



Town of Ladysmith

GOVERNMENT SERVICES COMMITTEE

Minutes of a meeting of the Government Services Committee held in Council Chambers at City Hall on Monday, March 17, 2008 at 5:30 p.m.

COUNCIL MEMBERS PRESENT:

Duck Paterson
Jan Christenson
Mayor Rob Hutchins

Scott Bastian
Donald Fyfe-Wilson
Rob Johnson

COUNCIL MEMBERS ABSENT:

Doug Fraser

STAFF PRESENT:

Ruth Malli
Patrick Durban
Joe Friesenhan
Caroline Spira

Rebecca Kalina
Felicity Adams
Pat Leitch

The Chair, Councillor Duck Paterson, called the meeting to order at 5:36 p.m.

EXECUTIVE SESSION

2008-042: It was moved, seconded and carried that this meeting retire into Executive Session pursuant to Section 90(1) of the Community Charter. (5:36 p.m.)

Item 1: Community Charter Section 90(1)(g) litigation or potential litigation affecting the municipality;

Item 2: 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 3: (Late Item) 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;

AGENDA APPROVAL

Additional Item:
12(1) Notice of Motion

Change in order of items:
9(1) to follow 7
9(6) to follow 13

2008-043: It was moved, seconded and carried that the agenda for the Government Services Committee meeting of Monday, March 17, 2008 be approved as amended.

MINUTES

2008-044: It was moved, seconded and carried that the minutes of the Government Services Committee meeting of Monday, February 18, 2008 be approved as circulated.

REPORTS

CITY MANAGER'S REPORT

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

- Interviewing for the position of Manager of Corporate Services is complete.
- Renovations at City Hall have commenced.
- Licence of Occupation for Lot 651 is underway.
- Five Proposals have been received for the Community Energy Plan and selection is underway.
- LGMA Intern will begin on May 1, 2008.
- Special Projects Coordinator will begin on March 31, 2008.
- CUPE Negotiations begin on March 31, 2008.

- Leadership BC - Habitat for Humanity Group held a successful Public meeting. Land transfer and subdivision process underway.
- Annual Report preparation has begun. A new software program will assist with in house production of the report. Parks, Recreation and Culture staff will be involved in production of the report.
- Advertising has been completed calling for members of the new Environmental Commission.
- Staff will request that the Community to Community funding from 2007 be rolled over to 2008.
- The first meeting regarding the 2008-2012 Budget will be on March 25, 2008.

RCMP REPORT

RCMP Staff Sergeant Sid Gray reported to the Committee on the 2007 crime statistics in comparison to previous years.

DIRECTOR OF PUBLIC WORKS

J. Friesenhan, Director of Public Works provided an update on projects included in his work plan:

- Capital projects are progressing due to the recent good weather.
- Davis Road sidewalk is close to completion.
- All roads are being cleaned.
- The walkway at Expo Legacy Building has been completed.
- Upgrades to Transfer Beach washrooms are progressing.
- Waterline on French Street nearing completion.
- Lift station has been installed on Dogwood Drive.
- Flyers have been distributed to all homes that will be affected by Arbutus Reservoir pressure zone change.
- An environmental report has been done for the Arbutus Reservoir which completes the funding requirements.
- Finalizing 2008-2012 Budget for Public Works department.
- Work on 4th Avenue is a TELUS project.

2008-045: It was moved, seconded and carried that it be recommended to Council that a second written notice be distributed to all homes affected by the Arbutus Reservoir pressure zone change;

AND THAT the deadline for the increase of the pressure be delayed to April 15, 2008.

DIRECTOR OF PARKS, RECREATION AND CULTURE

P. Durban, Director of Parks, Recreation and Culture provided an update on projects included in his work plan:

- Finalizing 2008-2012 Budget for Parks, Recreation and Culture department.
- Completed application for Local Motion Grant.
- Upgrades to Transfer Beach washrooms are progressing.
- Development Issues are being worked on.
- Repair of roof at the Health Unit/Seniors Centre on High Street is in the planning stages. Installation of a "green" roof is being considered.
- work is being done on obtaining a lease for the Railway Station.
- New Youth Centre is doing very well with increasing numbers of youth participating.

DIRECTOR OF FINANCIAL SERVICES

P. Leitch, Director of Financial Services provided an update on projects included in her work plan:

- T4 and T4A's have been distributed.
- 2007 year end tasks have been started.
- Financial statements have been started and the auditors will be coming on March 26, 2008.
- Finance Department has been short staffed.
- 2008-2012 Financial Planning is being done with each of the Directors and Managers.
- First budget meeting will take place on March 25, 2008.

MANAGER OF DEVELOPMENT SERVICES

F. Adams, Manager of Development Services provided an update on projects included in her work plan:

- Development applications are being received and processed.
- Finalizing 2008-2012 budget for Development Services department.
- The setting of work priorities for the second quarter of 2008 are being done.
- The Heritage Revitalization Strategic Plan has been completed.

2008-046: It was moved, seconded and carried that it be recommended to Council that the development permit application for 303 Chemainus Road be referred to the Advisory Planning Commission for review and comment.

2008-047: It was moved, seconded and carried that it be recommended to Council that staff be requested to make recommendations to Council on how to enhance the public notice for the development permit process.

2008-048: It was moved, seconded and carried that the Economic Development 5-Year Strategic Plan be received for information purposes.

C. Spira, Economic Development Officer, vacated Council Chambers at 7:34 p.m.

2008-049: It was moved, seconded and carried that the Government Services Committee recommend to Council that the late penalty fees for October to December 2007 utility bills paid between March 6th and March 31st, 2008 be waived.

2008-050: It was moved, seconded and carried that it be recommended to Council that a second banner station not be installed on Roberts Street at this time.

2008-051: It was moved, seconded and carried that it be recommended to Council that staff provide recommendations from the report by Castor Consultants Ltd. regarding Holland Creek Watershed Water Quality Report, and associated costs to implement the recommendations for budget allocation.

F. Adams, Manager of Development Services, J. Friesenhan, Director of Public Works and Pat D., Director of Parks, Recreation and Culture vacated Council Chambers at 7:48 p.m.

CORRESPONDENCE

2008-052: It was moved, seconded and carried that the letter from BC Hydro dated March 12, 2008 regarding SLIM (Street Light Information Management) be received and filed.

2008-053: It was moved, seconded and carried that it be recommended to Council that Chris Fritsch be sent copies of correspondence between the Town and the Ministry of Transportation regarding the speed limit on the Trans Canada Highway within the Town limits.

2008-054: It was moved, seconded and carried that it be recommended to Council that the letter from D. Bianchini regarding South Battie Drive be referred to staff for review regarding change of name from Battie Drive to North Battie Drive and South Battie Drive.

2008-055: It was moved, seconded and carried that the letter from the International Awards for Liveable Communities be received and filed.

NEW BUSINESS

MEMBER SUBMISSION

AVICC CONVENTION - RESOLUTIONS

Committee members reviewed several motions that will be presented at the AVICC Convention and reviewed how the delegates should vote on behalf of Ladysmith Council. (R12 - No, R-13 Yes, R14 - No, R21- Yes, R32 - Yes, R34 wait to hear discussion, R35 - Yes, R36 - Yes and R37 - Yes.)

NOTICE OF MOTION

Mayor Hutchins presented the following Motion for consideration.

Whereas the subdivision and development of appropriately zoned land does not require a public consultation process;

AND WHEREAS the development of a new subdivision may impact a neighbourhood by extinguishing historical land use;

AND WHEREAS neighbourhoods may be disrupted by land clearing, road building, and other development activities;

THEREFORE the Council of the Town of Ladysmith establishes by policy or bylaw a requirement that the proponents of subdivisions greater than three lots are required to hold public information meeting(s) prior to granting a PLA, and provide the public:

- a) an outline of scope and form of development
- b) timelines for construction activities
- c) a liaison (contact number and individual) to field questions and concerns, and distribute information as required.

AND THAT a written record of all meetings, questions and concerns are maintained by the proponent and a copy provided to the Town.

The Motion will be referred to staff for review and recommendation.

UNFINISHED BUSINESS

Ladysmith Fire and Rescue 2008-2009 elected officers are:

Deputy Chief - Dave Pridham
Training Officer - Al Delcourt
Captain - Carl Dashwood
Lieutenant - Wayne Johnston
Lieutenant - Doug Judson
Lieutenant - Jody Griffiths

The Mayor presented to the committee that the Town will participate in Earth Hour. On March 29, 2008 at 8:00 p.m. millions of people and organizations will turn off their unnecessary lights for one hour to help save electricity and the environment.

GRANT-IN-AID APPLICATIONS

Discussions ensued regarding the allocation of Grant-In-Aid funding.

Councillor D. Fyfe-Wilson vacated Council Chambers at 8:27 p.m. due to potential conflict of interest regarding Arts on the Avenue. He returned to Council Chambers at 8:28 p.m.

Councillor R. Johnson vacated Council Chambers at 8:27 p.m. due to potential conflict of interest regarding Maritime Society. Councillor Johnson returned to Council Chambers at 8:29 p.m.

2008-056: It was moved seconded and carried that it be recommended to Council the following organizations receive a Grant-In-Aid for 2008 in the following amounts:

Arts on the Avenue \$1,000
L/S Festival of Lights \$12,000
L/S Fire Rescue \$1,000
L/S Maritime Society (Floating Museum) \$500
L/S Maritime Society (Maritime Festival) \$1,500
L/S & District Marine Rescue Society \$1,500
Arts Council of L/S & District \$1,000
Cowichan Family Caregivers \$500
L/S Citizens on Patrol up to \$4,500
L/S Sportsmen's Club \$500

Royal Canadian Legion \$250
Crisis Society of Central V.I. \$500
L/S Ambassador Committee \$1,000
L/S Intermediate (PAC) \$1000
Air Cadets \$2,000
LSS - Frank Jameson Bursary \$1,500
L/S Resources Centre General Operations \$13,800
L/S Resources Centre - Youth at Risk Program \$11,500
Victim Services \$11,000
Contingency Fund 5% of total amount up to \$3,327.50

ARISE AND REPORT

2008-057: It was moved, seconded and carried that the Executive Session of Monday, March 17, 2008 arise without report (9:31 p.m.)

ADJOURNMENT

2008-058: It was moved, seconded and carried that this meeting adjourn. (9:31 p.m.)

CERTIFIED CORRECT:

Chair (Councillor D. Paterson)

Acting Manager of Corporate Services (R. Malli)