



# TOWN OF LADYSMITH

A Regular Meeting of the  
Council of the Town of Ladysmith  
will be held in Council Chambers at City Hall on

TUESDAY, APRIL 6, 2010  
at 7:00 p.m.

## AGENDA

### CALL TO ORDER

Page

1      **EXECUTIVE SESSION (6:15 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 holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 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;

2      **RISE AND REPORT**

3      **CALL TO ORDER**

4      **AGENDA APPROVAL**

5      **MINUTES**

Adoption of the following minutes:

- March 15, 2010
- March 29, 2010

**1 - 10**

**11 - 12**

6      **PUBLIC HEARING**

None

7      **BYLAWS (OCP / ZONING)**

None

8      **DELEGATIONS**

None

9      **PROCLAMATIONS**

9.1      Mayor Hutchins has proclaimed:

- May 2 - 8, 2010 as North American Occupational Safety and Health (NAOSH) Week  
in the Town of Ladysmith.

	<u>Page</u>
<b>10 DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS</b>	
10.1 <u>Development Permit Application 3060-09-10</u> Water Lease Area #1407751: District Lot 2016, Block C, Cowichan District Ladysmith Maritime Society Visitor Centre	<b>13 - 20</b>
<b>11 COUNCIL COMMITTEE REPORTS</b>	
11.1 <b><u>Mayor R. Hutchins</u></b> Cowichan Valley Regional District Board	
11.2 <b><u>Councillor S. Bastian</u></b> Advisory Planning Commission; Protective Services Committee; Youth Advisory Committee	
11.3 <b><u>Councillor J. Dashwood</u></b> Liquid Waste Management Committee; CVRD – Community Safety Advisory Committee; Downtown Business Association	
11.4 <b><u>Councillor S. Arnett</u></b> Economic Development Commission; Parks, Recreation & Culture Commission; Chamber of Commerce	
11.5 <b><u>Councillor D. Paterson</u></b> Government Services Committee; Parks, Recreation & Culture Commission; Celebrations Committee; Festival of Lights	
11.5.1 <b><u>Government Services Committee Recommendations</u></b> Recommendations from the meeting of March 15, 2010	<b>21</b>
11.6 <b><u>Councillor L. Evans</u></b> Heritage Revitalization Advisory Commission; Community Health Advisory Committee; Social Planning Cowichan – Affordable Housing Directorate	
11.7 <b><u>Councillor B. Whittington</u></b> Vancouver Island Regional Library Board; Advisory Design Panel; Environment Commission; Ladysmith Early Years	
<b>12 STAFF / ADVISORY COMMITTEE REPORTS</b>	
12.1 <u>Centralized Water Treatment</u>	<b>22 - 27</b>
12.2 <u>Trolley Operators</u>	<b>28 - 29</b>
12.3 <u>Twin City Request – Ladysmith, South Africa</u>	<b>30 - 33</b>
12.4 <u>Financial Plan Meeting Schedule</u>	<b>34 - 47</b>
12.5 <u>Snow Angels / Good Neighbours Award</u>	<b>48 - 49</b>
<b>13 CORRESPONDENCE</b>	
13.1 <u>Buchanan, Chair, Coalition for Action on Alcohol Reform</u> Re: Request for Support for Recommendations made by the BD Coalition for Action on Alcohol Reform	<b>50 - 56</b>
<b>Staff Recommendation:</b> That Council considers if it wishes to support the BC Coalition for Action on Alcohol Reform to reduce the public safety and health concerns associated with problematic alcohol use in our society by sending a letter of support to the Provincial Ministers of	

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	<b>Page</b>
Health, the Solicitor General, Dr. Perry Kendall and the Vancouver Island Health Authority.	
13.2 <u>D. Paterson, Project Chair, Ladysmith Kinsmen Club</u> Re: Request for Support for New Playground at Brown Drive Park	<b>57 – 62</b>
<b>Staff Recommendation:</b> That Council receive the correspondence and refer the request to the 2010 Budget discussions.	
13.3 <u>Success by 6, School District 68, Greater Nanaimo and Ladysmith Early Years Partnership</u> Re: Invitation to 5 <sup>th</sup> Annual Champion of Children Breakfast – Presentation of Champion of Children Award to Town of Ladysmith	<b>63</b>
<b>Staff Recommendation:</b> That Council receive the correspondence and appoint a representative to accept the Champion of Children Award.	
14 <b>BYLAWS</b>	
14.1 Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2010, No. 1712 Re: May rescind third reading; amend and read a second time; read a third time.	<b>64 – 66</b>
14.2 Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115, Amendment Bylaw 2010, No. 1713 Re: May be read a first, second and third time.	<b>67 – 73</b>
14.3 Town of Ladysmith DCC Parks Appropriation Bylaw 2010, No. 1719 Re: May be read a first, second and third time.	<b>74</b>
14.4 Town of Ladysmith Sale of Real Property Reserve Fund Appropriation Bylaw 2010, No. 1720 Re: May be read a first, second and third time.	<b>75</b>
14.5 Town of Ladysmith DCC Water Appropriation Bylaw 2010, No. 1721 Re: May be read a first, second and third time.	<b>76</b>
14.6 Town of Ladysmith DCC Sewer Appropriation Bylaw 2010, No. 1722 Re: May be read a first, second and third time.	<b>77</b>
14.7 Town of Ladysmith DCC Roads Appropriation Bylaw 2010, No. 1723 Re: May be read a first, second and third time.	<b>78</b>
15 <b>NEW BUSINESS</b> None	
16 <b>UNFINISHED BUSINESS</b> None	
17 <b>QUESTION PERIOD</b>	
<b>ADJOURNMENT</b>	





LADYSMITH

TOWN OF LADYSMITH  
MINUTES OF A REGULAR SESSION OF COUNCIL  
MONDAY, MARCH 15, 2010 - 4:00 P.M.

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PRESENT:

Mayor Rob Hutchins                      Councillor Steve Arnett                      Councillor Bruce Whittington  
Councillor Jillian Dashwood              Councillor Duck Paterson

ABSENT:

Councillor Scott Bastian                      Councillor Lori Evans

STAFF PRESENT:

Ruth Malli                                      Sandy Bowden                                      Rebecca Kalina  
Felicity Adams                                      Joanna Winter                                      Joe Friesenhan

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CALL TO ORDER

Mayor Hutchins called the meeting to order at 4:02 p.m.

AGENDA APPROVAL

Mayor Hutchins requested Council's consideration of the following changes to the agenda:

12.1 - Request to Amend the Zoning Bylaw - Accessory Structures Residential Zones

9.6 - Delete (Contract Award - Architect - Community Social Services Centre)

2010-103

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

2010 FINANCIAL PLAN

Mayor Hutchins introduced Bruce Sampson (Sampson, Robinson & Associates Ltd.) and Chris Wood to speak about the implications of climate change and carbon energy consumption, and why communities such as Ladysmith should make alternate energy sources, energy saving and sustainability top priorities in all planning and budgeting.

Mr. Sampson and Mr. Wood vacated Council Chambers at 5:25 p.m.

Discussion ensued regarding the financial plan.

2010-104

It was moved, seconded and carried that staff be directed to present a financial plan that will be consistent with Council's leadership and commitment to achieving the following:

1. Implementation of the Community Visioning Document
2. Implementation of the Community Energy Plan
3. Achieving or exceeding the town's targets for green house gas emissions
4. Support for a sustainable community (considering environmental, economic and social impacts based on ongoing multiple criteria analysis).

And that staff be directed to dedicate existing resources to achieve the following outcomes:

5. A vibrant local Economy with sustainable development
6. Protection of the Natural Environment
7. Support for Social Equity
8. An Engaged Community

And further that staff be directed to recommend policies and reallocation of resources or allocation of new resources required in achieving these outcomes;

And further that staff be directed to bring forward a financial plan review process to achieve these outcomes within the next 18 months.

R. Kalina, Corporate Services Coordinator, arrived in Council Chambers at 5:45 p.m.

Mayor Hutchins explained requisitions proposed by the Cowichan Valley Regional District to increase property tax contributions to the Cowichan Valley Regional Hospital District for needed upgrades to the Cowichan District Hospital.

Mayor Hutchins reviewed the proposed Town of Ladysmith property tax allocation for the Cowichan Valley Regional District.

2010-105

It was moved, seconded and carried that the Regular Session of Council recess at 5:55 p.m. for the Government Services Committee meeting.

J. Winter, Manager of Administrative Services, vacated Council Chambers at 5:55 p.m.

The Regular Session of Council resumed at 7:02 p.m.

## PUBLIC HEARINGS

### PUBLIC HEARING - Bylaw 1705 and Bylaw 1706

#### APPLICANT AGENT

Maureen Piltcher of Maureen Piltcher & Associates

#### PUBLIC ATTENDANCE: 11

A Public Hearing for Bylaw 1705 and Bylaw 1706 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, March 15, 2010 at 7:04 p.m.

Mayor Hutchins welcomed the public and noted that the public input portion of the hearing would take place in two parts - Part 1 would entertain questions clarifying the project or bylaw and Part 2 would afford attendees an opportunity to provide comments to Council on the proposed development.

Felicity Adams, Director of Development Services, provided an overview of the application submitted by Maureen Piltcher & Associates (Maureen Piltcher) for Lot 1 and Lot 2, District Lot 97 Oyster District, VIP 84065. She noted that the property is located at 1237 4<sup>th</sup> Avenue and that the purpose of Bylaw 1705 is to amend the Official Community Plan by designating the subject property as 'Multi-Family Residential' and placing the property in Development permit Area 4 – Multi-Family Residential (DPA4). Also, Bylaw 1705 proposes to designate the adjacent riparian area (Lot 2, VIP84065) as 'Park and Open Spaces'. The purpose of Bylaw 1706 is to amend the Zoning Bylaw by rezoning the subject property as Medium Density Residential (R-3-A) Zone with a site specific amendment stating that a maximum of 48 units is permitted on the site, (a maximum of 25 units per hectare.) She also stated that Bylaw 1706 proposes to zone the adjacent riparian area (Lot 2, VIP84065) as 'Park (P-2) Zone' Ms. Adams further explained that the proposed height of the condominium building exceeds the permitted height in the R-3-A Zone; thus the applicant will need to apply for height variance at the development permit stage.

Ms. Adams reported that the Advisory Planning Commission made the following recommendation to Council at its meeting held December 15, 2009:

*It was moved, seconded and carried that the Advisory Planning Commission recommends support for an OCP amendment and rezoning that would permit 48 residential units at 1237 Fourth Avenue (3360-09-08) subject to the following conditions:*

- 1) *There is a maximum of 48 residential units on the subject lands;*
- 2) *That Lot 2, VIP Plan 84065 (containing the Rocky Creek riparian area) is dedicated to the Town;*
- 3) *That the plans submitted by Delinea Design Consultants Ltd. (September 10, 2009) are secured as part of the rezoning ; and*
- 4) *That the Development Permit process be thorough to ensure design commitments are adhered to.*

Ms. Adams further noted that the applicant has agreed that a land use agreement (covenant) shall be registered on the title of Lot 1 which will include:

- A statement that there will be a maximum of 48 residential units on the subject property;
- A commitment to the site plan developed by Delinea Design Consultants Ltd. and to the green building strategies indicated on the plans;
- And at the development permit stage: a tree protection management plan; a landscape plan that pays special attention to utilizing native species protection of the riparian area and storm water management.

Lot 2 containing the Rocky Creek riparian area will be transferred to the Town.

Ms. Adams advised that the Public Hearing notice was published in the Chronicle newspaper on March 2 and 9, 2010 and posted on community notice boards throughout the Town and on 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. She confirmed that there was one written submission and one telephone or in-person enquiry received at City Hall in connection with this Public Hearing.

Ms. Adams reported that the applicant held a neighbourhood information meeting March 3, 2010. Invitations were mailed to 12 neighbouring property owners/residents. The applicant provided the following report from the meeting:

- Five neighbours attended the meeting. Access to the site and potential traffic impacts were discussed. The one written submission requested a controlled crosswalk at 4<sup>th</sup> Avenue and Christie Road to ensure safety of pedestrians including school children.

Mayor Hutchins introduced the applicant, Maureen Piltcher of Maureen Piltcher & Associates. Ms. Piltcher gave a short presentation regarding the proposed development.



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

Hearing no questions Mayor Hutchins called for comments a first time.

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

Hearing no comments Mayor Hutchins called for any written submissions.

Hearing no further comments and receiving no written submissions, Mayor Hutchins declared the Public Hearing for Bylaw 1705 and Bylaw 1706 closed at 7:12 p.m.

#### **PUBLIC HEARING - Bylaw 1708 and Bylaw 1709**

##### **APPLICANT AGENT**

Guy Bezeau of Seven Links Marketing and Development Ltd.

##### **PUBLIC ATTENDANCE: 14**

A Public Hearing for Bylaw 1708 and Bylaw 1709 was held in Council Chambers at City Hall, 410 Esplanade, Ladysmith, B.C. on Monday, March 15, 2010 at 7:18 p.m.

Mayor Hutchins welcomed the public and noted that the public input portion of the hearing would take place in two parts - Part 1 would entertain questions clarifying the project or bylaw and Part 2 would afford attendees an opportunity to provide comments to Council on the proposed development.

Felicity Adams, Director of Development Services, provided an overview of the application submitted by Seven Links Marketing and Development Ltd. (Guy Bezeau) for proposed Lot 6 of Lot 1, D.L. 108, Oyster District, Plan 47290. She noted that the property is located at the west end of Fourth Avenue and that the purpose of Bylaw 1708 is to amend the Official Community Plan by designating the subject property as 'Single Family Residential'. The purpose of Bylaw 1709 is to amend the Zoning Bylaw by rezoning the subject property as 'Mobile Home Park (MP-1) Zone' to permit a small lot single family subdivision. Bylaw 1709 also includes a provision not to permit mobile homes on the subject property and to permit a density of 19.4 single family units per hectare on the subject property.

Ms. Adams reported that the Advisory Planning Commission

made the following recommendation to Council at its meeting held March 9, 2010:

*It was moved, seconded and carried that the Advisory Planning Commission recommends support for Bylaws 1708 and 1709, with a recommended amendment to the 'small lot residential development design guidelines' as follows: "The front building elevation should not be dominated by the garage and where possible the entrance and veranda should be prominent and the garage recessed."*

Ms. Adams further noted that the applicant has agreed to a land use agreement (covenant) which will be registered on the title of Lot 6 that will provide small lot residential design guidelines.

Ms. Adams advised that the Public Hearing notice was published in the Chronicle newspaper on March 2 and March 9, 2010 and posted on community notice boards throughout the Town and on 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. She confirmed that there were no written submissions and one telephone or in-person enquiry received at City Hall in connection with this Public Hearing.

Ms. Adams reported that the applicant held a neighbourhood information meeting February 27, 2010. Invitations were mailed to direct neighbours. The applicant provided the following report from the meeting:

- Six neighbours attended the meeting. The proposed single family land use was supported; one neighbour requested ranchers (single level homes) on the lots adjacent to the existing homes.

Mayor Hutchins introduced the applicant Guy Bezeau of Seven Links Marketing and Development. Mr. Bezeau gave a short presentation regarding the proposed development.

Mayor Hutchins called for questions a first time.

Mayor Hutchins called for questions a second time.

Mayor Hutchins called for questions a third time.

Hearing none Mayor Hutchins called for comments a first time.

Janet Sunnus - 4<sup>th</sup> Avenue - Voiced concerns regarding potential traffic and speed issues on 4<sup>th</sup> Avenue.

Sandra Jagusiak - Greenhorn Place - Expressed concerns regarding traffic issues and the need for additional exits from the area as 4<sup>th</sup> Avenue is a dead end road.

Mayor Hutchins called for comments a second time.

Mayor Hutchins called for comments a third time.  
Mayor Hutchins called for any written submissions.

Hearing no further comments and receiving no written submissions, Mayor Hutchins declared that the Public Hearing for Bylaw 1708 and Bylaw 1709 closed at 7:27p.m.

**BYLAWS (OCP/ZONING)**

APPLICATION 3360-0908 (1237 4<sup>TH</sup> AVENUE)

2010-106 It was moved, seconded and carried that the Town of Ladysmith Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 29), 2010, No. 1705 be read a third time.

2010-107 It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 78), 2010, No. 1706 be read a third time.

APPLICATION 3360-09-07 (PROPOSED LOT 6 OF LOT 1, D.L. 108, OYSTER DISTRICT, PLAN 47290)

2010-108 It was moved, seconded and carried that the Town of Ladysmith Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 30), 2010, No. 1708 be read a third time.

2010-109 It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 79), 2010, No. 1709 be read a third time.

APPLICATION 3360-10-01 (LOT 7 AND LOT 8, DISTRICT LOT 147, OYSTER DISTRICT, PLAN VIP85271)

2010-110 It was moved, seconded and carried that Town of Ladysmith Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No. 31), 2010 No. 1710, Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No .80), 2010, No. 1711 and Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 81), 2010, No. 1714 be read a first and second time and that a public hearing be scheduled for Bylaw 1710, Bylaw 1711, and Bylaw 1714.

2010-111 It was moved seconded and carried that staff be directed to register a covenant on the certificate of title for Lot 7 and Lot 8, District Lot 147, Oyster District, Plan VIP85271 to secure the following:

- (a) Multi-Family development design guidelines;
- (b) Useable outdoor greenspace for residents;
- (c) A landscaped buffer between the single family

development and proposed multifamily development;

- (d) A landscaped buffer between the multi-family development and the highway;
- (e) Shared road access from Christie Road; and
- (f) An area to accommodate the 'Welcome to Ladysmith' sign with landscaping,

And authorize the Mayor and Corporate Officer to execute the covenant.

## MINUTES

2010-112

It was moved, seconded and carried that the Council minutes of March 1, 2010 be adopted as circulated.

## PROCLAMATIONS

The Mayor proclaimed April 2010 as Canadian Cancer Society's Daffodil Month and April 9, 2010 as Daffodil Day in the Town of Ladysmith.

## REPORTS

F. Adams, Director of Development Services, vacated Council Chambers at 7:35 p.m.

### SEPTIC SERVICES ANNUAL TENDER 2010

2010-113

It was moved, seconded and carried that the motion to award the contract for the septic services to Save On Septic Services Inc. be rescinded and that the award for the annual tender for the septic services for 2010 be awarded to Coast Environmental Ltd. for the unit rates quoted.

### MUNICIPAL INSURANCE ASSOCIATION OF B.C. RISK MANAGEMENT GRANT APPLICATION – WALKWAY AT NORTH END OF CITY HALL

2010-114

It was moved, seconded and carried that staff be authorized to submit a Risk Management Grant application through the Municipal Insurance Association (MIA) in the amount of \$2,000 to construct a 40' by 4' cement walkway with approximately four stairs along the exterior walkway to the adjoining sidewalk on the north side of City Hall.

### CONTRACT AWARD FOR ROOFING AND SHEET METAL – LADYSMITH COMMUNITY SERVICES CENTRE AND BOYS AND GIRLS CLUB FACILITIES

2010-115

It was moved, seconded and carried that the contract for the provision of roofing and sheet metal for the Ladysmith Community Services Centre and Boys and Girls Club facilities be awarded to G & G Roofing in the amount of \$136,020.

SOLAR COMMUNITIES GRANT APPLICATION

2010-116 It was moved, seconded and carried that staff be authorized to submit an application to Solar BC to become a Solar Community and to receive a \$5,000 grant.

GRANT APPLICATION TO UBCM SENIORS' HOUSING AND SUPPORT INITIATIVE FOR LADYSMITH SENIORS' WELLNESS PARK

2010-117 It was moved, seconded and carried that staff be authorized to submit an application to the UBCM Seniors' Housing and Support Initiative for a grant of up to \$20,000 to cover the installation of a senior-specific wellness park at the new Ladysmith Community Services Centre.

FIRE CHIEF'S REPORT FEBRUARY, 2010

2010-118 It was moved, seconded and carried that the Fire Chief's report for February, 2010 be received.

BUILDING INSPECTOR'S REPORT - FEBRUARY, 2010

2010-119 It was moved, seconded and carried that the Building Inspector's report for February, 2010 be received.

TROLLEY REPORT - FEBRUARY, 2010

2010-120 It was moved, seconded and carried that the Trolley report for February, 2010 be received.

COASTAL ANIMAL CONTROL SERVICES OF BC LTD.

2010-121 It was moved, seconded and carried that the February 2010, Pound Report from Coastal Animal Control Services of BC Ltd. be received.

**CORRESPONDENCE**

TRAFFIC COMPLAINT - DAVIS ROAD - SCHOOL ZONE

2010-122 It was moved, seconded and carried that the letter dated March 8, 2010 from S/Sgt. R. Plamondon regarding traffic complaint, Davis Road (school zone), be received.

**BYLAW**

2010-123 It was moved, seconded and carried that Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2010, No. 1712 be read a first, second and third time.

**NEW BUSINESS**

2010-124

It was moved, seconded and carried that staff be directed to prepare a report regarding amending the Zoning Bylaw to limit the floor area and height of an accessory structure in residential zones.

**EXECUTIVE SESSION**

2010-125

It was moved, seconded and carried that this meeting retire into Executive Session at 8:03 p.m., pursuant to Section 90(1) of the Community Charter to consider the following items:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- labour relations or other employee relations;
- 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;

**RISE AND REPORT**

2010-126

It was moved, seconded and carried that the Executive Session of Council Rise without report at 8:33 p.m.

**ADJOURNMENT**

2010-127

It was moved, seconded and carried that the meeting be adjourned at 8:33 p.m.

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Mayor (R. Hutchins)

**CERTIFIED CORRECT**

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Corporate Officer (S. Bowden)



**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR SESSION OF COUNCIL**  
MONDAY, MARCH 29, 2010 - 5:00 P.M.

**LADYSMITH**

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**PRESENT:**

Mayor Rob Hutchins  
Councillor Duck Paterson

Councillor Scott Bastian  
Councillor Bruce Whittington

Councillor Jillian Dashwood

**ABSENT:**

Councillor Lori Evans

Councillor Steve Arnett

**STAFF PRESENT:**

Ruth Malli  
Sandy Bowden

Joe Friesenhan

Rebecca Kalina

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**CALL TO ORDER**

Mayor Hutchins called the meeting to order at 5:05 p.m.

**AGENDA APPROVAL**

2010-128

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

**REPORTS**

2010 WATER AND SEWER BUDGET

The 2010 - 2014 proposed water and sewer budget documents were distributed at the meeting. R. Malli, City Manager provided an overview of the funding sources for the operations and capital budgets. J. Friesenhan, Director of Public Works, advised Council on the expenditures and capital projects in the proposed budgets.

2010-129

It was moved, seconded and carried that the 2010-2014 water and sewer budgets, as presented, be accepted and that staff proceed with the preparation of the necessary bylaws.

**ADJOURNMENT**

2010-130

It was moved, seconded and carried that the meeting be adjourned at 5:44 p.m.

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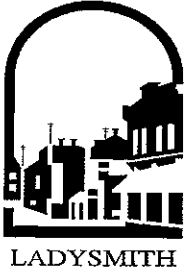
Mayor (R. Hutchins)

CERTIFIED CORRECT

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Corporate Officer (S. Bowden)





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: March 30, 2010  
File No: 3060 09 10

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Re: Development Permit Application – Ladysmith Maritime Society Visitor Centre  
Water Lease Area #1407751: District Lot 2016, Block C, Cowichan District

**RECOMMENDATION:**

That Council issue Development Permit 3060-09-10 for the Ladysmith Maritime Society Visitor Centre (Block C, District Lot 2016, Cowichan District, Lease # 1407751).

AND THAT the Mayor and Corporate Officer be authorized to sign the Development Permit.

**PURPOSE:**

To present a Development Permit for a proposed Visitor Centre for the Ladysmith Maritime Society (LMS).

**INTRODUCTION/BACKGROUND:**

The Ladysmith Maritime Society (LMS) is proposing to construct a visitor centre on a concrete floating platform. The LMS facility contains moorage for local boat owners (105 slips and 32 boat houses), 900 feet of dock for visiting boat moorage, and a maritime museum. The purpose of the visitor centre is to provide amenities for marine visitors such as showers, washrooms, laundry, indoor meeting space, visitor reception area with tourist information and an outdoor social area.

**SCOPE OF WORK:**

The LMS lease area is zoned "Water Marina Zone (W-2)" and falls within the Waterfront Development Permit Area (DPA1). The 'Town of Ladysmith Waterfront Area Plan' contains design guidelines that apply to the waterfront area which emphasize pedestrian scale, visibility of building function, neighbourliness to other buildings and open spaces, as well as a coherent image and distinctive roofscape for the waterfront area.

LMS retained the services of 'deHoog & Kieruif Architects' to design a Visitor Centre (see Schedules A, B and C). The proposed building is wood-frame and is 279 m<sup>2</sup> (3000ft<sup>2</sup>). The building contains three distinctive components 1) a visitor receiving and gathering area, 2) a functional area for washrooms, showers, laundry, janitorial supplies and 3) a second storey area for LMS offices, meeting room, and terrace. The service room will contain the pump out system.

The concrete float is proposed to be 15.2m x 18.3m (50ftx60ft) in size and the building roof extents cover this area. The roof extents provide a covered walkway on three sides of the concrete float. The two primary walkways are 3 metres in width.

The height of the proposed two-storey section of the visitor centre is 7.9 metres above water level (the concrete platform height is 0.6 metres and the visitor building height, base to peak, is 7.3 metres). The W-2 Zone permits a height of 7.5 metres, thus a height variance of 0.4 metres is proposed to be included in the development permit. The Town of Ladysmith

Waterfront Area Plan states that allowances for variances from the zoning bylaw may be made based on the design merit of individual proposals.

The exterior of the building is proposed to be a combination of wood siding, metal siding, glass in aluminum frame, and metal roofing, the terrace will contain a handrail with glass panels.

LMS currently provides a gravel parking area upland from the marina. Parking for community services will continue to be reviewed in waterfront area planning.

ALTERNATIVES:

That Council not issue development permit 3060-09-10 for reasons related to the guidelines of DPA1.

FINANCIAL IMPLICATIONS: n/a

LEGAL IMPLICATIONS: n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The deHoog designs for the LMS Visitor Centre were presented to the Advisory Design Panel on March 31, 2009 and they passed a motion emphasizing their support for the proposed designs.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The designs for the LMS Visitor Centre have been referred to the Town of Ladysmith building inspector for review.

RESOURCE IMPLICATIONS:

Processing development permit applications is a core function of the Development Services Department. Processing this application is within available staff resources.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design is a Council strategic direction.

SUMMARY:

It is recommended to support the deHoog designs for the LMS Visitor Centre and to issue the Development Permit.

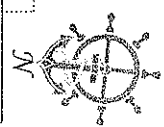
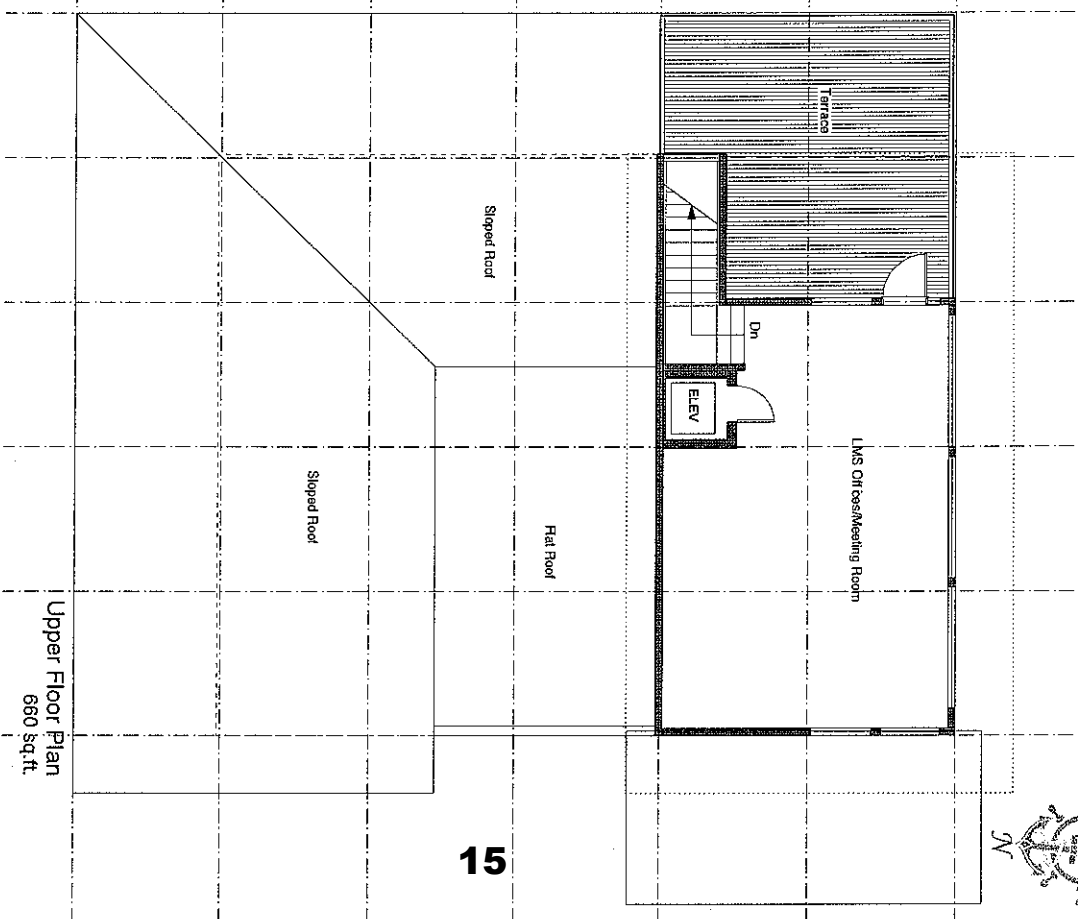
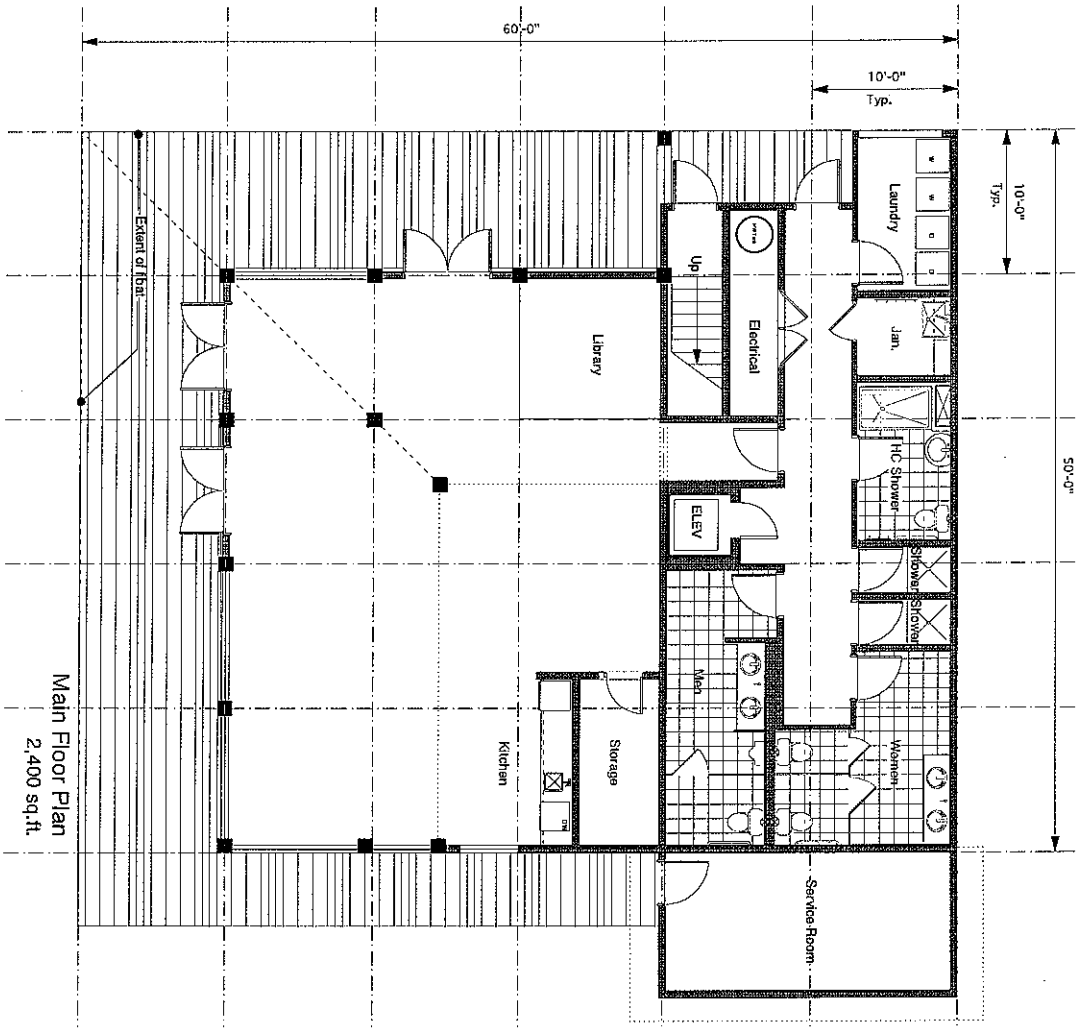
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

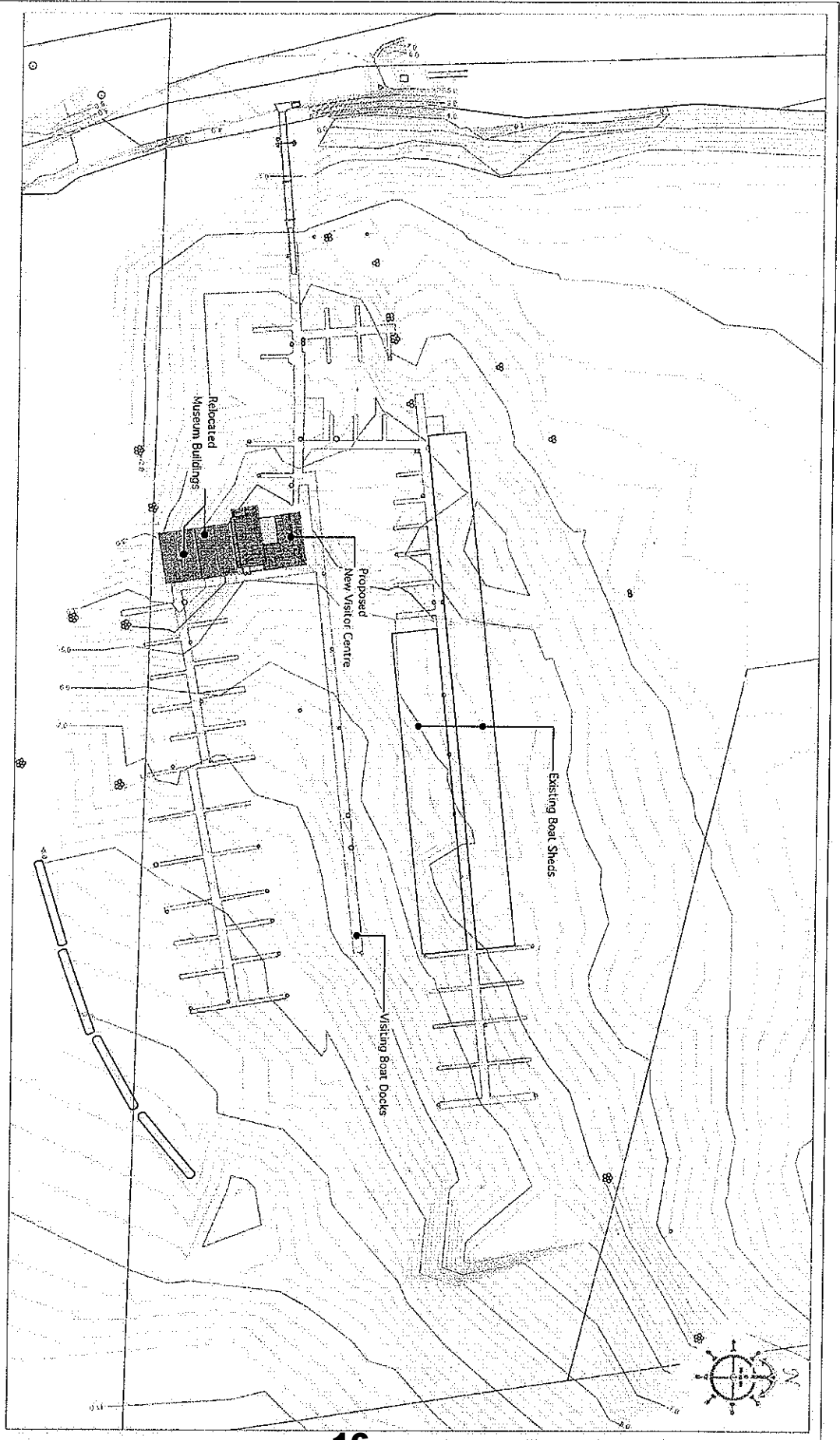
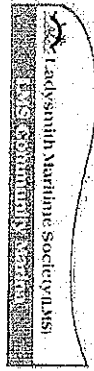
Floor Plans: Ladysmith Maritime Society Proposed Visitor Centre  
DP 3060-09-10



Lady Smith Maritime Society  
Proposed Visitor Centre  
Floor Plans

de Hoog & Klarulf architects  
977 West Street, Victoria BC Canada V8V 3K9  
tel: 250.683.2327 fax: 250.683.2327 email: dh@dk.ca

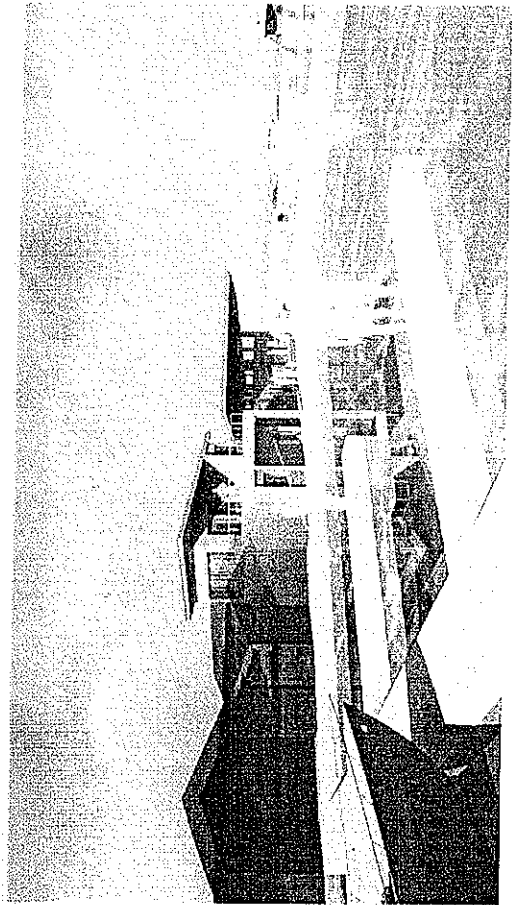
March 9, 2010



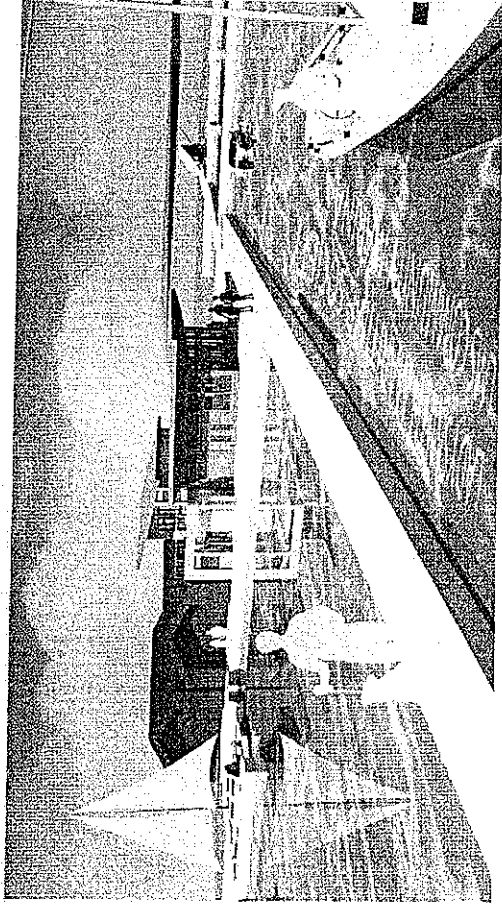
Schedule A - Site Plan  
 (de Hoog & Kierulf architects - March 9, 2010)  
 DP 3060-09-10 - Ladysmith Maritime Society

Ladysmith Maritime Society Proposed Visitor Centre Site Plan	de Hoog & Kierulf architects 177 Parkview, Nelson BC, Canada V1Y 2Y1 Tel: 250.595.5187 Fax: 250.595.5188 www.dehoogkierulf.com
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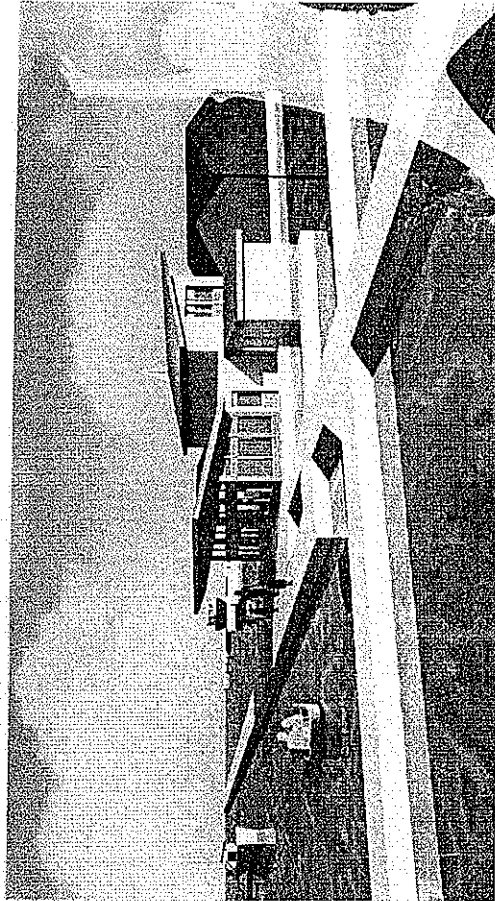
March 9, 2010



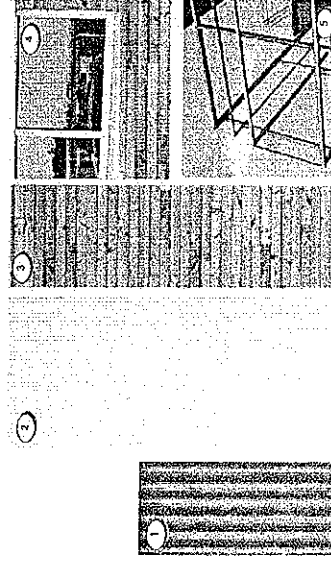
View to North West



View to South West

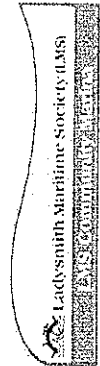


View to South East



**MATERIALS SCHEDULE**

- ① METAL ROOFING
- ② METAL SIDING
- ③ WOOD SIDING SOFFIT
- ④ GLASS IN ALUMINUM FRAME
- ⑤ HANDRAIL W/GLASS PANEL



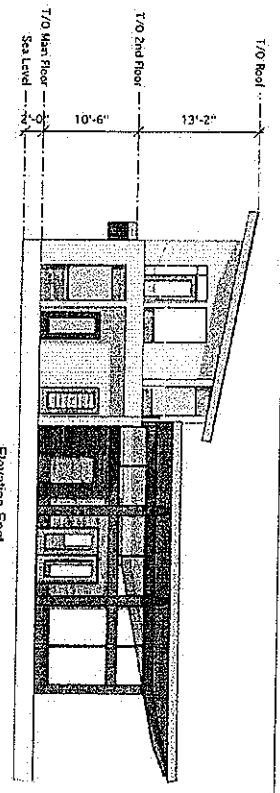
Schedule B – Exterior Views and Materials  
 (de Hoog & Kierulff architects – March 9, 2010)  
 DP 3060-09-10 – Ladysmith Maritime Society

March 9, 2010

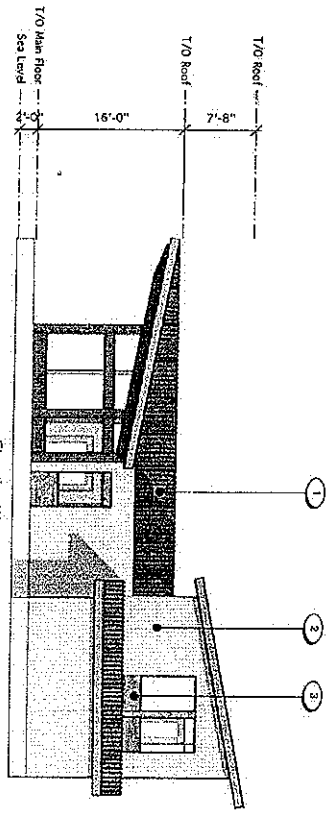
Ladysmith Maritime Society  
 Proposed Visitor Centre

de Hoog & Kierulff architects  
 9711 Westwood, Vancouver, British Columbia V6V 2Z1  
 Tel: 604.273.1237 Fax: 604.273.1238

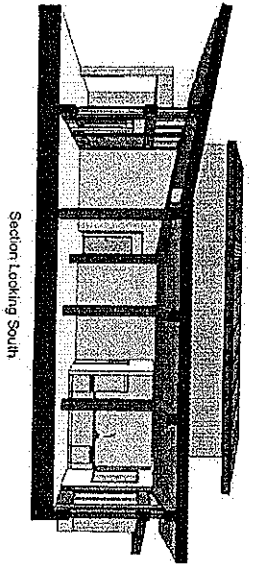
Exterior Views & Materials Schedule



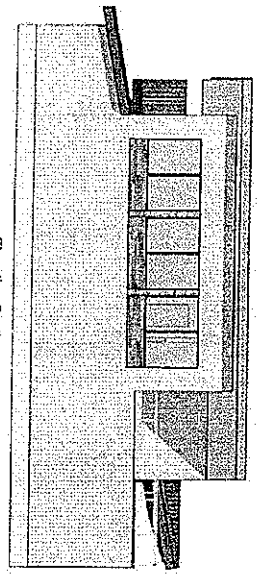
Elevation-East



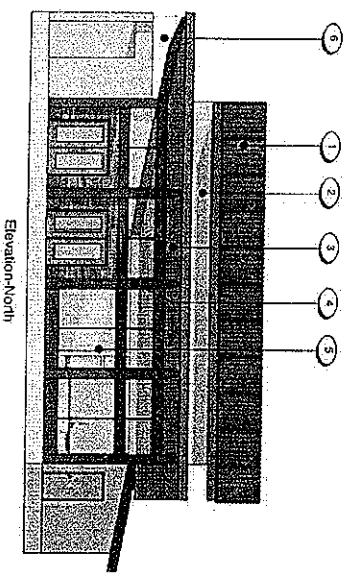
Elevation-West



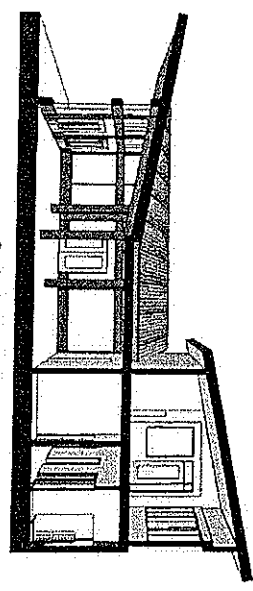
Section Looking South



Elevation-South



Elevation-North



Section Looking East

- MATERIALS LEGEND**
- ① METAL ROOFING
  - ② METAL SIDING
  - ③ WOOD SIDING SOFFIT
  - ④ WOOD COLUMN
  - ⑤ GLASS IN ALUMINUM FRAME
  - ⑥ HANDRAIL W/GLASS PANEL

Schedule C – Elevations and Sections  
 (de Hoog & Kierulff architects – March 9, 2010)  
 DP 3060-09-10 – Ladysmith Maritime Society

Ladysmith Maritime Society Proposed Visitor Centre Elevation & Section		de Hoog & Kierulff architects 2711/1900 1171/1543/1547 1171/1543/1547
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March 9, 2010

TOWN OF LADYSMITH  
DEVELOPMENT PERMIT 3060 - 09 - 10  
(Section 920 Local Government Act)

DATE: April 6, 2010

TO: Ladysmith Maritime Society (Operator)  
Block C of District Lot 2016, Cowichan District

Address: P.O. Box 1030  
Ladysmith, B.C.  
V9G 1A8

1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:  
  

Block	C
District Lot	2016
District	Cowichan
Lease #	1407751

(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a building or structure on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws, except as varied by this Permit; subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. With respect to the Land the Town of Ladysmith Zoning Bylaw, No.1160 is hereby varied as follows:
  - a) For the purposes of Development Permit 3060-09-10 Section 30.2(5) is replaced with the following: The maximum height of the Visitor Centre shall not exceed 7.9 metres (concrete float 0.6 metres and building 7.3 metres) as shown in Schedule C.
4. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - (i) Construct the building or structure as shown in:
    - a) Schedule A: Site Plan
    - b) Schedule B: Exterior Views and Materials
    - c) Schedule C: Elevations and Sections
  - (ii) Roof mounted signs shall be prohibited. Permitted signs are to be constructed from individually raised, externally illuminated and non-illuminated letters in accordance with the Municipality's Sign Bylaw.

(iii) Lighting shall illuminate necessary onsite areas and shall be low-impact. Lighting shall not glare or spill onto adjacent sites.

6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.927 of the *Local Government Act*, and upon such filing, the terms of this Permit 3060-09-10 or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
8. The plans and specifications attached to this Permit are an integral part of this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF  
LADYSMITH ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
OWNER/OPERATOR

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
OWNER/OPERATOR

\_\_\_\_\_  
PLEASE PRINT NAME



Town of Ladysmith

**COMMITTEE REPORT**



**LADYSMITH**

To: Mayor and Council  
From: Councillor D. Paterson, Chair  
Date: March 15, 2010  
File No: 0550-20

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Re: GOVERNMENT SERVICES COMMITTEE - March 15, 2010

At its meeting on March 15, 2010 the Government Services Committee recommended to Council the following:

- 1.) That staff be directed to proceed with Official Community Plan 'green policy' amendments, as a strategic priority, in three phases:
  - (i) Phase 1: Bill 27 - Greenhouse gas emission reduction targets, actions, and strategies;
  - (ii) Phase 2: Riparian Areas Regulation and Council environmental policy directions; and
  - (iii) Phase 3: Bicycle Plan.
- 2.) That the following Official Community Plan consultation pursuant to S.879 of the Local Government Act be supported for the 'green policy' OCP review (6480-30/40/50):
  - (i) Refer each phase to the Advisory Planning Commission (APC) for review and comment.
- 3.) That the toilet rebate program be extended until December 31, 2010 and that staff be directed to include \$20,000 in the 2010 water utility operating budget.
- 4.) That the expenditure of \$12,000 be authorized for the replacement of the watermain across Dogwood Drive by the North end of Arbutus Crescent, with the funds to come from the Water Utility Reserve Fund.
- 5.) That the tendering policy be waived and the Town enter into a purchase agreement with Vimar Equipment for a 2004 Elgin Crosswind J sweeper at a net cost of \$85,000 (taxes extra) with the funds to come from the Equipment Replacement Reserve.
- 6.) That Staff be directed to issue a limited distribution Expression of Interest directed to local (Ladysmith) non-profit community organizations for the management of a Trolley Advertising Program.
- 7.) That the correspondence dated January 13, 2010 from Janice McDougall be received and referred to staff to assess the accessibility of the First Avenue bus stop and to provide recommendations at a future Government Services Committee meeting.
- 8.) That a letter of support be provided to the Cowichan Energy Alternatives Society regarding their Vancouver Island Bio-Fuel Network (VIBN) Project.
- 9.) That the letter from Team Tomorrow (Leadership BC) regarding an invitation to the "Total Physical Response - Hul'qumi'num for Beginners" workshop being held on Monday, May 17, 2010 be received.



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: March 5, 2010  
File No:

---

Re: CENTRALIZED WATER TREATMENT

RECOMMENDATION(S):

That Council authorize staff to proceed with the detailed design of Phase I of the centralized treatment facility, the dual pipeline from the South end Chlorinator to the Arbutus Reservoir, and the new power supply for up to \$235,000 with the funds to come from the Water Utility Reserve Fund.

PURPOSE:

To obtain Council authorization to start work on the projects that are required as part of the Town's Operating Permit prior to obtaining notification of a grant for the projects.

INTRODUCTION/BACKGROUND:

In order to ensure a safe and adequate water supply for residents in the Town of Ladysmith for the present and future, the Town embarked on a plan to upgrade its water system based on a report prepared by Earth Tech (Canada) Inc. in 2003. Part of the Town's water supply strategy included the reduction of peak water demands by implementing water conservation strategies, the first of which was the installation of water meters throughout the entire Town. This strategy effectively reduced the Town's water demand by 23% between 2002 and 2008 while the population increased by 17% in the same time period.

In 2008, the Town completed the first of the improvements recommended by the report with the construction of an enclosed reservoir at Arbutus. The new higher reservoir location now allows the Town to feed the south end from one location. This in turn allows the Town to eliminate the chlorination station and proposed future reservoir in the south end and combine under one operation at Arbutus.

Combining the water supply distribution point to one location will eliminate the need for a second reservoir at the south end and also reduce future treatment costs and our carbon footprint by eliminating the need to drive to the second site. The elimination of the south end chlorination station will provide the ideal location for the Town's first in-line turbine which will assist with reducing the line pressure while creating electricity which can be sold back to B.C. Hydro.

The Town also received notification from the Vancouver Island Health Authority (VIHA) of a new 4-3-2-1 regulation which identifies the level of treatment required for surface water providers. The regulation does allow a municipality to forego the filtration requirement if a municipality can show that it can meet the requirements year round. The Town developed a Watershed Protection Plan and a Water Quality Monitoring Program to help show that the requirements are met.

VIHA also required that all municipalities put into effect a compliance program for implementation including timelines. In December of 2008, Council adopted a 5 year Capital Plan which would bring the Town into compliance with the regulations. The Town has received a new operating permit for operating a water system from VIHA with a number of conditions attached to bring the Town's system into compliance with the new 4-3-2-1 regulations. Under the new conditions set out in the permit, the Town must meet some standards immediately and others must be achieved by set dates as identified in the 5 yr. Capital Plan.

In January of 2009, an application for a 'Towns for Tomorrow' grant for the construction of a centralized treatment facility for a maximum of \$375,000 was submitted to the Province. In March of 2009, a second intake of the Canada/British Columbia Building Canada Fund was announced. An application was submitted for the construction of a dual pipeline from the south end to Arbutus, a centralised treatment facility, a new power supply and a pipeline from Holland Lake to Stocking Lake. In January, 2010, we were officially notified that we were unsuccessful in obtaining the grant.

Numerous discussions have taken place between the Town and senior government in an effort to obtain funding. A new application has been submitted as a "shovel ready" project for the dual pipeline between the south end and Arbutus reservoir, the centralized chlorination and the new power supply. The total estimated cost for this portion of the work is \$2,478,000. The estimated cost to get the project to tender ready stage is \$235,000. There is no indication at this time that funds are available.

A letter from VIHA (attached) advises us that the completion dates for the works identified as part of our operating permit have not been met.

#### SCOPE OF WORK:

Complete the detailed design engineering for the projects identified in the grant application.

#### ALTERNATIVES:

1. Wait until a grant is received
2. Start detailed design immediately
3. Decide to fund this project from reserves. Make new grant application for next phase.

FINANCIAL IMPLICATIONS:

Any work completed prior to receiving a grant announcement would not be eligible to be funded by the grant.

LEGAL IMPLICATIONS:

Under our operating permit, we are required to complete the works prior to December 31, 2010.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Providing adequate and a safe supply of water to the residents would have a positive public relations implication

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

RESOURCE IMPLICATIONS:

The work in question would be completed by the private sector.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Providing a safe and adequate water supply is the number one strategic priority

SUMMARY:

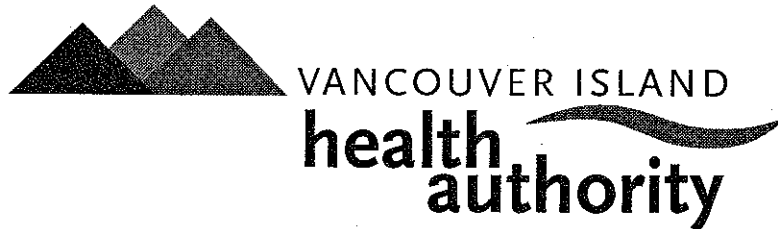
In order to meet the new 4-3-2-1 regulations set out by VIHA, the Town is required to complete some treatment strategies over a short time period. In 2009, the Town received a new Operating Permit which included the need to complete the construction of a dual watermain from the south end to Arbutus, a centralized chlorination facility and upgrade the power supply to Arbutus by December, 2010. The Town submitted an application for a grant for the required works. The application was unsuccessful. A new application was submitted in January.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Matti, City Manager

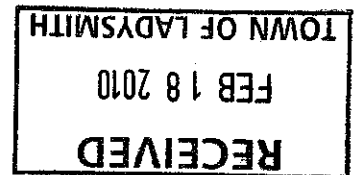
ATTACHMENTS:

Appendix A of Operating Permit  
Letter from VIHA.



February 15, 2010

Attention: Joe Friesenhan, Director of Public Works  
Town of Ladysmith  
330 6<sup>th</sup> Avenue  
PO Box 220  
Ladysmith, BC V9G 1A2



Dear Mr. Friesenhan;

**Re: Town of Ladysmith Water Quality Monitoring Program**

We are in receipt of a November 30, 2009 *Town of Ladysmith Water Quality Monitoring Program* report (the "Report") by Matt Palmer, P. Eng., of Koers & Associates Engineering Ltd. We have reviewed the report and have the following comments:

1. All surface waters must be filtered according to the Vancouver Island Health Authority (VIHA) Drinking Water Treatment for Surface Water Policy. However, a water supplier can request a waiver from filtration if the source water meets certain criteria: satisfactory bacteriological parameters, two primary disinfectants and a daily average source water turbidity of less than 1 NTU (95% of the days) which does not exceed 5 NTU on more than 2 days in a 12 month period.

Please be aware that average daily source water turbidity levels must be measured at equal intervals. The Report references weekly turbidity monitoring of raw source waters - this is insufficient. If you wish to seek a filtration waiver, VIHA will require, at a minimum, one year's worth of daily source water turbidity level monitoring (at least every 4 hours). Once the turbidity study is complete, you may apply to the local Medical Health Officer for a filtration deferral/waiver.

2. The Town of Ladysmith Drinking Water System Operating Permit issued on July 24, 2009, required continuous turbidity monitoring. Please ensure there is a continuous turbidity monitoring meter on each source.
3. Provide our office with a revised five year capital plan for your drinking water supply as the completion dates in your Operating Permit have not been met (see attached dates listed in Appendix A). Please provide our office with revised alternative implementation dates.

Page 1 of 2  
Cont.....

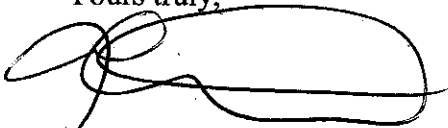
Health Protection &  
Environmental Services  
3<sup>rd</sup> Floor, 6475 Metral Drive  
Nanaimo BC V9T 2L9

Central Island  
Ph: (250) 755-6215  
Fax: (250) 755-3372

4. Develop an Action Plan for conventional filtration in the event that turbidity monitoring reveals elevated turbidity levels/turbidity spikes. Concurrent with the above turbidity study, develop the Action Plan for filtration. Ensure this plan examines different filtration plants/options, their different locations, conceptual sketches, associated financial costs, etc.

In summary, please provide our office with a revised Report (including a schedule for the completion of the items described above) and forward it to our office by March 15, 2010. If you have any questions regarding this letter, please contact me at (250) 755-6215.

Yours truly,



Bill Lucko  
Environmental Health Officer

Cc: D. Glenn, Senior EHO  
J. Spencer, PHE  
M. Palmer, P. Eng, Koers & Associates Engineering Ltd.

Town of Ladysmith  
→ permits



VANCOUVER ISLAND  
**health  
authority**

APPENDIX A

WATER SYSTEM OPERATING CONDITIONS FOR

TOWN OF LADYSMITH WATER WORKS

330 6th Avenue

Ladysmith, BC, V0R 2E0

**1. Existing Performance Standards**

The Water System Owner (Town of Ladysmith) shall ensure the disinfection system is in good working order and provide the following:

- Raw water turbidity must be recorded on a continuous basis and shall not exceed 1 NTU in more than 5% of the average daily measurements in each calendar month. If the raw water exceeds an average of 5 NTU for a period of more than 12 hours, the Drinking Water Officer must be contacted immediately.

**2. Treatment Specification**

The Water System Owner shall provide two treatment processes acceptable to the Vancouver Island Health Authority, to achieve a 4-log removal/inactivation of viruses, a 3-log removal/inactivation of Giardia cysts and Cryptosporidium oocysts, and produce a finished water with less than 1 NTU turbidity.

The Water System Owner is required to meet the following implementation plan dates:

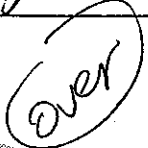
- |                             |  |
|-----------------------------|--|
| a. <u>December 31, 2009</u> | Completion of the design for the centralized treatment facility and the interconnection main between the Arbutus Reservoir and the south end |
| b. <u>June 1, 2010</u>      | Construction has begun on the centralized treatment facility with completion scheduled for December 31, 2010                                 |
| c. <u>December 31, 2011</u> | Completion of the Holland Lake to Stocking Lake outlet diversion pipe  |
| d. <u>December 31, 2013</u> | Completion of reservoir servicing South Ladysmith  |

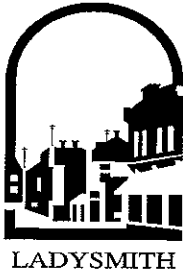
Date: July 24, 2009

Issued By:   
Environmental Health Officer

Health Protection &  
Environmental Services  
3<sup>rd</sup> Floor, 6475 Metral Drive  
Nanaimo BC V9T 2L9

Central Island  
Ph: (250) 755-6215  
Fax: (250) 755-3372





Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: March 4, 2010  
File No:

---

Re: LADYSMITH TROLLEY SERVICE

RECOMMENDATION:

That Council authorize the posting of two permanent 33 hours per week trolley operator positions.

PURPOSE:

To obtain Council's endorsement to convert the current trolley operator positions to permanent positions.

INTRODUCTION/BACKGROUND:

In August of 2009, Council commenced the Ladysmith trolley service. In order to determine the feasibility of the service and also to determine the best routing and scheduling for the service, the trolley operator positions were posted as nine month temporary (i.e. 33 hours per week) positions. The term of the positions expires the first week of May, 2010.

The total number of riders in 2009 was 9,858 or an average of 94 per day. The total revenue collected from riders in 2009 was \$5,002.79. For the first two months of 2010, the total number of riders was 4,341 or an average of 90 per day. Rider donations for January was \$837.00 and for February it was 678.91.

The trolley is in operation from 8:00 a.m. to 6:00 p.m. A review of the service identifies that the busiest time of day is between 8:00 a.m. and 10:00 a.m. and between 4:00 p.m. and 6:00 p.m. The numbers and locations of the trolley stops have changed slightly from the inception of the service to accommodate the ridership. Staff does not recommend changing the service at this time.

SCOPE OF WORK:

Once Council's authorization is obtained Staff will proceed with posting the positions.

ALTERNATIVES:

Council could either authorize the establishment of the two positions or cancel the trolley service.



FINANCIAL IMPLICATIONS:

The two permanent trolley operators will be eligible for benefits.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The trolley transit service has been very well received by the public as evidenced by the ridership statistics. Staff is confident that the public will continue its support of the service in the future.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Corporate Services Department will process the postings in accordance with established procedures.

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

Establishment of a trolley transit services within the Town of Ladysmith was one of the Corporate Services 2009 strategic priorities.

SUMMARY:

When the trolley service established, the trolley driver positions were created as temporary full-time positions for a nine month period. The positions expire the first week of May 2010. Authorization is required to convert the positions to permanent status.

I concur with the recommendation.

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

ATTACHMENTS:

"None".



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: March 26, 2010  
File No:

---

Re: TWIN CITY REQUEST – LADYSMITH, SOUTH AFRICA

RECOMMENDATION(S):

That Council authorize staff to pursue the establishment of a “twin city” relationship with Ladysmith, South Africa and report back to Council in this regard.

PURPOSE:

The purpose of this staff report is to advise Council of a request received from RG Reddy, Town Secretary of the Emnambithi Ladysmith Municipality located in the province of KwaZulu-Natal, South Africa and to seek Council’s authorization to pursue this twinning opportunity.

INTRODUCTION/BACKGROUND:

An email was received on March 21, 2010 from the Town Secretary of the Emnambithi Ladysmith Municipality requesting the Town’s consideration of twinning with Ladysmith, South Africa. Upon investigation of the area, a few quick facts are noted below:

- *Ladysmith is located on the banks of KwaZulu-Natal's Klip River almost halfway between Johannesburg and Durban (230 kilometres north-west of Durban and 365 kilometres south of Johannesburg).*
- *Population is 225,452*
- *Proclaimed in 1850, it was named after the Spanish wife of Sir Harry Smith. It became a prosperous staging- post for fortune-hunters en route to the Transvaal gold- fields and diamond discoveries at Kimberley.*
- *Ladysmith made world headlines at the end of the 19<sup>th</sup> century when it was besieged for 118 days during the most crucial stage of the Anglo-Boer/South African War.*
- *Ladysmith is the capital of the Uthukela District and home of world famous singing group Ladysmith Black Mambazo.*
- *The Ladysmith Emnambithi industrial area is one of the most important of the KZN inland industrial areas of the province. Important industries in the area include food processing, textile and tyre production. Tyres are produced by Dunlop near to Steadville.”*

SCOPE OF WORK:

Once authorization is obtained by Council to pursue this twinning opportunity, staff will liaise with Ladysmith, SA to confirm the twinning relationship.

The Union of BC Municipalities considers twinning opportunities as *“inter-community, bilateral agreements aimed at promoting tangible linkages between the different locales”* and *“frameworks necessary for relationships between businesses, education centres, organizations and individuals to take root and grow”*.

The following process is recommended:

1. Send official acceptance of invitation to establish twinning relationship to Ladysmith, SA.
2. Prepare Memorandum of Understanding outlining the nature of the twinning relationship between the two towns and identifying goals and objectives of the arrangement.
3. Once ratified, include reference to the “Twin City” in promotional material, on the Town’s website, etc.
4. Prepare an official media release.

ALTERNATIVES:

Council could direct staff not to pursue this twinning relationship or recommend an alternative jurisdiction with which to establish a twin city.

FINANCIAL IMPLICATIONS:

Financial implications are unknown at this point.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Staff does not anticipate any concerns from the public in establishing Ladysmith, SA as a “Twin City”.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a

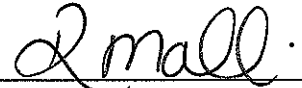
ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

SUMMARY:

The Town Secretary of the Emnambithi Ladysmith Municipality contacted the Town to explore the possibility of establishing a "Twin City" relationship with Ladysmith. Staff is seeking authorization from Council to pursue this opportunity.

I concur with the recommendation.

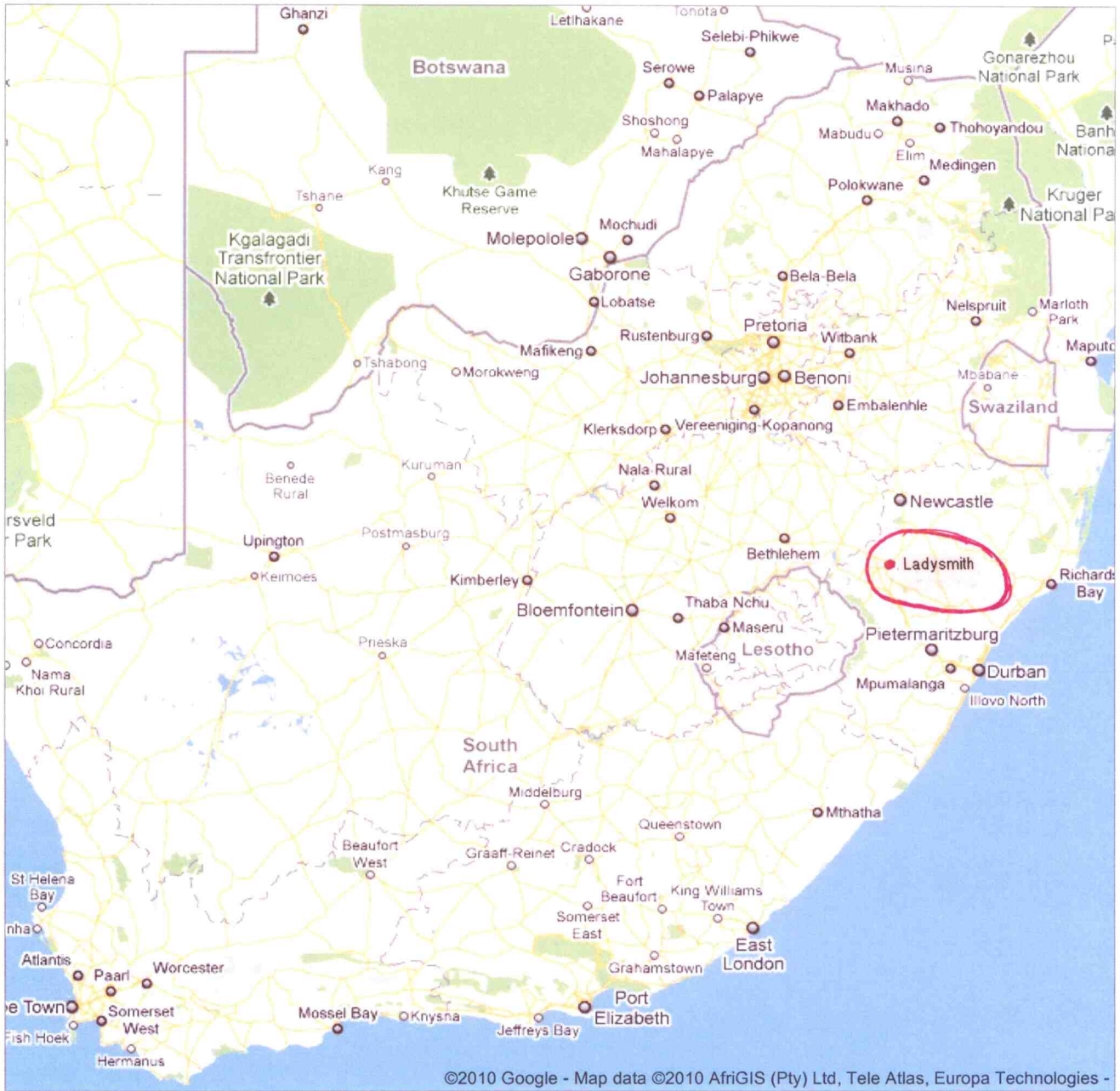


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Ruth Maffi, City Manager

ATTACHMENTS:

Map of South Africa







Town of Ladysmith  
**STAFF REPORT**

To: Council  
From: Ruth Malli, City Manager  
Date: March 31, 2010  
File No:

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Re: FINANCIAL PLAN MEETING SCHEDULE

RECOMMENDATION(S):

That Council authorize the following schedule of meetings to review the Financial Plan and relevant bylaws:

- April 12<sup>th</sup>
- April 26<sup>th</sup>
- May 10<sup>th</sup>
- May 13<sup>th</sup>

PURPOSE:

The purpose of this staff report is to confirm the schedule of meetings at which the Financial Plan is to be considered and further to determine if Council wishes to incorporate any major changes to the Financial Plan at this time. Staff requests that Council review the attached documentation (Bylaw No. 1688 – Financial Plan Bylaw 2009) and provide staff with direction regarding any changes to the Financial Plan.

INTRODUCTION/BACKGROUND:

The *Community Charter* requires the Town to prepare a five year Financial Plan annual prior to the adoption of the tax bylaw. Section 166 of the *Community Charter* also requires that Council undertake a public consultation process prior to adoption of the financial plan bylaw. This public consultation process must be advertised in accordance with Section 94 of the *Community Charter*.

SCOPE OF WORK:

n/a

ALTERNATIVES:

Council could amend the proposed schedule. In accordance with the Community Charter the Financial Plan must be adopted prior to the annual property tax bylaw which must be adopted prior to May 15<sup>th</sup>.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

Compliance with the provincial legislation is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

All meetings at which the Financial Plan is considered are open to the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

Adoption of the Five Year Financial Plan is a legislated requirement and aligns with Strategic Direction A – Wise Financial management.

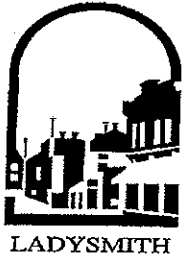
SUMMARY:

Staff requests Council's consideration of a proposed schedule of meetings at which to consider the Financial Plan. Staff further requests Council's feedback on the Plan and advise of any amendments to the Plan as deemed appropriate.

ATTACHMENTS:

Financial Plan Bylaw 2009 Bylaw No. 1688  
Five Year Financial Plan Policy





Town of Ladysmith  
**STAFF REPORT**

To: Council  
From: Ruth Malli, City Manager  
Date: March 11, 2010  
File No:

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Re: FINANCIAL PLAN 2010-2014

**RECOMMENDATION(S):**

That Council provide direction to staff to present a financial plan that will be consistent with Council's leadership and commitment to achieving the following:

1. Implementation of the Community Visioning Document
2. Implementation of the Community Energy Plan
3. Achieving or exceeding the Town's targets for green house gas emissions
4. Support for a sustainable community (considering environmental, economic and social impacts based on ongoing multiple criteria analysis),

That Council direct staff to dedicate existing resources to achieve the following outcomes:

5. A vibrant local Economy with sustainable development
6. Protection of the Natural Environment
7. Support for Social Equity,

That Council direct staff to recommend policies and reallocation of resources or allocation of new resources required in achieving these outcomes, and

That Council direct staff to bring forward a financial plan review process to achieve these outcomes within the next 18 months.

**PURPOSE:**

To ensure that Council's commitment to sustainability targets is reflected in the Town's Financial Plan for 2010 - 2014.

**INTRODUCTION/BACKGROUND:**

Each year, before May 15, Council reviews its five-year Financial Plan. This process enables Council to ensure that its strategic and operational goals are reflected in its operational and project funding. The process provides direction to staff as to the work that it is to be achieved in the next five years. A budget or financial plan, therefore, is simply a 'plan of action in financial terms'.

In the fall of 2008, Council initiated a process which engaged our community in developing a vision for the future. The vision "Sustainability Visioning Report" was

adopted by Council in January 2009 and direction was given to the City Manager to implement the Plan. The Community Energy Plan (adopted November 2008) outlines specific targets (31 specific actions) for the reduction of GHG emissions for the community. These two plans provide the foundation for an overall, long-term sustainability strategy for the Town Of Ladysmith.

Council has long demonstrated its commitment and leadership in sustainability. This started with the 2003 Official Community Plan, the implementation of the award winning curb-side collection of organic waste, and the 2004-2008 Strategic Plan. Ladysmith signed on to the BC Climate Action Charter in 2008, thus committing to greenhouse gas reduction targets established by the Province for 2020.

The Community Energy Plan lists 31 actions to be taken in order to achieve our stated greenhouse gas emission targets. The targets are as follows:

- 10% overall reduction in total municipal greenhouse gas (GHG) emissions by 2012 from 2007 levels
- 20% overall reduction in municipal GHG emissions by 2016 from 2007 levels
- 5% reduction in community GHG emissions by 2012 from 2007 levels
- 15% reduction in community GHG emissions by 2016 from 2007 levels
- 33% reduction in community GHG emissions by 2020 from 2007 levels to match the provincial reduction target.

The changes required to achieve our goals require that we re-think our current processes, policies and actions. We have demonstrated a commitment to this in the past year with the trolley service, solar hot water heater demonstration project at city hall, community vegetable gardens, low-flow toilet rebate program, energy retro-fit of the Frank Jameson Community Centre and the purchase of hybrid vehicles.

However, to really achieve a sustainable community, we have to engage with the business community and individual citizens to build a strong economy, protect the environment and ensure secure social equity. We cannot look at the environment in isolation, since without a vibrant business community, we do not have a sustainable community. It is also important to note that a strong natural environment and social equity are necessary to support a strong economy. These things work together, not independently.

Council has directed a 'call to action' for change. To implement the Community Sustainability Plan and the Community Energy Plan requires the support of the Financial Plan. Staff are seeking Council direction to engage in a budget or financial plan process that 're-thinks' or challenges our current assumptions.

**SCOPE OF WORK:**

To be provided through the Financial Plan review process

**ALTERNATIVES:**

Business as usual, no change in policy, process or action

**FINANCIAL IMPLICATIONS:**

Will be provided in the Financial Plan review process

LEGAL IMPLICATIONS: Under section 165(1) of the *Community Charter*, Council must by bylaw adopt the five year financial plan for at least the current year and ensuing four years before adopting the property value tax bylaw (which must be adopted by May 15). Under section 166 Council must consult with the public before adopting the plan. Under section 884(2) of the *Local Government Act* the financial plan bylaw must be consistent with the official plan, and so sustainable development synergies can be created as between the two plans. This may be driven by the applicable Strategic Priorities (see below), the Community Sustainability Plan and the Community Energy Plan.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The community is looking to the Town for leadership in reducing greenhouse gas emissions and in overall commitment to sustainability. The 2009 Sustainability Vision is a very clear articulation by the community of its expectations for achieving sustainability. Committing resources to meeting greenhouse gas emission targets is a positive sign that Council is acting on the community's vision and that the community Energy Plan and the Sustainability Vision have not been left on the shelf. As stated, under section 166 Council must consult with the public before adopting the financial plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments will be involved

RESOURCE IMPLICATIONS:

It is recommended that existing resources be re-allocated to implement the changes. New resources, if required, would be considered in the financial plan process.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategic Direction A (Wise Financial Planning); Strategic Direction B (Effective Land Use Planning and Community Design); Strategic Direction C (Dynamic Economic Development); Strategic Direction D (Enhanced Standard of Infrastructure); Strategic Direction E (Responsible Stewardship of the Environment) and Strategic Direction F (Safe and Healthy Community); Strategic Direction G (Supportive Corporate Governance)

SUMMARY:

Council has directed a 'call to action' for change. To implement the Community Sustainability Plan and the Community Energy Plan requires the support of the Financial Plan. Staff are seeking Council direction to engage in a budget or financial plan process that 're-thinks' or challenges our current assumptions.

ATTACHMENTS:

None

**TOWN of LADYSMITH**

**BYLAW NO. 1688**

A bylaw establishing the Financial Plan for the years 2009-2013.

**WHEREAS** the *Community Charter* requires Municipal Councils to prepare and adopt, by bylaw, a financial plan;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

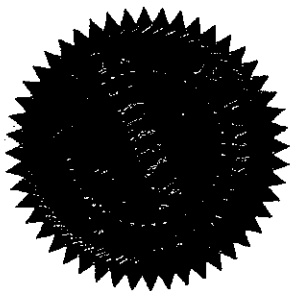
- (1) Schedule "A" attached hereto and made part of the bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending the thirty-first day of December, 2013.
- (2) Schedule "B" attached hereto and made part of the bylaw is hereby adopted and shall be the statement of objectives and policies for the Town of Ladysmith for the five years ending the 31<sup>st</sup> of December 2013.
- (3) This bylaw may be cited for all purposes as: "*Town of Ladysmith Financial Plan Bylaw 2009, No. 1688*".
- (4) "Town of Ladysmith Financial Plan Bylaw 2008, No. 1649" is hereby repealed.

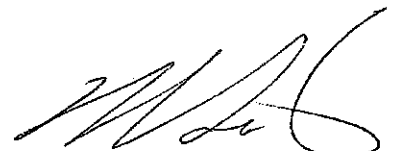
**READ A FIRST TIME** on the 4<sup>th</sup> day of May, 2009

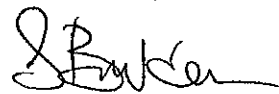
**READ A SECOND TIME** on the 4<sup>th</sup> day of May, 2009

**READ A THIRD TIME** on the 4<sup>th</sup> day of May, 2009

**ADOPTED** on the 11<sup>th</sup> day of May, 2009



  
\_\_\_\_\_  
Mayor (R. Hutchins)

  
\_\_\_\_\_  
Corporate Officer (S. Bowden)

**Schedule "A"**

**Town of Ladysmith  
2009 - 2013 Financial Plan**

	2009	2010	2011	2012	2013
<b>Revenue</b>					
<b>Operating</b>					
Property Taxes	\$ 5,164,693	\$ 5,184,717	\$ 5,321,088	\$ 5,406,541	\$ 5,505,772
Payment in Place of Taxes	138,302	141,068	143,889	146,767	149,703
Fees, Charges, Other	2,504,664	2,554,868	2,606,169	2,658,574	2,712,132
Recreation - Area G & H	114,000	116,280	118,606	120,978	123,397
Interest on Investments	200,000	204,000	208,080	212,242	216,486
Penalty and Interest on Taxes	80,000	81,600	83,232	84,897	86,595
Grants (Federal, Provincial, Other)	535,250	545,955	556,874	568,012	579,373
Transfers from Own Funds	137,413	214,027	176,169	191,121	194,198
Collection for Other Govts.	3,685,976	3,759,696	3,834,889	3,911,588	3,989,819
	<u>\$12,560,298</u>	<u>\$ 12,802,210</u>	<u>\$ 13,048,996</u>	<u>\$ 13,300,718</u>	<u>\$ 13,557,474</u>
<b>Capital</b>					
Property Taxes	\$ 453,000	\$ 545,330	\$ 523,560	\$ 555,000	\$ 575,500
Parcel Tax	552,708	562,116	571,528	580,945	588,988
Fees, Charges, Other	-	-	-	-	-
Debt Proceeds	-	-	-	-	-
Grants (Federal, Provincial, Other)	6,257,740	8,000,000	-	866,667	-
Donations & Contributions	261,000	-	-	-	-
Transfers from Own Funds	6,007,712	4,324,834	862,811	903,888	395,952
	<u>\$13,532,160</u>	<u>\$ 13,432,280</u>	<u>\$ 1,957,900</u>	<u>\$ 2,906,500</u>	<u>\$ 1,560,440</u>
<b>Total</b>	<u>\$26,092,458</u>	<u>\$ 26,234,490</u>	<u>\$ 15,006,896</u>	<u>\$ 16,207,218</u>	<u>\$ 15,117,915</u>
<b>Expenditures</b>					
<b>Operating</b>					
Departmental Operations	\$ 7,350,976	\$ 7,495,637	\$ 7,643,226	\$ 7,793,767	\$ 7,947,320
Library	243,754	248,629	253,602	258,674	263,847
Polling	1,060,990	1,079,647	1,098,677	1,118,087	1,137,886
Collections for Other Govts.	3,685,976	3,759,696	3,834,889	3,911,588	3,989,819
Repayment of Debt	218,602	218,602	218,602	218,602	218,603
	<u>\$12,560,298</u>	<u>\$ 12,802,210</u>	<u>\$ 13,048,996</u>	<u>\$ 13,300,718</u>	<u>\$ 13,557,474</u>
<b>Capital</b>					
Departmental Capital	<u>\$13,532,160</u>	<u>\$ 13,432,280</u>	<u>\$ 1,957,900</u>	<u>\$ 2,906,500</u>	<u>\$ 1,560,440</u>
<b>Total</b>	<u>\$26,092,458</u>	<u>\$ 26,234,490</u>	<u>\$ 15,006,896</u>	<u>\$ 16,207,218</u>	<u>\$ 15,117,915</u>

**Town of Ladysmith  
2009-2013 Financial Plan  
Statement of Objectives and Policies  
Schedule 'B' of Bylaw No. 1688**

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Ladysmith (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

**Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2009. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

**Objective**

- Over the next five years, the Town will increase the proportion of revenue that is received from user fees and charges by at least 3 percent over the current levels.

**Policies**

- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Universal water metering rates will be reviewed to ensure that appropriate user fees are being collected for water usage.
- Where possible, the Town will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

**Table 1: Sources of Revenue**

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	22%	\$5,617,693
Parcel taxes	2	552,708
User fees and charges	14	2,756,966
Other sources	2	541,000
Proceeds from borrowing	0	0
Government grants	26	6,792,990
Own funds	20	6,145,125
Collection for other governments	14	3,685,976
<b>Total</b>	<b>100%</b>	<b>\$26,092,458</b>

**Distribution of Property Tax Rates**

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as

this class also forms the largest portion of the assessment base and consumes the majority of Town services.

**Objectives**

- Over the next five years, reduce the share of property tax paid by Major Industry (Class 4) by at least 2 percent. This reduction of the tax burden on industrial properties continues a commitment to encourage investment and employment in the community.
- Maintain the property tax rate for business and other (Class 6) at the current rate or less.

**Policies**

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base as a result of the reduction in the tax share paid by major industry (Class 4).
- If a tax shift to other property classes is required as a result of the reduction in the tax rate to major industry (Class 4), Residential (Class 1) should be the first to absorb any such shifts.
- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community. New investment from these areas will help offset the reduction to major industry (Class 4) while providing more revenue for the Town.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage economic and environmental sustainability opportunities.
- Regularly review and compare the Town's distributions of tax burden relative to other municipalities in British Columbia.

**Table 2: Distribution of Property Tax Rates**

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	66.60%	\$3,741,518
Utilities (2)	.54	30,552
Social Housing (3)	n/a	n/a
Major Industrial (4)	16.81	944,116
Light Industrial (5)	.64	35,881
Business and Other (6)	15.317	860,102
Managed Forest Land (7)	.003	162
Recreation/Non-profit (8)	.07	4,014
Farmland (9)	.02	1,289
<b>Total</b>	<b>100.00%</b>	<b>\$5,617,634</b>

**Permissive Tax Exemptions**

The Town provides permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions include the following:

- The tax exemption must demonstrate benefit to the community and residents of the Town by enhancing the quality of life (economically, socially and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Town.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Town; (b) the potential demands for Town services or infrastructure arising from the property; and (c) the amount of revenue that the Town will lose if the exemption is granted.

**Objective**

- The Town will continue to provide permissive tax exemptions to some non-profit societies. The Town has also expanded its offering of permissive tax exemptions to include revitalization tax exemptions. It also intends to offer permissive tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

**Policies**

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.
- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption program will target.
- Integrate the green revitalization tax exemption program into the Town's existing economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.

**Table 3: Utilization of Reserves, DCC's and Surplus**

Source	% of Total	Dollar Value
Reserves	47%	\$2,812,096
DCC's	41	2,459,347
Surplus	12	873,682
<b>Total</b>	<b>100%</b>	<b>\$6,145,125</b>



**TOWN OF LADYSMITH**  
**POLICIES AND PROCEDURE MANUAL**

<b>TOPIC:</b>	<b>FIVE YEAR FINANCIAL PLAN POLICY</b>		
<b>APPROVED BY:</b>	Council	<b>DATE:</b>	March 19, 2007
<b>RESOLUTION #:</b>	2007-148		
<i>(Amended)</i>			
<b>Definition:</b>			
<p>A budget or Financial Plan is the financial reflection of the Town's operating and capital plans, including those items contained in the Strategic Plan. The document outlines the work and projects that the Town intends to complete over the next five years. The operations portion of the budget outlines the approved resources for each department to execute their overall mandate.</p>			
<b>Background:</b>			
<p>Section 165 of the <i>Community Charter</i> requires the Town to prepare a five year financial plan annually prior to adoption of the annual property tax bylaw. As per Section 197 of the <i>Community Charter</i>, the annual property tax bylaw must be adopted after the financial plan bylaw but prior to May 15<sup>th</sup> of the year. Section 166 of the <i>Community Charter</i> also requires that Council undertake a public consultation process prior to adoption of the financial plan bylaw. This public consultation process must be advertised in accordance with Section 94 of the <i>Community Charter</i>.</p>			
<p>Council prepares a Strategic Plan. This plan outlines the strategic focus for the organization for the next five years, the Financial Plan is the financial reflection of the tasks to be completed in accordance with the Strategic Plan. The development of the Strategic Plan and the Financial Plan should include opportunities for the public, Town committees, Council and all staff to bring forward ideas and suggestions. It is the responsibility of management to ensure that a process exists for all staff to provide input into the Town's plans. It is the responsibility of Council to ensure that a process exists for the public and committee members to provide input into the Town's plans. Council makes the final decision on the directions, projects and initiatives included in both the Strategic Plan and the Financial Plan.</p>			

**05 – 1700 - A**

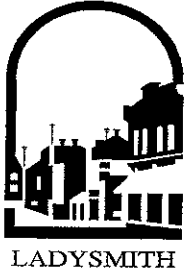
<b>TOPIC: FIVE YEAR FINANCIAL PLAN POLICY</b>	
<b>APPROVED BY: Council</b>	<b>DATE: March 19, 2007</b>
<b>RESOLUTION #: 2007-148</b>	
<i>(Amended from)</i>	
<b>Financial Planning Process:</b> The financial planning process shall be as follows:	
<ol style="list-style-type: none"><li>1) Prior to the end of the fiscal year, the Director of Financial Services will meet with all department managers individually to review their year to date actual numbers in comparison to the budgeted numbers for the year. The managers will determine what capital projects will need to be deferred to the following budget year. Any issues will be identified and if necessary a request to Council for a budget amendment should be done. A Budget Change Form should be completed for each project deferred to the following year.</li><li>2) If a project was budgeted for in the current year and was to be funded from general taxes, and the project is being deferred to the following year, these funds should be put aside in a reserve to be used for the project in the following year.</li><li>3) Any capital projects deferred to the following year that were to be funded from reserves, surplus or other revenue, should be included in the new financial plan under the following year, with the appropriate expenditures and funding indicated.</li><li>4) Department managers will also determine if there are any new projects that they want to complete in the next five years. Managers will be responsible for getting estimates of the cost of the projects and will work closely with the Finance department to determine funding options. A complete listing of the capital projects will be provided to the Director of Financial Services by the end of November each year. Project Request forms should be completed for each capital project outlining the priority, estimated costs, funding sources, reason for the project, expected start and end dates and anticipated benefits.</li><li>5) Department managers will also be responsible for determining what changes they anticipate to their operating revenue and expenses for the next five years. The Finance department will assume a cost of living increase only unless a change request is received from the department manager. Department managers will complete a budget change request for any changes to operations over the next five years.</li></ol>	

<b>TOPIC:</b>	<b>FIVE YEAR FINANCIAL PLAN POLICY</b>		
<b>APPROVED BY:</b>	Council	<b>DATE:</b>	March 19, 2007
<b>RESOLUTION #:</b>	2007-148		
<i>(Amended from)</i>			
<p>Examples would be for special courses, additional employees or special project work. The Budget Change request will show the amount of the change, accounts affected the reason for the request and the anticipated benefits.</p>			
6)	Upon receipt of the information from the department managers, the Director of Finance will compile a five year financial plan that includes all of the items recommended by the managers. This financial plan will be distributed to all managers for review.		
7)	The management team will then hold a meeting to determine what budget cuts need to be made in order to have a good first draft for Council and public consideration.		
8)	The first draft of the financial plan will then be presented to the Budget Committee to receive recommendations for amendments. Each department manager will be given the option of making a presentation to the Committee regarding any projects they have included in the financial plan. Any amendments recommended by the Committee will be completed prior to the public consultation session.		
9)	Once the second draft of the financial plan is complete, notice of the public consultation meeting to be held to receive public input will be published. At this public meeting, the draft financial plan will be presented and any ideas or suggestions from the public will be received. A summary of the suggestions received from the public will be prepared by the Director of Financial Services and presented to the Budget Committee. The Committee will review the items and determine whether they should be included in the financial plan.		
10)	After receiving all amendment requests from the Budget Committee, the Director of Financial Services will prepare a five year financial plan that includes all the amendments. This financial plan will be published in the newspaper, with an invitation for submissions from the public, and the bylaw will be presented to Council for approval.		

05 - 1700 - A

<b>TOPIC:</b>	<b>FIVE YEAR FINANCIAL PLAN POLICY</b>		
<b>APPROVED BY:</b>	<b>Council</b>	<b>DATE:</b>	<b>March 19, 2007</b>
<b>RESOLUTION #:</b>	<b>2007-148</b>		
<i>(Amended from)</i>			
11) Upon approval, the final budget numbers will be entered into the accounting software and budget reports will be distributed to the department managers.			
<b>Minimum Requirements for Financial Plan (As Per Section 165 of the <i>Community Charter</i>):</b>			
The financial plan must set out the following for each year of the planning period:			
(a) the proposed expenditures by the municipality;			
(b) the proposed funding sources;			
(c) the proposed transfers to or between funds.			
The total of the proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.			
The proposed expenditures must set out separate amounts for each of the following as applicable:			
(a) the amount required to pay interest and principal on municipal debt;			
(b) the amount required for capital purposes;			
(c) the amount required for a deficiency referred to in subsection (9);			
(d) the amount required for other municipal purposes.			
The proposed funding sources must set out separate amounts for each of the following as applicable:			
(a) revenue from property value taxes;			
(b) revenue from parcel taxes;			
(c) revenue from fees;			
(d) revenue from other sources;			
(e) proceeds from borrowing, other than borrowing under section 177 [revenue anticipation borrowing].			
The proposed transfers to or between funds must set out separate amounts for			
(a) each reserve fund under Division 4 of this Part, and			
(b) accumulated surplus.			

**05 - 1700 - A**



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Sandy Bowden, Director of Corporate Services  
Date: March 10, 2010  
File No:

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**Re: PROPOSED CHANGE TO SNOW ANGELS PROGRAM**

**RECOMMENDATION:**

That Council authorize a change in scope of the Snow Angels program to the 'Good Neighbours' Program, in order to encourage nominations for an individual who goes out of his or her way at any time of year to help a neighbour.

**PURPOSE:**

The purpose of this staff report is to seek Council's authorization to change the scope and name of the Snow Angels Program to the Good Neighbours Program. This will enable Council to recognize citizens who go out of their way to help neighbours at any time of year and for many different reasons.

**INTRODUCTION/BACKGROUND:**

The Ladysmith Snow Angels program was created in the winter of 2006/2007 to officially recognize people who help out their neighbours by clearing their sidewalks and driveways after snowfalls. Originally, there were two winners drawn at random from the nominees. However, that number was increased to five winners due to the growing numbers of nominations received. In 2008/09, five winners were awarded \$100 each.

Due to the lack of snow in Winter 2009/2010, only two nominations were received for the Snow Angels program. However, one of those nominations mentioned that despite the lack of snow, this particular neighbour helps out year-round and deserves to be recognized for all the help he provides.

**SCOPE OF WORK:**

It is proposed that the Good Neighbours Program be advertised in April/May 2010 and that the nominations received for the Snow Angels in 2010 be included in the nominations for the new program.

**ALTERNATIVES:**

Council can choose not to authorize the change in program scope.

FINANCIAL IMPLICATIONS:

It is proposed that five prizes be awarded at \$100 each. Council has already approved the prize money as part of the Snow Angels program. The advertising is included in the budget for 2010.

LEGAL IMPLICATIONS:

None

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that citizens will be pleased to be able to nominate neighbours for year-round good deeds.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

None

RESOURCE IMPLICATIONS:

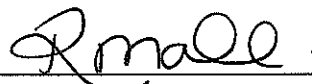
Administrative Services staff would be responsible for all aspects of the program.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This program is not one of the Top 25 Strategic Priorities for 2009/10.

SUMMARY:

Residents would be invited to nominate neighbours or friends (by e-mail or letter to City Hall) for a Good Neighbour Award. This new award would replace the Snow Angels Program, and would apply to citizens who have helped their neighbours at any time of the year, not just in winter.



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Ruth Malli, City Manager

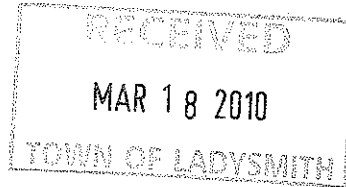
# BC Coalition for Action on Alcohol Reform

Lembi Buchanan  
1701 Cedar Hill Cross Road  
Suite 609  
Victoria, BC V8P 2P9

Tel: 778.430.9222

March 17, 2010

Mayor Rob Hutchins  
Town of Ladysmith  
410 Esplanade, Box 220  
Ladysmith, BC V9G 1A2



Dear Mayor Hutchins:

We are requesting support from the Town of Ladysmith for the recommendations made by the BC Coalition for Action on Alcohol Reform. This newly formed Coalition was created in response to the recently published report by the University of Victoria's Centre for Addictions BC, "Alcohol Pricing, Public Health and the HST: Proposed Incentives for BC Drinkers to Make Healthy Choices" as well as the Provincial Health Minister's (Dr. Perry Kendall) December 2008 report, "Public Health Approach to Alcohol Policy." I have enclosed information about our objectives and fact sheets outlining alcohol-related harms in the general population as well as our youth.

The evidence is overwhelming that these reforms will reduce harms, including domestic abuse, crime and violence, homicide and suicide. On the other hand, these reforms will not have a significant impact on alcohol prices or sales at government or private liquor stores. Nor will these reforms have a negative effect on business in restaurants or bars.

The BC Coalition recommends targeting cheap, high-strength drinks (see attached Price and Alcohol Content Comparison) and creating incentives for producers, retailers and drinkers, in turn, to manufacture, promote and drink low-alcohol content drinks. At the present time, the Vex – Hard Pick Lemonade with 7 per cent alcohol content does not comply with low-risk drinking guidelines since it is almost 40 per cent more harmful than the lower strength coolers available in our liquor stores. "The cooler illusion," that these drinks are only slightly more intoxicating than non-alcoholic drinks is a very dangerous strategy, especially when the selling price is comparable to non-alcoholic drinks.

Dr. Kendall's study calls for a net 3 per cent reduction in price for low strength alcohol products, no price change for moderate strength alcohol products which includes the majority of Canadian beers (5 per cent alcohol) and BC wines (12 per cent alcohol) and a 3 per cent increase in high strength alcohol products which includes the 7 per cent coolers in the chart after the implementation of the HST.

All residents of British Columbia have a vested interest in a policy adopted by the government that will reduce harms caused by alcohol and save money. The shortfall between the annual direct costs associated with alcohol and the direct revenue from its sales and taxes was \$196 million in 2003, or approximately \$90 per taxpayer. As health care costs escalate, this gap will continue to increase unless we start focusing on reducing alcohol-related harms in our province.

The City of Victoria is supporting this initiative (see attached motion) along with the BC Alliance on Mental Health, Illness and Addictions which includes: the Vancouver Police Department and the RCMP as well as the Ass'n of Substance Abuse Programs of BC, the BC Psychiatric and Psychological Assn's etc.

We are respectfully requesting that the Town of Ladysmith also supports this initiative by sending letters calling for action to reduce alcohol-related harms to the Provincial Ministers of Health, the Solicitor General, the Finance Minister and Dr. Perry Kendall.

If you have any questions, please do not hesitate to get in touch with me by email at [lembi@rogers.com](mailto:lembi@rogers.com) or by phone at 778.430.9222.

Yours very truly,



Lembi Buchanan  
Chair, Coalition for Action on Alcohol Reform

Encl.



# **BC Coalition for Action on Alcohol Reform**

There is an urgent need to reduce alcohol-related harms. The risks far outweigh the benefits. The human and economic costs are enormous. The shortfall between the annual direct costs associated with alcohol abuse and the direct revenue from its sales and taxes was \$196 million in 2003.

## **We are drinking more**

- Alcohol consumption has increased at a faster rate in BC than the rest of Canada.
- The people of BC may smoke less but we drink more. Annually, we consume an average of 600 beers or 120 bottles of wine or 36 bottles (750 ml) of spirits per person.
- BC has the second highest prevalence of alcohol dependence in Canada.

## **Alcohol-related harms in BC are increasing**

- The social harms associated with alcohol abuse include violence, sexual assault, crime, alcohol-involved traffic casualties.
- Excessive alcohol use can also have serious negative effects on work, study, and relationships.
- Long-term alcohol abuse increases the risk of certain cancers, including breast cancer, liver disease, heart disease and stroke.

The **BC Coalition for Action on Alcohol Reform** supports recent recommendations made by the University of Victoria's Centre for Addictions Research BC as well as the Provincial Health Officer in its 2008 report, "Public Health Approach to Alcohol Policy." We advocate that the Government of British Columbia implement the following:

1. Reduce the price of low alcohol content beverages and increase the price of high alcohol content beverages.
2. Set a minimum price per standard drink, \$1.50 in the liquor store and \$3.00 in a bar or restaurant. The minimum purchase price for a bottle of wine should be \$7.80; \$9.00 for a six-pack of beer and \$26 for a bottle of vodka, gin or whiskey.
3. Tax wine and beer products sold at u-vin and u-brew outlets.
4. Index the price of alcohol to inflation.
5. Implement a small levy based on a standard drink and use the proceeds to enhance prevention, treatment and research.

We need to do more than promote responsible drinking. We need to encourage politicians and policy-makers to adopt responsible pricing structures on alcohol products to reduce the related harms. Alcoholic beverages should be taxed in relation to alcohol content. The introduction of the HST creates an excellent opportunity for the government to reform its pricing policies to reduce the harms caused by alcohol.

# BC COALITION FOR ACTION ON ALCOHOL REFORM

## Did you know?

- Residents of BC consume more than 1.4 billion standard drinks per year.
- The annual cost of alcohol abuse in BC is \$2.2 billion or \$536 per person, the highest per capita cost in Canada.
- Alcohol is often associated with violent crimes, including domestic abuse, sexual assaults, homicide and suicide.
- Thirty per cent of all criminal activity is attributed to alcohol.
- Alcohol contributes to a wide range of injuries including motor vehicle crashes, fires, falls and drownings.
- One in 3 fatal car collisions involve an impaired driver.
- After 10 pm, one in 10 drivers is impaired.
- Hospital ER departments face an enormous burden from alcohol-related diseases and injuries.
- As many as 60 diseases are adversely affected by heavy drinking since alcohol affects many of the organs in the body.
- More than 50 per cent of people diagnosed with mental illness abuse alcohol and/or drugs.
- Alcohol abuse often exacerbates symptoms of mental illness or triggers new symptoms.
- Prenatal abuse of alcohol is the leading cause of birth defects including fetal alcohol syndrome.
- Close to 30 per cent of males and 14 per cent of females report regularly drinking above low-risk guidelines (more than one or two standard drinks daily).
- Risky alcohol use is common among under-age youth, with 25 per cent reporting binge drinking at least once a month.
- Alcohol abuse is the leading cause of homelessness for persons with serious mental illness.
- The average, annual cost of homelessness is \$55,000 per person.

# BC COALITION FOR ACTION ON ALCOHOL REFORM

*Cheaper alcohol, longer bar hours and a rash of private liquor stores have led to higher alcohol consumption and binge-drinking among BC youths*

## Did you know?

- Alcohol is the number one drug of choice among our youth because many believe it is less harmful than drugs.
- The average age when youth first try alcohol is 11 for boys and 13 for girls.
- The younger a person begins using alcohol, the greater the chances of developing an alcohol or drug problem later in life.
- Heavy drinking during adolescence harms both physical and mental development.
- Risky alcohol use is common among under-age youth, with 25 per cent binge drinking at least once a month (i.e. five or more standard drinks on one occasion).
- Adolescents aged 12 to 17 with severe emotional or behavioural problems are much more likely to be dependent on alcohol compared to others their age.
- Regular heavy drinking is associated with academic failure, illicit drug use, tobacco use and harmful physical effects from hangovers to alcohol poisoning.
- Many teenagers report that drinking has led them to become involved with dangerous behavior, property damage and/or violent incidents. More than half are intoxicated when they commit a crime for which they are serving time.
- Canada's youth incarceration rate is among the highest in the Western world. Almost 80% arrive at a BC youth correctional facility with a substance abuse problem.
- Motor vehicle crashes are the leading cause of death among youth ages 15 to 20 and alcohol is involved in more than half.
- Alcohol abuse is also linked with youthful deaths by drowning, suicide, and homicide.
- Alcohol abuse increases the risk of carrying out, or being a victim of, a physical or sexual assault.
- Consuming alcohol in combination with other drugs, including over the counter or prescription drugs, is dangerous and can lead to an overdose and even death.
- The prevalence of alcohol use and intoxication is even higher among street youth than the general youth population.

## Price and Alcohol Content Comparison: BC Liquor Stores

*In BC, 65% of the coolers contain 7% alcohol.  
Many are cheaper than lower-alcohol content coolers.*

Vex-Hard Pink Lemonade	Woody's Pink Grapefruit	Mike's Light Hard Lemonade
7 % alcohol	5.3 % alcohol	4.1 % alcohol
\$1.59 per bottle	\$2.38 per bottle	\$2.38 per bottle
\$9.55 for 6 x 341ml bottles	\$9.50 for 4 x 330 ml bottles	\$9.50 for 4 x 330 ml bottles
19 grams of alcohol / bottle	14 grams of alcohol / bottle	11 grams of alcohol / bottle
\$1.14 per standard drink	\$2.22 per standard drink	\$3.03 per standard drink

Centre for Addictions Research of BC recommends a minimum price of \$1.50 per standard drink of alcohol.

### Low-risk drinking guidelines

Centre for Addictions Research of BC recommends no more than 4 standard drinks per day (20 per week) for men and 3 per day (10 per week) for women.

### One standard drink

United Kingdom: 8 grams of pure alcohol

Australian & New Zealand: 10 grams

Canada: 13.6 grams

United States: 14 grams

*Victoria, British Columbia February 4, 2010*

***Motion to have mayor and council write a letter of support re: alcohol reduction strategy to the Provincial Government.***

1. Whereas:

- Residents of BC consume more than 1.4 billion standard drinks per year.
- The annual cost of alcohol abuse in BC is \$2.2 billion or \$536 per person, the highest per capita cost in Canada.
- The government relies on its most vulnerable and high-risk drinkers to pay its bills. Twenty per cent of the drinking population consumes 73 per cent of the beer, wine and spirits sold in the province. Most of them would qualify for treatment.
- Alcohol abuse is often associated with domestic abuse, crime and violence, including homicide and suicide.
- Thirty per cent of all criminal activity is attributed to alcohol.
- Every year, one in four of fatal motor vehicle accidents are alcohol-related.
- Long-term alcohol abuse puts you at risk for developing a number of cancers, including breast cancer, as well as liver and heart disease.
- More than 50 per cent of people diagnosed with mental illness abuse alcohol and/or drugs.
- Alcohol abuse often exacerbates symptoms or mental illness or triggers new symptoms.
- Prenatal abuse of alcohol is the leading cause of birth defects including fetal alcohol syndrome.
- Close to 30 per cent of males and 14 per cent of females report regularly drinking above low-risk guidelines.
- Risky alcohol use is fairly common among under-age youth, with 25 per cent reporting binge drinking at least once a month.
- Alcohol abuse is the leading cause of homelessness for persons with serious mental illness.
- The average, annual cost of homelessness is \$55,000 per person.

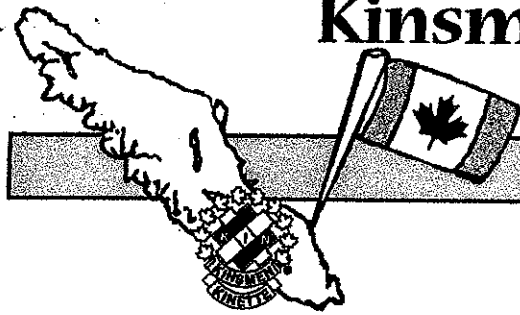
Let it be passed that in response to a request for a letter of support from the *BC Coalition for Action on Alcohol Reform* mayor and council send a letter to the Provincial Ministers of Health, the Solicitor General, Dr. Perry Kendall and VIHA supporting the following recommendations made by the Centre for Addictions Research of B.C. and Dr. Perry Kendall to reduce the public safety and health concerns associated with problematic alcohol use in our society:

1. Reduce the price of low alcohol content beverages and increase the price of high alcohol content beverages.
2. Set a minimum price per standard drink, \$1.50 in the liquor store and \$3.00 in a bar or restaurant. The minimum price for a bottle of wine would be \$ 7.80; \$9.00 for a six-pack of beer and \$26 for a bottle of spirits.
3. Tax wine and beer products sold at u-vin and u-brew outlets.
4. Index the price of alcohol to inflation.
5. Implement a small levy based on standard drinks and use the proceeds to enhance prevention, treatment and research.

# Kinsmen Club of Ladysmith

## On The 49th Parallel

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



Mayor and Council  
Town of Ladysmith  
P.O. Box 220  
Ladysmith B.C. V9G 1A2

MAR 29 2010

March 29, 2010

*Dear Mayor Hutchins and Council;*

In 1994 the Ladysmith Kinsmen Club built an amazing children's adventure playground at Brown Dr. Park, in the north end of Ladysmith. At the time it was the only children's play or exercise facility in the entire north end of our community. As well that area of town was growing very quickly with many, many families building homes and moving to our community. The playground our club built, besides being very adventurous, was also totally handicap accessible and all planned and constructed by our members and other volunteers from the community.

Unfortunately, due to age and rot, the Town had to take the playground down last fall. This was a bit of sore point, with members of our club, as we felt that it could have been repaired. After meeting with Town officials as well as members of the Parks Commission, who explained about the CSA Guidelines as well as the liability the Town could face, we understood and reluctantly accepted the fact the playground was to be demolished.

Which brings us to the reason for this letter to the Town of Ladysmith. The members of the Ladysmith Kinsmen Club, and many families in the area, wish to rebuild the adventure playground at Brown Dr. Park in Ladysmith. At the present we are actively seeking community support. We realize that not very much gets done, within our community, without the assistance of the Town of Ladysmith. We honestly believe that with the Town of Ladysmith involved and supporting this project it will carry huge weight within the community and will go a long way in insuring it's success!

The Ladysmith Kinsmen Club was incorporated in February 1952 and has been a very integral part of the Town of Ladysmith ever since. The Kinsmen Clubs Provincial Certificate of Incorporation Number is S-0004387.

Not only did our club purchase and donate the first ambulances the Town had, but we also built the health unit (in 1963) as well as the Town's centennial project at Transfer Beach, the playgrounds at Root Street Park, Transfer Beach Park, Brown Drive Park and also the spray park at Transfer Beach. We are also sponsors of many youth sports teams as well as we do our Town's summer parade and also the parade for the famous Festival of Lights. These are just a few of the activities we are involved and believe in, just like the Town of Ladysmith.

We are working with Henderson Playground Equipment on a design for a new playground. The anticipated cost is around \$165,000.00 (+tx), which does not include installation or appropriate ground cover to lessen the fall impact. We have applied for funding from the Gaming Commission of BC (\$40,000) as well as the Vancouver Foundation (\$25,000) and Ladysmith & District Credit Union (\$10,000), and are hoping that the Town of Ladysmith can see fit to make a contribution financially as well. It is anticipated as construction happens we might also call upon Town forces to at times lend a hand.

We have a commitment from the Mid-Island Co-op of \$1,000 as well as the Oceanside Community Church has made a \$4,000 pledge. To date we also have \$1,200 in individual donations and have some very

innovative fundraising activities planned including a giant park garage sale, root beer & burger night as well as family movie nights to name a few. Corporate grant applications have been sent to B.C. Hydro, Telus, Teresan Gas to name a few.

As stated previously the playground was the only real children's (of all ages) activity centre serving the entire north end of Ladysmith and is a much needed facility. Today with much focus being on child obesity, having an activity area is of prime importance to not only the families in the area, but to many youth groups in Ladysmith and surrounding area. The new playground will also be totally accessible by individuals with wheelchairs or other challenges.

It is our hope that we can start the initial ground work this summer and (with adequate funding) have some of the playground established by the end of August 2010. Our total completion date is set for May 2011. The club's goal is to purchase a playground, designed for the Brown Dr., Park, but to do the actual installation with our own members and community volunteers. When our club built the spray park, at Transfer Beach, we worked with the Ladysmith & District Credit Union, the Ladysmith Rotary Club as well as the Lions Club and others. We have approached them, again, as well as the Legion, in hopes of building another successful partnership.

We have included letters of support from the Central Vancouver Island Boys & Girls Clubs as well as Ladysmith Family & Friends and the Oceanside Community Church as well as a local grade 12 student. Along with a financial commitment, from the Town, we hope we can get a letter of endorsement for the project that we can use in our fundraising goals as well as grant applications.

We hope that the Town of Ladysmith (staff and council) can see the benefit of having a children's activity play area back in the north end of Ladysmith and can look favourably on this letter. If you have any questions or require further information please feel free to contact me at 1-250-245-2263 (home) or 1-250-246-0637 (cell) or email to [duckwon@shaw.ca](mailto:duckwon@shaw.ca).

I wish to thank you for your time and consideration of our request and look forward to your favourable response.

Yours in Kin



Duck (don) Paterson  
Project Chair  
Ladysmith Kinsmen Club



*This is what the Kinsmen built in 1994.*

*Our goal is to have a similar type structure for kids (of all ages) and families to be able to have fun and exercise on by summer 2011.*

# Oceanview Community Church

381 Davis Road

Ladysmith, BC V9G 1V1

250-245-5113

[www.lfbc.ca](http://www.lfbc.ca)

March 23, 2010

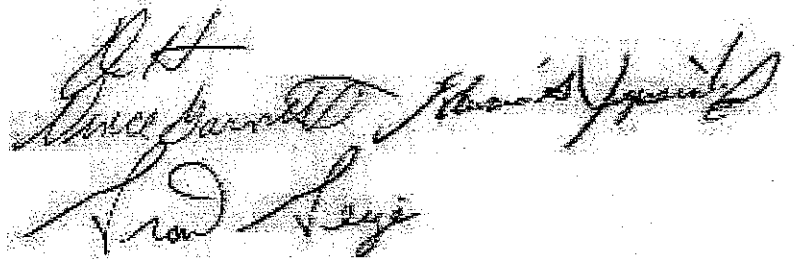
Ladies and Gentlemen

The leadership teams of Oceanview Community Church, on behalf of our congregation, fully endorse the proposed Brown Drive Kids Park initiative. We as a local church here in Ladysmith, B.C. are contributing both money and volunteer labour to the project. We believe that this park will be a blessing to our community, especially families with young children, many of whom live in the area around the park location.

Sincerely yours



Pastor and Deacons Board of  
Oceanview Community Church







Boys & Girls Clubs  
of Central Vancouver Island

March 11, 2010

Donald Paterson  
Kinsman Club  
Ladysmith, BC

**Re: Letter of Support**

On behalf of the Boys and Girls Clubs of Central Vancouver Island, I am pleased to write this letter of support for the Kinsman Club in their efforts to secure grants to re-build the Brown Drive Park playground. The playground at Brown Drive Park has been a regular destination for the Ladysmith Boys and Girls Club for many years. Our children use the playground almost on a daily basis through-out the year. When the playground had to be closed, our children were very disappointed because there is not a convenient playground for them to use in the area.

Even the children from our Nanaimo clubs drive to the park/playground because it is so "child-friendly". Physical activity is a central component of Boys and Girls Club programming. As you know, childhood obesity and diabetes are on the rise because of a lack of physical exercise. Children of all ages require physical exercise and activity. We hope you will support the Town in its efforts to secure the funding necessary to replace the old playground.

We believe that your investment in the playground will ensure the children of Ladysmith will have a valuable resource for many years to come.

Yours truly,

Ian Kalina  
Executive Director

Registered Charitable Organization No. BN10680-4016 RR 0001

A good place to be

20 Fifth St.  
Nanaimo  
British Columbia V9R 1M7  
T 250 / 754-3215  
F 250 / 754-4771  
www.bgccvi.com



United Way  
of Nanaimo & District



The BGCCVI acknowledges funding  
from the Province of British Columbia

March 3, 2010



To Whom It May Concern

I am writing this letter in support of the Ladysmith Kinsmen Club and their efforts to re-build the adventure playground at Kin Park, at Brown Drive, in Ladysmith.

I am very disappointed to see the area empty, where once stood an amazing structure that children of ALL ages could spend hours playing, getting exercise and just using their imaginations! It was a fun, safe place that was not only used by the many residences around there but folks from all over Ladysmith and even the Boy's and Girls' Club from Nanaimo.

Can you remember when you were first allowed to venture out by yourself? Walk to school on your own or were first allowed to go a meet a friend on your own? You felt pretty grown up, didn't you? Many of the surrounding homes would allow their children to go to the Kinsmen adventure playground on their own because it was a safe place. It was a growing experience for hundreds of kids, and now that's all gone!

Children have to be able to not only exercise their bodies but also their imaginations. Going to school every day is a large part, but what happens when the bell goes at the end of the day. Off they go to partake in their adventures. A large part of that is the playground

This opportunity for independence, growing up and exercise should not be lost. We should be able to do something about it. Maybe the Kinsmen adventure playground was not a big part of your life or even none at all, but it was part of my growing up as well as many of my friends!

I think the thought of building a new playground, at Kin Park, may sound like a lot of work and financially quite scary, but as a community working together we could turn this into a FUN project. This could involve entire families, all service organizations, churches, etc. This can encompass the entire Town.

How would you feel if you took part and helped re-build this playground. How would you feel when you see your children, your grandchildren, nieces, nephews or just neighbourhood kids playing on it. Living adventures that you had when you were a child. You would feel proud and warm that you were a big part of making this happen!

Playgrounds are the best places for children to get much needed exercise and it also keeps them off the streets and safe. Outside in the fresh air using their minds on other things besides video games!

The Kinsmen re-building the playground at Kin Park (Brown Drive) is a great project that could again put Ladysmith on the map as being a community that CAN DO anything! I really hope that you want to take part in building a new one, because it honestly won't happen unless you help.

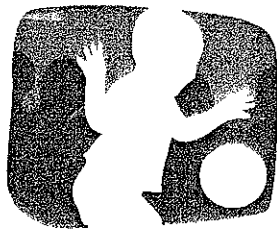
Thank You.

Marissa Cornett  
Ladysmith, B.C.  
(Grade 12 student)  
526 High Street, Ladysmith  
250-816-3964



# LaFF

LADYSMITH  
FAMILY & FRIENDS  
RESOURCE PROGRAM



Ladysmith Family and Friends  
P.O. Box 1830  
Ladysmith, BC V9G 1B4

March 16, 2010

To Whom It May Concern:

Ladysmith Family and Friends Resource Program has recognized the need for children's playground equipment in the Kinsmen Park, Brown Drive area of Ladysmith. With the recent necessary removal of the old wooden structure, this leaves the entire north end of Ladysmith without any playground apparatus that children (both young and old) can run, jump, exercise or even use their imagination.

We are asking for your support of the local Ladysmith Kinsmen Club in their efforts to secure enough funding so that this very worthwhile project can be achieved.

For today's children to grow into productive, creative, and healthy individuals, we need to recognize and acknowledge them and assist them in the growing years. We hope that you can help us (and in turn help the Kinsmen) to create the opportunities and memories that will assist these future leaders in our communities.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Jacquie Neligan'.

Jacquie Neligan  
LaFF Coordinator

JN:hk

Memo:

To: Town of Ladysmith

From: Success by 6

School District 68

Greater Nanaimo and Ladysmith Early Years Partnership,

The Greater Nanaimo and Ladysmith Early Years Partnership, School District and Success By 6 have collaborated to support efforts on behalf of families of young children. We are pleased to host for 5<sup>th</sup> Annual Champion of Children Breakfast. It is with great pleasure that we present the keynote speaker Dr. Clyde Hertzman from UBC representing the Human Early Learning Partnership which is a research project that allows communities to measure the early human development of all children entering Kindergarten.

British Columbia is one of the first jurisdictions in which this has been done in all school districts. This is a population based study which allows us to determine the way in which neighbor hoods provide support to children prior to school entry. Dr. Hertzman will address the impact of building human capacity in the early years.

We know that 90% of the brain develops by the age of 6. It is in all our interests to ensure the most optimal experiences and environments are there for young children. It is imperative for the future possibilities of our province that children receive our attention and support.

In honour of the support you have provided to the community on behalf of the early years we would like to present you with our Champion of Children Award on April 12, 2010 at the Port Theatre. Attached you will see the original invitation to this event.

You will be joined by The Wave and Wolf of Island Radio, The Pattison Outdoor Group, Modern Windows, Country Grocer, The Nanaimo News Bulletin and Ladysmith Chronicle, Coastal Community Credit Union and St. Philips Anglican Church as they too receive their award. The opportunity for us to work to broaden the partnership of support required to build a strong community is reflected in the range of people such as you and your organization who see the value and importance of the early years.

Thank you again for your support to our initiatives. We look forward to seeing you on April 12th. Please confirm your attendance with Tina Walsh [twalsh@sd68.bc.ca](mailto:twalsh@sd68.bc.ca)

Kindest Regards,

Elizabeth Pennell, Coordinator Early Learning and Community Liaison  
School District 68, Chair of Greater Nanaimo Early Years Partnership

Shelley Anderson, Coordinator Success by 6 Central Vancouver Island

Sandy Weeks, Children First Liaison, Chair of Ladysmith Early Years Partnership

**TOWN OF LADYSMITH**

**BYLAW NO. 1712**

**A bylaw to repeal the Frank Jameson Community Centre and other recreation facilities fee schedules.**

---

**WHEREAS** the Council may by bylaw, pursuant to the *Community Charter* establish fees for the use of recreation or community use property in the municipality;

**AND WHEREAS** it is deemed appropriate to establish fees for use of the Frank Jameson Community Centre and other recreation facilities;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The fees set forth in Appendices "A" and "B" attached to and forming part of this bylaw are the fees for the use of the Frank Jameson Community Centre and other recreation facilities effective January 1, 2010.

2. **Repeal**

"Community Centre and Facilities Fees and Charges Bylaw 2009, No. 1682" is hereby repealed.

3. **Citation**

This bylaw may be cited for all purposes as "Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2010, No. 1712".

<b>READ A FIRST TIME</b> on the	15 <sup>th</sup>	day of March , 2010
<b>READ A SECOND TIME</b> on the	15 <sup>th</sup>	day of March, 2010
<b>READ A THIRD TIME</b> on the	15 <sup>th</sup>	day of March, 2010
<b>THIRD READING RESCINDED</b> on the		day of , 2010
<b>AMENDED AT SECOND READING</b> on the		day of , 2010
<b>READ A THIRD TIME</b> on the		day of , 2010
<b>ADOPTED</b> on the		day of , 2010

---

Mayor  
(R. Hutchins)

---

Corporate Officer  
(S. Bowden)

Appendix A  
Plus applicable tax

**Single Admissions**

Child	2.48
Youth	3.24
Adult	4.67
Senior	3.24
Family	8.14

**10 X Punch Card**

Child	20.76
Youth	27.81
Adult	39.43
Senior	27.81
Family	68.90

**30 X Punch Cards**

Child	N/A
Youth	73.86
Adult	103.95
Senior	73.86
Family	N/A

**One-Month Pass**

Child	N/A
Youth	32.95
Adult	41.24
Senior	32.95
Family	N/A

**Three-Month Pass**

Child	N/A
Youth	89.05
Adult	111.33
Senior	89.05
Family	N/A

**Six-Month Pass**

Child	N/A
Youth	168.19
Adult	210.33
Senior	168.19
Family	N/A

**Twelve-Month Pass**

Child	N/A
Youth	319.05
Adult	400.00
Senior	319.05
Family	N/A

Appendix B  
Plus applicable tax

Facility Rentals - Commercial Bookings are plus 20% and Not for Profit are less 50%

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

**TOWN OF LADYSMITH**

**BYLAW NO. 1713**

**WHEREAS** pursuant to the *Local Government Act*, the Municipal Council may by bylaw regulate the subdivision of land and require the provision of works and services as a condition of the approval of a subdivision;

**AND WHEREAS** it is required from time to time to revise the specifications of the Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115;

**NOW THEREFORE** the Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

- (1) Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115, be amended as follows:
  - (a) replace Drawing No. R-2 (20.0 m ROW Urban Collector) in Section 7A – Streets Design of Schedule “E” with attached Drawing No. R-2;
  - (b) add Drawing No. R-2A (17.5 m ROW Urban Collector) to Section 7A – Streets Design of Schedule “E” as attached;
  - (c) add Drawing No. R-2B (20.0 m ROW Urban Collector) to Section 7A – Streets Design of Schedule “E” as attached;
  - (d) add the following text to page 7A-2 – STANDARD DRAWINGS to Section 7A – Streets Design of Schedule “E”:
    - R2 Urban Collector (20.0m ROW – Parking on Both Sides)
    - R2A Urban Collector (17.5m ROW)
    - R2B Urban Collector (20.0m ROW – Parking on One Side)
- (2) This bylaw may be cited for all purposes as "Subdivision Control Bylaw 1994, No. 1115, Amendment Bylaw 2010, No. 1713".

**READ A FIRST TIME** on the                      day of                      , 2010

**READ A SECOND TIME** on the                      day of                      , 2010

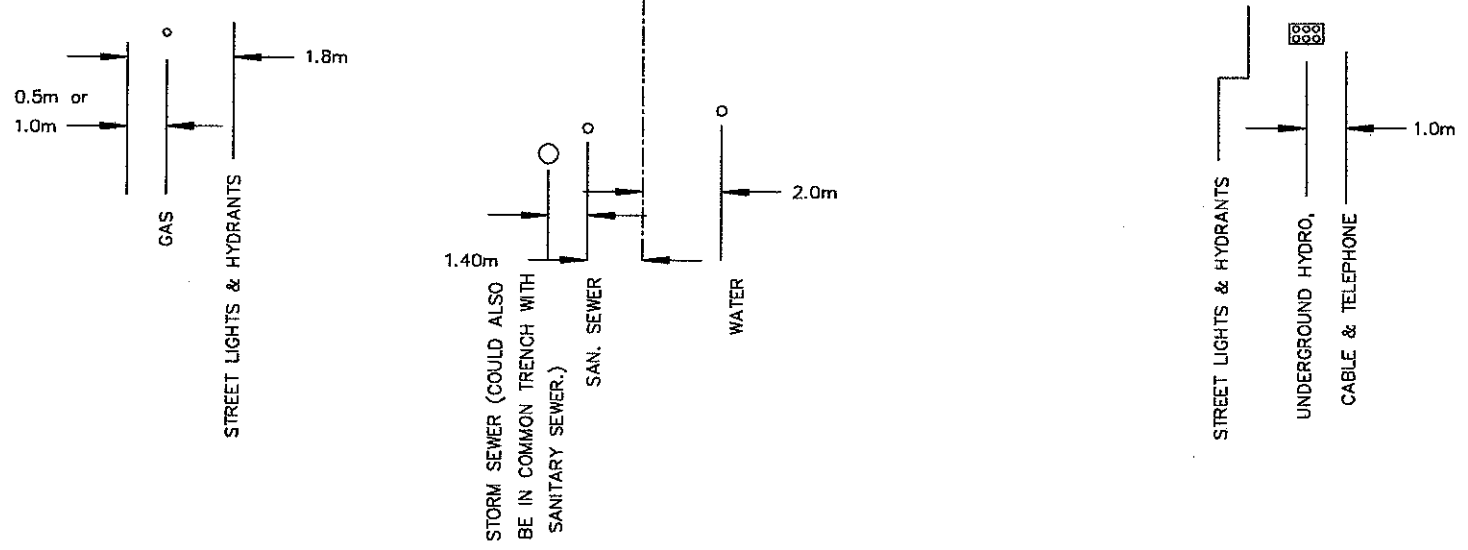
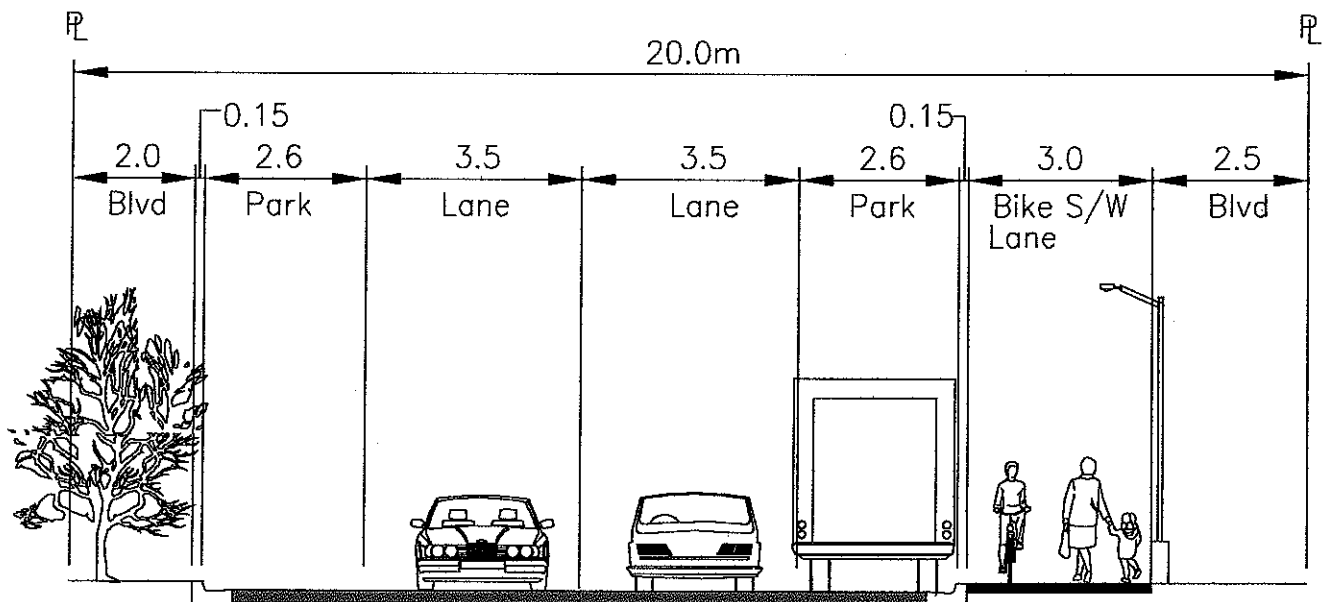
**READ A THIRD TIME** on the                      day of                      , 2010

**ADOPTED** on the                      day of                      , 2010

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Director of Corporate Services (S. Bowden)





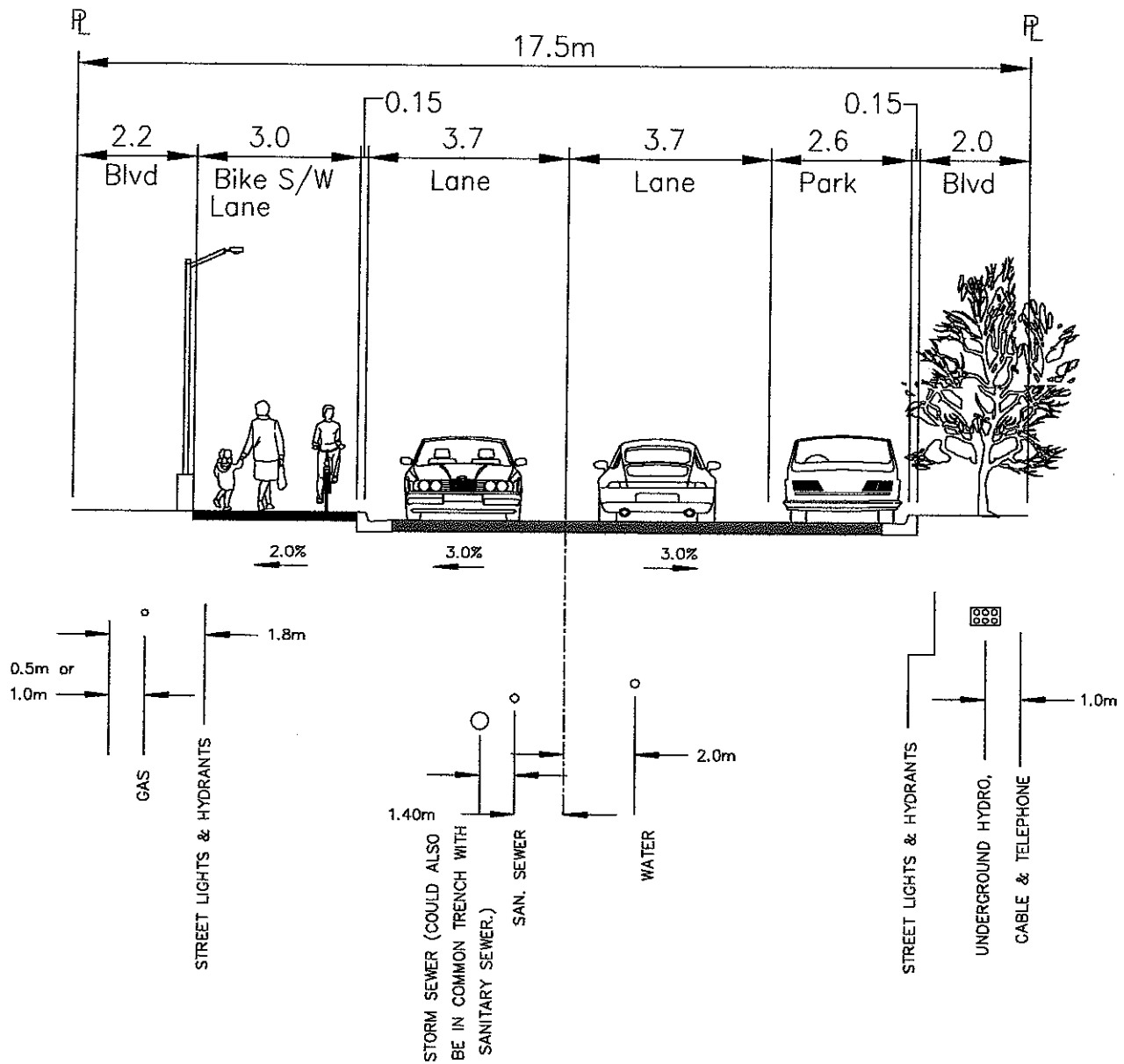
- NOTES:**
1. PAVED SURFACE – 50mm ASPHALT (COMPACTED THICKNESS)
  2. BASE – 100mm CRUSHED GRAVEL (20mm MINUS)
  3. SUB-BASE – 250mm PIT RUN GRAVEL (75mm MINUS)
  4. MOUNTABLE OR NON MOUNTABLE CURB AND GUTTER IN ACCORDANCE WITH STANDARD DRAWING C1 AND C2
  5. EXTEND COMPACTED BASE MATERIAL 0.6m BEHIND AND TO THE TOP OF CURB WHERE NO SIDEWALK IS INSTALLED
  6. DEPTHS OF SURFACING AND BASE GRAVELS ARE MINIMUM AND IN SOME CASES WILL HAVE TO BE INCREASED TO MEET MAXIMUM ALLOWABLE BENKELMAN BEAM DEFLECTION.
  7. INSTALL CURB DRAIN ON HIGH SIDE OF ROAD WHERE REQUIRED BY THE ENGINEER
  8. SUBJECT TO ENGINEERS APPROVAL SIDEWALK, STREETLIGHT AND HYDRANT OFFSETS MAY VARY.



**TOWN OF LADYSMITH**  
ENGINEERING STANDARD

20.0 m  
URBAN COLLECTOR  
Parking on both sides

DATE: Mar 2010	
APP. BY:	
DRAWING No. R-2	REV. 00



**NOTES:**

1. PAVED SURFACE – 50mm ASPHALT (COMPACTED THICKNESS)
2. BASE – 100mm CRUSHED GRAVEL (20mm MINUS)
3. SUB-BASE – 250mm PIT RUN GRAVEL (75mm MINUS)
4. MOUNTABLE OR NON MOUNTABLE CURB AND GUTTER IN ACCORDANCE WITH STANDARD DRAWINGS C1 AND C2
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**TOWN OF LADYSMITH**  
ENGINEERING STANDARD

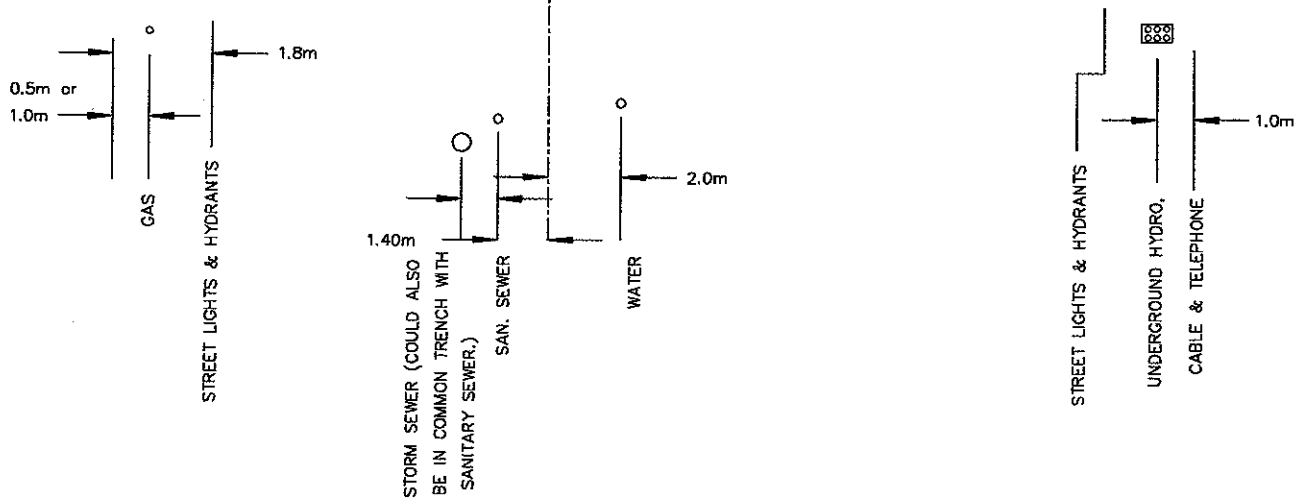
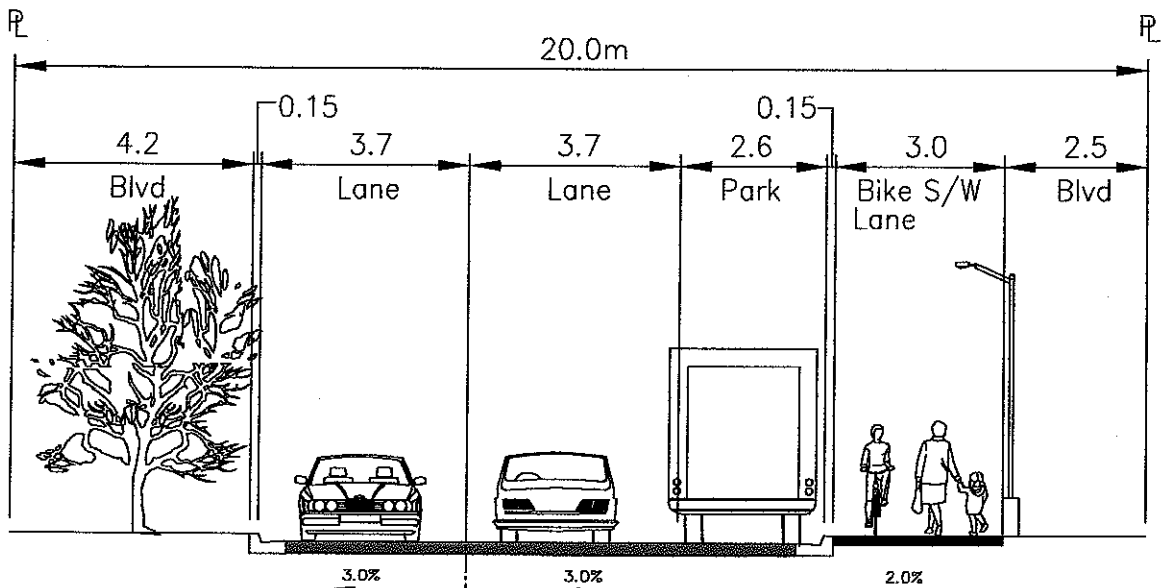
17.5m ROW  
URBAN COLLECTOR

DATE: Mar 2010

APP. BY:

DRAWING No.  
R-2A

REV.  
00



**NOTES:**

1. PAVED SURFACE – 50mm ASPHALT (COMPACTED THICKNESS)
2. BASE – 100mm CRUSHED GRAVEL (20mm MINUS)
3. SUB-BASE – 250mm PIT RUN GRAVEL (75mm MINUS)
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8. SUBJECT TO ENGINEERS APPROVAL SIDEWALK, STREETLIGHT AND HYDRANT OFFSETS MAY VARY.



**TOWN OF LADYSMITH**  
ENGINEERING STANDARD

20.0m  
URBAN COLLECTOR  
Parking on one side  
**70**

DATE: Mar 2010

APP. BY:

DRAWING No. R-2B	REV. 00
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Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Joe Friesenhan, Director of Public Works  
Date: October 23, 2009  
File No:

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Re: SUBDIVISION CONTROL BYLAW

RECOMMENDATION(S):

That the Committee recommend that Council amend Subdivision Control Bylaw No. 1115 to allow for a 17.5 metre "Right of Way" standard for Urban Collector Roads.

PURPOSE:

To introduce an additional road standard to the Subdivision Control Bylaw.

INTRODUCTION/BACKGROUND:

During the Ladysmith Community Sustainability Visioning Process, participants recommended that the Town consider allowing narrower roads in appropriate locations. With the proposed development of District Lot 108, the Town has an opportunity to work towards the visioning goals by adding a new, narrower road standard to the Engineering Standards and Specifications which forms Schedule E of Town of Ladysmith Subdivision Control Bylaw No. 1115.

The road in question is a collector road and the present right of way requirement for a collector road is 20 metres.

SCOPE OF WORK:

The proposed new standard of a 17.5 metre right of way for Urban Collector Roads would be implemented for new subdivision developments in the Town of Ladysmith.

ALTERNATIVES:

The Committee could choose to maintain the existing 20 metre right of way standard.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This change should be well received. It aligns with the recommendations from the Community Sustainability Visioning Process, and will reduce road construction costs for developers.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services will assist in the development of the bylaw amendments.

RESOURCE IMPLICATIONS:

None

ALIGNMENT WITH STRATEGIC PRIORITIES:

This proposed amendment aligns with the Town's 2009 Top Five Strategic Priorities (Implementation of Vision Document)

SUMMARY:

An opportunity to work towards the goal of providing narrower roads, which was identified as part of the visioning process undertaken by the Town, is available with the development of District Lot 108. The proposal to establish a new 17.5 metre Urban collector Roads Right of Way Standard will require an amendment to Subdivision Control Bylaw No. 1115 by adding a new drawing, R2A, to Section 7A of Schedule E, Engineering Design Standard and Specifications.

I concur with the recommendation.

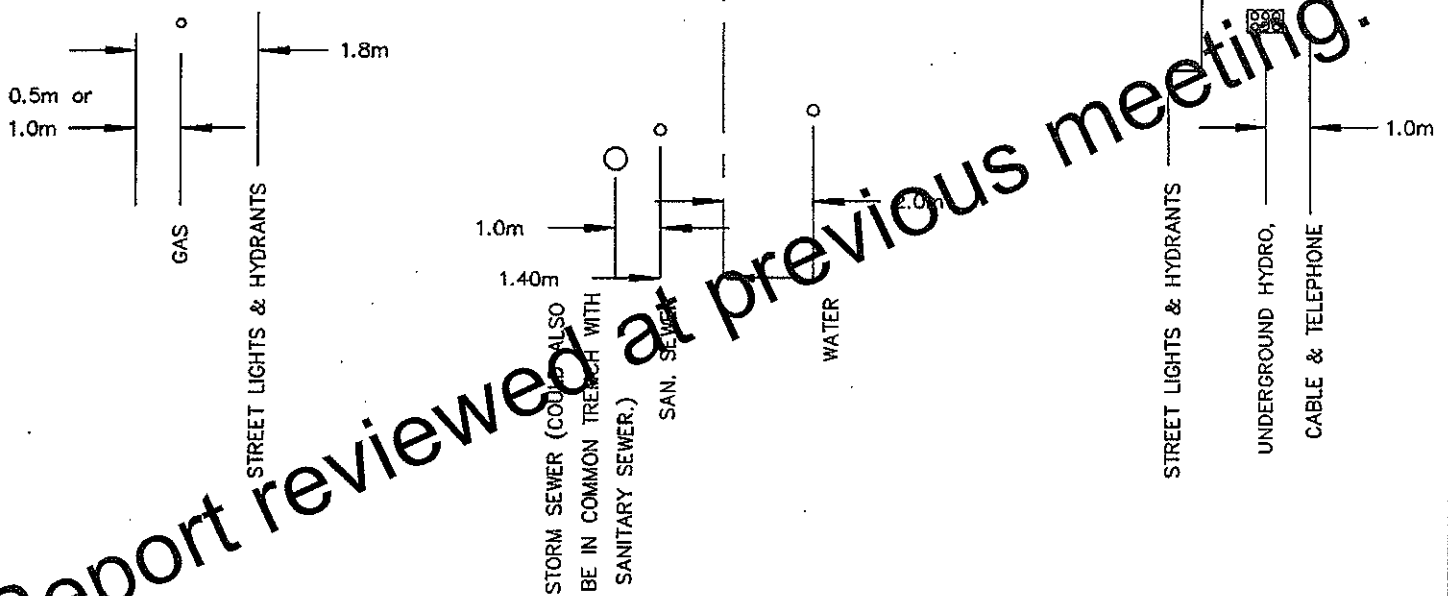
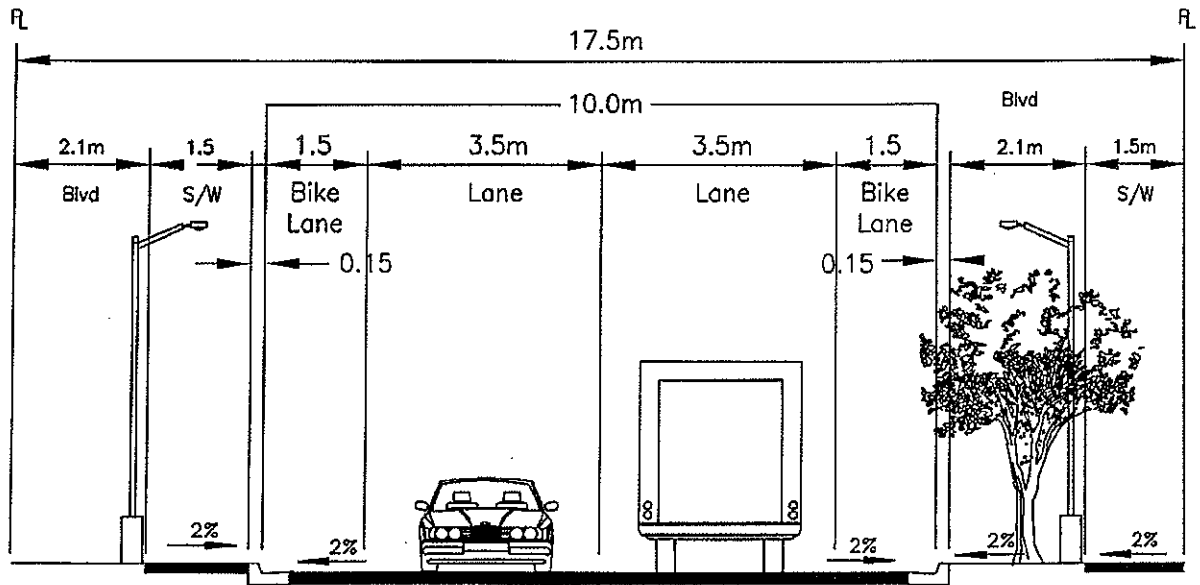


Ruth Mall, City Manager

ATTACHMENTS:

Drawing R-2A,

Report reviewed at previous meeting.



Report reviewed at previous meeting.

**COLLECTOR ROAD**

- sidewalk both sides
- no parking
- boulevard can be adjacent to curb or property line

**NOTES:**

1. PAVED SURFACE - 50mm ASPHALT (COMPACTED THICKNESS)
2. BASE - 100mm CRUSHED GRAVEL (20mm MINUS)
3. SUB-BASE - 250mm PIT RUN GRAVEL (75mm MINUS)
4. MOUNTABLE MONOLITHIC CURB AND GUTTER IN ACCORDANCE WITH STANDARD DRAWING C1
5. EXTEND COMPACTED BASE MATERIAL 0.6m BEHIND AND TO THE TOP OF CURB WHERE NO SIDEWALK IS INSTALLED
6. DEPTHS OF SURFACING AND BASE GRAVELS ARE MINIMUM AND IN SOME CASES WILL HAVE TO BE INCREASED TO MEET MAXIMUM ALLOWABLE BENKELMAN BEAM DEFLECTION.
7. INSTALL CURB DRAIN ON HIGH SIDE OF ROAD WHERE REQUIRED BY THE ENGINEER
8. SUBJECT TO ENGINEERS APPROVAL SIDEWALK, STREETLIGHT AND HYDRANT OFFSETS MAY VARY.



**TOWN OF LADYSMITH**  
**ENGINEERING STANDARD**

**17.5m ROW**  
**URBAN COLLECTOR**

DATE: Oct 2009

APP. BY:

DRAWING No. <b>R-2A</b>	REV. <b>00</b>
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TOWN OF LADYSMITH

**BYLAW NO. 1719**

A bylaw to appropriate monies from the Development Cost Charges (Open Space & Parkland) restricted Reserve.

---

**WHEREAS** the Town of Ladysmith has collected monies under the authority of the provisions of the Development Cost Charges Bylaw, 2000, No. 1374, of the Town of Ladysmith, which monies have been deposited in the Development Cost Charges Restricted Reserve; and

**WHEREAS** there is an unappropriated balance in the Development Cost Charges (Open Space & Parklands) Restricted Reserve of \$1,123,903; and

**WHEREAS** it is deemed appropriate to use a portion of the monies set aside under said Bylaw No. 1374 for the purpose of development of Parkland and Open Space;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The sum of twenty five thousand, nine hundred dollars (\$25,900) is hereby appropriated from the Development Cost Charges (Open Space & Parklands) Restricted Reserve, to be expended for the purpose of development of Open Space and Parkland.
2. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Restricted Reserve.
3. This bylaw may be cited as the "DCC Parks Appropriation Bylaw 2010, No. 1719".

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)

TOWN of LADYSMITH

BYLAW NO. 1720

A bylaw to appropriate monies from the Sale of Real Property Reserve Fund.

---

**WHEREAS** the sum of \$314,647.38 is on deposit in the Sale of Real Property Reserve Fund;

**AND WHEREAS** it is deemed necessary to appropriate the sum of \$3,176.90. from the Sale of Real Property Reserve Fund for the purpose of expenditures with respect to the capital projects and the machinery or equipment necessary for them and extension or renewal of existing capital works;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The sum of \$3,176.90 (three thousand, one hundred seventy six dollars and ninety cents) is hereby appropriated from the Sale of Real Property Reserve Fund and transferred to the General Revenue.

CITATION

2. This bylaw may be cited for all purposes as "Sale of Real Property Reserve Fund Appropriation Bylaw 2010, No. 1720".

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)



TOWN OF LADYSMITH

**BYLAW NO. 1721**

A bylaw to appropriate monies in the Development Cost Charges (Water) Restricted Reserve.

**WHEREAS** the Town of Ladysmith has collected monies under the authority of the provisions of the Development Cost Charges Bylaw, 2000, No. 1374, of the Town of Ladysmith, which monies have been deposited in the Development Cost Charges Restricted Reserve; and

**WHEREAS** there is an unappropriated balance in the Development Cost Charges (Water) Restricted Reserve of \$448,517.80; and

**WHEREAS** it is deemed appropriate to use a portion of the monies set aside under said Bylaw No. 1374 for the purpose of capital water project expenditures;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The sum of one hundred seventy thousand, one hundred seventy one dollars and forty three cents (\$170,171.43) is hereby appropriated from the Development Cost Charges Restricted Reserve (Water), to be expended for the purpose of the water projects.
2. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.
3. This bylaw may be cited as the " DCC Water Appropriation Bylaw 2010, No. 1721".

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

**BYLAW NO. 1722**

A bylaw to appropriate monies from the Development Cost Charges (Sewer) Restricted Reserve.

**WHEREAS** the Town of Ladysmith has collected monies under the authority of the provisions of the Development Cost Charges Bylaw, 2000, No. 1374, of the Town of Ladysmith, which monies have been deposited in the Development Cost Charges Restricted Reserve; and

**WHEREAS** there is an unappropriated balance in the Development Cost Charges (Sewer) Restricted Reserve of \$784,419.50; and

**WHEREAS** it is deemed appropriate to use a portion of the monies set aside under said Bylaw No. 1374 for the purpose of capital sewer expenditures;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The sum of seven hundred eighty thousand dollars (\$780,000.) is hereby appropriated from the Development Cost Charges Restricted Reserve (Sewer).
2. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.
3. This bylaw may be cited as the "DCC Sewer Appropriation Bylaw 2010, No.1722".

**READ A FIRST TIME** on the                          day of                          , 2010

**READ A SECOND TIME** on the                          day of                          , 2010

**READ A THIRD TIME** on the                          day of                          , 2010

**ADOPTED** on the                          day of                          , 2010

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

**BYLAW NO. 1723**

A bylaw to appropriate monies from the Development Cost Charges (Roads) Restricted Reserve.

**WHEREAS** the Town of Ladysmith has collected monies under the authority of the provisions of the Development Cost Charges Bylaw, 2000, No. 1374, of the Town of Ladysmith, which monies have been deposited in the Development Cost Charges Reserve Fund; and

**WHEREAS** there is an unappropriated balance in the Development Cost Charges (Roads) Restricted Reserve of \$426,378.03, and

**WHEREAS** it is deemed appropriate to use a portion of the monies set aside under said Bylaw No. 1374 for the purpose of debt repayment for and construction of road projects;

**NOW THEREFORE** the Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The sum of seventy one thousand, nine hundred fifty three dollars and forty cents (\$71,953.40) is hereby appropriated from the Development Cost Charges Restricted Reserve (Roads), to be expended for the purpose of debt repayment for and construction of road projects.
2. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.
3. This bylaw may be cited as the "DCC Roads Appropriation Bylaw 2010, No. 1723".

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Mayor (R. Hutchins)

\_\_\_\_\_  
Corporate Officer (S. Bowden)