



# Town of Ladysmith

## GOVERNMENT SERVICES COMMITTEE

Minutes of a meeting of the Government Services Committee held in Council Chambers at City Hall on Monday, February 18, 2008 at 4:15 p.m.

### COUNCIL MEMBERS PRESENT:

Duck Paterson  
Doug Fraser  
Rob Johnson

Jan Christenson  
Donald Fyfe-Wilson  
Mayor Rob Hutchins

### COUNCIL MEMBERS ABSENT:

Scott Bastian

### STAFF PRESENT:

Ruth Malli  
Felicity Adams  
Joe Friesenhan

Rebecca Kalina  
Patrick Durban  
Pat Leitch

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The Chair, Councillor Duck Paterson, called the meeting to order at 4:08 p.m.

### AGENDA APPROVAL

Delete Item 6(2)  
Change in Order of Items - 8(2) to follow 6(5)

2008-013: It was moved, seconded and carried that the agenda for the Government Services Committee meeting of Monday, February 18, 2008 be approved as amended.

### MINUTES

2008-014: It was moved, seconded and carried that the minutes of the Government Services Committee meeting of Monday, January 21, 2008 be approved as circulated.

### REPORTS

#### CITY MANAGER REPORT

R. Malli, City Manager provided an update on projects included in her work plan:

- LGMA Intern applicant interviews will be held over the next two weeks.
- The position of Manager of Corporate Services has been posted and many qualified candidates have been inquiring about the position. Closing date for applications is March 3, 2008.
- City Hall internal renovations are being implemented to accommodate employees workspace needs.
- The Town of Ladysmith Energy Plan has been drafted and is now being reviewed by the funding agency. An RFP will be issued this week.
- Work on the Environmental Commission has commenced.
- All components of the Overseas Managers' Exchange program have been completed.
- Leadership BC Ladysmith has two projects that have been approved; Habitat for Humanity Home and A Story and Photo Challenge project.
- Data is being collected for upcoming union collective agreement negotiations.
- Action plans are being worked on with senior managers and a written report will be presented in April.
- A corporate training day will take place on Friday, February 22, 2008.
- Annual report planning and preparation is underway.
- The School District 68 field agreement has been renewed.

#### DIRECTORS REPORTS

P. Leitch, P. Durban, J. Friesenhan and F. Adams provided updates on their departments of Financial Services, Parks, Recreation and Culture, Public Works and Development Services respectively.

2008-015: It was moved, seconded and carried that it be recommended to Council that the current policy for the fire siren remain in use with a suggestion being forwarded to the Fire Chief for consideration of operation of the fire siren from 8:00 a.m. to 8:00 p.m.

#### DECEMBER 2007 INTERIM FINANCIAL REPORT

P. Leitch, Director of Financial Services presented to Council the preliminary consolidated Statement of Revenue and Expense for the year ending December 31, 2007.

2008-016: It was moved, seconded and carried that it be recommended to Council that staff be authorized to write off the balance owing of \$3,446.38 for the Ladysmith Golf Club from 2006, with the expense to be paid from the general taxation surplus fund.

2008-017: It was moved, seconded and carried that it be recommended to Council that staff be requested to enter into discussions with the Ladysmith Golf Club for a new agreement, prior to April 30, 2008.

2008-018: It was moved, seconded and carried that it be recommended to Council that the Town of Ladysmith Fees and Charges Bylaw 2003, No. 1495 be amended to include development application fees as follows:

- OCP/Zoning Amendment \$1,500 + Advertising Costs
- Development Permit - Multiple Family, Commercial, Industrial \$750
- Development Permit - Downtown Specified Area Signage / Facade Improvement \$100
- Development Permit (DPA 6 & 7) - Environmentally Sensitive Areas and Hazard Lands \$100
- Development Permit - Amendment \$100
- Development Variance Permit \$750
- Board of Variance \$750
- Temporary Use Permit \$1,000 + Advertising Costs
- Strata Conversion \$200 per unit to a maximum of \$2,500

2008-019: It was moved, seconded and carried that Mr. Jon Steininger, President, Edgewood Estates Strata Council be permitted to address the Committee regarding the Strata Council's request for waste collection services by the Town contractor.

2008-020: It was moved, seconded and carried that it be recommended to Council that Edgewood Estates (Strata VIS 2822) at 941 Malone Road be included in the Town's collection service for garbage, recycling and organic waste collection services, with the cost to be born by each property owner in the Strata.

2008-021: It was moved, seconded and carried that it be recommended to Council that a budget of \$50,000 be established to replace the roof, interior modifications and required maintenance / repair to the former Health Unit area at 224 High Street;

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

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

2008-022: It was moved, seconded and carried that the Committee receive the report on the Frank Jameson Community Centre - Fitness Centre.

2008-023: It was moved, seconded and carried that it be recommended to Council that the expenditure of \$21,500 be authorized for the installation of the lift station and forcemain from 350 Dogwood Drive to the gravity sewer at Stephenson Road with the funds to come from the sewer utility reserves.

2008-024: It was moved, seconded and carried that it be recommended to Council that staff be requested to pursue plans to construct a permanent bypass from the end of Thicke Road to the Lights at South Watts Road;

AND THAT if a bypass is not feasible, then the contractor for the Chemainus Road upgrade will be required to employ an adequate number of flag persons to allow for one way traffic through the construction site.

2008-025: It was moved, seconded and carried that the Committee receive the staff report on Chemainus Road Construction for information purposes.

2008-026: It was moved, seconded and carried that it be recommended to Council that the recommendations from the Koers & Associates Interim Report on Holland Lake to Stocking Lake Diversion Water Supply Improvement Strategy (January 2008) be included in the 2008 budget process.

2008-027: It was moved, seconded and carried that it be recommended to Council that a contract extension for 2008, for the supply of gravel , be given to Island Aggregate Ltd. for the same unit rates as in their 2007 tender.

2008-028: It was moved, seconded and carried that the Process Confirmation Report from Dayton & Knight be accepted for information purposes;

AND THAT it be recommended to Council that the Chief Utility Operator, the Director of Public Works and a Council member be authorized to visit the closest and longest operating Moving Bed Biofilm Reactor and Membrane Bioreactor plants.

2008-029: It was moved, seconded and carried that it be recommended to Council that authorization be given for the additional expenditure for the Craig Road and Davis Road sidewalk project of \$26,257 in 2007 and amend the 2007 Financial Plan to include this expenditure, to be funded from allocated surplus;

AND THAT authorization be given for the additional expenditure of \$44,676 for the Craig Road and Davis Road sidewalk project and that this expenditure be included in the 2008 Financial Plan.

Councillor J. Christenson vacated Council Chambers at 5:37 p.m. citing potential conflict of interest regarding the next agenda item.

2008-030: It was moved, seconded and carried that it be recommended to Council that authorization be given for the additional expenditure of \$10,000 for the relocation of the watermain at 860 Esplanade;

AND THAT the 2008 - 2012 Financial Plan include the expenditure of \$25,000 to be funded from the Water Capital Reserve.

Councillor J. Christenson returned to Council Chambers at 5:38 p.m.

2008-031: It was moved, seconded and carried that the staff report on Vandalism - 2007 be received.

Mayor Hutchins reported that he will be holding talks with Ladysmith Secondary Students regarding vandalism in the community and requested pictures of the damage and associated costs of the vandalism over the last year.

Council members and staff were asked to report, to the Director of Public Works, areas in Town that require lighting and that lack of lighting will be addressed. If needed, the Director of Public Works will report any concerns to Council.

Council requested that a report regarding vandalism to storm sewer grates be presented at the March 3, 2008 Council meeting.

2008-032: It was moved, seconded and carried that it be recommended to Council that the Sewer & Drain Blockage Policy (Private Property) be adopted subject to review and approval of the Municipal Insurance Association.

2008-033: It was moved, seconded and carried that it be recommended to Council that staff be requested to carry forward the unexpended amount of \$392,520 for the South East Water Reservoir in the 2007 Financial Plan to the 2008 Financial Plan to complete the recommendations for the South End Reservoir and Water Distribution Pre-Design work.

2008-034: It was moved, seconded and carried that it be recommended to Council that the annual Five Year Financial Plan review schedule be confirmed as follows:

- October 2007 - January 2008 Council-staff strategic discussions
- December 2007 - February 2008 Department review of 5 year financial plan, with amendments to the finance Department due by February 28
- March 1 - 21, 2008 Finance Department completes prior year-end and prepares budget packages for Council consideration
- March 25, 2008 Budget meeting 4-6 p.m.
- March 31, 2008 Budget meeting 4-6 p.m.
- April 7, 14, 21, 2008 Budget meetings as required including formal public budget meeting (Mondays 4 - 6 p.m.)
- May 1, 2008 Completion of all discussion on budget, including finalization of tax rates and tax policy
- May 1 - 4, 2008 Finance Department completes drafting of bylaws
- May 5, 2008 Bylaw read a 1st, 2nd and 3rd time
- May 12, 2008 Bylaws adopted

2008-035: It was moved, seconded and carried that it be recommended to Council that the Ladysmith Citizens on Patrol (LCOP) be recommended as a regular recipient for a Grant-In-Aid, for their service to the community.

#### MAYOR HUTCHINS REGIONAL PARKS AND TRAILS PARKLAND ACQUISITION FUND INITIATIVE

Mayor Hutchins requested feedback and input from Committee members regarding the levy being considered for the purpose of acquiring lands for regional parks under the existing Regional Parks Extended Service Establishment Bylaw No. 1930. Discussion ensued.

#### **CORRESPONDENCE**

2008-036: It was moved, seconded and carried that it be recommended to Council that support in principle be given to name a street in Ladysmith "Veterans Way" with the letter from the Royal Canadian Legion Branch #171 to be forwarded to the Heritage Revitalization Advisory Commission for review and recommendation on the street naming to Council.

The meeting recessed at 6:15 p.m. for a dinner break.

The meeting resumed at 6:28 p.m.

#### MOBILE HOME PARK REDEVELOPMENT TENANT ASSISTANCE POLICY - CITY OF COQUITLAM

Committee members discussed the policy from the City of Coquitlam.

2008-037: It was moved, seconded and carried that the CVRD policy on Mobile Home Park Redevelopment Tenant Assistance Policy be presented to the committee at their March 17, 2008 meeting for review.

2008-038: It was moved, seconded and carried that the correspondence from Mayor D. Miller of Toronto regarding Earth Hour be received and filed.

#### **EXECUTIVE SESSION**

2008-039: It was moved, seconded and carried that this meeting retire into Executive

Session pursuant to Section 90(1) of the Community Charter. (6:34 p.m.)

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

Item 2: Community Charter Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

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

Item 4: Community Charter Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

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

**ARISE AND REPORT**

2008-040: It was moved, seconded and carried that the Executive Session of Monday, February 18, 2008 arise without report (8:43 p.m.)

**ADJOURNMENT**

2008-041: It was moved, seconded and carried that this meeting adjourn. (8:43 p.m.)

**CERTIFIED CORRECT:**

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Chair (Councillor D. Paterson)

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Acting Manager of Corporate Services (R. Malli)