



TOWN OF LADYSMITH

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

MONDAY, JUNE 21, 2010
at 7:00 p.m.

A G E N D A

Page

CALL TO ORDER

1. AGENDA APPROVAL

2. EXECUTIVE SESSION

None scheduled

3. RISE AND REPORT (7:00 p.m.)

4. MINUTES

Adoption of the following minutes:

4.1. June 7, 2010

1 - 6

5. BYLAWS (OCP / ZONING)

5.1. Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No.30), 2010, No. 1708

May be adopted

7 - 8

5.2. Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No.79), 2010, No. 1709

May be adopted

9 - 10

6. STAFF / ADVISORY COMMITTEE REPORTS

6.1. Tourism BC – Community Tourism Opportunities 2010/2011

11 - 12

6.2. Purchase of Self-Contained Breathing Apparatus Air Packs

13 - 16

6.3. Proposed Bylaw Amendments – Harmonized Sales Tax

17 - 18

6.4. Special Occasion Licence Requests

19 - 20

6.5. Ladysmith Playfield Turf Contract

21 - 23

6.6. Quotes for Supplies for Ladysmith Playfield Construction

24 - 27

	<u>Page</u>
6.7. <u>Fire Chief's Report – May, 2010</u>	28
6.8. <u>Building Inspector's Report – May, 2010</u>	29
6.9. <u>Trolley Report – May, 2010</u>	30
7. CORRESPONDENCE	
7.1. <u>Dave Street et al, Ladysmith Secondary School</u> Request for donation to support travel to Kamloops Mainstage Event (Provincial Drama Festival) for cast and crew of 'Mulan'	31
<u>Staff Recommendation:</u> That Council consider if it wishes to make a contribution in response to this request.	
8. BYLAWS	
8.1. <u>Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2010, No. 1732</u> May be given three readings	32
8.2. <u>Town of Ladysmith Freedom of Information Bylaw 1994, No. 1138, Amendment Bylaw 2010, No. 1733</u> May be given three readings	33
8.3. <u>Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115, Amendment Bylaw 2010, No. 1734</u> May be given three readings	34
9. NEW BUSINESS None	
10. UNFINISHED BUSINESS	
10.1. <u>South End Chlorinator (verbal report)</u>	
11. QUESTION PERIOD	
ADJOURNMENT	



LADYSMITH

TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF COUNCIL
MONDAY, JUNE 7, 2010 - 4:30 P.M.

PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Jillian Dashwood
Councillor Lori Evans	Councillor Duck Paterson	Councillor Bruce Whittington
Councillor Scott Bastian (entered at 9:00 p.m.)		

STAFF PRESENT:

Ruth Malli	Sandy Bowden	Felicity Adams
Pat Durban	Joanna Winter	

CALL TO ORDER

Mayor Hutchins called the meeting to order at 4:36 p.m.

AGENDA APPROVAL

2010-255

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

EXECUTIVE SESSION

2010-256

It was moved, seconded and carried that this meeting retire into Executive Session at 4:37 p.m., pursuant to Section 90(1) of the Community Charter to consider the following items:

- 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;
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

- 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;
- labour relations or other employee relations;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2010-257

It was moved, seconded and carried that the Regular Session of Council resume at 7:00 p.m.

MINUTES

2010-258

It was moved, seconded and carried that the Council minutes of May 10, 13 and 17, 2010 be adopted as circulated.

BYLAWS (OCP / ZONING)

Official Community Plan (OCP) Amendment And Rezoning Application 3360-10-03 And 3360-10-04

2010-259

It was moved, seconded and carried that Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 33) 2010, No. 1729 be read a first and second time; and that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 83), 2010, No. 1730 be read a first and second time; and that a public hearing be scheduled for Bylaws 1729 and 1730.

**DEVELOPMENT PERMITS /
DEVELOPMENT VARIANCE
PERMITS**

Bylaw 1727 - Regulations For Accessory Buildings In Residential Zones

2010-260

It was moved, seconded and carried that Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No. 82) 2008, No. 1727 be read a first and second time; and that a public hearing be scheduled for Bylaw 1727.

Development Variance Permit Application 3090-10-02

2010-261

It was moved, seconded and carried that Development Variance Permit (DVP) (3090-10-02) be approved, to permit a third floor addition to an existing residence, on Lot 10, District Lot 42, Oyster District, Plan 3223 (363 Chemainus Road); DVP 3090-10-02 varies:

- the setback to 7.0 metres from the high-water mark of the sea (with a deck protrusion); and
- the north-west side lot line setback to 0.95 metres;

and that the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

Development Permit Application - 3060-10-04

2010-262

It was moved, seconded and carried that Development Permit (3060-10-04) be issued for 363 Chemainus Road (Lot 10, District Lot 42, Oyster District, Plan 3223); and that the Mayor and Corporate Officer be authorized to sign the Development Permit.

**COUNCIL COMMITTEE
REPORTS**

Mayor Hutchins

2010-263

Notice Of Motion – Ecole Davis Road

It was moved, seconded and carried that whereas the south end of our community has experienced sustained rapid growth, and will be a growth area in our community for decades to come;

And whereas the south end of our community is serviced by a single elementary school in an inadequate and outdated facility;

And whereas the other three schools located within the town boundaries have had significant facilities upgrades over the last two decades;

And whereas the French Immersion program is a highly valued and desirable educational offering in the Town of Ladysmith;

That the Council of the Town of Ladysmith send a letter to the Board of Trustees, School District #68, and the Minister of Education requesting that the re-construction or replacement, on site, of Ecole Davis Road be given the highest priority.

Councillor J. Dashwood .

Councillor Dashwood attended the Chamber of Commerce meeting in place of Councillor Arnett and reported on recent activities.

Councillor S. Arnett

Councillor Arnett reported on the May 19 Parks and Recreation Commission meeting and the June 1 Economic Development Commission meeting.

Councillor D. Paterson

2010-264

Government Services Committee Recommendations

It was moved, seconded and carried that Special Occasion Licences be issued for:

- Slo-Pitch Food Bank Tournament – Aggie Fields - September 4 and 5, 2010 from 12:00 p.m. to 5:00 p.m.
- Royal Canadian Legion Picnic – Transfer Beach Horseshoe Pitch – September 12, 2010 from 11:00 a.m. to 8:00 p.m.

2010-265

It was moved, seconded and carried that a letter of congratulations and gratitude be sent to the Ladysmith Maritime Society for a very successful Ladysmith Maritime Festival; and that a letter be sent to CFB Esquimalt thanking them for having the Orca ships take part in the Maritime Festival; and that a letter of appreciation be sent to the Stz'uminus First Nation for their significant role in the success of the Maritime Festival with the canoe journey and hosting of the Community Supper.

Councillor L. Evans

Councillor Evans reported that a concern had been raised by the Heritage Revitalization Advisory Commission regarding the requirement for residency in Ladysmith in order to serve on the Commission. Councillor Evans circulated copies of Social Planning Cowichan's Affordable Housing discussion paper.

Councillor B. Whittington

On behalf of Council, Councillor Whittington welcomed Alexandra Morton on the arrival of her Salmon Are Sacred journey in Ladysmith.

**STAFF / ADVISORY COMMITTEE
REPORTS**

2010-266

Application To UBCM Regional Community To Community Forum Funding Program

It was moved, seconded and carried that staff be directed to apply to the Union of BC Municipalities for \$5,000 through the Regional Community to Community Forum Program to support a community forum with the Stz'uminus First Nation, to be held before March 31, 2011; and that the Financial Plan be amended accordingly.

South End Chlorinator

2010-267

It was moved, seconded and carried that The awarding of the contract for improvements to the South End Chlorinator is referred back to staff for further consideration, and staff are to report back to Council in this regard.

Request For Support For Ladysmith Secondary School Multi-Use Community Auditorium Planning

2010-268

It was moved, seconded and carried that the Town agrees to be a partner with School District 68 in their application for funds to support the planning of a Multi-Use Community Auditorium at Ladysmith Secondary School, and that a letter of support for the grant application be provided to School District 68.

Road Closure, Disposition and Exchange Bylaw 2010, No. 1731

2010-269

It was moved, seconded and carried that Road Closure, Disposition and Exchange Bylaw 2010, No. 1731 be given three readings, and that the required notice and advertising procedure be initiated.

Grant Application To Federation Of Canadian Municipalities For Green Municipal Funds

2010-270

It was moved, seconded and carried that staff be requested to submit an application to the Green Municipal Fund Sustainability Planning Program to develop a community sustainability plan based on the report "Ladysmith: A Community Vision for a Sustainable West Coast Town."

Ladysmith Community Gardens Society

CORRESPONDENCE

2010-271

It was moved, seconded and carried that the letter from Greg Roberts, President of the Ladysmith Community Gardens Society, dated May 19, 2010, be received and that the Society be advised they are authorized to proceed with the proposed construction of two movable buildings and an arbour on the High Street garden site.

QUESTION PERIOD

Brian Thom requested that the letter from Council to the Board of SD 68 regarding Council's support for the French

Immersion Program at Ecole Davis Elementary School be sent as soon as possible.

Pam Fraser and Marsh Stevens were advised that the Public Hearing for the Accessory Building Bylaw would likely be scheduled for early July, and that it would be advertised in local newspapers and on the Town website and notice boards.

RISE AND REPORT

The Executive Session of Council rose without report at 10:25 p.m.

ADJOURNMENT

2010-272

It was moved, seconded and carried that the Regular Meeting of Council be adjourned at 7:40 p.m.

CERTIFIED CORRECT

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1708

A bylaw to amend "Official Community Plan Bylaw, 2003, No. 1488"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Official Community Plan;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Official Community Plan Bylaw, 2003, No. 1488".

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

- (1) Schedule "A" – "Town of Ladysmith Community Plan" is amended by:
 - (a) Placing on Map 1 "Land Use" the designation "Single Family Residential" on the 'subject property' being proposed Lot 6, of Lot 1, District Lot 108, Oyster District, Plan47290 as shown on Schedule 1 attached to this Bylaw.

CITATION

- (2) This bylaw may be cited for all purposes as "Official Community Plan Bylaw, 2003, No. 1488, Amendment Bylaw (No.30), 2010, No. 1708".

READ A FIRST TIME on the 15th day of February, 2010

READ A SECOND TIME on the 15th day of February, 2010

PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

READ A THIRD TIME on the 15th day of March, 2010

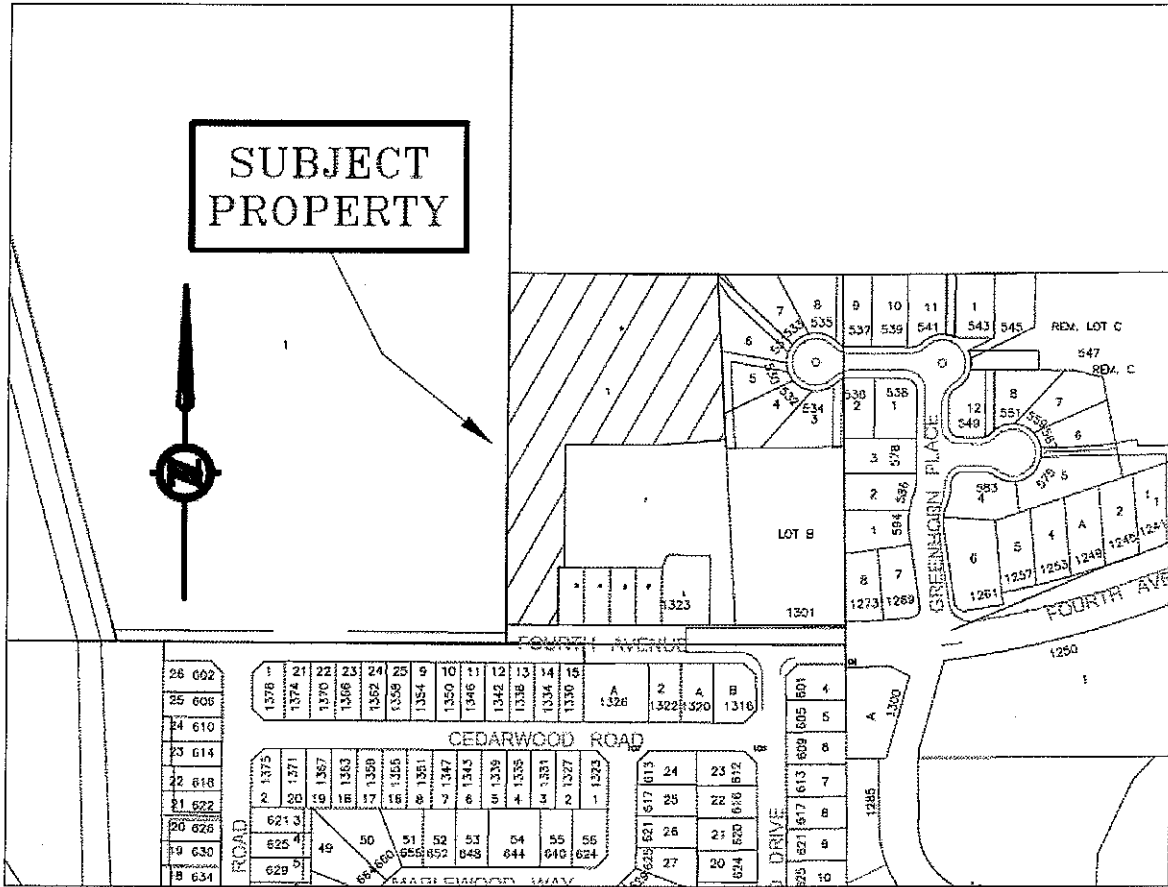
on the 15th day of March, 2010

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

Bylaw 1708 - Schedule 1



TOWN OF LADYSMITH

BYLAW NO. 1709

A bylaw to amend "Town of Ladysmith Zoning Bylaw, 1995, No. 1160"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the zoning bylaw;

AND WHEREAS after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 1995, No. 1160";

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

- (1) The text of "Town of Ladysmith Zoning Bylaw 1995, No. 1160" as amended is hereby further amended by adding the following site specific regulations to Section 15.0 Mobile Home Park Zone:
 - (a) "15.1 (d) Despite 15.1 (a) a mobile home park is not a permitted use on proposed lot 6 of Lot 1, District Lot 108, Oyster District, Plan 47290.
 - (b) "15.2 (1)(a) Despite 15.2(1) the maximum number of dwelling units permitted on proposed lot 6 of Lot 1, District Lot 108, Oyster District, Plan 47290 is 19.4 single family residential dwelling units per hectare of land."
- (2) The map, being 'Schedule A' to "Town of Ladysmith Zoning Bylaw 1995, No. 1160" is hereby amended by placing "Mobile Home Park (MP-1)" on the 'subject property' being proposed lot 6 of Lot 1, District Lot 108, Oyster District, Plan 47290 as shown on Schedule 1 attached to this Bylaw.

CITATION

- (3) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 1995, No. 1160 Amendment Bylaw (No.79), 2010, No. 1709".

READ A FIRST TIME on the 15th day of February, 2010

READ A SECOND TIME on the 15th day of February, 2010

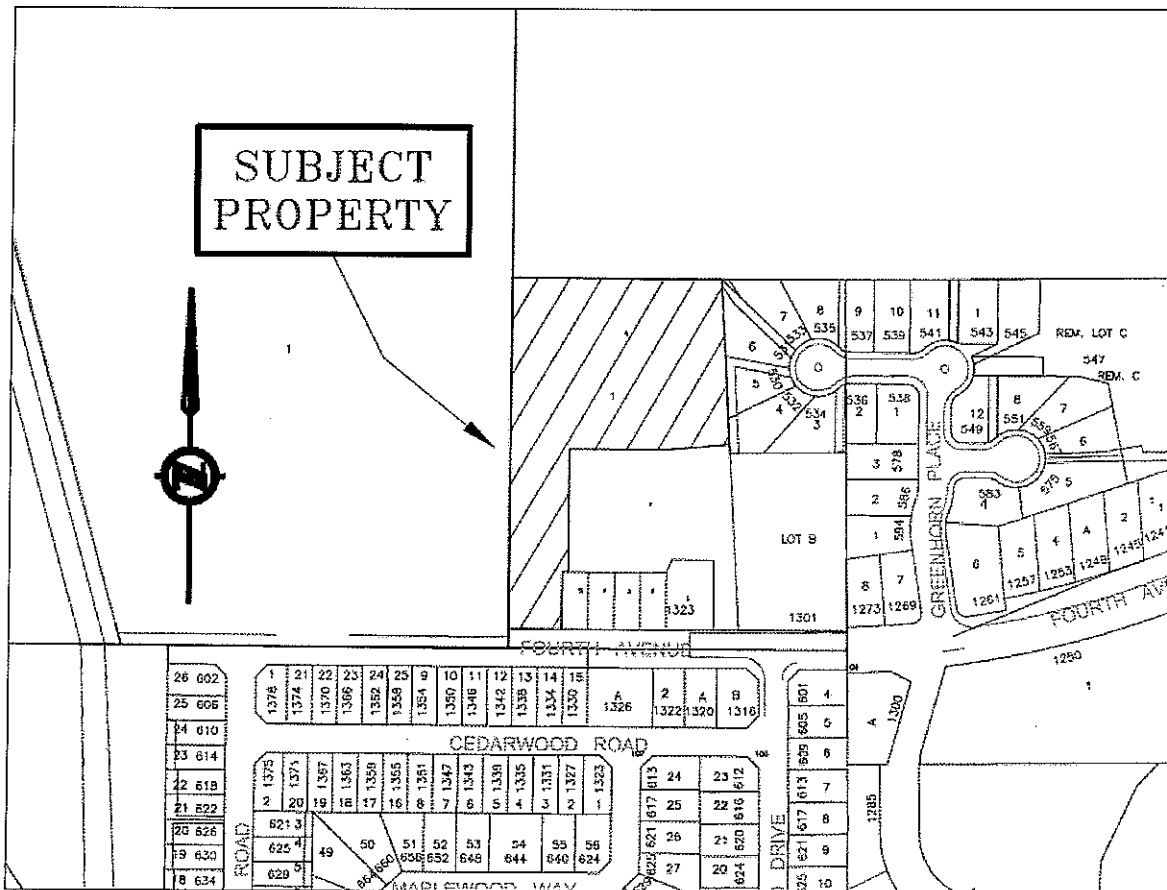
PUBLIC HEARING held pursuant to the provisions of the *Local Government Act*

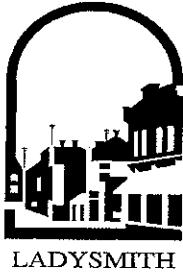
on the 15th day of March, 2010

READ A THIRD TIME on the 15th day of March, 2010

ADOPTED on the **9** day of

Bylaw 1709 - Schedule 1





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: June 16, 2010
File No:

Re: **TOURISM BC – COMMUNITY TOURISM OPPORTUNITIES 2010/11**

RECOMMENDATION(S):

That Council endorse the Ladysmith activities within the Tourism Cowichan “Community Tourism Opportunities” proposal to Tourism BC (TBC) for Ladysmith tourism promotion with an estimated gross expenditure of \$16,000 and an approved claim limit of \$8,050.

PURPOSE:

The purpose of this report is to seek Council’s endorsement of the proposed Ladysmith’s tourism activities eligible for funding through TBC for the 2010/11 fiscal year.

INTRODUCTION/BACKGROUND:

In the past, Ladysmith received funding directly from TBC. This year TBC is providing its Community Tourism Opportunities (CTO) funding through the region’s tourism organization – Tourism Cowichan (CVRD).

TBC provides 50% funding towards approved tourism activities. The proposal developed by staff and Tourism Advisory Committee is based on a review of the list of activities that TBC will support.

SCOPE OF WORK:

The following activities have been approved by TBC. These activities are consistent with the Town’s Five Year Tourism Plan (2007-11) that Council endorsed in 2007.

- Consumer Collateral – produce and print Ladysmith trail brochure; print additional copies of the highly popular heritage route brochure
- Creative & Production – incorporation of additional regional/provincial tourism graphics into existing creative; new creative for a Town/tourism map.
- Internet Marketing – Integrate www.tourismladysmith.ca into regional tourism initiatives, e.g. graphic standards, navigation/links; add TBC Ladysmith high quality video (provided by regional initiative)
- Print Media – regional publications with incremental change to include graphics “Tourism Cowichan” and MTCA graphic standards (TBD). Publications to include: two Ladysmith visitor guides; Cowichan Travel Planner; Chemainus Visitor Guide; Nanaimo Map & Attractions Guide.
- Research – research and tracking related to evaluation, possibly web-based

ALTERNATIVES:

That Council decline funding support from Tourism BC.

FINANCIAL IMPLICATIONS:

The required matching funds are included in the Town's Financial Plan in the Development Services Department budget.

LEGAL IMPLICATIONS: N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

At its meeting held June 1, 2010, the Economic Development Commission supported the recommendation from the Tourism Advisory Committee regarding TBC funding.

It was moved, seconded and carried that the Economic Development Commission recommend that the Town apply to Tourism BC for 2010/11 Community Tourism Opportunities funding for ongoing implementation of the Tourism Plan in the amount of \$8,000.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The administration of the grant payments will be different this year as the funding will now be provided to Tourism Cowichan and Ladysmith will claim its portion through the CVRD. Details regarding this process are to be determined.

RESOURCE IMPLICATIONS:

The Development Services Department will provide staff resources to manage the projects. Consulting resources will be utilized to undertake the work. The Department of Parks, Recreation and Culture will be involved in trail guide design.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Implementation of the Town's tourism plan is a Council strategic priority.

SUMMARY:

The Town has the opportunity to leverage its support for tourism promotion activities through the TBC "Community Tourism Opportunities" program. Staff recommends that Council endorse this opportunity.

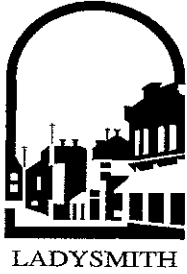
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: June 14, 2010
File No:

Re: **PURCHASE OF SCBA AIR PACKS**

RECOMMENDATION(S):

That Council authorize the purchase of 10 SCBA Air Packs from Acklands-Grainger Inc. in the amount of \$39,426.68 plus applicable taxes, that the funds will come from the Fire Equipment Reserve Fund, and that Council waive the Purchasing Policy regarding this purchase.

PURPOSE:

The purpose of this report is to provide Council with an overview of the recent request for quotes on the purchase of 10 SCBA Air Packs for the Fire Department.

INTRODUCTION/BACKGROUND:

SCBA Air Packs are an integral part of the firefighting equipment used by the Ladysmith Fire Department. Some of the units currently in use are approximately 20 years old and require replacement. The new SCBA Air Packs have many enhancements over the older models and will better serve the Fire Department and the Ladysmith community. Staff is requesting that Council authorize waiving the Purchasing Policy requirement to tender or get a Request for Proposal for the purchase of the air packs as there are only two suppliers of the product.

SCOPE OF WORK:

Once authorized, the Fire Department will proceed with the purchase of the units in conjunction with the Finance Department.

ALTERNATIVES:

Council could deny the Fire Department's request to purchase these units.

FINANCIAL IMPLICATIONS:

During 2010 budget deliberations Council allocated \$40,000 for the purchase of SCBA Air Packs to replace the older outdated units. Two quotes for the units were received. Staff recommends accepting the lower of the two quotes.

LEGAL IMPLICATIONS:

Given that the Town has identified the need the SCBA Air Packs it could be held liable if the current older units fail during use by the Fire Department.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a


ALIGNMENT WITH STRATEGIC PRIORITIES:

During the 2004 strategic planning process, Council identified a safe and healthy community as one of its seven strategic directions. The purchase of the SCBA Air Packs will assist the Town in achieving this goal.

SUMMARY:

In order to maintain the high standard of emergency response service to the community, the Fire Department must keep all emergency response equipment up-to-date. The new SCBA Air Pack units will enhance the Town's ability to respond to emergencies and ultimately reduce risk to the community.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Quotes from Acklands-Grainger and Rocky Mountain Phoenix

ACKLANDS GRAINGER®

June 1, 2010

To: Chief Ray Delcourt and the Ladysmith Fire Dept:

Proposal for the provision of SCBA air packs

Thank you for the opportunity to quote on replacing your SCBA air packs, and for considering Acklands - Grainger Inc (AGI) in assisting you with this requirement.

We have provided MSA product with pricing below to assist you in your decision, but would like to highlight some of the additional features and benefits in choosing Acklands Grainger.

We understand the critical nature of this vital equipment to the Fire Service and are committed to providing outstanding quality service in maintaining it. AGI provides a mobile national technical service unit that will come to your hall to conduct annual functional tests and repairs on site if needed. In addition AGI with the support of MSA will provide training on the use and care of your new SCBA's at no additional charge.

To help you with your decision the pricing and accessories are outlined below:

(10) Carbon Fiber Bottle, MSA, M7 air pack , c/w mask , voice amplifier kit and accessories as per matrix provided by MSA.

10 **No Charge** Carbon Fiber Bottles (\$10000 Value)

Total \$39426.68

The first functional flow test for the SCBA's after one year of use (prior to 2012) shall be performed at no charge. Any parts required as a result of this test will be purchased from AGI at a cost to be determined at that given time.

Please note that all prices listed would be eligible to any applicable taxes.

Many thanks once again for considering Acklands Grainger.

Sincerely,

Dylan Szasz



EMERGENCY VEHICLES, EQUIPMENT & SERVICE
 #103 - 2285 Queen Street
 Abbotsford, BC V2T 6J3
 Phone: (888) 815 - 0500
 Fax: (604) 864 - 4938

Quotation

Date May 6, 2010	Page 1
Quote Number QT3263	

Customer:

CORPORATION TOWN OF LADYSMITH
 PO BOX 220
 LADYSMITH, BC V9G 1A2

Quote To:

LADYSMITH FIRE DEPARTMENT
 340 - 6TH AVENUE
 LADYSMITH, BC, V0R 2E0

Reference	PO Number QUOTE	Customer No. LAD001	Salesperson Dennis High - Vancouver Island/Sunshine Coast	Ship Via
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Qty. Ord.	Item Number	Description	Unit Price	UOM	Extended Price
10	MSA-AM7L	SCBA- M7 LOW PRESSURE, MMR ATO: AM7LD13C0C14CA0	4,271.82	EA	42,718.20
1	MSA-10041230	RESCUEAIRE II-PTC-2216	2,998.75	EA	2,998.75
10	MSA-807586	CYLINDER - STEALTH - 30 MINUTE L/P	898.58	EA	8,985.80
6	MSA-10084824	FACEPIECE - ULTRA ELITE PTC, SPEEDON MEDIUM	263.37	EA	1,580.22
6	MSA-10023056	AMPLIFIER-CLEAR COMMAND	178.75	EA	1,072.50
6	MSA-10091446	RECEIVER - NIGHTFIGHTER HUD	183.41	EA	1,100.46

Comments:

RETURNED GOODS SUBJECT TO A 20% RESTOCKING FEE
 PRICING FIRM FOR 15 DAYS

F.O.B. ABBOTSFORD

Quote valid until 8/4/2010.

Tax Summary:

GST 2,323.57
 PSTBC 0.00

Less

Included Tax

Order Discount

Subtotal

Total sales tax

Total order

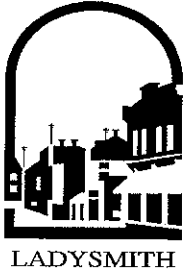
0.00

11,984.55

46,471.38

2,323.57

48,794.95



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: June 17, 2010
File No:

Re: **PROPOSED BYLAW AMENDMENTS - HST**

RECOMMENDATION(S):

That Council direct staff to proceed with the proposed bylaw amendments to incorporate the application of the Harmonized Sales Tax (HST) on various Town administered fees and charges.

PURPOSE:

The purpose of this report is to provide Council with an overview of the proposed amendments to various bylaws regarding the inclusion of HST.

INTRODUCTION/BACKGROUND:

On July 1st HST will come into effect. This tax represents a combined 7% B.C. Provincial Sales Tax (PST) and the 5% Goods and Services Tax (GST) for a total HST rate of 12%. All goods and services for which the Town currently charges GST are now subject to HST. It is now prudent for Council to amend the following bylaws which are affected by the implementation of HST:

- Bylaw 1732 - Fees and Charges Bylaw Amendment
- Bylaw 1733 - Freedom of Information/Protection of Privacy Bylaw Amendment
- Bylaw 1734 - Subdivision Control Bylaw Amendment

SCOPE OF WORK:

Upon adoption of the bylaws Staff will ensure that all departments are advised of the changes in applicable taxes.

ALTERNATIVES:

n/a

FINANCIAL IMPLICATIONS:

All fees subject to GST are now subject to HST.

LEGAL IMPLICATIONS:

HST is a mandatory tax.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

n/a

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative falls within the Wise Financial Management strategic direction.

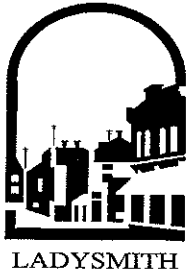
SUMMARY:

The Harmonized Sales Tax will be in place as of July 1, 2010. Bylaws authorizing the Town to charge for particular goods and services to which GST applies will be subject to HST. Such bylaws require amendments to reflect the change in applicable taxes.

I concur with the recommendation.



Ruth Malli, City Manager



Town of Ladysmith

COMMISSION REPORT

To: Ruth Malli, City Manager
From: Pat Durban, Director of Parks, Recreation & Culture
Date: Jun 17, 2010
File No:

RE: SPECIAL OCCASION LICENCE REQUESTS

RECOMMENDATION(S):

The Parks, Recreation & Culture Commission recommends that Council consider granting Special Occasion Licences to:

- Ladysmith Madness ALS Fundraiser Tournament on June 18 and June 20 from 11:00 a.m. to 6:30 p.m.
- Fraternal Order of Eagles Picnic on August 8 from 10:00 a.m. to 4:00 p.m.

PURPOSE:

To provide Council with information from applicants for Special Occasion Licences.

INTRODUCTION/BACKGROUND:

At the Parks, Recreation & Culture Commission meeting held on April 26, 2010 the following applications for Special Occasion Licences were considered.

1. Ladysmith Madness ALS Fundraiser Tournament – to be held at Aggie Fields on June 18 and June 20 from 11:00 a.m. to 6:30 p.m.
2. Fraternal Order of Eagles Picnic – to be held at Transfer Beach in the Horseshoe Pitch area on August 8 from 10:00 a.m. to 4:00 p.m.

Each group has completed the required application and has confirmed they will ensure this area will be fenced off, that the entrances and exits will be controlled by security, parking attendants will be on site, food will be served, and that tables and chairs will be provided.

SCOPE OF WORK:

N/A

ALTERNATIVES:

Council can choose not to grant either of the Special Occasion Licences.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

RESOURCE IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

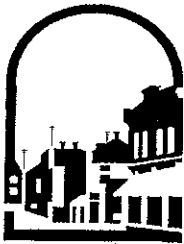
SUMMARY:

The Parks, Recreation and Culture Commission is requesting that Council consider approving two requests for Special Occasion Licences.

I concur with the recommendation.



Ruth Malli, City Manager



LADYSMITH

Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Pat Durban, Director of Parks, Recreation & Culture
Date: June 14, 2010
File No:

Re: DL 108 PLAYFIELD - FIELD TURF CONTRACT

RECOMMENDATION(S):

That Council ratify the revised FieldTurf Inc. contract for the provision of artificial turf and a maintenance program at DL 108 for the total maximum guaranteed price, excluding HST, in the amount of \$520,117.39

PURPOSE:

The purpose of this report is to provide Council with an updated agreement with FieldTurf Inc. as per the attached letter from E. Lees & Associates.

INTRODUCTION/BACKGROUND:

Council previously accepted the tender from FieldTurf Inc. for the supply of artificial turf on May 10, 2010 with the proviso that the consultants and staff would explore additional services and equipment resulting in the items identified in the attached letter.

SCOPE OF WORK:

An additional Council resolution of the revised amount is required.

ALTERNATIVES:

The original amount could be left as is without the additional equipment and maintenance.

FINANCIAL IMPLICATIONS:

The Town will be committed to a 10-year program, but at significant savings.

LEGAL IMPLICATIONS:

An additional Council resolution to ensure the Request for Proposal and Towns Purchasing Policy is adhered to is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The field marking reflects the Field User Committee's recommendations.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The 10-year annual intensive care maintenance program will work in conjunction with the Town's ongoing maintenance program and ensure the product will remain in excellent shape for many years.

RESOURCE IMPLICATIONS:

This 10-year maintenance service will be provided through a one-time payment.


ALIGNMENT WITH STRATEGIC PRIORITIES:

Wise Financial Management and Improvements to Sports Fields are strategic directions.

SUMMARY:

The negotiated terms to be included in the revised agreement are a reflection of the efforts of the consultants, staff and field users committee representatives, together with FieldTurf Inc. to provide a first rate product and maintenance schedule.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Letter from E. Lees & Assoc.



E. LEES & ASSOCIATES CONSULTING LTD.

June 7, 2010

The Town of Ladysmith
Town Office
410 Esplanade, P.O. Box 220
Ladysmith, BC
Canada V9G 1A2

Attention: Mr. Pat Durban – Director of Parks, Recreation and Culture

Dear Mr. Durban,

Reference: Town of Ladysmith Lot 108 Athletic Field Development - Phase 1

I am pleased to advise that FieldTurf Inc. has now executed the contract for provision of the Lot 108 Park fielding surfacing system and copies are forwarded herewith for finalization by Town representatives

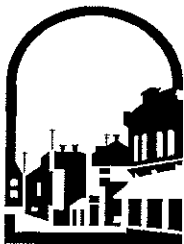
As you know, during negotiation of the contract several amendments were made to the original proposal made by FieldTurf, in order to provide the product and services best suited to the needs of the community. These have resulted in the following changes to the Maximum Guaranteed Price of \$495,699.64 offered by FieldTurf and approved by Council on May 10, 2010:

1. With reference to Post Offer Addendum P-1, a proposed credit of \$7,655.25, for deletion of football field lining, hash marks & yardage numbers, and substitution of corner/yardline markers, was accepted.
2. With reference to Post Offer Addendum P-2, a proposed extra charge of \$5,103.00, for provision of junior soccer field lining and hash marks, was accepted.
3. An offer of two items of maintenance equipment (one FieldTurf SweepRight machine and one FieldTurf GroomRight machine) at no additional cost was accepted.
4. An offer of an annual intensive care maintenance program at a discounted total price of \$27,000 for a period of 10 years (3 visits per year) was accepted. This represents an estimated savings of \$43,000 over the normal value of the service.

The revised Total Maximum Guaranteed Price, excluding HST, is \$520,117.39, which is reflected in the contract documents.

Yours truly,

Erik Lees, MBCSLA



LADYSMITH

Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Pat Durban, Approving Officer
Date: June 17, 2010
File No:

RE: QUOTES FOR SUPPLIES - DISTRICT LOT 108

RECOMMENDATION(S):

It is recommended that Council accept the recommendation from Herold Engineering Ltd. for the supply of the following for the construction of the Ladysmith Playfields at District Lot 108:

1. Fencing: Northwest Fencing – \$77,689.00 plus applicable taxes
2. Nailer Board & Anchor Bolts: Windsor Plywood – \$5,755.27 plus applicable taxes
3. Pipe: Corix – \$46,143.02 plus applicable taxes

PURPOSE:

To receive competitive quotes for supply of materials for the DL108 Playfield Project.

INTRODUCTION/BACKGROUND:

Quotes were requested from a minimum of three suppliers for Fencing, Nailer Board and Anchor Bolts, and Pipe and per the attached, the quotes were received as identified.

SCOPE OF WORK:

N/A.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

All quotes are within the budgeted amounts.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

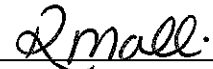
RESOURCE IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

I concur with the recommendation



Ruth Malli, City Manager

ATTACHMENTS:

Herold Engineering Limited, Summary of Quotes

June 16, 2010

0037-042/6

Town of Ladysmith
Parks, Recreation & Culture
810 6th Ave Po Box 220

Attn: Pat Durban

Re: Ladysmith Sports Field - Piping, Fencing, and Nailer Board Quotes

Dear Pat:

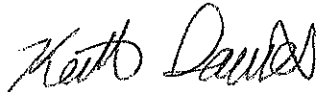
Quotes for the above mentioned field components were submitted via David Stalker Excavating Ltd (DSEL) to Herold Engineering Ltd for review. DSEL requested quotes form a minimum of 3 suppliers. The results of the quotes submitted are as follows:

- 1.0 Fencing Suppliers
 - 1.1 Northwest Fencing \$77,689.00 + tax
Additional gates (pedestrian \$215, equipment \$596)
 - 1.2 Midisland Fence \$79,771.00 + tax
Additional gates (pedestrian \$424, equipment \$775)
 - 1.3 Pro-line Fence \$81,181.83 + tax
Additional gates (pedestrian \$495, equipment \$875)
- 2.0 Nailer Board & Anchor Bolt Suppliers (including GST/PST)
 - 2.1 Windsor Plywood \$5,755.27
(Nailer board \$1.80 per ft, \$2.16 for anchor bolts)
 - 2.2 Dodds Lumber \$6,323.79
(Nailer board \$2.19 per ft, assuming \$2.16 for anchor bolts)
- 3.0 Pipe Suppliers (including GST/PST)
 - 3.1 Corix \$46,143.02
 - 3.2 Andrew Sheret \$47,070.15
 - 3.3 Wolseley \$47,145.18
 - 3.4 Emco \$47,905.77

We have reviewed the quotes submitted and find them to be within our budget. We therefore recommend the low bidder for each component be accepted. We enclose a copy of all quotes.

Yours truly,

HEROLD ENGINEERING LIMITED



Keith Davies, P.Eng
Project Engineer

KMD

Enclosure



Ladysmith Fire / Rescue

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



FIRE CHIEF'S REPORT

MONTH: **May**, 2010

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YEAR'S TOTALS
Alarms Activated: Pulled Station			1										1
By mistake	1	1		2	2								6
Electrical problem													
Due to cooking		2		2									4
Assistance					1								1
Burning Complaint		1			3								4
Fire: Structure	1			1	1								3
Chimney				2									2
Interface / Bush					2								2
Vehicle		1			1								2
Other	1												1
Hazardous Materials		1		1									2
Hydro Lines: Down / Fire			1	1									2
Medical Aid			4	2	1								7
Mutual Aid	2	1		1									4
MVI		5	5	5	6								21
Rescue													
MONTH TOTALS (not incl. Practises)	5	12	11	17	17								62
Practises (Totals for each Month)	4	4	5	4	4								21

ALARMS ACTIVATED (location/owner):

- 861 Davidson Road – workers working around sensor
- 370 TCH Coronation mall – wrong Fire Dept called.
Caller gave wrong address. Call was in Duncan @
Coronation STREET

COMPARISONS:

Year to Date / 10 62 (excl. practises)
Year to Date / 09 67 (excl. practises)
Year to Date / 08 75 (excl. practises)

APPROVED:

Ray Stewart
Fire Chief

TOWN OF LADYSMITH
BUILDING PERMIT
SUMMARY REPORT
MONTH: MAY 2010

Commercial	Industrial	Institutional	(New) Residential	# Dwelling Units	Residential Adds / Renos / Demos	Permits This Month	Permits For Year To Date	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values This Year
\$ -		\$ 247,000	2 \$ 1,430,326	9	\$ 84,552	5	71	\$ 11,869	\$ 1,761,888	\$ 8,215,758

SUMMARY - YEAR TO DATE

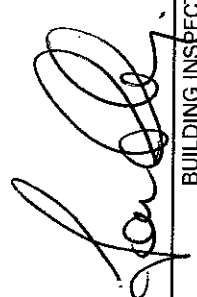
	Commercial	Industrial	Institutional	(New) Residential	# Dwelling Units	Residential Adds / Renos / Demos	Permits This Month	Permits For Year To Date	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values This Year
JAN	\$ -	\$ -	\$ -	\$ 766,498	5	\$ 13,450	10	15	\$ 6,425	\$ 766,498	\$ 766,498
FEB	\$ 15,000	\$ -	\$ 985,000	\$ 542,420	3	\$ 9,000	4	26	\$ 10,011	\$ 1,551,420	\$ 2,317,918
MAR	\$ 125,000	\$ -	\$ -	\$ 2,559,484	10	\$ 45,000	2	40	\$ 19,111	\$ 2,729,484	\$ 5,047,402
APR	\$ -	\$ -	\$ -	\$ 1,363,888	7	\$ 36,589	6	55	\$ 11,483	\$ 1,406,468	\$ 6,453,870
MAY	\$ -	\$ -	\$ 247,000	\$ 1,430,326	9	\$ 84,562	5	71	\$ 11,869	\$ 1,761,888	\$ 8,215,758
JUN	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
JUL	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
AUG	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
SEP	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
OCT	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
NOV	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
DEC	\$ -	\$ -	\$ -	\$ -	0	\$ -	0	0	\$ -	\$ -	\$ -
TOTAL	\$ 140,000	\$ -	\$ 1,232,000	\$ 6,662,616	34	\$ 188,601	27	71	\$ 58,899	\$ 8,215,758	\$ 8,215,758

of Demolitions for month = 0 , for YTD = 8

DWELLING UNITS / VALUE
YEAR TO DATE / 10 41 \$ 6,662,616
YEAR TO DATE / 09 12 \$ 1,465,000
YEAR TO DATE / 08 34 \$ 4,328,000

PERMITS ISSUED / VALUE
YEAR TO DATE / 10 71 \$ 8,215,758
YEAR TO DATE / 09 46 \$ 4,486,270
YEAR TO DATE / 08 66 \$ 5,728,780

COMPARISONS



BUILDING INSPECTOR

TOWN OF LADYSMITH

LADYSMITH TROLLEY BUS ACTIVITY REPORT

May, 2010

Day	Date	Passenger Count	Fuel Litres	KM Start	KM Finish	Weather	Wheel Chairs	Service Dogs	Bikes
Sat	1	59	63	41503	41714	Sunny	0	1	1
Sun	2								
Mon	3	102	65	41714	41928	Sun & Wind	0	1	1
Tues	4	75	73	41928	42142	Sunny/Cloudy	0	1	1
Weds	5	79	75	42142	42355	Sunny	0	1	2
Thurs	6	104	60	42355	42565	Sunny/Cloudy	0	1	3
Fri	7	110	65	42565	42780	Sunny/Cloudy	0	1	3
Sat	8	60	65	42780	42780	Sunny/Cloudy	0	0	5
Sun	9								
Mon	10	89	65	42994	43208	Sunny/Cloudy	0	1	3
Tues	11	95	70	43208	43418	Sunny	0	2	1
Weds	12	105	70	43418	43631	Sunny/haze	0	1	0
Thurs	13	98	85	43631	43846	Sunny	0	1	3
Fri	14	115	65	43846	44059	Sunny	0	0	1
Sat	15	65	65	44059	44272	Sunny	0	0	1
Sun	16								
Mon	17	77	65	44272	44486	Cloudy/Rain	0	1	3
Tues	18	84	65	44486	44695	Rain	0	0	2
Weds	19	99	93	44695	44907	Sunny/Cloudy	0	0	0
Thurs	20	117	50	44907	45123	Sunny/Cloudy	0	0	2
Fri	21	101	80	45112	45338	Rain/Wind	1	0	2
Sat	22	94	65	45338	45555	Sun/Cloud/Rain	0	1	0
Sun	23								
Mon	24	Stat							
Tues	25	93	82	45555	45769	Cloudy	0	0	0
Weds	26	64	70	45769	45982	Rain	0	0	0
Thurs	27	72	70	45982	46200	Sun	0	0	1
Fri	28	106	65	46200	46413	Rain	0	0	2
Sat	29	54	65	46413	46627	Rain	0	0	3
Sun	30								
Mon	31	74	70	46627	46810	Rain	0	0	0
TOTAL		2191	1726				1	13	40

DONATIONS FOR May 2010 - \$652.28

AVERAGE DAILY RIDER COUNT FOR May/10 = 88

DONATIONS YEAR-TO-DATE = \$3189.09

Trolley 103 / 105

MULAN IS MOVING TO MAINSTAGE



The Ladysmith Secondary School Cast and Crew of the musical "Mulan" won the Theatre B.C. South Island Zone Drama Festival on May 21st, thus earning a spot at the Kamloops Mainstage 2010 Event on July 7th. "Mulan" won multiple category awards including Best Director- Mr. William Taylor, Best Backstage, Best supporting Actor- Alyx Szasz-Nicholson and Best Supporting actress Rachelle Younie and of course the Prestigious Best production Award. What an awards night! The 40 member cast and crew of Mulan erupted in jubilation at the announcement of their first place finish. A benefit of their success included a four hour workshop with the famous Jeff Hyslop, one of Canada's foremost performing artists (900 appearances as the Phantom in Phantom of the Opera)

The magnitude of this accomplishment is accentuated by the fact that it was a Community Theatre event and that the high school's 'Mulan' is the first musical in the history of the competition to ever receive the honor of performing at this esteemed Provincial Drama Festival hosted by Theatre B.C.

'Theatre B.C. is the vital umbrella organization nurturing the spirit of community theatre in BC, supported by a substantial international professional talent base of educators from stage and screen.' As participants at this festival the cast and crew of Mulan will act as ambassadors highlighting Ladysmith as a community that embraces youth and the arts and in turn will have the opportunity to be scrutinized and mentored by some of the best educators in B.C.

The Theatre BC Mainstage 2010 Festival takes place from July 2nd-July 10th where the Parallel Players will perform Mulan in a 2000 seat auditorium. The festival also offers a variety of workshops and performances which participants attend. It is a fantastic opportunity for this gifted and focused young group from Ladysmith to see and be seen by some of the best talent in Canada

Jeff Hyslop noted on several occasions on the cohesiveness of the cast... a special chemistry that developed between these kids and how they brought it onto the stage. He commended the hours put in by the director Bill Taylor and his aides, teaching and supporting these kids. He also had accolades for the five piece live band, special effects and lighting. and for the work of Rod Alsop, the music director, who had to write the music for four of the instruments. That is a lot of hours!

Yikes, we need to raise funds quickly. Plans are underway to secure bus transport for the cast and crew as well as four nights accommodation. A large van is needed to carry lighting, props etc. Registration for the festival is \$100/per participant (a request has been made to reduce this fee due to the size of the group) The ballpark budget is: Bus \$3200, Van \$800, Ferry \$1250, Hotel \$7,000, Entry fees \$4,700. We will have to ask the students for some of the costs, but for some families this is a hardship and we want to ensure that this is an inclusive opportunity.

We need your help to support our local troupe. We literally need a village (well in this case a town) to get these kids to Kamloops safely. If you are able to help please make a cheque payable to "Ladysmith Secondary School Drama Program". You can drop it off at the school or we can collect it for you. Thank you for considering our plea.

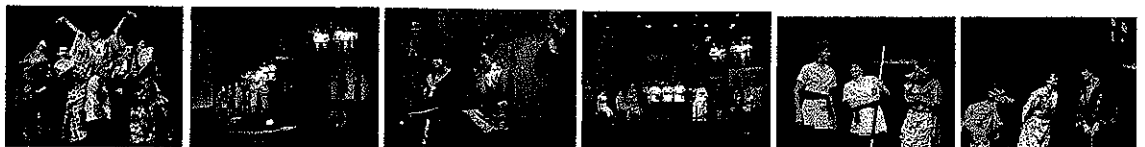
If you have further questions contact:

Mr. Dave Street, Principal dstreet@sd68.bc.ca
Rebecca Fairweather at r-fairweather@hotmail.com

Bill Taylor, Director at wtaylor@sd68.bc.ca
Kelly Britton-Foster britfost@shaw.ca

Any donors will be thanked and recognized on the program of our benefit show on June the 18th @ 7pm at LSS. This program will also travel up to Kamloops so any advertising space purchased will be seen province wide. Tax receipts are available for donations.

Thanks for supporting our kids!



TOWN OF LADYSMITH

BYLAW NO. 1732

A bylaw to amend "Ladysmith Fees and Charges Bylaw 2008, No. 1644"

WHEREAS the Town Of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644".

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

1. Schedules 1, 2 and 3 be amended to include the following:

Note: All fees are subject to applicable taxes

2. This bylaw may be cited for all purposes as "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2010, No. 1732".

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. 1733

A Bylaw to amend “ Bylaw for the Administration of the Freedom of Information and Protection of Privacy Act 1994, No. 1138”.

WHEREAS the Town Of Ladysmith has adopted and wishes to amend the “Town Of Ladysmith Freedom of Information and Protection of Privacy Act Bylaw 1994, No. 1338”,

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

1. Section 5 of “Bylaw for the Administration of the Freedom of Information and Protection of Privacy Act Bylaw 1994, No. 1138” is amended as follows and as noted in bold text:

5.0 **FEES**

An applicant making a request shall pay to the municipality the fees *(plus any applicable taxes)* set out in Schedule "A" for the purpose of:

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Freedom of Information Bylaw 1994, No. 1138, Amendment Bylaw 2010, No. 1733”.

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. 1734

**A bylaw to amend "Town Of Ladysmith Subdivision Control Bylaw 1994,
No. 1115"**

WHEREAS the Town Of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115",

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

1. Part III Section 4.05 subsection (n) of the "Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115" is hereby amended as follows and as noted in bold text:

Note: All fees are subject to applicable taxes

2. This bylaw may be cited for all purposes as "Town of Ladysmith Subdivision Control Bylaw 1994, No. 1115, Amendment Bylaw 2010, No. 1734".

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)