



TOWN OF LADYSMITH

A regular meeting of the
Council of the Town of Ladysmith
will be held in Council Chambers at City Hall on

**MONDAY, JUNE 15, 2009
at 7:00 P.M.**

AGENDA

CALL TO ORDER

Page

1. AGENDA APPROVAL

2. EXECUTIVE SESSION (6:00 p.m.)

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

- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

3. RISE AND REPORT

4. MINUTES

- **May 19, 2009**
- **May 25, 2009**
- **June 1, 2009**
- **June 8, 2009**

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5. STAFF REPORTS

- 5.1 Director of Corporate Services
Re: Trolley Committee Recommendation – Rotary Donation
- 5.2 Director of Public Works
Re: Environmental Study Planning Grant Application
- 5.3 City Manager
Re: Community Adjustment Fund (CAF) Application – High Street Property

**12 - 13
14 - 18
19 - 38**

6. CORRESPONDENCE

- 6.1 J. Fox, President, Lady Smith's Little Theatre
Re: Request for Sponsorship
- 6.2 K. O'Neill, President Ladysmith Kinsmen Club
Re: Request to Waive Building Permit Fees

**39 - 40
41**

7. QUESTION PERIOD

ADJOURNMENT



Town of Ladysmith

Minutes of the Special Meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, May 19, 2009 at 7:00 p.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Steve Arnett
Duck Paterson

Jill Dashwood
Lori Evans

COUNCIL MEMBERS ABSENT:

Scott Bastian
Bruce Whittington

STAFF PRESENT:

Ruth Malli
Joanna Winter

Sandy Bowden
Mark Hermanson

Mayor Hutchins called the meeting to order at 4:34 p.m.

EXECUTIVE SESSION

2009-305: It was moved, seconded and carried that this meeting retire into Executive Session (4:34 p.m.) pursuant to Section 90(1) of the Community Charter to consider the following items:

- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

The Regular Session of Council resumed at 7:15 p.m.

AGENDA APPROVAL

2009-306: It was moved, seconded and carried that the agenda for the Special Council meeting for Monday, May 19, 2009 be approved as circulated.

BYLAWS (OCP/ZONING)

2009-307: It was moved, seconded and carried that Town of Ladysmith Highway Closure and Dedication Removal Bylaw 2008, No. 1663 be adopted.

REPORTS

COVENANT - GPM DEVELOPMENTS LTD.

2009- 308: It was moved, seconded and carried that the covenant prepared by GPM Developments Ltd. for Lot 3, Block 1399, Oyster District, except part in Plan VIP80608 (Rezoning Application 3360-06-13) be approved and the Mayor and Corporate Officer be authorized to execute the document.

EXECUTIVE SESSION

The Executive Session of Council resumed at 7:25 p.m.

ARISE AND REPORT

2009-309: It was moved, seconded and carried that the Executive Session of Council rise without report at 8:45 p.m.

ADJOURNMENT

2009-310: It was moved, seconded and carried that the meeting be adjourned at 8:45 p.m.

CERTIFIED CORRECT:



Town of Ladysmith

Minutes of the Special Meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, May 25, 2009 at 4:00 p.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Lori Evans

Jill Dashwood
Duck Paterson

COUNCIL MEMBERS ABSENT:

Scott Bastian
Steve Arnett
Bruce Whittington

STAFF PRESENT:

Ruth Malli
Rebecca Kalina

Joanna Winter

Mayor Hutchins called the meeting to order at 4:05 p.m.

AGENDA APPROVAL

2009-311: It was moved, seconded and carried that the agenda for the Special Council meeting for Monday, May 25, 2009 be approved as circulated.

REPORTS

2009 GRANTS IN AID APPLICATIONS

Council reviewed the 2009 Grant in Aid applications and requested that staff provide further information concerning some of the applications before a final decision is made on the distribution of funds.

R. Malli, City Manager, vacated Council Chambers at 4:57 p.m.

ADJOURNMENT

2009-312: It was moved, seconded and carried that the meeting be adjourned at 5:32 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Director of Corporate Services (S. Bowden)



Town of Ladysmith

Minutes of a meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, June 1, 2009 at 7:00 p.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Lori Evans
Bruce Whittington

Steve Arnett
Duck Paterson
Scott Bastian

COUNCIL MEMBERS ABSENT:

Jill Dashwood

STAFF PRESENT:

Ruth Malli
Felicity Adams

Sandy Bowden
Rebecca Kalina

Mayor Hutchins called the meeting to order at 6:05 p.m.

EXECUTIVE SESSION

2009-313: It was moved, seconded and carried that this meeting retire into Executive Session (6:05 p.m.) pursuant to Section 90(1) of the Community Charter to consider the following items:

- 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;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

The Regular Session of Council was called to order at 7:00 p.m.

AGENDA APPROVAL

The Mayor requested Council's consideration of the following addition to the agenda:

7.2 - Delegation - Ladysmith RCMP Staff Sergeant Roger Plamondon

2009-314: It was moved, seconded and carried that the agenda for the Regular Council meeting for Monday, June 1, 2009 be approved as amended.

MINUTES

2009-315: It was moved, seconded and carried that the Council minutes of May 4 and 11, 2009 be approved as circulated.

DELEGATIONS

MLA ELECT DOUG ROUTLEY

MLA Elect Mr. Doug Routley was in attendance to discuss a cooperative working relationship with the Town of Ladysmith. He would like to have Council's feedback on provincial policies and infrastructure development. Ruth Malli, City Manager, outlined the following current Public Works infrastructure projects: expansion of secondary sewer plant; pipeline proposal - Holland Lake to Stocking Lake; applications for Lot 108; and an application for Brownfield site opportunities. Mayor Hutchins thanked Mr. Routley for meeting with Council.

RCMP STAFF SERGEANT ROGER PLAMONDON

Staff Sergeant Plamondon introduced himself as the new Sergeant of the Ladysmith detachment. He stated that he will be providing a written statistical report to the Mayor in the near future. He will attend weekly Manager's meetings and the Protective Services Committee meetings. Mayor Hutchins thanked Staff Sergeant Plamondon for meeting with Council.

PUBLIC HEARINGS

PUBLIC HEARING
Bylaw 1656 and Bylaw 1657
APPLICANT AGENT: Joan Phillips

PUBLIC ATTENDANCE: 22

A public hearing for Bylaw 1656, Bylaw 1657, Bylaw 1685, Bylaw 1686 and Bylaw 1691 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, June 1, 2009 at 7:01 p.m.

Mayor Hutchins welcomed the public and noted that each public hearing is comprised of two parts: Part 1 is to entertain questions clarifying the project or bylaw and Part 2 affords attendees with an opportunity to provide comments to Council on the proposed project or bylaw.

F. Adams, Manager of Development Services, provided an overview of the application for Lot A, District Lot 43, Oyster District, Plan VIP69091 (379 Davis Road).

The purpose of the application is to designate the subject property as 'General Commercial' in the Official Community Plan and include it within the Commercial Development Permit Area (DPA 3) and to rezone the subject property to General Commercial Zone (C-2) in order to permit limited commercial uses on the property. If the bylaw is adopted the C-2 Zone would include a clause to limit uses on the subject property, including no drive-in restaurant. The amendments to Bylaw 1657 were directed by Council following input received at the public hearing held on September 2, 2008. A traffic review was undertaken.

The public hearing notice was printed in the Chronicle newspaper on May 19 and 26, 2009 and posted on community notice boards throughout Town and the Town's website. Notices were also mailed and delivered to neighbouring property owners and a copy was made available at the front counter at City Hall for the two week notice period. There were no written submission, telephone or in-person enquiries received at City Hall in connection with this Public Hearing.

Mayor Hutchins called for questions a first time.
Mayor Hutchins called for questions a second time.
Mayor Hutchins called for questions a third time.

No questions were asked.

Mayor Hutchins called for comments a first time.
Mayor Hutchins called for comments a second time.
Mayor Hutchins called for comments a third time.

No comments were made.

Mayor Hutchins called for any written submissions. No letters were forthcoming.

Hearing no further comments, Mayor Hutchins declared that the Public Hearing for Bylaw 1656 and Bylaw 1657 closed.

Bylaw 1685 and Bylaw 1686
APPLICANT AGENT: Guy Bezeau

PUBLIC ATTENDANCE: 24

F. Adams, Manager of Development Services, provided an overview of the application for Lot 1, District Lot 108, Oyster District, Plan 47290 (1323 Fourth Avenue).

The purpose of the application is to designate the subject property as Urban Reserve and Single Family Residential in the Official Community Plan and to include the land within the Town's urban containment boundary and to rezone the subject property to three different zones: Agriculture (A-2), Suburban Residential (R-1) and Mobile Home Park (MP-1). Bylaw 1686 would also create a new Agriculture (A-2) zone and amend the definition of

agriculture in the Zoning Bylaw.

The public hearing notice was printed in the Chronicle newspaper May 19 and 26, 2009 and posted on community notice boards throughout Town and the Town's website. Notices were also mailed and delivered to neighbouring property owners and a copy was made available at the front counter at City Hall for the two week notice period. There were no written submissions and one telephone enquiry received at City Hall in connection with this public hearing.

A neighbourhood information session was held by the applicant on May 21, 2009. The applicant reported that 18 people attended. There were no objections to the rezoning proposal. While many of the attendees were interested in the adjacent park and mobile home park development, attendees were advised that this was not the purpose of the neighbourhood meeting.

The bylaws were referred by Council to the Advisory Planning Commission which recommends to Council approval of Bylaws 1685 and 1686 and requests that Council consider the agricultural potential and agriculture related opportunities of the portion of land proposed to be designated "Urban Reserve" – proposed lot 6 and lot 7.

Mayor Hutchins introduced the applicant, Guy Bezeau.

Mr. Bezeau reviewed a plan of the proposed subdivision.

Mayor Hutchins called for questions a first time.

D. Lait– It appears this is the first stage of a larger development planned for this area. What are the planned road developments for the area?

F. Adams, Manager of Development Services – Fourth Avenue is considered a 'collector' road and is built to that standard. The Developer would be required to upgrade Fourth Avenue to that standard.

D. Lait - How wide would the road be?

F. Adams, Manager of Development Services – It would be the same as Fourth Avenue is now.

Mayor Hutchins – Fourth Avenue was designated as a 'collector' road approximately 20 years ago.

Mayor Hutchins called for questions a second time.

G. Cloke – Will Fourth Avenue carry on into the development at the same width?

Mayor Hutchins – Fourth Avenue is designated as a 'collector' road and will carry on at the same width into the new development. Davis Road is an example of a 'collector' road.

Mayor Hutchins called for questions a third time.

No further comments were made.

Mayor Hutchins called for comments a first time.

D. Lait – I would like to caution Council that when considering developments such as this one and the larger development to come that it is important to review road widths so it will accommodate two travel lanes and parking for cars along the road. Also, I am concerned that access to our backyards may be taken away.

Mayor Hutchins called for comments a second time.

Mayor Hutchins called for comments a third time.

No further comments were made.

Mayor Hutchins called for any written submissions. No letters were forthcoming.

Hearing no further comments, Mayor Hutchins declared that the public hearing for Bylaw 1685 and Bylaw 1686 closed.

Bylaw 1691

PUBLIC ATTENDANCE: 22

F. Adams, Manager of Development Services, stated that the purpose of Bylaw 1691 is to amend the Zoning Bylaw to prohibit new drive-through restaurants and prohibit pawn shops. This is a Council-initiated bylaw amendment.

The public hearing notice was printed in the Chronicle newspaper on May 19 and 26, 2009 and posted on community notice boards throughout Town and the Town's website.

There were no written submissions, telephone or in-person enquiries received at City Hall in connection with this public hearing.

The bylaw was referred by Council to the Advisory Planning Commission which recommends to Council approval of Bylaw 1691; and that Council consider forbidding drive-through service in general in the future.

Mayor Hutchins called for questions a first time.
Mayor Hutchins called for questions a second time.
Mayor Hutchins called for questions a third time.

No questions were asked.

Mayor Hutchins called for comments a first time.
Mayor Hutchins called for comments a second time.
Mayor Hutchins called for comments a third time.

No comments were made.

Mayor Hutchins called for any written submissions. No letters were forthcoming.

Hearing no further comments, Mayor Hutchins declared that the Public Hearing for Bylaw 1691 closed.

BYLAWS (OCP/ZONING)

2009-316: It was moved, seconded and carried that Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 20), 2008, No. 1656 be read a third time.

2009-317: It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 68), 2008, No. 1657 be read a third time.

2009-318: It was moved, seconded and carried that Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 24), 2008, No. 1685 be read a third time and adopted.

2009-319: It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 73), 2008, No. 1686 be read a third time and adopted.

2009-320: It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 74), 2008, No. 1691 be read a third time and adopted.

**COUNCIL / COMMITTEE
REPORTS**

Councillor S. Bastian stated that he will be attending the Protective Services Committee meeting and the Youth Advisory Committee meeting this week.

Councillor S. Arnett reported that he attended the Economic Development Commission meeting on May 26, 2009 and business recruitment and retention were discussed.

Councillor D. Paterson noted that the 5 Star Cultural Connection Leadership group project on Saturday, May 30, 2009 was a great success in bringing the Chemainus First Nation Council and the Ladysmith Council together.

2009-321: It was moved, seconded and carried that a letter be sent to the Maritime Festival Committee congratulating them on a successful festival and thanking them for all their work.

2009-322: It was moved, seconded and carried that a letter be sent to Captain Eric James of the Oriole thanking the Captain and crew for attending the Maritime Festival.

2009-323: It was moved, seconded and carried that a letter of thanks be sent to the Ladysmith - Leadership BC - 5 Star Cultural Connections group for their project and bringing the Councils of the Chemainus First Nation and the Town of Ladysmith together.

2009-324: It was moved, seconded and carried that a thank you letter be sent to the Ladysmith - Leadership BC Green Team group for their project and contribution to the community.

GOVERNMENT SERVICES COMMITTEE RECOMMENDATIONS

2009-325: It was moved, seconded and carried that the cemetery services fees be amended as outlined in the staff report dated May 14, 2009 by the Director of Public Works, and that staff be directed to include the revised cemetery service fees in the Town of Ladysmith Fees and Charges Bylaw.

2009-326: It was moved, seconded and carried that the expenditure of \$7,900 be authorized for the construction of the burling pond decking with the funds to come from the Amphitheatre Project Reserve Fund, and that the Financial Plan be amended accordingly.

2009-327: It was moved, seconded and carried that a letter be written to Ms. Faith Maslen, advising that the area of concern in the vicinity of the round-about as outlined in her correspondence of April 16, 2009 is privately owned land and that there are other walking routes available around the round-about and therefore the Town is not prepared to install a sidewalk at this time.

2009-328: It was moved, seconded and carried that the request to forgive outstanding parking tickets issued in the names of Shelley Brownlow, Anthony Brownlow and Nathan Martin be denied subject to Staff confirming that the parking tickets are enforceable.

2009-329: It was moved, seconded and carried that an additional \$15,000 be authorized for the Toilet Rebate Program with the funds to come from the Water Reserve Fund, and that the Financial Plan be amended accordingly.

2009-330: It was moved, seconded and carried that the purchase of the zero turn lawnmower from Island Tractor for \$12,705.90 plus GST be approved, with the funds to come from the Equipment Pool Reserve Fund, and that the Financial Plan be amended accordingly.

2009-331: It was moved, seconded and carried that staff be directed to arrange a neighbourhood meeting in order to seek citizen input into the four proposed options for the Resolution Place Green Space, and that the meeting be held before the end of June.

2009-332: It was moved, seconded and carried that Council grant temporary permission

until the end of October, 2009 for construction on the 49th Parallel Grocery Store to take place 24 hours a day, seven days a week when necessary, and further that all work performed after 11:00 p.m. be interior work only except for occasional deliveries and that 49th Parallel representatives be requested to minimize deliveries after 11:00 p.m. in consideration of residents in the area.

2009-333: It was moved, seconded and carried that representatives of the 49th Parallel Grocery be requested to advise adjacent property owners located within 150 metres of the site in writing of the construction hours for the project and that the letter be reviewed by Staff prior to being distributed to the neighbourhood.

2009-334: It was moved, seconded and carried that a reflector be installed across from the entrance to 385 Davis Road, and that speed limit and dangerous corner warning signs be installed, and that the Royal Canadian Mounted Police be requested to monitor speed in the area.

2009-335: It was moved, seconded and carried that the minutes of the Government Services Committee meeting held on Tuesday, May 19, 2009 be approved as circulated.

Councillor L. Evans stated that she attended the Heritage Revitalization Advisory Commission meeting in May and reported that the committee would like the Heritage Tourism Workshop Final Report forwarded to the Tourism Advisory Committee.

2009-336: It was moved, seconded and carried that the Heritage Tourism Workshop Final Report be forwarded to the Tourism Advisory Committee for their consideration in future planning.

Councillor B. Whittington reported that he attended the Advisory Planning Commission in May.

REPORTS

MACHINE SHOP TENANT SIGNAGE

2009-337: It was moved, seconded and carried that Council endorses the following recommendations subject to ratification by the Heritage Revitalization Advisory Commission and Staff be directed to review the suitability of installing roof signage on the Machine Shop, and further that Staff provide comment on the appropriateness of removing the alders and other vegetation around the Machine Shop to enhance signage visibility:

- (a) Tenant signage shall be painted wood, with historic typeface, and with few basic heritage colours on an individual sign;
- (b) Tenants may each have up to two signs in relation to their business in the Machine Shop - one 'highway sign' on the west face of the building and one 'unit sign' near or above the entry to their unit; and
- (c) The maximum permitted size of highway sign is 7m² and the maximum permitted size of unit sign is 2m².

TROLLEY SERVICE TO THE TOWN OF LADYSMITH

2009-338: It was moved, seconded and carried that Staff be authorized to begin the operation of a trolley service commencing on August 1, 2009 in accordance with the proposal entitled "Option 1 - Purchase New Diesel Trolley" as outlined in the report dated May 21, 2009 by the Director of Corporate Services and that the trolley schedule run six days per week (Monday to Saturday) from 8:00 a.m. to 6:00 p.m. initially:

AND THAT the expenditure for the trolley service not exceed \$250,000 for 2009, and that the Town's budget and financial plan be amended accordingly;

AND THAT the trolley service be reviewed October 31, 2009 by the Trolley Committee and that the Committee submit recommendations to Council regarding any changes in the service as deemed appropriate;

AND THAT the Town's purchasing policy be waived.

TRANSFER BEACH CONCESSION

2009-339: It was moved, seconded and carried that Staff be authorized to enter into a three year lease, with an option to renew for a further two years, with John Himel and Stacey Anderson for the operation of the Transfer Beach Concession.

FJCC HEATING VENTILATION AND AIR CONDITIONING SYSTEM

2009-340: It was moved, seconded and carried that Staff be authorized to retain the services of Rocky Point Engineering Ltd. to coordinate the installation of the FJCC HVAC Retrofit Project, including the supply of the unit from Engineered Air, at a total estimated cost of \$250,000, plus consulting fees of up to \$37,500, to be funded from the UBCM Regionally Significant Project Fund;

AND THAT the Town's purchasing policy be waived in order that the work can be carried out during the FJCC shutdown in August 2009.

SALE OF TOWN-OWNED LOTS

2009-341: It was moved, seconded and carried that the request for proposals for marketing/realtor services for the sale of the Town-owned lots located on Strathcona Road be awarded to Royal LePage Ladysmith as per their submission.

APPLICATION FOR FUNDING THROUGH THE PROVINCE OF B.C. BROWNFIELD RENEWAL PROGRAM

2009-342: It was moved, seconded and carried that Staff be authorized to submit an application to the Brownfield Renewal Funding Program for the Ladysmith Waterfront Brownfield Study, for an amount up to \$80,000, and that the financial plan be amended accordingly.

INSURANCE CLAIM FOR DAMAGE TO VEHICLE

2009-343: It was moved, seconded and carried that Staff be directed to reimburse Mr. Neil Stuart for damage to his vehicle sustained on April 13, 2009 caused by a hole in the road surface on Symonds Street in the amount of \$698.60 on a without prejudice basis.

FIRE CHIEF'S REPORT

2009-344: It was moved, seconded and carried that the Fire Chief's Report for April, 2009 be received.

BUILDING INSPECTOR'S REPORT

2009-345: It was moved, seconded and carried that the Building Inspector's report for the month of April, 2009 be received.

CORRESPONDENCE

POUND REPORT - APRIL 2009

2009-346: It was moved, seconded and carried that the April 2009 Pound report from Coastal Animal Control Services of BC be received.

GREYHOUND CANADA

2009-347: It was moved, seconded and carried that Staff be directed to send a letter to Greyhound Canada Transportation Corporation advising Greyhound that the Town is implementing a public transit system to service Ladysmith and request that Greyhound consider maintaining the current level of service to the Town and not proceed with the

proposed reduction in service.

RELOCATION OF IVY GREEN RESIDENTS

2009-348: It was moved, seconded and carried that the letter from J. Sheridan dated April 29, 2009 regarding the relocation of Ivy Green residents be received.

257 ROYAL CANADIAN AIR CADETS

2009-349: It was moved, seconded and carried that representatives from 257 Royal Canadian Air Cadets Squadron be invited to attend a future Government Services Committee meeting to discuss their offer of services in case of an emergency and their emergency equipment.

2009 WEST NILE VIRUS RISK REDUCTION INITIATIVE - BASE FUNDING

2009-350: It was moved, seconded and carried that the grant for the 2009 West Nile Virus Risk Reduction Initiative in the amount of \$5,164.80 be received and that a letter of thanks for the grant be forwarded to the Ministry of Healthy Living and Sport;

AND THAT the Mayor and Corporate Officer be authorized to sign the agreement on behalf of the Town;

AND THAT the 5 year Financial Plan and budget be amended accordingly.

EXECUTIVE SESSION

The Executive Session of Council resumed at 8:38 p.m.

ARISE AND REPORT

2009-351: It was moved, seconded and carried that the Executive Session of Council rise without report. (9:22 p.m.)

ADJOURNMENT

2009-352: It was moved, seconded and carried that the meeting be adjourned at 9:22 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



Town of Ladysmith

Minutes of the Special Meeting of Council of the Town of Ladysmith held in Council Chambers at City Hall on Monday, June 8, 2009 at 5:00 p.m.

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Jill Dashwood
Duck Paterson

Scott Bastian
Lori Evans
Bruce Whittington

COUNCIL MEMBERS ABSENT:

Steve Arnett

STAFF PRESENT:

Joanna Winter

Mayor Hutchins called the meeting to order at 5:00 p.m.

EXECUTIVE SESSION

2009-353: It was moved, seconded and carried that this meeting retire into Executive Session (5:00 p.m.) pursuant to Section 90(1) of the Community Charter to consider the following item:
- 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

2009-354: It was moved, seconded and carried that the Executive Session of Council rise without report at 10:05 p.m.

AGENDA APPROVAL

2009-355: It was moved, seconded and carried that the agenda for the Special Council meeting for Monday, June 8, 2009 be approved as circulated.

ADJOURNMENT

2009-356: It was moved, seconded and carried that the meeting be adjourned at 10:05 p.m.

CERTIFIED CORRECT:

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



Town of Ladysmith

STAFF REPORT

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

Re: TROLLEY COMMITTEE RECOMMENDATION - ROTARY CLUB DONATION

RECOMMENDATION:

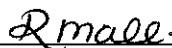
That it be recommended to Council that the donation from the Rotary Club in the amount of \$6,000 for the installation of a bus shelter at First Avenue opposite the 49th Parallel grocery store subject to the following conditions as outlined in their letter dated June 2, 2009 be accepted with thanks:

- Prominent display of Rotary logo on the shelter;
- Permanent advertising space available for exclusive use by the Rotary Club on the shelter;
- All other advertising on the shelter must conform to the principles of Rotary International,;
- Maintenance costs to be borne by the Town unless a separate agreement is negotiated with the Rotary Club; and,
- Shelter to be available for use by the island bus service as well as the Ladysmith trolley.

OVERVIEW/BACKGROUND:

The purpose of this report is to advise Council of a letter received from the Rotary Club advising the Town of a donation in the amount of \$6,000 for the installation of a bus shelter at First Avenue opposite the 49th Parallel grocery store. The Trolley Committee received the letter at its June 3, 2009 meeting and unanimously supported accepting the donation subject to the issues noted above with thanks. A copy of the letter from the Rotary Club is attached for Council's reference. Staff will ensure that a letter of thanks is sent to the Rotary Club for their generous gift.

I concur with the recommendation.



Ruth Malli, City Manager



The Rotary Club of Ladysmith

Please reply to 305A Dogwood Drive Ladysmith B.C V9G1T5

2nd June 2009

Dear Mayor Hutchins,

Re Bus Shelter

Our Executive committee approved up to \$6000.00 dollars for one bus shelter at its last meeting.

The following conditions are attached to this donation:

- (1) -the Rotary Logo is prominently displayed on the Shelter
- (2) -some permanent advertising space is available and exclusively for the use of the Rotary Club. Location and size of this space meets with club approval
-other advertising on this bus shelter conforms to the Principals of Rotary International
-any revenues from non-Rotary advertising may be used by the Town (to help with maintenance etc)
- (3) -maintenance costs are bourn by the Town of Ladysmith, unless a separate agreement is negotiated with the Rotary Club
- (4) -this shelter to be located at the present bus stop location on First Avenue opposite the 49th Parallel super market and be for the use of Island bus services as well as proposed Trolley services..

It would be appreciated if our proposal as drafted be approved in its entirety by the Town council at its next meeting or as soon as possible thereafter.

We sincerely hope that the town council will accept this donation which we believe will serve the community for many years to come.

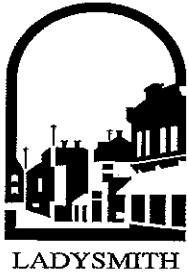
Yours Sincerely

A handwritten signature in black ink, appearing to read "David Walbank".

David Walbank

President

The Rotary Club of Ladysmith



Town of Ladysmith
STAFF REPORT

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

Re: PLANNING GRANT

RECOMMENDATION :

That Council authorize administration to apply for a planning grant for the Environmental Study for the sewage treatment plant.

PURPOSE:

The Ministry of Environment has advised via letter that an Environmental Impact Study (EIS) is required by the Town as part of the new sewage treatment facility. If the Town was awarded a planning grant, the funds received would be used to offset the costs of the required study.

INTRODUCTION/BACKGROUND:

As per the Revised Guidelines for Preparing a Liquid Waste Management Plan, the Town is required to complete an Environmental Impact Study (EIS) in order to demonstrate that the sewage facility will not adversely impact the marine receiving environment. In order to facilitate the completion of facility upgrades within the timeframe specified by the Ministry of Community Development, the Ministry of Environment has indicated that it supports the Town in completing the EIS in 2 stages. It is recommended that Stage 1 be carried out prior to the installation of any new treatment works. Stage 2 may be included in the Liquid Waste Management Plan.

SCOPE OF WORK:

Phase one of the EIS includes a dispersion modelling for the secondary plant flows, consolidation of previous reports regarding the impact study, and establishing the initial dilution zone.

ALTERNATIVES:

Council could choose not to apply for the grant; however the Environmental Impact Study will still be necessary. The funding would have to be allocated for this project.

FINANCIAL IMPLICATIONS:

The cost of the study will be from \$20,000 - \$25,000. The grant is for a maximum of \$10,000.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The two staged approach alters the current Liquid Waste Management Plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Administrative staff time to prepare the grant application prior to the deadline.

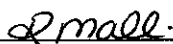
ALIGNMENT WITH STRATEGIC PRIORITIES:

The Wastewater Treatment Plant is the primary priority for The Core Services Division for 2009.

SUMMARY:

Receiving a planning grant to offset the costs of the Environmental Impact Study for the sewage treatment plant would be advantageous to the Town especially in these times of budget restraints. I recommend that Council authorize the preparation of the application for grant funds.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Letter from Ministry of Environment

BRITISH

COLUMBIA

The Best Place on Earth

April 7, 2009

File: 76780-30/TLADY

Mr. Joe Friesenhan, A.Sc.T.
Director of Public Works
Town of Ladysmith
Box 220
Ladysmith BC V9G 1 A2

Dear Mr. Friesenhan,

Re: Town of Ladysmith Liquid Waste Management Plan Environmental Impact Study Requirements

Thank you for meeting with ministry staff on March 23, 2009 to review and discuss our comments regarding the Town of Ladysmith's (TOL) Liquid Waste Management Plan (LWMP) Combined Stage 1 and 2 Draft Report. We acknowledge the TOL's ongoing commitment in developing a LWMP that will serve the needs of the community well into the future, while at the same time ensuring that all regulatory guidelines and standards will be met.

As committed to during our meeting, the ministry has reviewed the requirements around the TOL's completion of an Environmental Impact Study and has the following comments.

As per the Revised Guidelines for Preparing a LWMP, the TOL is required to complete an Environmental Impact Study (EIS) in order to demonstrate that the sewage facility will not adversely impact the marine receiving environment. In order to facilitate the completion of facility upgrades within the timeframe specified by the Ministry of Community Development, the Ministry of Environment supports the TOL should it wish to take a staged approach in completing the EIS in 2 stages. It is recommended that Stage 1 be carried out prior to the installation of any new treatment works. Stage 1 tasks should include but not necessarily be limited to, an assessment of the marine environment, as follows and outlined in Section 3.41 of the EIS Guideline:

.. .12

Ministry of Vancouver Island Region Mailing Address: Telephone: 250751-1100 (X)
Environmental Protection Division 2080, \ J. Abieux Rd Facsimile: 250751-3103

Environment

Nanaimo BC V9T 6J9 website: www.ggy.bc.ca/eny

□
3A1 Physical Environment

EIS attachment to planning grant.txt

1. characterize bathymetry in lake or marine environments;
2. assess currents and seasonal or other stratification, including current meter and drogoue study results, wind analysis and conductivity/depth/temperature profiles;
3. minimum available dilution in the receiving water, both 7-day low flow, seasonal low flows and lowest seasonal water levels (see the Municipal Sewage Regulation (MSR) for definitions);
4. location of outfall (depth, flow and distance) for flows less than 5000 m³/d are specified in appendix 2 to schedule 7 of the MSR. For flows greater than 5000 m³/d, the EIS must determine, in conjunction with computer modeling of the discharge, the optimum outfall location, length and depth of the discharge and the diffuser arrangement;
5. effluent plume modeling and dilution calculations;
6. assessment of flushing action or the lack thereof including the impact of any known backeddies;
7. the number, location and size of other discharges to the water body;
8. in addition, for lakes: limnology including stratification and overturn, average yearly

lake outflow, theoretical detention time, and location, number, and size of other discharges to the lake;

Stage 1 should also include an inventory of all receiving water uses, noting that the outside boundary of the discharge's Initial Dilution Zone (IDZ) must not be within 300 m of a commercial shellfish lease or know native or recreational shellfish harvesting area(s). Software applications such as the Department of Fisheries and Oceans 'Mapster 2.2', accessible via their website, may be of assistance in completing this inventory.

Lastly, Stage 1 should include the collation of all receiving environment monitoring information that has been collected to date, as well as a summary and interpretation of these results.

All of the above information is required in order to determine the most suitable location for

the marine outfall. For projected (final build-out) flows greater than 5000 m³/d, as in the case of TOL, the EIS must determine in conjunction with computer modeling of the discharge, the optimal outfall location, length and depth of the discharge and the diffuser arrangement. The positioning of the outfall will in tum determine whether the MSR standards for either embayed marine waters or open marine waters will apply. Existing data or studies may be used to assist in completing Stage 1 of the EIS.

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□
At the TOL's option, Stage 2 of the EIS may be completed following the installation of the treatment works that are selected and approved through the Liquid Waste Management Planning process. This stage should include an impact assessment of the quality and quantity of the discharge on the receiving environment, with consideration being given to all other discharges to the harbour, in order to assess the combined impact of all relevant discharges. Both effluent and receiving waters are to be evaluated to determine whether water quality guidelines are being met at the edge of the IDZ, and to confirm that sediment biota, chemistry and toxicity are not being adversely affected. Such monitoring will also serve to ground truth the modeling and predictive assessments that were conducted in Stage

1. Please refer to Section 3.43 of the EIS Guidelines for specific considerations.

A separate EIS is to be carried out to demonstrate that the design and construction of the sewage facility will not adversely impact the environment, archeological sites, First Nations lands, or adjacent neighbourhood. Please refer to Section 3.7 of the EIS Guideline for further details.

If you have any further questions regarding these comments, please contact the undersigned at 250 751-3233.

Yours truly,

Kirsten White, A.Ag.
Senior Environmental Protection Officer
Environmental Management Section

□



Town of Ladysmith
STAFF REPORT

To: Council
From: Ruth Malli, City Manager
Date: June 11, 2009
File No:

Re: COMMUNITY ADJUSTMENT FUND (CAF) APPLICATION - HIGH STREET PROPERTY

RECOMMENDATION:

That Staff be directed to submit an application through the Federal Community Adjustment Fund to obtain a grant to assist with financing of the proposed development of a community social services building and civic square project to be located on a portion of the Town-owned land located at 208/220/224 High Street.

PURPOSE:

The purpose of this Staff report is to seek Council's authorization to submit an application through the Federal Community Adjustment Fund (CAF) to assist with costs associated with developing a community social services building and civic square to be located at the High Street property (see attached application).

INTRODUCTION/BACKGROUND:

Costs for this project are anticipated to be significant and it is Staff's intention to apply for grant funding as deemed appropriate from various sources. The CAF is a funding program established by the Government of Canada to mitigate the impacts of the economic downturn by encouraging job creation in affected communities. Western Economic Diversification Canada (WD) implemented the program in the four western provinces. CAF is part of Canada's Economic Action Plan, the Government of Canada's multifaceted plan to ensure a quick recovery from the current economic downturn. As Council is aware, the Ladysmith community has been affected by the economic decline and Staff suggests that development of this community asset will create jobs and maintain employment for the Ladysmith area.

SCOPE OF WORK:

Staff will coordinate the submission of the application by the due date of June 26, 2009.

FINANCIAL IMPLICATIONS:

Will require financial plan amendment.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The establishment of a community oriented facility at this location will be a tremendous benefit to the community. All partners involved in this project, which include the Ladysmith Resource Centre Association, the Boys and Girls Clubs of Central Island and the Ladysmith Seniors Centre, are supportive and recognize the significance of such a facility to the Ladysmith community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The preparation of the application will be completed in conjunction with Administration Services, Financial Services and the Parks, Recreation and Culture staff.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The establishment of a community space/civic square is one of the 2009 top 25 strategic priorities established by Council.

SUMMARY:

The Town is interested in redeveloping the High Street property to provide a community service centre facility for area residents. Staff are pursuing all funding options available to ensure that the development of this site is cost-effective and that the Town takes advantage of all grant opportunities available for such a development. Staff are optimistic that the CAF grant application for the establishment of this important community facility will be favourably received by the granting authority.

ATTACHMENTS:

Community Adjustment Fund Application



Community Adjustment Fund (CAF)

Program Information and Project Application Guidelines

What is the Community Adjustment Fund?

The Community Adjustment Fund (CAF) is a funding program put in place by the Government of Canada to mitigate the impacts of the economic downturn by encouraging job creation in affected communities. Western Economic Diversification Canada (WD) will implement CAF in the four western provinces. CAF is part of Canada's Economic Action Plan, the Government of Canada's multi-faceted plan to ensure a quick recovery from the current economic downturn. Further information on CAF is available at www.wd-deo.gc.ca.

What kind of projects will CAF fund?

Projects funded under CAF must:

- Be completed by March 31, 2011 with no obligation for continued spending;
- Provide benefits to eligible communities that have been affected by the global economic recession;
- Create jobs and maintain employment;
- Be able to start quickly; and
- Not use CAF funding to replace funding available elsewhere.

What are CAF's funding priorities?

- Projects in rural, single-industry communities;
- Projects that generate immediate employment;
- Projects that leverage funds from other partners;
- Projects that build on existing partnerships; and
- Projects that provide a legacy of longer-term economic benefits.

What type of communities should CAF projects benefit?

Communities with populations under 250,000 that have been adversely affected by the economic downturn are eligible to apply for projects under CAF. These communities:

- will have experienced significant job losses and lack alternative employment opportunities; or
- have experienced at least a 20% increase in the number of EI beneficiaries in the past year;
- priority will be given to rural, single industry communities that are reliant on resource based industries (i.e.: forestry, mining, agriculture and fisheries) and to communities that are reliant on the manufacturing industry.

What kinds of projects are not eligible for CAF?

- Slaughterhouse projects;
- Projects that are eligible for funding under any federal infrastructure program will not normally be considered for funding under the Community Adjustment Fund (e.g. public roads, wastewater, some recreation facilities and trails).

In addition, to be eligible under CAF, for-profit softwood lumber projects must be consistent with the Canada-US Softwood Lumber Agreement.

Retail operations will not normally be supported under CAF.

DUE DATE FOR APPLICATIONS

Applications for CAF funding must be received by the WD office in your province by midnight (local time) on one of the two intake dates: either June 5 or June 26 2009. Applications received on the first deadline may be reserved for consideration at the second deadline. Applications arriving after June 26, 2009 will not be considered.

Who can I contact for more information?

Please contact the WD office nearest you. Forms may be emailed, mailed or faxed to the appropriate address below:

WD Alberta

Suite 1500, Canada Place
9700 Jasper Avenue
Edmonton, AB T5J 4H7

Phone: (780) 495-4164
Toll Free: 1 888 338-WEST (9378)
Teletypewriter (TTY): 1 877 303-3388
Fax: (780) 495-4557
Email: alberta.caf-fac@wd-deo.gc.ca

WD Manitoba

P.O. Box 777
Suite 712, The Cargill Building
240 Graham Avenue
Winnipeg, MB R3C 2L4

Phone: (204) 983-4472
Toll Free: 1 888 338-WEST (9378)
Teletypewriter (TTY): 1 877 303-3388
Fax: (204) 983-3852
Email: manitoba.caf-fac@wd-deo.gc.ca

WD British Columbia

700 - 333 Seymour Street
Vancouver, BC V6B 5G9

Phone: (604) 666-6256
Toll Free: 1 888 338-WEST (9378)
Teletypewriter (TTY): 1 877 303-3388
Fax: (604) 666-2353
Email: bc-cb.caf-fac@wd-deo.gc.ca

WD Saskatchewan

P.O. Box 2025
Suite 601, 119 4th Avenue South
Saskatoon, SK S7K 3S7

Phone: (306) 975-4373
Toll Free: 1 888 338-WEST (9378)
Teletypewriter (TTY): 1 877 303-3388
Fax: (306) 975-5484
Email: saskatchewan.caf-fac@wd-deo.gc.ca

Application Package**INSTRUCTIONS**

- For more information regarding Community Adjustment Fund (CAF), please visit the WD website at <http://www.wd-deo.gc.ca/eng/11269.asp>.
- Review "Instructions to Complete the CAF Application Form" at the end of this document.
- Complete all applicable sections of the application, sign and date it.
- Submit your application by email, mail, or fax to the WD office in your province.
- Ensure your application arrives by the due date above.
- Keep a copy of your application for your records.
- If you are planning to start a new business or significantly expand an existing business (for example, into new products or new markets), with CAF as one source of funds, you may be required to provide a detailed business plan – whether your organization is for-profit or non-profit. Prior to completing this application or preparing your business plan, please discuss your project with a WD Officer in your province – see page 4 for contact details.
- Note that additional information may be requested by WD if needed for the assessment of your proposal.

DOCUMENT CHECKLIST

Please attach the following documents that apply to your organization / project. Put a check beside each document you attach to your application form, and include this sheet with your application. Be sure to provide all applicable documents.

- Approval letters or documentation concerning funding from other sources for this project.
- Environmental assessment, if applicable.
- Copy of the most recent financial statements of the organization, audited if available.
- Most recent annual report of the applicant organization, if applicable.
- Copy of the letters patent, certificate of incorporation of the applicant organization, or Band Number.
- List of amounts the applicant organization owes to the federal government under legislation or contribution agreements, if any.
- Annual projected statements of income and expenses and cash flow, as well as balance sheets, for a 5 year period, showing the impact of the project on the applicant organization, or the relevant division / operating entity of the applicant organization (if a for-profit enterprise undertaking a project that will enhance earnings or value of the business).
- Detailed business plan, if requested by WD.



Community Adjustment Fund (CAF)

Application Form

PART A: APPLICANT INFORMATION

Legal Name of Organization		
Corporation of the Town of Ladysmith		
Street and/or Postal Box Address		
Box 220		
City/Town/Village	Province	Postal Code
Ladysmith	British Columbia	V9G 1A2
Primary Contact:		
Salutation	First Name	Last Name
Ms.	Ruth	Malli
Title		
City Manager		
Telephone Number	Alternate Telephone Number	Facsimile Number
250-245-6400	250-245-6401	250-245-6411
Email Address:		
rmalli@ladysmith.ca		
Website Address:		
www.ladysmith.ca		
Corporate Status		
<input checked="" type="radio"/> Incorporated, in the province of: British Columbia . Date of Incorporation (YYYY-MM-DD): 1904-06-04 <input type="radio"/> Incorporated federally. Date of Incorporation (YYYY-MM-DD): 1904-06-04 <input type="radio"/> Unincorporated		
Applicant Type		
<input checked="" type="radio"/> Provincial Government dept./agency/crown corp. <input type="radio"/> Municipality <input type="radio"/> For-Profit (incorporated, sole proprietorship, partnership, other) <input type="radio"/> Not-For-Profit <input type="radio"/> First Nations Band (represented by Chief and Council) <input type="radio"/> Co-operative <input type="radio"/> Post-secondary Institution <input type="radio"/> Other. Specify:		
Business or GST Number (if applicable)		
Has your organization received funding from Western Economic Diversification (WD) in the past?		
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know		
If yes, Project #:		

PART A: APPLICANT INFORMATION (Cont'd)

Individuals involved in Project		
First Name	Last Name	Title
Ruth	Malli	City Manager, Ladysmith
Responsibilities/experience/qualifications: (Point form) - City Manager, responsible all operations and services for the municipality - 20 years experience in local government - Professional accountant		
First Name	Last Name	Title
Dennis	Lait	Executive Director of Ladysmith Resource Centre
Responsibilities/experience/qualifications: (Point form)		
First Name	Last Name	Title
Ian	Kalina	Executive Director of Central Island Boys & Girls
Responsibilities/experience/qualifications: (Point form)		
First Name	Last Name	Title
Responsibilities/experience/qualifications: (Point form)		
First Name	Last Name	Title
Responsibilities/experience/qualifications: (Point form)		

PART B: PROJECT INFORMATION

Project Title	
Community Social Services Building and Civic Square	
Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)
2009-07-02	2010-03-31
Is this a slaughterhouse project?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does the project focus on any of the following groups of people? (please check all that apply)	
<input checked="" type="checkbox"/> Aboriginal people <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> People with disabilities <input checked="" type="checkbox"/> Low income people (with incomes below the Statistics Canada low income cut-off) <input checked="" type="checkbox"/> Recent immigrants/Refugees (arrived in Canada within the last 5 years) <input checked="" type="checkbox"/> Francophones <input checked="" type="checkbox"/> Youth (18-29 years of age)	
Project Location:	
Community (City/Town/Municipality/etc)	Province
Ladysmith	British Columbia
Postal Code	V9G 1A2

PART B: PROJECT INFORMATION (Cont'd)

Are there other communities in the area that will also benefit from the project?

Yes No Don't know

If Yes, please describe how so:

Surrounding areas G, H, Cedar, Cassidy, Saltair
Population of these combined areas is just over 20,000

Has the community experienced significant job losses?

Yes No Don't know

If Yes, please describe:

Due to the current economy, several businesses have closed as well as a large mill, which employed over 200 residents

Please provide any additional relevant details about the economic circumstances of the project community

For example, details about the timing of job losses, the availability of alternate employment opportunities within the community, economic impacts on the community, etc

Project Description

Example: Our community of 12,300 people has had a sawmill for the last 80 years. In 2008 the sawmill shut down, laying off its workforce of 400 people. There is very little alternative work in the community for the laid-off workers. We propose to create 60 jobs for 7 months in each of 2009 and 2010 by implementing a plan developed last year to enhance tourism to the area. The plan includes refurbishing the waterfront and improving docking and service facilities for boaters, along with adding new docking for float planes. We will also upgrade a campground that is owned by the municipality, enlarging it and improving the sites and services. We expect these improvements to triple the number of tourists visiting our community within 2 years, which will support local businesses and enable new businesses to develop.

PART B: PROJECT INFORMATION (Cont'd)

Project Timeline:

2009/2010		
Activity Please list activities that will demonstrate how well the project is proceeding, and whether it is on time, for example, hire employees, purchase equipment, engineering design, construction.	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)
Grant applied and received from BC Spirit Squares Program		
Community Visioning process completed	2008-08-01	
Council has approved the project		

2010/2011		
Activity Please list activities that will demonstrate how well the project is proceeding, and whether it is on time, for example, hire employees, purchase equipment, engineering design, construction.	Start Date (YYYY-MM-DD)	End Date (YYYY-MM-DD)

PART C: FINANCIAL

If you are planning to start a new business, or significantly expand an existing business (for example, into new products or markets) with CAF as one source of funds, please note that a complete business plan may be required – whether your organization is for-profit or not-for-profit. Prior to preparing your business plan or completing this application, the proposed project should be discussed with a WD Officer to determine if a business plan is required. (For contact details see “Who do I contact for more information?” on Page 2).

All applicants (except new start-ups) must provide their most recent annual financial statements.

Amount requested under CAF					
2009-2010	\$	2010-2011	\$	TOTAL:	\$ 0.00

Detail Project Cost(s) to be Incurred	
Project Costs	Amount
Total Project Costs	0.00

Sources of Funding	
	Amount
CAF	
Provincial	
Municipal	
Other Federal (specify):	
Working Capital/Operating Revenue	
Other (specify):	
Total Project Funding	0.00

If you have received approval letters or similar documents concerning funding and/or cost quotes, please attach copies.

Comments:

PART C: FINANCIAL (Cont'd)

Will you be requesting an advance payment for any portion of CAF funds requested?

Advance amounts are based on cash flow and must be accounted for. Advances are provided only where necessary for the success of the project and cannot exceed 25% of CAF funds. Applicant organizations able to finance project costs up front themselves, and then claim for reimbursement, are expected to do so.

Yes No N/A

If you do not receive CAF funding, will you be able to undertake any part of your project, or a scaled down version of your project?

Yes No

Comments:

We would have a scaled down version

Have you already made commitments (hiring, financing, etc.) with respect to this project, or started incurring any costs related to the project?

Yes No

Comments:

Does your organization have funds available or a line of credit to pay project-related expenses prior to reimbursement of CAF funds from WD?

Yes No

Comments:

Will your organization have to reduce its activities in other areas in order to undertake the proposed project, either for financial reasons or because of insufficient human or other resources?

Yes No

Comments:

PART C: FINANCIAL (Cont'd)

Are the activities for which CAF funding is sought already being undertaken by your organization but with a different source of funds?

Yes No

Comments:

Funds have been received from the BC Spirit Square Program
Partners in the project (Ladysmith Boys & Girls Club, Ladysmith Resources Centre) will be contributing funds for this project
Municipal funds have been allocated to this project

Will CAF funds be used to support employees already working for your organization?

Yes No

Comments:

This project will be completed by municipal staff and other area contractors

For-Profit Applicants Only:

Will your organization enhance its revenues or profits as a direct result of the project?	<input type="radio"/> Yes <input type="radio"/> No
Will the project have a direct positive impact on the value of your company / business organization?	<input type="radio"/> Yes <input type="radio"/> No
<i>If the answer to either of these is Yes please attach annual projected statements of income and expenses and cash flow, as well as balance sheets, for a five year period, showing the impact of the project on the business or on the relevant division / operating entity of the business. (These are required even in cases where a full business plan may not be.)</i>	
Is this project the start up of a new business? <i>If No, for how many years has the applicant organization been in business?</i>	<input type="radio"/> Yes <input type="radio"/> No

PART D: PROJECT PARTNERS

Partners
What other government departments or non-government organizations are involved, financially or in other ways, in the proposed project? Please list them and describe the nature of their involvement.

Organization	Nature of Involvements
Ladysmith Resource Centre Association	Contributing funds and will be part of the planning process; they will be using the newly created building to operate out of
Boys & Girls Clubs of Central Island	Contributing funds and will be part of the planning process; they will operate out of the newly created building
Ladysmith Seniors Centre	Contributing funds and will be part of the planning process; they will operate out of the newly created building

PART D: PROJECT PARTNERS (Cont'd)

Human Resources and Skills Development Canada (HRSDC)	
If your organization has laid off employees, has HRSDC been consulted?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Is your organization contemplating laying off employees?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
Is HRSDC planning / implementing any initiatives involving your organization?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
<i>Comments: (if applicable, provide details, including name and phone number of your contact at HRSDC)</i>	

PART E: FEDERAL LEGISLATION AND TRADE AGREEMENTS

Environmental Assessment	
Has an environmental assessment on the project been completed? <i>If your project includes new construction, it may be subject to review under the Canadian Environmental Assessment Act. A WD Officer may discuss this with you after reviewing your application.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the project involve construction of new or expanded facilities?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the project located within 250 metres of an environmentally sensitive area? <i>"Environmentally sensitive area" means an area protected for environmental reasons in regional or local land use plans, or by a local, regional, provincial or federal government body.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does the project involve physical works or activities within 30 metres of a water body?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<i>Comments:</i>	
Consultations with First Nation Communities	
Will the project have an impact on one or more First Nations communities?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>If yes, please describe how the First Nations community/ies will be consulted and involved in the project:</i> The Town of Ladysmith has signed a Community Accord in 2007 with the Chemainus First Nations (CFN); Council and the CFN meet monthly. This project would be part of the monthly discussions; they will be consulted and involved in this project	
Official Languages	
In your opinion, could this project help to support the francophone community?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>If yes, please explain how this might be done:</i> <i>For example, through the hiring of bilingual staff, through the provision of services in French, through the production of a final product in French, etc.</i>	

PART E: FEDERAL LEGISLATION AND TRADE AGREEMENTS (Cont'd)

Softwood Lumber	
Is your organization a producer or exporter of softwood products, such as lumber, flooring or siding? If your organization produces or exports softwood products, the project must be consistent with the Canada-US Softwood Lumber Agreement. A WD Officer will discuss this with you after reviewing your application.	<input type="radio"/> Yes <input type="radio"/> No

PART F: SHORT TERM PROJECT IMPACTS

Note: Fiscal Year 2009/2010 means up to March 31, 2010; Fiscal Year 2010/2011 means April 1, 2010 to March 31, 2011.

Please refer to "Instructions to Complete the CAF Application Form" for detailed instructions and examples on how to calculate person months of employment.

Only Jobs directly created or maintained by the project should be listed below
Jobs maintained means jobs that would have been lost without the CAF-funded project.

Person Months of Job Creation and Maintenance:

Job Type	Fiscal Year 2009/2010												Total Person month of Employment	Est. Total Salary and Wages
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
				0.0									0.0	
													0.0	
													0.0	
													0.0	
													0.0	
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00

Job Type	Fiscal Year 2010/2011												Total Person month of Employment	Est. Total Salary and Wages
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
													0.0	
													0.0	
													0.0	
													0.0	
													0.0	
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00

Comments:

PART F: SHORT TERM PROJECT IMPACTS (Cont'd)

Expected Benefits	Fiscal Year 2009-2010	Fiscal Year 2010-2011	Future impacts beyond the life of the project
1. Number of new businesses created			
2. Number of existing businesses maintained or expanded			
3. Number of people trained			
4. Number of private / public partnerships put in place			
5. Other, please specify:			
6. Other, please specify:			
7. Other, please specify:			
<i>Notes to benefit figures (if required):</i>			

PART G: LONG TERM PROJECT IMPACTS

Are there any long-term economic benefits?

Yes No N/A

Describe the anticipated longer term economic impact of the proposed project on the community in which it is located, and other communities if applicable.

"Longer term" refers to benefits that remain after April 1, 2011, and have a reasonable expectation of remaining in place for at least one year beyond that. Long term benefits may start appearing before April 1, 2011. Examples of long term economic benefits may include:

- improvements to community facilities
- enhanced skills
- long-term jobs
- new business activity, increased value-added production, increased revenue from tourists
- reduced out-migration from the community
- new technologies developed / commercialized, etc

Comments:

Improvement to community facilities; new technologies developed

PART G: LONG TERM PROJECT IMPACTS (Cont'd)

Are there any long-term environmental/ecological benefits?

Yes No N/A

Describe any environmental and/or ecological benefits expected to occur as a result of the project.

Environmental or ecological benefits may include:

- reforestation/afforestation
- environmental remediation/reclamation
- enhanced wildlife habitat
- cleaner air or water
- reduced resource consumption
- reduced greenhouse gas emissions, etc

Comments:

Having several community services in one central location will reduce greenhouse gas emissions from residents travelling by car from various locations

PART H: DECLARATION AND SIGNATURES

Applicant Acknowledgements:

On behalf of the Applicant Organization, I hereby affirm, acknowledge, and agree that:

The information in this application provides an accurate and complete representation of the proposed project. WD may share information contained in this form, attached documents, and subsequent project information with other government departments as part of WD's due diligence and program referral activities, subject to the *Access to Information Act* and the *Privacy Act*.

The Community Adjustment Fund (CAF) is a discretionary program subject to available funding, and submission of a complete application, meeting any or all of the assessment criteria, or responding to requests from WD Officers for further information in respect of an application, does not mean that funding will be provided.

Project costs incurred by the Applicant Organization in the absence of a signed funding agreement with WD are **incurred at the sole risk** of the Applicant Organization and any such costs may not be considered eligible for WD assistance.

The Applicant Organization has provided WD with a list of all amounts owing to the federal government under legislation or contribution agreements, and recognizes that any amount due under CAF may be set off against amounts owing to the federal government by the organization. The Applicant Organization is not in default of the terms and conditions of any grant, contribution or loan agreement with any ministry or agency of the Government of Canada.

Any person who has been lobbying on behalf of the Applicant Organization to obtain a contribution as a result of this application is registered pursuant to the *Lobbyists Registration Act* and was registered pursuant to that Act at the time the lobbying occurred.

The Applicant Organization has not, nor has any other person, corporation or organization, directly or indirectly paid or agreed to pay any person to solicit a contribution arising as a result of this application for a commission, contingency fee or any other consideration dependent on the execution of an Agreement or the payment of any contribution arising as a result of this application.

All information provided by the Applicant Organization to WD will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These federal laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. In addition to and notwithstanding the above, WD reserves the right to make information relating to any contribution resulting from this application available to the public, including providing limited information on a public website as part of a list of all projects funded by WD. The Applicant Organization hereby represents that it has the authority to consent and consents to the information being made available to the public.

I have the authorization to sign official documents related to this application for the Applicant Organization.

I CERTIFY that all information provided in this document is true and correct. I have read and understood the Applicant Acknowledgements and agree to allow WD to share information contained in this form, attached documents, and subsequent project information with other government departments as part of WD's due diligence and program referral activities, subject to the *Access to Information Act* and the *Privacy Act* noted above.

Applicant Name and Title		Signature	Date (YYYY-MM-DD)
OFFICE USE ONLY:			
Date Received	WD File #	WD Officer	

Instructions to Complete the CAF Application Form**PART A: APPLICANT INFORMATION**

Legal Name of Organization: The full legal name of the applicant organization, as shown on the certificate of incorporation/registration.

Street and/or Postal Address: The location at which the applicant organization receives its mail (mailing address).

Telephone / Facsimile Number: The phone number at which the applicant organization can be contacted / the fax number at which the applicant organization will receive faxes.

Email Address: The primary e-mail at which the applicant organization, or the individual representing the applicant organization, can be contacted.

Website Address: (If available) the organization's website address.

Contact: Provide the full name and title of the individual who will be the primary contact in the spaces provided.

Corporate Status: Indicate the legal corporate status and type of the applicant organization by checking the appropriate box. If incorporated, indicate the date incorporated in the space provided. If incorporated provincially, indicate the province of incorporation in the space provided.

Applicant Type: The definitions of some of the options available are below:

Not-for-Profit

- An incorporated organization which exists for educational or charitable reasons, and from which its members, employees, shareholders, or trustees do not benefit financially.

For-Profit

- An incorporated organization, sole proprietorship or partnership which carries on business for-profit
 - A sole proprietorship is a type of business entity which legally has no separate existence from its owner. The limitations of liability enjoyed by a corporation and limited liability partnerships do not apply to sole proprietors. All debts of the business are debts of the owner.
 - A partnership is a type of business entity in which partners (owners) share with each other the profits or losses of the business undertaking in which all have invested.

Co-Operative

- An organization formed by a group or organization who themselves own and operate the organization, for the mutual benefit of the members.

Other

- Define the type if this option is chosen.

Business Number (BN) or GST Number: The GST/HST number (also referred to as a Business Number or registration number) is a unique number assigned to an organization by the Canada Revenue Agency (CRA).

Recognizing the BN

- The Business Number consists of a total of 15 characters: 9 digits, 2 letters, and 4 more digits. For example 123456789 RT 1234.
- Further information about the Business Number is available at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/wrks-eng.html>.

Obtaining a BN

- A Business Number must be obtained through the Canada Revenue Agency.
- Information on obtaining a Business Number is available at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

PART B: PROJECT INFORMATION

Project Location: For the purposes of CAF, a community is defined as the territory under the responsibility of a local (i.e. municipal) government pursuant to applicable provincial or territorial statutes, or any other local entity that delivers local government pursuant to applicable provincial statute, and Indian reserves.

Project Description: Include all relevant information, and attach annexes as required. As well, describe your organization's contributions to the project. CAF does not support 100% of project costs and your organization (and partners in some cases) will be expected to contribute as well.

Example: Our community of 12,300 people has had a sawmill for the last 80 years. In 2008 the sawmill shut down, laying off its workforce of 400 people. There is very little alternative work in the community for the laid-off workers. We propose to create 60 jobs

for 7 months in each of 2009 and 2010 by implementing a plan developed last year to enhance tourism to the area. The plan includes refurbishing the waterfront and improving docking and service facilities for boaters, along with adding new docking for float planes. We will also upgrade a campground that is owned by the municipality, enlarging it and improving the sites and services. We expect these improvements to triple the number of tourists visiting our community within 2 years, which will support local businesses and enable new businesses to develop.

Project Timeline: List key activities and associated timing that will be critical to allow the project to proceed. These should be activities that will demonstrate how well the project is proceeding, and whether it is on time. Examples include hiring employees, purchasing equipment, engineering design, and construction.

PART C: FINANCIAL

Please answer the questions in this section.

PART D: PROJECT PARTNERS

Partners

- WD encourages applicants to work with a range of partners in their CAF project. Please describe relevant partnerships, and provide information on funds to be contributed by partners.

Human Resources and Skills Development Canada (HRSDC)

- HRSDC is the federal government department in charge of labour force issues. Please describe any involvement your organization has with HRSDC.

PART E: FEDERAL LEGISLATION AND TRADE AGREEMENTS

Environmental Assessment

- Projects involving physical works or prescribed physical activity receiving funding from the Government of Canada may require an environmental assessment under the *Canadian Environmental Assessment Act (CEAA)*. According to the CEAA, every federally funded project must be screened for its impact on the environment. These questions form part of that screening process.
- A "yes" answer does not necessarily mean that an environmental assessment will be required because certain activities are excluded from environmental assessment. A WD officer will advise on the steps required to comply with the *Canadian Environmental Assessment Act*.
- No federal or provincial funds will be paid until the Canadian Environmental Assessment is complete.
- For more information on the Exclusion list of the CEAA please go to <http://www.ceaa-acee.gc.ca/>, select "Legislation" and then "Canadian Environmental Assessment Act and Regulations".

Consultations with First Nations Communities

- The federal government may have a requirement to consult First Nations. Answering this question will help determine the federal responsibility in this regard.

Official Languages

- The federal government may have a requirement to ensure services are provided in both official languages. Answering this question will help determine the federal responsibility in this regard.

Softwood Lumber

- All projects involving applicant organizations which produce or export softwood products (whether to the US or other markets) that are covered by the Canada-US Softwood Lumber Agreement must be consistent with that Agreement.
- If the answer to this question is 'yes', WD will consult the Department of Foreign Affairs and International Trade (DFAIT) to determine if the products of the applicant organization are covered by the Agreement. If they are, WD will examine options for ensuring consistency with the Agreement, which could include repayment of CAF funds on commercial terms.

PART F: SHORT TERM PROJECT IMPACTS

All impacts entered on this table should be direct short term project impacts, not indirect or long term impacts. No multiplier or other method of calculating indirect impacts should be applied.

Please calculate the person months of work to be created and/or maintained in each fiscal year of the project. Fiscal Year 2009/2010 means up to March 31, 2010; Fiscal Year 2010/2011 means April 1, 2010 to March 31, 2011.

To calculate person months of employment:

For full time employment, multiply the number of people employed by the length in months of their employment.

- 6 people employed full time July 1, 2009 - December 30, 2009 creates 36 person months of employment.
 - 6 people X 6 months = 36 person months of employment.
- 18 people employed from March 1 2010 - August 31 2010 creates 108 person months of employment.
 - 18 people X 6 months = 108 person months of employment.

For part time employment, please pro-rate to full time equivalent, based on the hours/day full time employees' work in your organization.

- 2 people employed half time for 8 months creates 8 person months of employment.
 - 2 people X 0.5 X 8 months = 8 person months of employment.
- 1 person employed 5 hours/week for 52 weeks, and the organization's normal work week is 35 hours, creates 1.7 person months of employment.
 - 1 person X 5/35 X 12 months = 1.7 person months of employment.

Jobs created: Means work created directly (not indirectly) by the project.

Jobs maintained: Means work maintained directly (not indirectly) as a result of the project that would otherwise have been lost.

Expected Benefits: Please provide responses in each of categories 1-4 even if the response is zero. Please note that "Number of people being trained" is not "person months" but an actual count of the number of individuals, notwithstanding the length of time of their training. Please enter any other measurable benefits your project is expected to create, such as additional tourists to the community, community facilities created or improved, environmental benefits where these can be quantified, and so on.

PART G: LONG TERM PROJECT BENEFITS

In this section, please describe the anticipated longer term impact of the proposed project. "Long term" refers to benefits that remain after April 1, 2011, and have a reasonable expectation of remaining in place for at least one year beyond that. Long term benefits may start appearing before April 1, 2011. Indirect impacts of the project may also be discussed here.

PART H: APPLICANT DECLARATION AND AUTHORIZED SIGNATURE

After reading and understanding the section, fill in the required information, sign, and date. Further explanation of the requirements is below:

Name and Title of Authorized Official of the Applicant Organization: Fill in the name and title of the member of the organization with signing power / the authority to enter into an agreement. (This person may be different from the Contact Person.)

Signature: This is where the Authorized Official of the Applicant Organization signs

Date: The Authorized Official of the Applicant Organization enters the date at which he/she signed the document

WD office use: Do not enter any information in this field. It is for internal WD office use.

For additional information, applicants are encouraged to contact the WD office in their province. See page 2 for contact details.

Lady Smith's  Little Theatre

RECEIVED
MAY 29 2009

Mailing address P. O. Box 183 Ladysmith B.C. V9G 1A2
ladysmithslittletheatre@shaw.ca
www.ladysmithslittletheatre.com
250 245 0658

May 29, 2009

Mayor and Town Councilors
Town Of Ladysmith,
410 Esplanade, PO Box 220
Ladysmith, BC. V9G 1A2

Attention: Duck Patterson

Lady Smith's Little Theatre is a non profit theatre group registered under the BC Societies Act since 2003. Our theatre is located in the renovated Old Diamond School House on Christie Rd. We have been providing live theatre entertainment not only to Ladysmith but to all residents and visitors to Vancouver Island.

During this time we have been representing the Town of Ladysmith at Theatre BC's annual South Island Festival. For the past two years Lady Smith's Little Theatre was the host theatre for this festival. This year, the festival was held in the Charlie White Theatre in Sidney BC. May 16 - 24 2009.

We are thrilled to announce that our production of 'The Cemetery Club' won Theatre BC's South Island Festival in seven out of twelve categories. Best production, Best Director, Best Actress, Best Sound Design, Best Lighting Design, Best Backstage Crew, and runner up Best Set Design.

The production will now be presented at the provincial level at Theatre BC's Main Stage Festival which will be held at The ACT Theatre in Maple Ridge/Pitt Meadows, from July 3 -11.

The Main Stage Festival presents the winning entries from each zone throughout British Columbia. Central Interior, Fraser Valley, Greater Vancouver, Kootenay, North Island, North Shore, Okanagan, Peace River, South Island and Skeena Zones. Thousands of live theatre supporters from all over the Province attend the festival. This is a very effective way to promote the Town of Ladysmith.

The cost of travel and accommodation to send cast and crew to the mainland is quite substantial. For this reason we are producing three encore performances of the play, giving local and out of town residents an opportunity to once again see this award winning production.

We are also approaching various businesses in the area to ask for their generous support.

As a **SPOTLIGHT SPONSOR**, for a donation of \$550.00, you will be included in all future advertising for the Fund Raising performances including Poster, Programme, and Website advertising, which will be entered into the Media/Advertising Category of the Main Stage Festival. Our website alone, with over Twenty Eight Thousand visits to the site to date, attracts visitors from all over the world.

In 2008 Lady Smith's Little Theatre won 'Best Media/Advertising Package' at the Main Stage event.

An alternative sponsorship would be the **COMMUNITY SPONSOR** level for a donation of \$275.00. This level would recognize you as a sponsor for the regular run of the encore performances. You will be included in all advertising including Poster, Programme, and Website advertising.

We look forward to your support, and hope you will be able to assist in our efforts. If you require further information please contact us at the above phone number or e-mail address.

Thank you for your continuing support

Yours faithfully

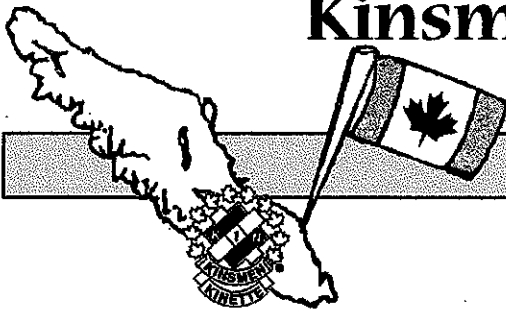
A handwritten signature in black ink, appearing to read 'John Fox', written in a cursive style.

John Fox, President
Lady Smith's Little Theatre

Kinsmen Club of Ladysmith

On The 49th Parallel

P.O. Box 324, Ladysmith, B.C. V9G 1A3



June 10th, 2009

Mayor and Council
Town of Ladysmith,
P.O. Box 220
Ladysmith, B.C.

Dear Mayor Hutchins and Councillors;

The members of the Ladysmith Kinsmen Club wish to take this opportunity to THANK YOU very much for allowing our club to take on the project of building and information gazebo as well as washrooms for the Holland Creek Trail.

Our members have met with Joe Friesenhan, Tom Skarvig and Pat Durban, in the planning process, and are almost ready to start work on the project. We are anticipating that the first phase will be the washrooms. The facility will be one building but have two separate washroom apparatus as well as sinks. Both will be vandal proof as well as both will be handicap accessible.

The Kinsmen are asking that the building permit fees (as well as other associated costs) be waived by the Town. As this will be a Town facility, when it's completed, as well as a great asset to the Holland Creek Trail our members feel that the hundreds of dollars that would go towards the cost of permits would be better spent on making the project that much better. Our funds are limited, for the project, so any help that we can receive will only make it possible for the Kinsmen to construct a better place for people to appreciate the trail as well as a necessary reprieve.

We hope you can see where we are coming from and we hope that you can look at this in a favourable way. We look forward to your response... and hopefully we will have you to an open house before the end of summer.

If you have any questions please feel free to contact Kin Duck Paterson.

Yours in Kin

Kevin O'Neill

President

Ladysmith Kinsmen Club