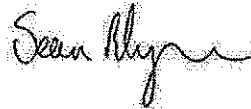


Kelly Bush, M.A.Sc., EIT, LEED® AP
Environmental Engineer

Reviewed by:



Lewis Macrae, P.Eng.
Civil Engineer

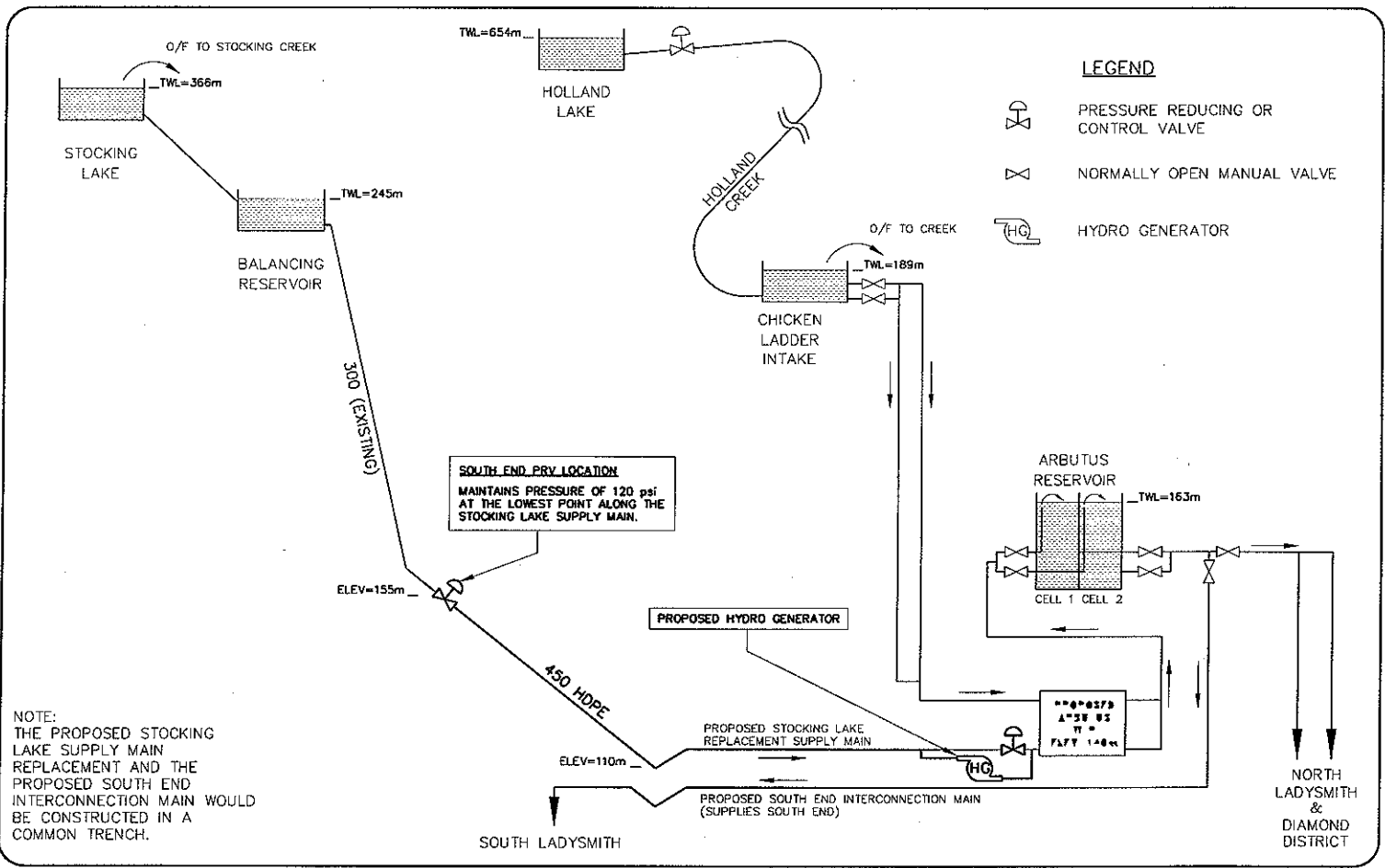


Sean Bolongaro, P.Eng.
Practice Leader – Renewable Energy

KB/LAM/SB/jf

Appendix A - Hydraulic Energy Recovery Flow Scenarios





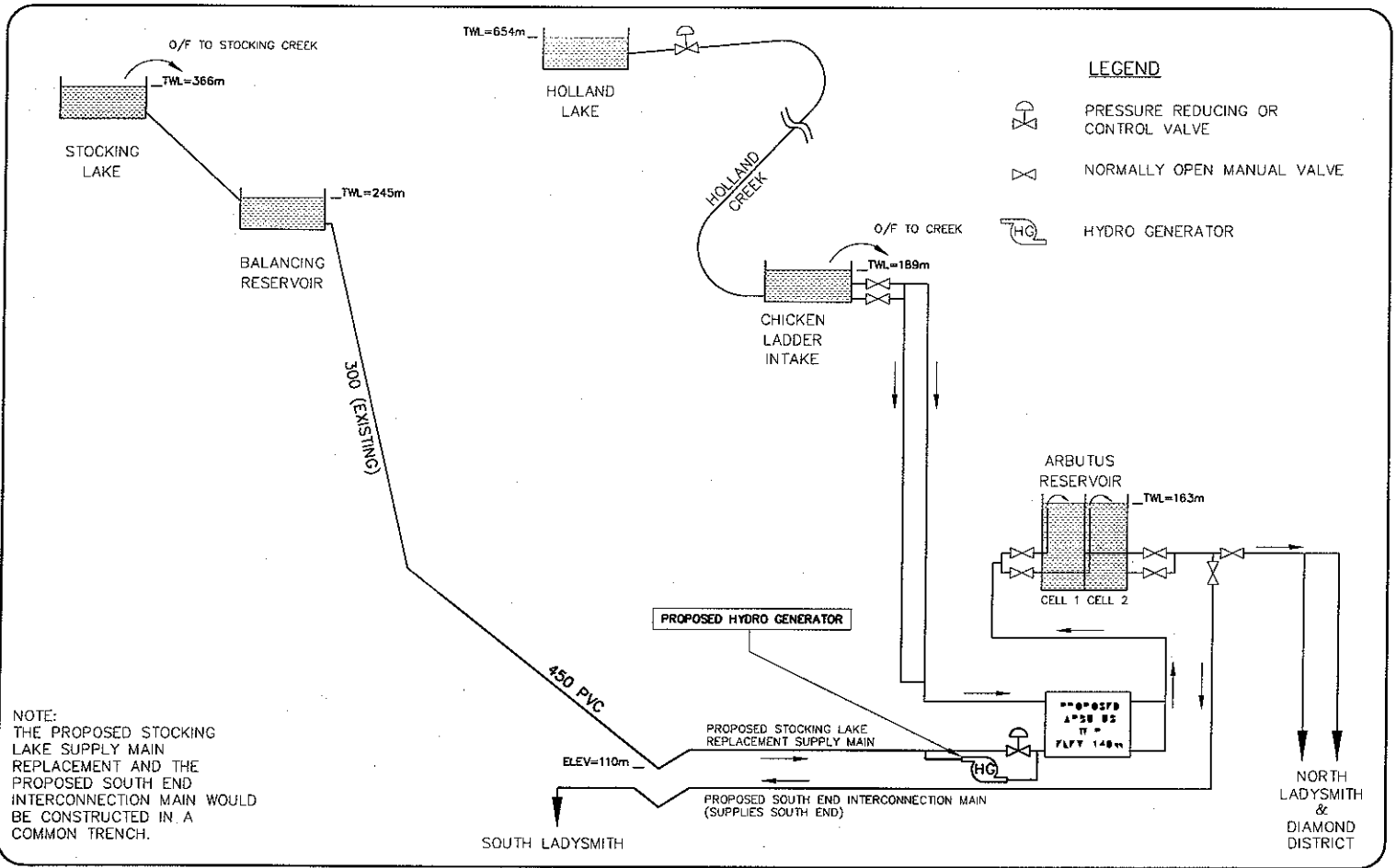
KOERS & ASSOCIATES ENGINEERING LTD.
Consulting Engineers

PARKSVILLE OFFICE
P.O. Box 750, 194 Memorial Ave.
Parksville, BC V9P 2G8
Ph: 250-248-3151
Fax: 250-249-5362
www.koers-eng.com

COMOX VALLEY OFFICE
Unit C - 450 8th St.
Courtenay, BC V9N 1S5
Ph: 250-334-9398
Fax: 250-334-2381

| | |
|---------|--|
| CLIENT | TOWN OF LADYSMITH |
| PROJECT | STOCKING LAKE SUPPLY MAIN & INTERCONNECTION MAIN |

| | | | |
|----------|----------|--|--------|
| SUBJECT | | LADYSMITH WATER SUPPLY FLOW SCENARIO No. 1 | |
| APPROVED | | SCALE | N.T.S. |
| DATE | MAY 2010 | DWG No. | FIG. 1 |
| JOB No. | 0906 | | |



NOTE:
 THE PROPOSED STOCKING
 LAKE SUPPLY MAIN
 REPLACEMENT AND THE
 PROPOSED SOUTH END
 INTERCONNECTION MAIN WOULD
 BE CONSTRUCTED IN A
 COMMON TRENCH.

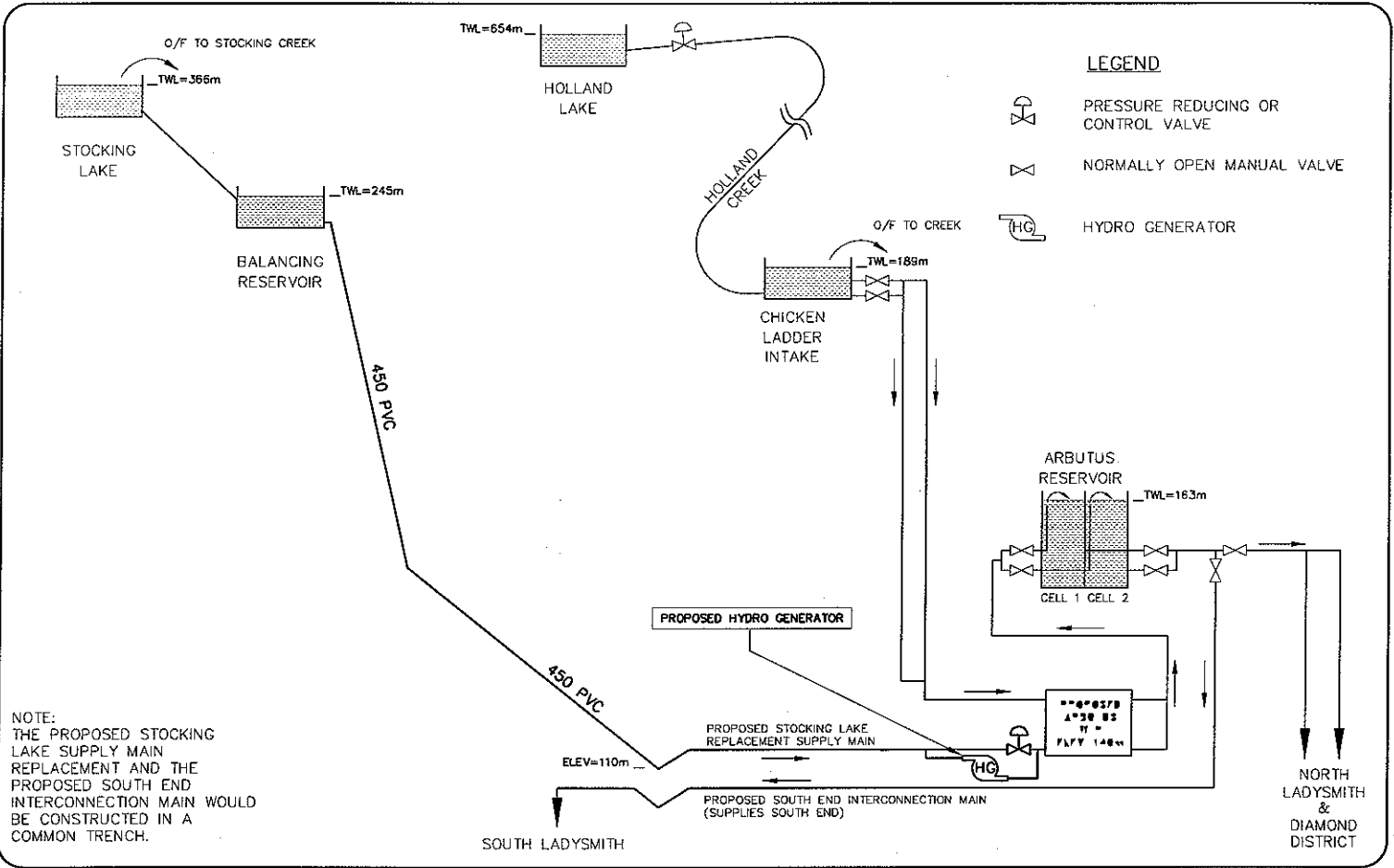
KOERS & ASSOCIATES ENGINEERING LTD.
Consulting Engineers

PARKSVILLE OFFICE
 P.O. Box 790, 194 Memorial Ave.
 Parksville, BC V9P 2G8
 Ph: 250-248-8131
 Fax: 250-248-5362
 www.koers-eng.com

COMOX VALLEY OFFICE
 Unit C - 450 8th St.
 Courtenay, BC V9N 1N5
 Ph: 250-334-8390
 Fax: 250-334-2381

| | |
|---------|--|
| CLIENT | TOWN OF LADYSMITH |
| PROJECT | STOCKING LAKE SUPPLY MAIN & INTERCONNECTION MAIN |

| | | |
|----------|----------|--|
| SUBJECT | | LADYSMITH WATER SUPPLY FLOW SCENARIO No. 2 |
| APPROVED | DATE | SCALE .N.T.S. |
| | MAY 2010 | DWC No. FIG. 2 |
| JOB No. | 0906 | |



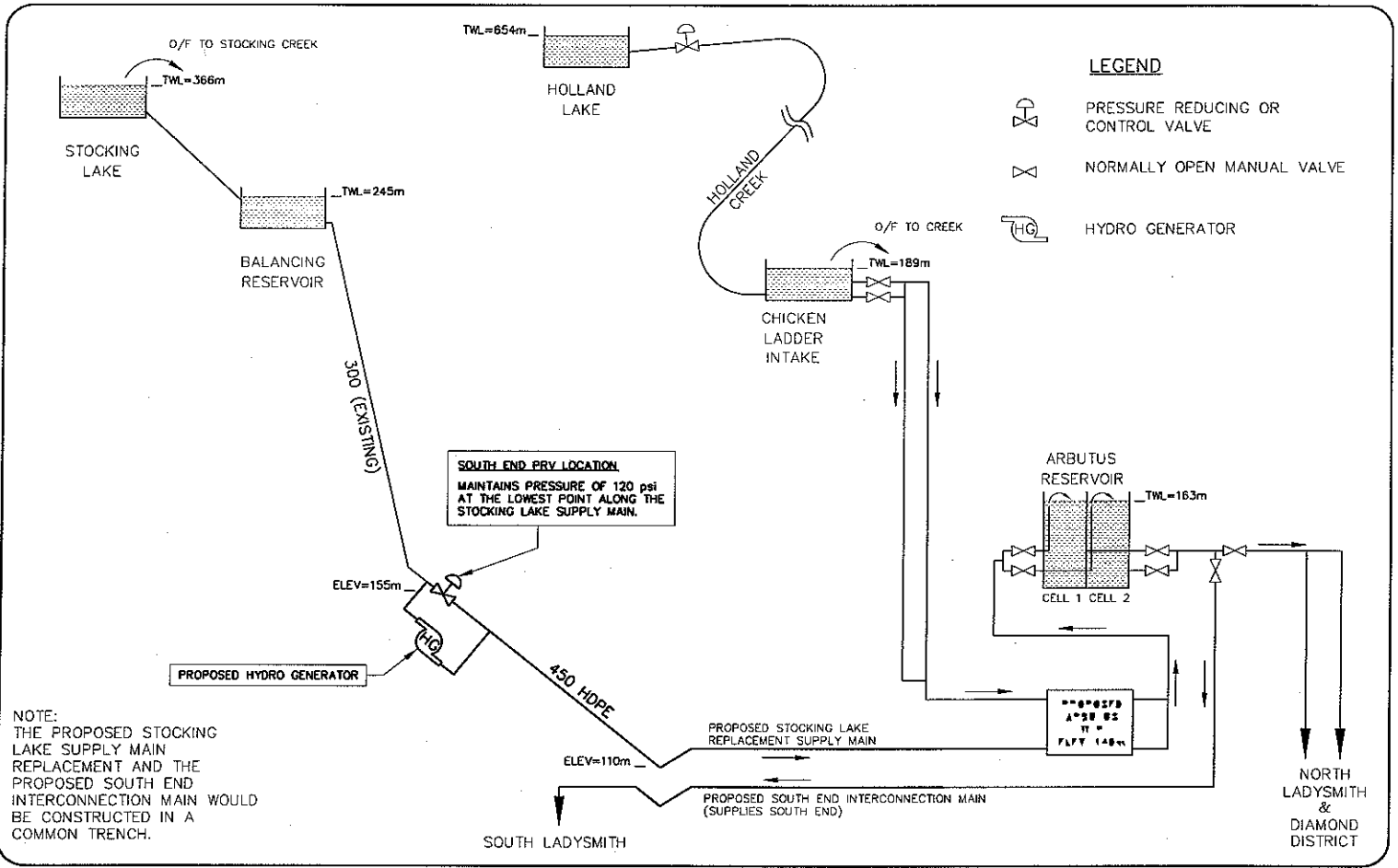
KOERS & ASSOCIATES ENGINEERING LTD.
Consulting Engineers

PARKSVILLE OFFICE
 P.O. Box 780, 194 Memorial Ave.
 Parksville, BC V9W 2G8
 Ph: 250-248-3151
 Fax: 250-248-5362
 www.koers-eng.com

COMOX VALLEY OFFICE
 Unit C - 450 8th St.
 Courtenay, BC V9A 1N5
 Ph: 250-334-9390
 Fax: 250-334-2381

| | |
|---------|--|
| CLIENT | TOWN OF LADYSMITH |
| PROJECT | STOCKING LAKE SUPPLY MAIN & INTERCONNECTION MAIN |

| | | | |
|----------|----------|--|--------|
| SUBJECT | | LADYSMITH WATER SUPPLY FLOW SCENARIO No. 3 | |
| APPROVED | | SCALE | N.T.S. |
| DATE | MAY 2010 | DWC No. | FIG. 3 |
| JOB No. | 0906 | | |



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Consulting Engineers

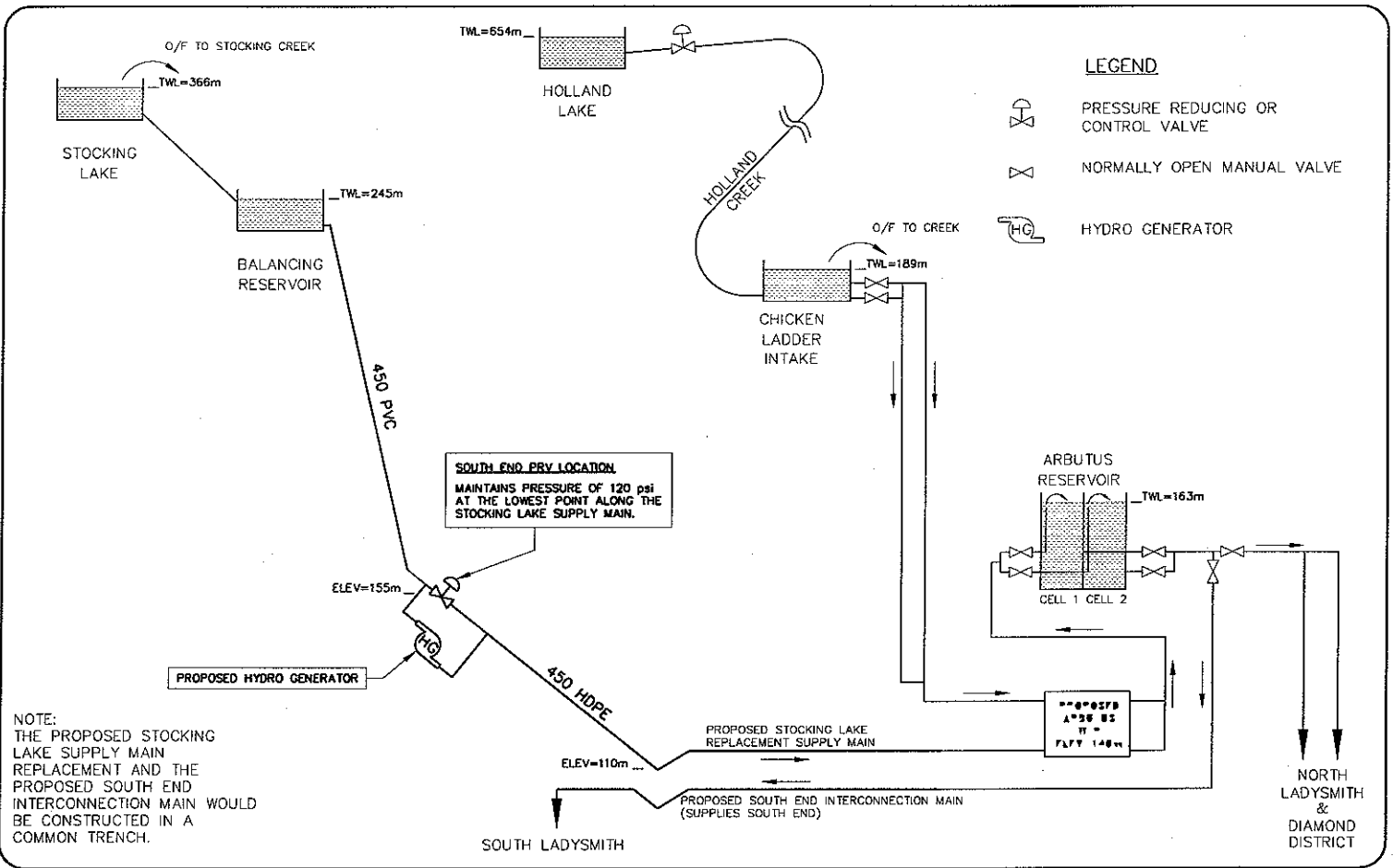
PARKSVILLE OFFICE
P.O. Box 700, 194 Memorial Ave.
Parksville, BC V9P 2J8
Ph: 250-248-8151
Fax: 250-248-5362

COMOX VALLEY OFFICE
Unit C - 450 80 St.
Courtenay, BC V9N 1N5
Ph: 250-334-9390
Fax: 250-334-2381

www.koers-eng.com

| | |
|---------|--|
| CLIENT | TOWN OF LADYSMITH |
| PROJECT | STOCKING LAKE SUPPLY MAIN & INTERCONNECTION MAIN |

| | | | |
|----------|----------|--|--------|
| SUBJECT | | LADYSMITH WATER SUPPLY FLOW SCENARIO No. 4 | |
| APPROVED | | SCALE | N.T.S. |
| DATE | MAY 2010 | DWG No. | FIG. 4 |
| JOB No. | 0906 | | |



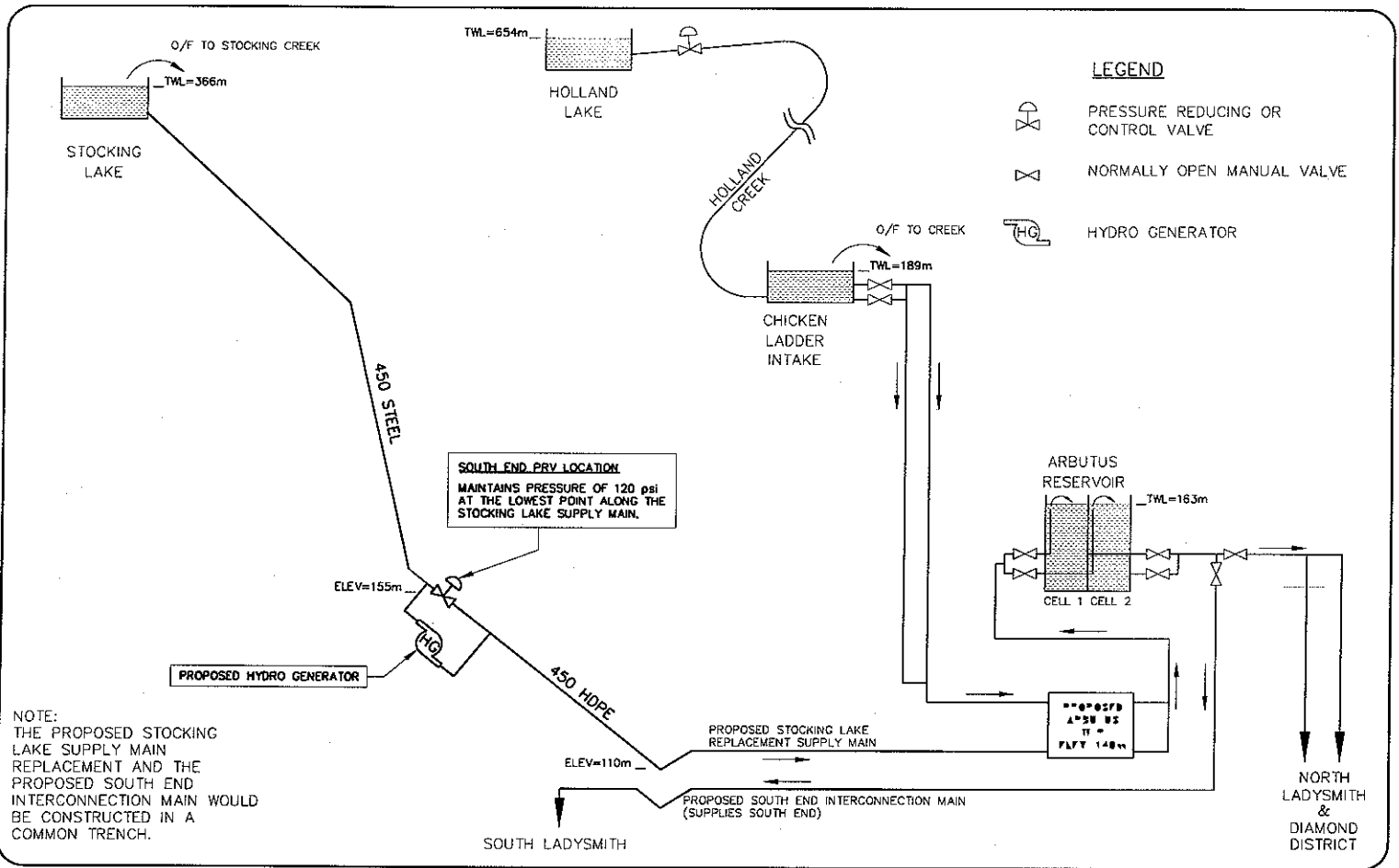
KOERS & ASSOCIATES ENGINEERING LTD.
Consulting Engineers

PARKSVILLE OFFICE
P.O. Box 796, 194 Memorial Ave.
Parksville, BC V9P 2G8
Tel: 250-248-3151
Fax: 250-248-3362
www.koers-eng.com

COMOX VALLEY OFFICE
Unit C - 450 8th St.
Comox, BC V9N 1N5
Tel: 250-334-9398
Fax: 250-334-2381

| | |
|---------|--|
| CLIENT | TOWN OF LADYSMITH |
| PROJECT | STOCKING LAKE SUPPLY MAIN & INTERCONNECTION MAIN |

| | | | |
|----------|----------|--|--------|
| SUBJECT | | LADYSMITH WATER SUPPLY FLOW SCENARIO No. 5 | |
| APPROVED | | SCALE | N.T.S. |
| DATE | MAY 2010 | DWG No. | FIG. 5 |
| JOB No. | 0906 | | |



KOERS & ASSOCIATES ENGINEERING LTD.
Consulting Engineers

PARKSVILLE OFFICE
 P.O. Box 790, 194 Memorial Ave.
 Parksville, BC V9P 2G8
 Ph: 250-248-5151
 Fax: 250-248-5362
 www.koers-eng.com

CDMOX VALLEY OFFICE
 Unit C - 450 8th St.
 Courtenay, BC V9N 1N5
 Ph: 250-334-6980
 Fax: 250-334-2381

CLIENT TOWN OF LADYSMITH

PROJECT STOCKING LAKE SUPPLY MAIN & INTERCONNECTION MAIN

SUBJECT LADYSMITH WATER SUPPLY FLOW SCENARIO No. 6

APPROVED
 DATE MAY 2010
 JOB No. 0906

SCALE N.T.S.
 DWG No. FIG. 6

Appendix B - Cost Estimate Definitions



Associated
Engineering

GLOBAL PERSPECTIVE
LOCAL FOCUS

\\Engineering\03.00_Conceptual_Feasibility_Design\Task_180_Energy_Recovery\cm_koer_tm1_ladysmith_20100723_kb.doc

B-1

Cost Estimate Class Definitions

Class A Estimate

This is a detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

Class B Estimate

This estimate is prepared after site investigations and studies have been completed and the major systems defined. It is based on project brief and preliminary design. It is used for obtaining approvals, budgetary control and design cost control.

Class C Estimate

This estimate, which is prepared with limited site information, is based on probable conditions affecting the project. It represents the summation of all identifiable project component costs. It is used for program planning, to establish a more specific definition of client needs and to obtain approval-in-principle.

Class D Estimate

This is a preliminary estimate, which due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from a completed project of similar size, complexity and technology use. It is intended as a reference for discussion purposes.

Appendix C - Site Identification Assessment Data



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

\\Engineering\03.00_Conceptual_Feasibility_Design\Task_180_Energy_Recovery\cm_koer_tm1_ladysmith_20100723_kb.doc

C-1

Hydraulic Energy Recovery
Town of Ladysmith - Arbutus WTP

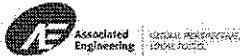
Site Screening Assessment

Prepared by: K. Bush
Date: July 22, 2010

| Scenario | Location | Flow (L/s) | Available Head (m) | Water Power (kW) | Generator Capacity (kW) | Annual Generation (kWh) | Capital Costs | Incremental Costs for Pipeline | Estimated Revenue (per yr) | Payback Period w/o Pipeline Costs (yr) | Payback Period w/ Pipeline Costs (yr) | Displaced GHG Emissions (t CO ₂ e/yr) |
|----------|-------------------|------------|--------------------|------------------|-------------------------|-------------------------|---------------|--------------------------------|----------------------------|--|---------------------------------------|--|
| 1 | Arbutus WTP | 100 | 50 | 50 | 40 | 175,000 | \$230,000 | \$0 | \$14,000 | 16 | 16 | 5 |
| 2 | Arbutus WTP | 100 | 90 | 90 | 70 | 307,000 | \$260,000 | \$120,000 | \$25,000 | 10 | 15 | 8 |
| 3 | Arbutus WTP | 100 | 100 | 100 | 80 | 350,000 | \$260,000 | \$120,000 | \$28,000 | 9 | 14 | 9 |
| 4 | Southend PRV | 100 | 70 | 70 | 60 | 263,000 | \$330,000 | \$0 | \$21,000 | 16 | 16 | 7 |
| 5 | Southend PRV | 100 | 70 | 70 | 60 | 263,000 | \$330,000 | \$0 | \$21,000 | 16 | 16 | 7 |
| 6 | Southend PRV | 100 | 190 | 190 | 150 | 657,000 | \$360,000 | \$300,000 | \$53,000 | 7 | 12 | 17 |
| 7 | Arbutus WTP | 100 | 200 | 200 | 160 | 701,000 | \$300,000 | \$650,000 | \$56,000 | 5 | 17 | 18 |
| 8 | Stocking Lake PRV | 100 | 260 | 260 | 210 | 920,000 | \$490,000 | --- | \$74,000 | 7 | --- | 24 |

Notes:
 Generator efficiency = 80 %
 Gravitational constant, g = 9.81 m/s²
 Capacity Factor (100 L/s) = 50 % Ref: Estimated Average Day Demand for Town of Ladysmith
 Electricity price = \$0.08 /kWh Ref: Estimated sale price of electricity
 GHG Intensity = 26 t CO₂/GWh Ref: BC Hydro Average GHG Intensity value for 2005 to 2008
 Headloss (m) = 10 % Ref: Estimated headloss value from pipe losses for Scenario 7 and 8

Incremental Costs for Pipeline were developed by Koers based on the estimated additional piping costs associated directly with energy recovery, compared to Scenario 1. Capital cost estimates for each scenario do not include costs associated with new electrical transmission lines or transmission system upgrades to connect to BC Hydro's grid. Scenario 7 Incremental Costs for Pipeline were based on estimated pipe supply and replacement costs for Scenario 6, provided by Koers. A cost differential of 1.5 was applied to the HDPE pipe section to estimate steel pipe costs. Scenario 8 requires a new pipeline from Holland to Stocking Lake supply main for energy recovery. The cost estimate of the new pipeline was not included in this analysis.



Hydraulic Energy Recovery
Town of Ladysmith - Arbutus WTP



Conceptual Design Cost Estimate (Class D Estimate)

Prepared by: K. Bush
Date: 8-Jul-10

Scenario 1

Generation Capacity: 40 kW
Location: Inlet at Arbutus WTP

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|-------------------------------|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 0.7 | \$ 24,500 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 0.7 | \$ 38,500 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 0.5 | \$ 50,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 0 | \$ - | - Located in new WTP building |
| Contingency (40%) | | | | \$ 65,200 | |
| Total | | | | \$ 228,200 | |
| Say | | | | \$ 230,000 | |

Scenario 2

Generation Capacity: 70 kW
Location: Inlet at Arbutus WTP

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|-------------------------------|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 0.9 | \$ 31,500 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 0.9 | \$ 49,500 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 0.5 | \$ 50,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 0 | \$ - | - Located in new WTP building |
| Contingency (40%) | | | | \$ 72,400 | |
| Total | | | | \$ 253,400 | |
| Say | | | | \$ 260,000 | |

Scenario 3

Generation Capacity: 80 kW
Location: Inlet at Arbutus WTP

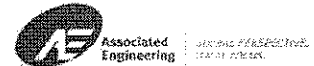
| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|-------------------------------|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 0.9 | \$ 31,500 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 0.9 | \$ 49,500 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 0.5 | \$ 50,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 0 | \$ - | - Located in new WTP building |
| Contingency (40%) | | | | \$ 72,400 | |
| Total | | | | \$ 253,400 | |
| Say | | | | \$ 260,000 | |

Scenario 4

Generation Capacity: 60 kW
Location: Southend PRV Station

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|--|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 0.8 | \$ 28,000 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 0.8 | \$ 44,000 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 1 | \$ 100,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 1 | \$ 10,000 | Retrofit into Southend chlorination building |
| Contingency (40%) | | | | \$ 92,800 | |
| Total | | | | \$ 324,800 | |
| Say | | | | \$ 330,000 | |

Hydraulic Energy Recovery
Town of Ladysmith - Arbutus WTP



Conceptual Design Cost Estimate (Class D Estimate)

Prepared by: K. Bush
Date: 8-Jul-10

Scenario 5

Generation Capacity: 60 kW
Location: Southend PRV Station

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|--|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 0.8 | \$ 28,000 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 0.8 | \$ 44,000 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 1 | \$ 100,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 1 | \$ 10,000 | Retrofit into Southend chlorination building |
| Contingency (40%) | | | | \$ 92,800 | |
| Total | | | | \$ 324,800 | |
| Say | | | | \$ 330,000 | |

Scenario 6

Generation Capacity: 150 kW
Location: Southend PRV Station

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|--|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 1.2 | \$ 42,000 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 1 | \$ 55,000 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 1 | \$ 100,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 1 | \$ 10,000 | Retrofit into Southend chlorination building |
| Contingency (40%) | | | | \$ 102,800 | |
| Total | | | | \$ 359,800 | |
| Say | | | | \$ 360,000 | |

Scenario 7

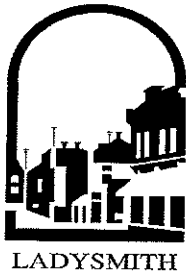
Generation Capacity: 160 kW
Location: Inlet at Arbutus WTP

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|-------------------------------|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 1.5 | \$ 52,500 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 1 | \$ 55,000 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 0.5 | \$ 50,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 0 | \$ - | - Located in new WTP building |
| Contingency (40%) | | | | \$ 83,000 | |
| Total | | | | \$ 290,500 | |
| Say | | | | \$ 300,000 | |

Scenario 8

Generation Capacity: 210 kW
Location: Stocking Lake PRV

| Component | Unit | Unit Cost | Quantity | Cost | Comments |
|--|----------|------------|----------|-------------------|--|
| Pump-as-Turbine Equipment | Lump Sum | \$ 35,000 | 2 | \$ 70,000 | |
| Energy Recovery Equipment Piping and Valving | Lump Sum | \$ 55,000 | 1 | \$ 55,000 | |
| Electrical (Installation and MCC) | Lump Sum | \$ 100,000 | 1 | \$ 100,000 | |
| Instrumentation and Controls | Lump Sum | \$ 50,000 | 1 | \$ 50,000 | |
| Building and Related Civil | Lump Sum | \$ 10,000 | 2 | \$ 20,000 | New building required |
| PRV Station | Lump Sum | \$ 75,000 | 1 | \$ 75,000 | Cost estimate based on data from Koers |
| Contingency (40%) | | | | \$ 118,000 | |
| Total | | | | \$ 488,000 | |
| Say | | | | \$ 490,000 | |



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 13, 2010
File No: 5600-05

Re: HOLLAND CREEK WATER SUPPLY

RECOMMENDATION(S):

That Council refer the Holland Creek water supply to the 2011 Financial Plan process.

PURPOSE:

To inform Council of the condition of a section of the Holland Creek Water supply line and to provide a cost and timeline for the repair for the work.

INTRODUCTION/BACKGROUND:

During a routine inspection of the Holland Creek Trail, it was noticed that the flow of the creek was below the water supply line (should be buried) from the Arbutus Reservoir to the North end of Ladysmith. This has created the possibility of a rupture occurring in the pipe during peak creek flows. A failure at that particular location would introduce chlorinated water into Holland Creek which would be detrimental to the salmon spawning in the creek. The pipe is the main supply line for potable water to the residents at the North end of Ladysmith.

At an on site meeting to discuss the Holland Creek water supply main crossing with Dave Clough, RPBio (Fish Biologist) Matt Palmer of Koers & Associates, it was very unlikely that we could obtain approvals to replace the pipe under the creek this year. Mr. Clough was confident that we can secure approvals to complete the pipe replacement work in next summer's fisheries work window. He indicated we can very likely perform some temporary instream work over the next month or so to help protect the exposed supply main and mitigate the risk of pipe breakage that could result due to an impact from a large piece of debris traveling down Holland Creek. Koers & Associates have looked at options of replacing the pipe and have provided an estimated budget for the works.

Public Works crews have completed the temporary instream work to mitigate the risk of pipe breakage for this winter season.

SCOPE OF WORK:

The work involves the replacement of the existing pipe which crosses Holland Creek. The crossing is at the same location we are proposing for the underground power service to the Arbutus Reservoir. It is proposed to install the new water main and the new underground cable for the power in the same area.

ALTERNATIVES:

- Maintain pipe in its present state and hope that nothing hits the pipe.
- Replace pipe and lower across the creek
- Maintain pipe until the future bridge is built and hang pipe under new bridge

FINANCIAL IMPLICATIONS:

The cost of the replacement would be budgeted in the 2011 Capital budget with the funds to come from the Water Utility Reserve.

LEGAL IMPLICATIONS:

A rupture in the pipe may introduce chlorine into the creek and endanger the salmon spawning in the creek. DFO may make the Town liable for any remedial work that may be required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Protection of the water supply and the fish habitat is very important to the residents of Ladysmith and any mishap would create very negative public relations. The sensitivity of the area in question will require public consultation prior to major work being started.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There may be some involvement with the Parks Department pertaining to the Holland Creek Trail.

RESOURCE IMPLICATIONS:

An RFP would be issued for the work

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This work is in alignment with the sustainability visioning report, as it protects both the natural environment and the Town's water supply.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Providing adequate and safe water supply is very high on the strategic priorities list.

SUMMARY:

After discovering an exposed watermain going over Holland Creek, the Town's engineers, along with input from a fish biologist, have developed a repair procedure and cost for the section of water main. The temporary fix has been completed to reduce the risk of rupture over the winter season. It is proposed to install a new pipe under the creek along with the installation of the proposed new hydro service to Arbutus Reservoir. The funds to be included in the 2011 capital budget.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Engineers Cost Estimate

**TOWN OF LADYSMITH
Holland Creek Crossing**

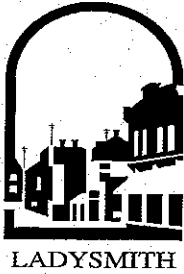
created by Koers & Associates Engineering Ltd.
September 2, 2010

Preliminary Construction Estimate

| Task | Description | Quantity | Cost (\$) |
|--|--|----------|------------------|
| 1.0 | Fisheries Permit Application | LS | \$3,000 |
| 2.0 | Mob/Demob & Site Access | LS | \$7,500 |
| 3.0 | Trenching & Backfill | LS | \$10,000 |
| 4.0 | Rock Breaking & Removal | LS | \$25,000 |
| 5.0 | Erosion & Sediment Control during Construction | LS | \$2,500 |
| 6.0 | 18" HDPE DR 13.5 (128 psi) | LS | \$10,000 |
| 7.0 | Tie-in to Existing | LS | \$15,000 |
| 8.0 | Trench Dams | LS | \$2,800 |
| 9.0 | Flushout | LS | \$5,000 |
| 10.0 | Damming Creek & Removing Fish | LS | \$10,000 |
| 11.0 | Temporary Creek Bypass | LS | \$5,000 |
| 12.0 | Draining Existing Pipe & Dechlorinating Water | LS | \$2,500 |
| 13.0 | Environmental Consultant Site Monitoring | LS | \$7,000 |
| 14.0 | Bank Stabilization & Restoration | LS | \$10,000 |
| 15.0 | Dewatering | LS | \$2,500 |
| 16.0 | Planting & Habitat Restoration | LS | \$3,500 |
| 25% Contingency | | | \$30,325 |
| Subtotal | | | \$151,625 |
| 20% Engineering (including Geotechnical / Hydrotechnical Assessment) | | | \$24,260 |
| Total (HST extra) | | | \$175,885 |

Note:

Temporary drinking water bypass to be paid from Contingency (if required)



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: October 8, 2010
File No: Bylaw 1176

Re: **SIGN PERMITTING PROCESS – RECOMMENDATIONS**

RECOMMENDATION(S):

That the Government Services Committee recommends to Council a two phase process to simplify the permitting process for business signage:

Phase 1 – Amendments to the Sign and Canopy Bylaw and OCP

Phase 2 – Process improvements (sign information, review, and inspection)

PURPOSE:

The purpose of this report is to seek direction to undertake bylaw amendments that would result in improvements to the review and processing of signage proposals.

INTRODUCTION/BACKGROUND:

Business signage is regulated by the Sign and Canopy Bylaw. The Building Inspector reviews proposals for technical compliance with the regulations and Development Services staff undertakes review of the form and character of signs. In the Downtown Specified Area, design guidelines are in the Sign and Canopy Bylaw, elsewhere design guidelines are contained in the Official Community Plan. The Building Inspector refers signs in the Downtown Specified Area to the Heritage Revitalization Advisory Commission.

The current process would benefit from streamlining and clarification for business owners and tenants, as compliance with the Sign and Canopy Bylaw is low. For example, in the Downtown Specified Area, a review of files and signage installed during the period January 2009 to date, identified that generally less than 15% of businesses engage in the sign permitting process; about 25% start the process but abandon it; and 60% do not engage at all. Staff recommends that simplifying the process to require only one permit would make the process easier for the business community.

To determine whether this situation is unique to Ladysmith, staff undertook a telephone survey of other municipalities (City of Duncan, City of Nanaimo, City of Victoria, City of Nelson, City of Kimberley and Village of Kaslo). The following information confirmed our experience and also provided potential permitting improvements.

- It is common for businesses not to follow the established process for signage approval.
- All the municipalities surveyed have older Sign Bylaws that need updating.

- In most of the communities, development permits are not issued but sign permits are issued. Many communities have development permit guidelines for signs but have found this requirement to be unwieldy.
- Heritage alteration permits are used in Nanaimo and Victoria for buildings located within a Heritage Conservation Area. If the building is on the Heritage Register, signs are referred to the Nanaimo Heritage Commission. Otherwise, the review process in other communities was a staff process.

SCOPE OF WORK:

The following scope of work is recommended as a means to "ease the process" for Ladysmith businesses to meet Sign and Canopy Bylaw requirements.

Phase 1 – Proposed amendments to the Sign and Canopy Bylaw and OCP

(a) Sign and Canopy Bylaw 1176

- Remove Schedule A (Fees) and add \$100 sign permit fee to the Fees and Charges Bylaw.
- Remove Schedule C (Sign Application). (This form would be replaced by a new combined Sign Permit /Development Permit form that would not be a part of the bylaw.)
- Remove Schedule F (DSA Design Guidelines) and insert relevant sections of the design guidelines (e.g. for signs and canopies) to the text of Bylaw 1176.
- Amend land use areas in Bylaw 1176 to match to the OCP land use designations where they are inconsistent (e.g. Institutional and Downtown Core)

(b) OCP Bylaw 1488

- Add DP exemption for "signage-only" proposals. (A new sign permit would be created to replace the current use of a sign permit and development permit.)

Phase 2 – Process improvements (sign review and processing)

This phase would involve simplifying administration and timelines. An information guide and checklist for signage would be created and distributed by staff to business owners and applicants.

ALTERNATIVES:

That any or all of the phases not be undertaken.

FINANCIAL IMPLICATIONS:

Staff would undertake this work. The Development Services Department budget includes funding for the creation of "ease of process" materials.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

As part of its strategic planning for 2010, the Economic Development Commission identified that "ease of process" related to development applications should be reviewed. This initiative is consistent with that objective.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Corporate Services Department and Building Inspector would also be involved in the implementation of this project.

RESOURCE IMPLICATIONS:

Staff would undertake and coordinate this work.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Visioning Report includes the community's preference with respect to signage and form and character. The proposal would be one means of moving forward this direction.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Implementing investor communications initiatives is a 2010 strategic plan goal.

SUMMARY:

Staff has identified bylaw amendments to streamline the sign permitting process. Several house-keeping amendments to the Sign and Canopy Bylaw and Official Community Plan are recommended.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: October 12, 2010
File No:

Re: DUNSMUIR'S RAIL CAR

RECOMMENDATION(S):

That Council receive this report.

PURPOSE:

The purpose of this report is to provide information to Council as requested.

INTRODUCTION/BACKGROUND:

At its meeting held July 5, 2010, Council directed staff to review, investigate and report back to Council regarding the possibility of the Town acquiring James Dunsmuir's railway carriage.

SCOPE OF WORK:

Staff contacted several organizations to determine the requested information. This information was provided by a member of the Western Industrial Heritage Society.

Dunsmuir's private rail car is located in Port Alberni and is property of the Port Alberni Museum. The rail car requires significant restoration as it was stored outdoors for 14 years at the Duncan Forest Discovery Centre. The Western Industrial Heritage Society is planning on restoring the rail car; however, as restoration would be an enormous task they have been unsuccessful in securing support for the restoration.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS: N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS: N/A

RESOURCE IMPLICATIONS: N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT: N/A

ALIGNMENT WITH STRATEGIC PRIORITIES: N/A

SUMMARY: N/A

I concur with the recommendation.

R. Mali
Ruth Mali, City Manager

ATTACHMENTS:
"None".



Ladysmith Fire / Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **September**, 2010

| TYPE OF CALL OUT | J | F | M | A | M | J | J | A | S | O | N | D | YEAR'S TOTALS |
|---|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---|---|---|---------------|
| Alarms Activated: Pulled Station | | | 1 | | | 1 | | | | | | | 2 |
| By mistake | 1 | 1 | | 2 | 2 | 1 | 2 | 1 | 3 | | | | 13 |
| Electrical problem | | | | | | 2 | | | 2 | | | | 4 |
| Due to cooking | | 2 | | 2 | | 2 | 1 | 4 | 3 | | | | 14 |
| Assistance | | | | | 1 | | | | | | | | 1 |
| Burning Complaint | | 1 | | | 3 | 1 | 2 | 2 | | | | | 9 |
| Fire: Structure | 1 | | | 1 | 1 | 2 | 4 | | 1 | | | | 10 |
| Chimney | | | | 2 | | | | | | | | | 2 |
| Interface / Bush | | | | | 2 | | | | 1 | | | | 3 |
| Vehicle | | 1 | | | 1 | | | | | | | | 2 |
| Other | 1 | | | | | 2 | 2 | | 1 | | | | 6 |
| Hazardous Materials | | 1 | | 1 | | 1 | | 1 | | | | | 4 |
| Hydro Lines: Down / Fire | | | 1 | 1 | | | | | 1 | | | | 3 |
| Medical Aid | | | 4 | 2 | 1 | 2 | 2 | 1 | 4 | | | | 16 |
| Mutual Aid | 2 | 1 | | 1 | | 2 | | | | | | | 6 |
| MVI | | 5 | 5 | 5 | 6 | 2 | 3 | 4 | | | | | 30 |
| Rescue | | | | | | | | | | | | | |
| MONTH TOTALS (not incl. Practises) | 5 | 12 | 11 | 17 | 17 | 18 | 16 | 13 | 16 | | | | 125 |
| Practises (Totals for each Month) | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 5 | 4 | | | | 39 |

ALARMS ACTIVATED (location/owner):

- 315 Chemainus road (new furnace being installed)
- 526 Buller St. (burnt toast)
- 1127-4th Ave. - Lodge on 4th (burnt toast)
- 23 High St (unknown cause)
- 1111-4th Ave Ladysmith Health Centre (working near sensor)
- 1111-4th Ave Ladysmith Health Centre (water leaking into sensor)
- 840 Esplanade (burnt food)
- 840-2nd Ave. (faulty sensor)

COMPARISONS:

Year to Date / 10 125 (excl. practises)
Year to Date / 09 118 (excl. practises)
Year to Date / 08 137 (excl. practises)

APPROVED:

Ray Delcourt
Fire Chief

**TOWN OF LADYSMITH
BUILDING PERMIT SUMMARY
SEPTEMBER 2010**

| | Commercial | Industrial | Institutional | (New) Residential | # Dwelling Units | Residential Adds / Rencos / Demos | Permits with construction value | Permits without Construction Value | Permits For Year To Date | Bldg & Pblg Permit Fees This Month | Permit Values This Month | Permit Values This Year | | |
|--|------------|------------|---------------|-------------------|------------------|-----------------------------------|---------------------------------|------------------------------------|--------------------------|------------------------------------|--------------------------|-------------------------|------------|---------------|
| | | | | \$ 362,381 | 2 | 2 | 9,760 | 3 | 5 | 1 | 110 | \$ 2,916 | \$ 372,141 | \$ 13,229,231 |

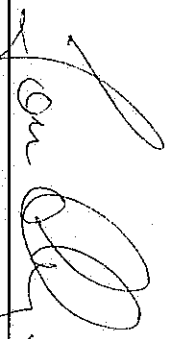
SUMMARY - YEAR TO DATE

| | | | | | | | | | | | | | | | |
|-------|------------|---|------|---|--------------|---|----|--------------|----|----|----|-----|------------|---------------|---------------|
| JAN | \$ - | 0 | \$ - | 0 | \$ 766,498 | 5 | 5 | \$ 13,450 | 10 | 7 | 8 | 15 | \$ 6,425 | \$ 779,948 | \$ 779,948 |
| FEB | \$ 15,000 | 3 | \$ - | 0 | \$ 985,000 | 1 | 4 | \$ 9,000 | 4 | 11 | 0 | 26 | \$ 10,011 | \$ 1,551,420 | \$ 2,331,368 |
| MAR | \$ 125,000 | 2 | \$ - | 0 | \$ 2,559,484 | 0 | 13 | \$ 45,000 | 2 | 13 | 1 | 40 | \$ 19,111 | \$ 2,729,484 | \$ 5,060,852 |
| APR | \$ - | 0 | \$ - | 0 | \$ 1,363,888 | 7 | 10 | \$ 42,580 | 5 | 12 | 3 | 55 | \$ 11,483 | \$ 1,406,468 | \$ 2,673,320 |
| MAY | \$ - | 0 | \$ - | 0 | \$ 247,000 | 2 | 9 | \$ 84,562 | 5 | 15 | 1 | 71 | \$ 11,869 | \$ 1,761,888 | \$ 8,229,208 |
| JUN | \$ - | 0 | \$ - | 0 | \$ 5,000 | 1 | 4 | \$ 70,000 | 2 | 7 | 1 | 79 | \$ 4,489 | \$ 712,416 | \$ 8,941,624 |
| JUL | \$ - | 0 | \$ - | 0 | \$ 2,478,000 | 2 | 3 | \$ 524,076 | 3 | 8 | 3 | 90 | \$ 17,904 | \$ 3,043,116 | \$ 11,984,740 |
| AUG | \$ 5,000 | 1 | \$ - | 0 | \$ 31,000 | 1 | 9 | \$ 804,662 | 4 | 11 | 3 | 104 | \$ 16,001 | \$ 872,332 | \$ 12,857,072 |
| SEP | \$ - | 0 | \$ - | 0 | \$ - | 0 | 2 | \$ 362,381 | 2 | 5 | 1 | 0 | \$ 2,916 | \$ 372,141 | \$ 13,229,213 |
| OCT | \$ - | 0 | \$ - | 0 | \$ - | 0 | 0 | \$ - | 0 | 0 | 0 | 0 | \$ - | \$ - | \$ - |
| NOV | \$ - | 0 | \$ - | 0 | \$ - | 0 | 0 | \$ - | 0 | 0 | 0 | 0 | \$ - | \$ - | \$ - |
| DEC | \$ - | 0 | \$ - | 0 | \$ - | 0 | 0 | \$ - | 0 | 0 | 0 | 0 | \$ - | \$ - | \$ - |
| TOTAL | \$ 145,000 | 6 | \$ - | 0 | \$ 3,746,000 | 7 | 59 | \$ 8,991,151 | 47 | 89 | 21 | | \$ 100,209 | \$ 13,229,213 | |

of Demolitions for month = 0, for YTD = 11

COMPARISONS

| # DWELLING UNITS / VALUE | | PERMITS ISSUED / VALUE | |
|--------------------------|-----------------|------------------------|---------------|
| YEAR TO DATE / 10 | 59 \$ 8,991,151 | YEAR TO DATE / 10 | \$ 13,229,213 |
| YEAR TO DATE / 09 | 31 \$ 4,245,149 | YEAR TO DATE / 09 | \$ 9,201,569 |
| YEAR TO DATE / 08 | 68 \$ 7,498,613 | YEAR TO DATE / 08 | \$ 11,648,611 |



TOWN OF LADYSMITH

LADYSMITH TROLLEY BUS ACTIVITY REPORT - Trolley 103/105

September, 2010

| Day | Date | Passenger Count | Fuel Litres | KM Start | KM Finish | Weather | Wheel Chairs | Service Dogs | Bikes |
|--------------|------|-----------------|-------------|----------|-----------|----------------|--------------|--------------|-----------|
| Wed | 1 | 101 | 89 | 74354 | 74555 | Sun | 1 | 0 | 1 |
| Thurs | 2 | 75 | 91 | 74555 | 74760 | Sun | 0 | 2 | 4 |
| Fri | 3 | 89 | 88 | 74760 | 74967 | Sun | 0 | 0 | 2 |
| Sat | 4 | 67 | 91 | 74967 | 75171 | Sun | 0 | 0 | 2 |
| Sun | 5 | | | | | | | | |
| Mon | 6 | Stat | | | | | | | |
| Tues | 7 | 81 | 89 | 75172 | 75372 | Sun/Rain | 0 | 0 | 1 |
| Wed | 8 | 73 | 85 | 75372 | 75568 | Sun/Rain | 0 | 0 | 0 |
| Thurs | 9 | 82 | 91 | 62477 | 62688 | Sun/Cloud | 0 | 1 | 2 |
| Fri | 10 | 133 | 66 | 62688 | 62903 | Cloud | 0 | 0 | 2 |
| Sat | 11 | 62 | 65 | 62903 | 63115 | Sun/Cloud | 0 | 1 | 0 |
| Sun | 12 | | | | | | | | |
| Mon | 13 | 105 | 66 | 63116 | 63330 | Sun/Rain | 0 | 0 | 2 |
| Tues | 14 | 101 | 69 | 63330 | 63546 | Sun | 0 | 0 | 1 |
| Wed | 15 | 85 | 73 | 63546 | 63757 | Cloud | 0 | 1 | 2 |
| Thurs | 16 | 62 | 69 | 63757 | 639967 | Rain/Cloud | 1 | 0 | 0 |
| Fri | 17 | 78 | 82 | 63967 | 64183 | Rain | 0 | 0 | 1 |
| Sat | 18 | 58 | 68 | 64183 | 64397 | Rain | 0 | 1 | 2 |
| Sun | 19 | | | | | | | | |
| Mon | 20 | 103 | 80 | 64397 | 64611 | Sun/Rain | 0 | 0 | 4 |
| Tues | 21 | 83 | 82 | 64611 | 64822 | Sun/Rain | 0 | 1 | 2 |
| Wed | 22 | 81 | 85 | 64822 | 65035 | Sun/Cloud | 0 | 1 | 0 |
| Thurs | 23 | 105 | 67 | 65035 | 65248 | Rain/Cloud | 0 | 1 | 2 |
| Fri | 24 | 75 | 76 | 65248 | 65462 | Rain | 0 | 0 | 2 |
| Sat | 25 | 62 | 74 | 65462 | 65677 | Sun/Cloud | 1 | 0 | 2 |
| Sun | 26 | | | | | | | | |
| Mon | 27 | 96 | 76 | 65677 | 65888 | Sun/Rain | 1 | 0 | 2 |
| Tues | 28 | 72 | 76 | 65888 | 66102 | Sun/Rain/Cloud | 0 | 0 | 2 |
| Wed | 29 | 84 | 73 | 66102 | 66514 | Sun | 0 | 0 | 5 |
| Thurs | 30 | 86 | 68 | 66314 | 66527 | Sun | 0 | 0 | 2 |
| TOTAL | | 2099 | 1939 | | | | 4 | 9 | 45 |

DONATIONS FOR SEPTEMBER 2010 \$

DONATIONS YEAR-TO-DATE \$5,351.68

AVERAGE DAILY RIDER COUNT FOR SEPTEMBER 2010 - 78

RECEIVED
OCT 12 2010

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

September 2010

| Disposition of Impounded Dogs | Current Month | 2010 Totals | |
|---|----------------------|--------------------|----------|
| Stray dogs impounded | 0 | 13 | |
| Stray dogs claimed | 0 | 13 | |
| Stray dogs put up for adoption | 0 | 0 | |
| Stray dogs euthanized | 0 | 0 | |
| Stray livestock / cats | 0 | 0 | |
| Other | 0 | 1 | |
| Calls Received and Investigated | 7 | 67 | |
| Aggressive dogs | 3 | 11 | |
| Dogs at large | 1 | 29 | |
| Noise (barking) complaints | 2 | 17 | |
| Other non specific dog related calls | 1 | 9 | |
| Wildlife / livestock / cats | 0 | 1 | |
| After hour call outs | 0 | 8 | |
| Monthly Pound and Board Fees Collected | \$00.00 | \$1120.00 | |
| Impound fees | \$00.00 | \$1100.00 | |
| Daily board fees | \$00.00 | \$570.00 | |
| Tickets issued | 0 | 0 | |
| Unlicenced dog | \$0 | \$0 | |
| Dog at large | \$0 | \$0 | |
| Dangerous dog at large | \$0 | \$0 | |
| Habitually noisy | \$0 | \$0 | |
| | | | |
| Licencing Statistics | Tags | 0 | 14 |
| | Revenue | \$00.00 | \$430.00 |

Judi Burnett

CAS Summary of Service Calls, Ladysmith

7 calls in total

01-Sep-10 to 30-Sep-10

| Issue | Call # | Received | Type | Completed |
|-------------------|--------|-----------|------|-----------|
| Aggressive | | 3 | | |
| | 803 | 22-Sep-10 | Dog | |
| | 800 | 09-Sep-10 | Dog | 14-Sep-10 |
| | 801 | 03-Sep-10 | Dog | 13-Sep-10 |
| At large | | 1 | | |
| | 804 | 30-Sep-10 | Dog | |
| Noisy | | 2 | | |
| | 805 | 30-Sep-10 | Dog | |
| | 799 | 03-Sep-10 | Dog | 28-Sep-10 |
| Other | | 1 | | |
| | 802 | 13-Sep-10 | Dog | 06-Oct-10 |

September 18, 2010

To Mayor and Council of Ladysmith

OCT - 8 2010

Thursday, September 16, 2010, I spoke with the town's Bylaw Enforcement Officer Tom Skarvig, concerning height restrictions for private properties for the town of Ladysmith. Explaining our (my husband and neighbor) problem Bylaw Officer Skarvig explained that height restrictions exist for the private residence, for the front and back yard fencing, but no restrictions apply for "living fences". My concern is the towns definition of "fence". In the Concise Oxford Dictionary, sixth edition, the first word in describing a fence is the word "hedge". Similarly hedge is described as "fencing off".

Not being familiar with the workings of council or how a member of the community petitions for a proposed bylaw to be put forth I would like to appeal to you for your consideration as follows: to bear in mind that the height in urban and or suburban areas any type of fence, living or otherwise, that impede or obstruct adjoining properties to the detriment of said properties not be allowed over a certain height.

To better illustrate I submit the following pictures.



1. Topping hedge Wednesday, September 15, 2010

2. Centre branches being cut



3. Branches from hedge originally covered tree seen on far left of picture

4. Standing on bottom deck of house looking toward neighbors hedge after the trim



5. Standing in front of hedge looking up at house

6. View from dining room (window on left in picture 5)

Bylaw Enforcement Officer Skarvig informed my husband last year when he inquired about cutting back the branches on the hedge that were at least fifteen feet into our yard that if we did anything that compromised the hedge that we would be liable. This is when my husband started the process to get the hedge owner to agree to the pruning.

It took over a year for the owner of the hedge to agree to have it pruned and split the cost three ways between the properties involved. When the work was being done on Wednesday, September 15, 2010, by Davey Tree, the owner of the hedge did not keep his original verbal agreement regarding height cutback and only a few feet were cut from top.

I do realize people like their privacy and have no dispute with that except when that privacy interferes unnecessarily with another's enjoyment of his property. When the cooperation of the hedge owner was withdrawn, as work was in progress, ourselves and our neighbour had little recourse. This then is the reason for my letter and an appeal to you and council as I believe that there should be an avenue where fairness is the agreed outcome.

Officer Skarvig informed me that often council looks at comparable communities already established bylaws and adopts suitable ones as their own but he knows of none dealing with hedge heights. Perhaps Ladysmith, particularly with it's terrain, can be in the forefront and craft a bylaw to be a model for others.

We will be away from October 14 – 30th, but after that I invite you and council to ~~4~~63 Battie Drive to see for yourselves and understand my concern.

Thank you

Donna Blyth
463 Battie Drive