



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, NOVEMBER 21, 2011
7:00 p.m.

A G E N D A

Page

CALL TO ORDER

1. AGENDA APPROVAL
2. MINUTES
 - 2.1. Minutes of the Regular Meeting of Council held November 7, 2011 1 - 6
3. PUBLIC HEARING
None
4. DELEGATIONS
None
5. PROCLAMATIONS
None
6. DEVELOPMENT PERMITS / DEVELOPMENT VARIANCE PERMITS
None
7. STAFF / ADVISORY COMMITTEE REPORTS
 - 7.1. Preliminary Results of November 19, 2011 Local Government Election (report to be circulated at the meeting)
 - 7.2. Solar Energy Grant 7 - 10
 - 7.3. Ladysmith Golf Course Maintenance Agreement 11 - 15
 - 7.4. Hydraulic Energy Recovery Station 16 - 17
 - 7.5. Boulevard Maintenance – Nash Place 18 - 19
 - 7.6. Residential Waste Vegetable Oil Recycling Kiosk 20 - 21
 - 7.7. Filming in Ladysmith 22 - 36

8. CORRESPONDENCE**8.1. Citizens on Patrol**

Thank you letter for the town's support in acquiring a new patrol van.

Staff Recommendation

That the correspondence from Ladysmith Citizens on Patrol thanking Council and staff for their support in acquiring a new patrol van be received.

37**9. BYLAWS****9.1. Town of Ladysmith Council Remuneration Bylaw 2011, No. 1784**

May be read a first, second and third time.

The purpose of Bylaw 1784 is to set remuneration rates for Mayor and councilors for the years 2012, 2013 and 2014, as adopted by Council at the Regular Meeting held on October 4, 2011.

38**9.2. Town of Ladysmith Development Cost Charges Roads Appropriation Bylaw 2011, No. 1785**

May be read a first, second and third time.

The purpose of Bylaw 1785 is to authorize the appropriation of \$108,075.00 from the Development Cost Charges (Roads) Restricted Reserve Fund for the purpose of debt repayment for and construction of road projects.

39**9.3. Town of Ladysmith Parking Reserve Expenditure Authorization Bylaw 2011, No. 1786**

May be read a first, second and third time.

The purpose of Bylaw 1786 is to authorize the expenditure of \$4,000.00 from the Municipal Parking Restricted Reserve for the purpose of debt repayment for and construction of municipal parking projects.

40**10. NEW BUSINESS****11. UNFINISHED BUSINESS**

None

12. QUESTION PERIOD

- There will be allotted a maximum of 15 minutes for questions.
- The Question Period will be comprised of two parts. The first part is reserved for questions directly related to items which appear on the agenda. If there is time remaining, questions during the second part can be on a matter of public interest under the jurisdiction of the Town.
- Each questioner will be allowed to ask one question plus a follow-up question related to the answer. If after all questioners have been heard and there is still time remaining, a questioner who has already spoken can ask one additional question plus a follow-up question related to the answer.

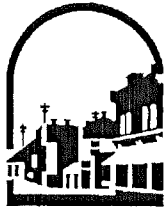
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- Questions must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.
 - Questioners must avoid personal references; insinuations; violent, offensive or disrespectful remarks about another person; and unparliamentary language.
 - Questions shall be addressed to the Chair.
 - No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

13. EXECUTIVE SESSION

In accordance with Section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* 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
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- 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

ADJOURNMENT



**MINUTES OF A MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, NOVEMBER 7, 2011**

LADYSMITH

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins
Councillor Jillian Dashwood
Councillor Bruce Whittington

Councillor Steve Arnett
Councillor Lori Evans

Councillor Scott Bastian
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
Pat Durban

Felicity Adams
Joanna Winter

Sandy Bowden

CALL TO ORDER

Mayor Hutchins called the meeting to order at 7:03 p.m.

AGENDA APPROVAL

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

- 8.3 Updated Town Logo
- 11.1 Recycling on First Avenue
- 12.2 Festival of Lights Energy Grid Offset
- 12.3 BC Hydro Smart Meter Installation

2011-464

It was moved, seconded and carried that the agenda for the Regular Council Meeting of November 7, 2011 be adopted as amended.

MINUTES

2011-465

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held October 17, 2011 be approved as circulated.

DELEGATION

Ladysmith Citizens on Patrol

Gus Armstrong, Graham Gates and John Perry presented a request on behalf of Citizens on Patrol for Council's assistance in acquiring a vehicle to assist in performing their duties.

2011-466

It was moved, seconded and carried that, in light of the current vacancy in the Royal Canadian Mounted Police Ladysmith Detachment staffing complement, staff be directed to reallocate up to \$11,000 from the RCMP Ladysmith Detachment operating budget for the acquisition of a patrol vehicle for the Ladysmith

Citizens on Patrol, and that the Financial Plan be amended accordingly.

**DEVELOPMENT PERMITS /
DEVELOPMENT VARIANCE
PERMITS**

2011-467

Development Variance Permit Application – 10910 Westdowne Road
Lot 15, DL 72, Oyster District, Plan 8793, Except Part in Plan 895RW

It was moved, seconded and carried that Development Variance Permit 3090-11-01 be approved, to permit a variance to Section C-4.05(f) and 4.05(g) of the Subdivision Control Bylaw No. 1115 to allow the property at 10910 Westdowne Road (Lot 15 District Lot 72, Oyster District, Plan 8793, Except Part in Plan 895 RW), to be subdivided into two lots subject to approval and registration of a covenant that states the following:

- a) to postpone the required connection to the water supply until prior to issuing a building permit for either of the proposed two lots; and
- b) to postpone the required connection to the sanitary sewer system until within two years of the sanitary sewer being available to either of the proposed two lots; and

subject to Vancouver Island Health Authority confirmation that the property conforms to the Public Health Act; and that the Mayor and Corporate Officer be authorized to sign Development Variance Permit 3090-11-01.

Official Community Plan and Bylaw Amendment Application: 11 & 17 Warren Street

2011-468

Lot 7 and 8, Block 5, DL 24, Oyster District, Plan 703A (Pabla)
It was moved, seconded and carried that the Land Use Agreement (covenant) prepared for rezoning application 3360-09-01 be approved and that the Mayor and Corporate Officer be authorized to execute the documents.

PRESENTATION

Mayor Hutchins presented Councillor Bastian with a token of Council's sincere appreciation for his years of service to the Town of Ladysmith. Council wished Councillor Bastian every success in his future endeavours.

**COUNCIL COMMITTEE
REPORTS**

2011-469

Heritage Revitalization Advisory Commission—Heritage Building Plaques

It was moved, seconded and carried that the heritage building plaque design recommended by the Heritage Revitalization Commission be endorsed, and that staff be directed to proceed with notification to the seven eligible building owners to advise them of the opportunity to receive a building plaque, and to arrange for distribution of the plaques to the building owners.

Government Services Committee Recommendations

- 2011-470 It was moved, seconded and carried that the recommendations from the Office of the Ombudsman regarding best practices in closed Council Meetings be referred to staff to report back with recommendations for improving best practices with respect to closed Town of Ladysmith Council meetings.
- 2011-471 It was moved, seconded and carried that a letter of support be written to Laurie Gourlay of the Mid-Island Sustainability and Stewardship Initiative for the proposed 'Green Gateway to Vancouver Island' initiative.
- 2011-472 It was moved, seconded and carried that Laurie Gourlay be invited to make a presentation to Council at an upcoming Government Services Committee regarding the Mid-Island Sustainability and Stewardship Initiative.
- 2011-473 It was moved, seconded and carried that staff be requested to investigate options for increasing parking availability in the vicinity of Aggie Hall.
- 2011-474 It was moved, seconded and carried that the matter of publicizing the location of public washrooms in the Town of Ladysmith be referred to the Public Washroom Task Force of the Chamber of Commerce, the Ladysmith Downtown Business Association and the Town of Ladysmith.
- 2011-475 It was moved, seconded and carried that the Public Input Task Force be reconvened in order to develop recommendations for guidelines and protocol for the monthly Council-Public Dialogue session.
- 2011-476 It was moved, seconded and carried that staff be requested to review the bylaws governing third party signage for possible contradictions and to report back to Council.
- 2011-477 It was moved, seconded and carried that the Trolley Committee be requested to develop a program to encourage reading and children's literacy on the Ladysmith trolley, in partnership with Ladysmith Family and Friends.
- 2011-478 It was moved, seconded and carried that the Protective Services Committee be requested to investigate traffic calming options for the 100 Gatacre Street Alley.
- 2011-479 It was moved, seconded and carried that consideration be given

to making the 100 Gatacre Alley one-way from First Avenue to Second Avenue.

Protective Services Committee Recommendation – Bar Watch Program

2011-480 It was moved, seconded and carried that the Town of Ladysmith facilitate the establishment of the Bar Watch Program in Ladysmith.

Ten Per Cent Shift 'Shop Local' Program

2011-481 It was moved, seconded and carried that the Town of Ladysmith partner with the Ladysmith Downtown Business Association and the Ladysmith Chamber of Commerce in the Ten Per Cent Shift Program to encourage the community to shop locally, for an amount of up to \$1,200, and that the Financial Plan be amended accordingly.

**STAFF / ADVISORY
COMMITTEE REPORTS**

Draft Policy – Strata Conversion of a Previously Occupied Building

2011-482 It was moved, seconded and carried that the draft Strata Conversion Policy be approved.

Community Recreation Program Grant

2011-483 It was moved, seconded and carried that staff be authorized to prepare a grant application under the Community Recreation Program for funding to complete the DL 108 Sportsfield Complex, which would include two baseball fields, lighting, clubhouse/change rooms/concession building, walking/exercise path and parking.

Updated Town of Ladysmith Logo Design

2011-484 It was moved, seconded and carried that the updated Ladysmith logo design, as endorsed by the Heritage Revitalization Advisory Commission, the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association, be approved.

BYLAWS

Town of Ladysmith Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2011, No. 1783

2011-485 It was moved, seconded and carried that Town of Ladysmith Garbage Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2011, No. 1783 be adopted.

NEW BUSINESS

Recycling Containers on First Avenue

A discussion took place regarding the installation of recycling containers on First Avenue. The City Manager advised Council

that this matter will be referred to the 2012 budget process.

UNFINISHED BUSINESS

2011-486

Bylaw Enforcement Policy – Secondary Suites within a Single Family Dwelling

It was moved, seconded and carried that the draft Bylaw Enforcement Policy for Secondary Suites within a Single Family Dwelling be approved as amended to add the words 'Removal of' at the beginning of the second bullet point in item 8.

Festival of Lights Energy Grid Offset

The City Manager advised Council that staff are currently investigating options for using the Solar Community Grant of \$5,000, including the installation of photovoltaic cells.

Smart Meter Installation

A discussion took place regarding the progress made by BC Hydro in the installation of Smart Meters in Ladysmith. Council was advised that staff had distributed information on smart meters but have not obtained information on the specific installation dates at individual homes, nor the process for moving meters outside the property line.

EXECUTIVE SESSION

2011-487

It was moved, seconded and carried at 8:32 p.m. that Council retire into Executive Session after a two-minute recess, 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
- labour relations or other employee relations
- 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

ARISE AND REPORT

Council arose from Executive Session at 10:03 p.m. without report.

ADJOURNMENT

2011-488

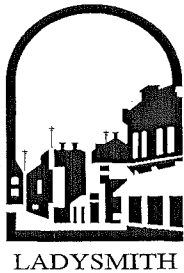
It was moved, seconded and carried that this meeting of Council be adjourned at 10:03 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)

Subject to Adoption



**Town of Ladysmith
STAFF REPORT**

To: Council
 From: Ruth Malli, City Manager
 Date: November 9, 2011

Re: Solar Grant

RECOMMENDATION:

That Council direct staff to complete the work originally contemplated in the Solar BC funding application as follows:

- Develop a solar section on the Town’s new website to educate the community about the benefits of solar power, to provide information on ‘go solar’ and to highlight the community achievements, activities and champions of solar energy initiatives;
- To support the activities of the Ladysmith Environment Commission in implementing the Ladysmith Community Energy Plan, specifically targeted at residents through a ‘homes and how we live in them’ approach;
- Offer training to staff on solar energy and solar hot water heating;
- Develop and distribute information and materials specifically highlighting the benefits of solar hot water heat.

PURPOSE:

To purpose of this staff report is to provide Council with a recommendation on use of a \$5,000 grant from Solar BC.

INTRODUCTION/BACKGROUND:

Council will recall that direction was given to investigate the installation of a photovoltaic system:

Resolution	Meeting Date	Resolution Details
CS 2011-252	Jun-06-2011	It was moved, seconded and carried that staff be requested to investigate the potential of and develop a recommendation for the Town’s contribution toward the purchase and installation of a photovoltaic system that would generate electricity to offset the energy used during the Festival of Lights and to feed into BC Hydro’s grid during the rest of the year.

Staff investigated the system and determined that the grant would not cover the cost of purchasing a photovoltaic system. Subsequent discussions with the granting agency have determined that there is not in fact flexibility in the use of the funds for this type of purpose. The funds are to be used for its original intent which is to support the education of staff and the community about the benefits of solar power.

SCOPE OF WORK:

The work will be co-ordinated by staff.

ALTERNATIVES:

There are no alternatives for spending the grant funds. The Town could choose to return the grant.

FINANCIAL IMPLICATIONS:

The work is fully funded by the grant.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There is a keen interest in visible evidence of the implementation of the Sustainability Plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All departments could be involved in the training and website development.

RESOURCE IMPLICATIONS:

No additional resources are required.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Alignment with Strategic Direction E-Responsible Stewardship of the Environment and Strategic Direction A-Wise Financial Management.

SUMMARY:

The previous Staff to Council (attached) proposed a number of alternatives for the use of a \$5000 grant from Solar BC. Council directed that the grant be used to investigate the purchase of a photovoltaic system. Subsequent discussions with the funder confirm that the grant must be used for its original purpose. It is recommended that Council direct staff to proceed with the work contemplated in the application, which supports the community in learning about the benefits of solar power.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Chris Trumpy, Manager, Special Projects
Date: June 1, 2011
File No:

Re: Ladysmith Solar Community Program

RECOMMENDATION(S):

That Council provide staff with direction on which solar energy initiative option it wishes to pursue for the use of a \$5,000 Solar Community Program Grant.

PURPOSE:

The purpose of this report is to provide Council with background information and options regarding potential options for using a \$5000 grant from Solar BC.

INTRODUCTION/BACKGROUND:

Ladysmith signed the Climate Action Charter in 2007 which commits the Town to being carbon neutral with respect to its corporate emissions by 2012. Furthermore, the Town was recently designated a 'Solar Community' by Solar BC. With this designation came a \$5000 grant to further promote solar energy in Town.

Recent solar accomplishments in Ladysmith include:

- The installation of a solar hot water heater at City Hall.
- Adoption of a solar hot water ready bylaw.
- The Town's building inspector has attended numerous solar hot water training sessions.
- Ladysmith has hosted a solar days event.
- Business case analysis of solar hot water ready options at the FJCC completed.
- Completed pilot project of Big Belly Solar Compactors.
- Ladysmith Secondary School is installing solar hot water heaters.

SCOPE OF WORK

Scope of work is dependent on the Council direction regarding the three alternatives presented below.

ALTERNATIVES:

Three options have been developed by staff for further discussion with Council.

1. Provide the Ladysmith Maritime Society funding of approximately \$3000 to install solar hot water at the new Visitor Centre. The remaining \$2000 would be used to produce and install interpretive signage at this installation as well as at Town Hall to promote the use of solar hot water.

2. Investigate the potential and/or contribute towards purchasing and installing a photovoltaic system that would generate electricity that would offset the Town's energy use during the Festival of Lights and be fed into BC Hydro's grid the rest of the year.
3. Purchase one Big Belly Solar Compactor to be installed on First Avenue. Initial results from the pilot project conducted in March indicate that the Big Belly Solar Compactor was effective at reducing the amount of time by staff spent cleaning and picking up garbage.

FINANCIAL IMPLICATIONS:

All options described above would only use the \$5000 allocated from Solar BC.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Visioning Report and Energy Plan provide clear direction to guide the Town's actions towards the reduction of green house gases and the promotion of alternative energy technologies.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works and Development Services Departments were involved in the development of the proposed options.

RESOURCE IMPLICATIONS:

Resource implications are dependent on Council direction on the three alternatives presented above.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The Community Energy Plan and the Ladysmith Community Visioning Report both identify the reduction of GHGs and the promotion of alternative energy technologies as key strategic priorities for the Town.

SUMMARY:

It is recommended that Council provide staff with direction on which option it wishes to pursue.

I concur with the recommendation.



Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: November 16, 2011
File No:

RE: LADYSMITH GOLF COURSE MAINTENANCE AGREEMENT

RECOMMENDATION(S):

That the request from the Ladysmith Golf Club to extend the current maintenance agreement for a further two-year period be approved.

PURPOSE:

The purpose of this report is to provide recommendations and relevant information on the request to continue the Ladysmith Golf Club Maintenance Agreement.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith entered into an agreement with the Ladysmith Golf Club in May 2008 to provide maintenance services at an agreed to rate for a two-year period, as per the attached. In September 2009 the Ladysmith Golf Club requested that all fees associated with the maintenance agreement be waived and in August 2011 a similar request has been received. It is now estimated that the cost for providing this service is in the range of \$6,000 per year and that the Club does not pay property taxes or water use up to 3000 m3.

SCOPE OF WORK:

The Parks Maintenance crew has to schedule time and resources to carry out this work.

ALTERNATIVES:

To negotiate a new agreement or not approve the request to extend the agreement.

FINANCIAL IMPLICATIONS:

To continue with this agreement requires approval during the budget process.

LEGAL IMPLICATIONS:

The Town has no legal requirement to provide this service.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This agreement assists the Ladysmith Golf Club in continuing the operation of a local golf course, which is an ongoing community amenity.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Requires coordination of Parks Maintenance time and resources.

RESOURCE IMPLICATIONS:

See above.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This agreement aligns with a number of the strategies with the visioning report including a complete community, low impact transportation, healthy community and a local diverse economy.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This project aligns with the Town's strategic priorities.

SUMMARY:

The extension of this agreement will support continued operation of a local golf course, which provides recreational opportunities, which may not be available to some otherwise.

ATTACHMENTS:

Previous report and requests

I concur with the
recommendation



Ruth Malli, City Manager

Ladysmith Golf Club

380 Davis Road
Ladysmith, B.C. V9G 1T9
Telephone (250) 245-7313

August 28, 2011

Director of Corporate Services
Town of Ladysmith
P.O. Box 220
Ladysmith, BC
V9G 1A2

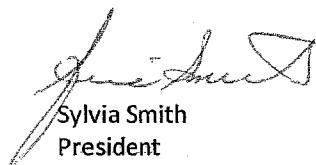
Subject: Renewal - Ladysmith Golf Club Maintenance Agreement

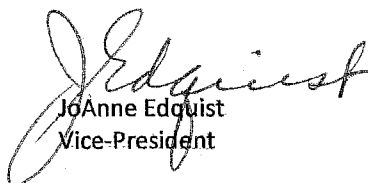
The directors of the Ladysmith Golf Club Society would like to request that the maintenance agreement with the Town of Ladysmith be renewed for a period of two years, beginning October 1, 2011. As per the current agreement, the following maintenance will be completed at no cost to the club:

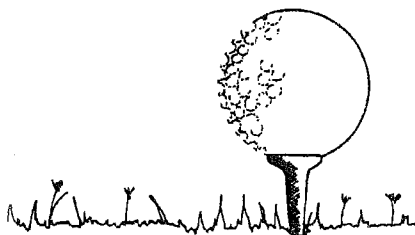
1. Mow rough areas of the property (part of the lawn that is outside the Fairway and greens area that can only be cut with ride-on mower) with large 12-foot-cut, ride-on lawn mower, to a maximum of one time/week, unless otherwise agreed by both parties.
2. Maintain irrigation system.
3. Provide advice on turf and greens maintenance on a regular basis.
4. Include Ladysmith Golf Club in recreational marketing materials as appropriate.

We appreciate the support of the town and look forward to another successful partnership.

Sincerely,

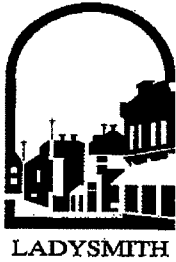

Sylvia Smith
President


JoAnne Edquist
Vice-President



SEP - 6 2011

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Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Patrick Durban, Director of Parks, Recreation & Culture
Date: March 11, 2009
File No:

RE: GOLF COURSE MAINTENANCE & UTILITY FEES

RECOMMENDATION

THAT the Government Services Committee recommend to Council that they consider the request from the Ladysmith Golf Course Society to eliminate the golf course maintenance and utility fees during upcoming budget discussions.

BACKGROUND

The Ladysmith Golf Course Society made a request (attached) to reduce or eliminate the golf course maintenance and utility fees, which are presently provided by the Town's parks maintenance crew under an existing agreement (attached).

The following is accounting costs associated with this operation for the last number of years:

	2005	2006	2007	2008
Revenue	-	5,121	3,382	5,050
Expenditures	4,708	7,349	3,703	4,526
Utilities	1,215	1,550	875	1,287

In addition, Council approved waiving the 2006 outstanding balance of \$3,446.38 in March, 2008.

As this property is operated as a private golf course, which requires payment to use, it is difficult to compare with ball fields, which can be used by the public without charge.

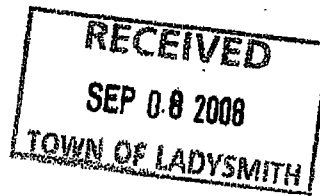
ATTACHMENTS:

Letter from Ladysmith Golf Course Society
Maintenance Agreement

I concur with the recommendation

Ruth Malli, City Manager

September 4, 2008



To the Honourable Mayor Hutchins:

The Ladysmith Golf Club Society has been a town institution for 20 years, providing enjoyable recreation for our community at very affordable prices. Each year, the management and maintenance of the grounds requires countless volunteer hours. These hours are generously provided by the directors, club members and their spouses, and the community. With a declining membership each year, the board of directors has taken initiatives to create more interest in the golf course. This past season saw the return of several successful club tournaments, discount days and special mornings for the ladies and men. Our community's senior citizens enjoy golfing here almost 365 days a year. In an effort to promote youth participation, a CPGA golf program was offered for ages 8-14. Money was donated to the golf course to provide prizes for a "hole-in-one" and local advertising was stepped up to attract more golfers to the club. Local businesses have contributed their time and services to our kid's fun tournaments. This year, a \$7 entry fee provides kids aged 8-14 a fun filled afternoon of golf, food, and prizes.

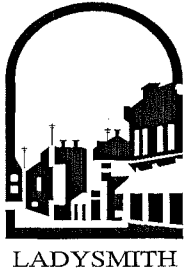
Despite efforts to promote the Ladysmith Golf Club, it is unable to generate profits needed for building improvements, maintenance equipment, or additional clubhouse attendants. The building that serves as our clubhouse is in total disrepair, and with two break-ins in the past three weeks, more repairs are needed. With no positive income stream, it is difficult to build up funds for any improvements. In an effort to decrease expenses, the Board of Directors would respectfully like to request the Town of Ladysmith consider its agreement with other sports associations within the community and reduce or eliminate the costs charged to the Golf Club Society for maintenance and utilities. It is our understanding that other clubs may not pay fees.

Total amounts paid for 2007 and 2008 to date, are as outlined below.

Maintenance Costs:		Water Utilities:	Total:	
2007	\$3924.88	2007	\$875.45	\$4800.33
June 2008	\$724.50	2008 Sprinkler	\$1680.00	
July 2008	724.50	Maintenance		
Aug 2008	724.50			\$3853.50
Sep 2008	724.50 owing			
Oct 2008	724.50 owing			\$5302.50

The board and its members believe the future of the golf course lies in our community youth, whether in the form of programs, membership, or employment opportunities. It is our mandate to continue to promote youth participation and membership, and provide a safe environment for kids to learn a lifelong sport. Your consideration in this matter is greatly appreciated.

Sincerely,
Bob Heyes
President



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 26, 2011
File No:

Re: HYDRO GENERATION

RECOMMENDATION(S):

That Koers & Associates be authorized to complete a preliminary design for the construction of a hydraulic energy recovery station and submit an application for same to BC Hydro. The funds for the application to come from the Water Utility Reserve.

PURPOSE:

To obtain Council authorization to proceed with the Hydro Generation project.

INTRODUCTION/BACKGROUND:

In March of 2010, Council authorized administration to do a detailed design of Phase One of the centralized treatment facility, the dual pipeline from the South end Chlorinator to the Arbutus Reservoir and a new power supply to the reservoir. As part of the design, Council requested that staff investigate any opportunities for energy recovery throughout the process. Koers & Associates Engineering Ltd. were engaged to complete the detailed design. Associated Engineering was engaged as a sub-consultant to identify any opportunities for energy recovery.

The energy recovery report was submitted in June, 2010 and a Towns for Tomorrow Grant application was submitted in January of 2011. The Town received a grant for \$375,000.

The construction of the pipeline will be completed in December. The detailed design for the centralized treatment and the power supply will be completed in November at which time we will go to tender for the construction. When the construction of the centralized treatment facility is completed, the installation of the hydro generation can commence.

As part of the hydraulic energy recovery project, a preliminary design plus an application needs to be submitted to BC Hydro for approval.

SCOPE OF WORK:

Preliminary design and application submitted to BC Hydro.

ALTERNATIVES:

- Submit application for approval
- Wait till construction completed before application submitted

FINANCIAL IMPLICATIONS:

The cost of the preliminary design and application submission will come from the Water Utility Reserve.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Construction of a Hydro Generation facility will have positive public relations implications.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works and Finance Department will be involved.

RESOURCE IMPLICATIONS:

The work will be done by the private sector.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Aligns with #5, Innovative Infrastructure, of the sustainability visioning report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Very high in the strategic priorities

SUMMARY:

Council requested staff to supply a report on the feasibility of including a hydraulic energy recovery system as part of the water supply. A \$375,000 Towns for Tomorrow was received. Upon completion of the pipeline contract, the centralized treatment and power supply contract, the energy recovery facility may be constructed. An application for the energy recovery must be made to BC Hydro for their authorization.

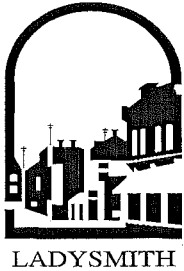
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 26, 2011
File No:

Re: BOULEVARD MAINTENANCE NASH PLACE

RECOMMENDATION(S):

That Council instruct staff to include the installation of a storm sewer in Nash Place in the 2012 budget deliberations.

PURPOSE:

To obtain Council direction

INTRODUCTION/BACKGROUND:

Part XI, Section 67, of the Streets and Traffic Bylaw #1309 states:

“Every owner or occupier of residential premises shall maintain the boulevard bordering the residential premises in a clean, fit and safe state.”

The owner of the residence at 1134 Stillin Drive sent the attached letter after receiving a request to clean the boulevard.

Over the years the residences on Nash Place had culverts installed in the boulevards to eliminate the ditch. The residence at 1134 Nash has the last section of ditch in the cul-de-sac. The owner is requesting that the ditch be removed.

The large amount of sand that is cleaned out of the ditch annually indicates that the culverts installed upstream are starting to fail and should be replaced. The engineering Department has determined that the drainage needs to be directed to an existing storm line to the South of Nash Place. The cost of installing a proper storm system into this area is approximately \$55,000.

SCOPE OF WORK:

Replace existing culverts and install a new section of storm line from Nash Place to Stillin Drive.

ALTERNATIVES:

- Continue as status quo
- Fill in ditch by extending culvert
- Replace existing culvert and install new section

FINANCIAL IMPLICATIONS:

The cost of the installation would have to come from taxes

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The area residents would be very happy to have their drainage problem solved.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works and Finance Department would be involved.

RESOURCE IMPLICATIONS:

The work would be completed by existing compliment of employees.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

N/A

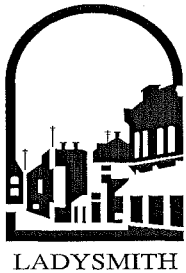
SUMMARY:

The Streets and Traffic Bylaw #1309 requires that the resident maintain the boulevard adjacent to their property. A request has been received to eliminate a ditch in a boulevard on Nash Place. The existing culverts also need to be replaced. The cost of a new storm sewer installation is approximately \$55,000.

I concur with the recommendation.



Ruth Malli, City Manager



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Joe Friesenhan, Director of Public Works
Date: October 26, 2011
File No:

Re: RESIDENTIAL WASTE VEGETABLE OIL KIOSK

RECOMMENDATION(S):

That Council approve the expenditure of \$2,900 from the Environmental Management operational budget for the purpose of installing a residential waste vegetable oil collection kiosk in Ladysmith.

PURPOSE:

To obtain Council authorization to fund a waste vegetable oil recycling kiosk.

INTRODUCTION/BACKGROUND:

The Cowichan Valley Regional District (CVRD) has authorized the Cowichan Energy Alternatives (CEA) to open a biodiesel plant at Bings Creek. The company processes waste vegetable oils collected from various restaurants and other commercial enterprises that may produce it throughout the Valley. They have a capacity to handle much more product and therefore are offering to collect residential waste vegetable oils if the Town was willing to install the drop off facility. Most residents would put their waste vegetable oils and grease into cans or milk cartons and CEA is willing to collect these rather than have them end up in the garbage.

The cost of a collection kiosk is \$2,900 and includes the installation, public education and administration. CEA would then take full responsibility for all future collection and maintenance costs.

SCOPE OF WORK:

Supply funds for kiosk installation

ALTERNATIVES:

- Accept proposal
- Maintain status quo

FINANCIAL IMPLICATIONS:

The cost of the kiosk would come from the Environmental Management budget.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Reducing the amount of waste going to the landfill would have positive implications with the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works and Finance Departments would be involved.

RESOURCE IMPLICATIONS:

There are no resource implications

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Aligns with vision #5, Innovative Infrastructure, of the Sustainability Visioning Report

ALIGNMENT WITH STRATEGIC PRIORITIES:

Reducing the solid waste going to landfills is very high on the strategic priorities.

SUMMARY:

The Town has received a request from Cowichan Energy Alternatives to assist them with the introduction of residential waste vegetable oil collection by installing a waste vegetable oil collection kiosk in Ladysmith.

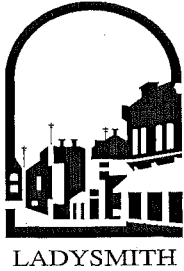
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: November 17, 2011
File No:

Re: CONCERNS ABOUT FILMING IN LADYSMITH

RECOMMENDATION(S):

1. That Council:
 - (a) direct staff to update the Film Production policy, and
 - (b) refer the consideration of resources to manage film production requests to the 2012 strategic priority and budget discussions.

2. That Council request a presentation at a Government Services Committee meeting by Film Cowichan about filming and that the LDBA and Chamber of Commerce be advised of the date of the presentation.

PURPOSE:

The purpose of this report is to provide recommendations to Council regarding the Town's Film Production policy and business concerns about filming in Ladysmith.

INTRODUCTION/BACKGROUND:

At its meeting held October 17, 2011, Council made the following resolution.

It was moved, seconded and carried that correspondence from D. Phan expressing concerns about the effect on business of filming in Ladysmith be referred to staff for review and recommendation, in consultation with the Ladysmith Downtown Business Association and the Parks, Recreation and Culture Commission.

The Town's "Film Production" policy was approved by Council, March 6th, 2000. This policy and the Town's Film Permit package has been used by staff to manage requests from film production companies. Most recently, film productions have occurred in Ladysmith in May 2005, July 2007, September 2009, and August 2011.

In the recent past, the Economic Development Officer managed film requests. The last two productions involved Development Services and Corporate Services staff. For the productions in 2009 and 2011, the Town requested that the film company hire a local 'location liaison' to be on-site on the day of the filming to work with the businesses to help manage the impact of filming and to assist with communication.

Film Cowichan, a function of Economic Development Cowichan, has a role in film promotion in the region. The BC Film Commission is also a resource providing standardized forms and best practices for the film industry.

SCOPE OF WORK:

The most recent filming in Ladysmith occurred August 16 and 17, 2011 at locations on 1st.Avenue and High Street. The film location manager and the liaison provided feedback to the Town following the recent filming which is incorporated into this report.

Filming takes place sporadically in Ladysmith. There has been at least a two year lapse between each film production; therefore, a 'culture' of filming has not developed. Staff have not developed a full understanding of the film industry and business owners have not necessarily seen the benefits from working with the film industry.

Business Concerns:

The main concerns identified in the correspondence focused on: short notice, lack of consultation by the film company, parking inconvenience, impact on business operations, and management of financial compensation.

<i>Concerns</i>	<i>Comments</i>
Short notice	Film companies have tended to approach the Town about one month prior to filming with approximate dates and general locations. Typically, the specific requests have been received about one week from the date of the film shoot. This timeline makes effective communication very difficult.
Lack of consultation by the film company	For this most recent shoot, the film producer & location manager attended a meeting of the LDBA in advance of filming. Generally consultation by the film company focuses on the businesses where the film shoot is proposed (interior or exterior shots). The film production policy and permit approval requires that the film company provide notice to businesses and residents in the area. Usually timelines have not allowed sufficient time for advertising in the local newspaper.
Parking inconvenience	The film production requires significant parking for large vehicles (trailers) and crew parking. For the most recent shoot, the film company was required to leave one row of parking available for customers in the public lot located behind the Travellers Hotel. While filming is taking place, the parking stalls in front of the shoot location are also required for film equipment and to ensure a successful shoot. These are intended to be short term closures.
Impact on business operations (during film	The film production can impact more than the location of the actual shoot where advance notice and

shoot)	compensation arrangements have been made with the business owner. This can occur despite the best intentions of the film industry to make proper arrangements. It appears as though there may need to be a mechanism for these arrangements to also occur once shooting starts to avoid a bad experience for the affected business.
Management of financial compensation	The BC Film Commission provides a film compensation form which has been utilized during the last two productions. The Town has not been directly involved in this matter.

LDBA Recommendations:

The LDBA considered the Town's Film Production policy at its meeting held on September 15, 2011 and provided the minutes from the meeting. Three groups discussed filming and provided recommendations regarding communication, timing/notice, and criteria.

A summary of the responses from the LDBA and the film location manager, and business liaison from the August 2011 film shoot is attached to this report.

ALTERNATIVES:

- That the Film Production policy not be amended.
- The Council not support any further filming in Ladysmith and the Film Production policy be repealed.

FINANCIAL IMPLICATIONS:

If the Town is going to be further involved in the management of filming in Ladysmith additional resources will be required. The Town contributes \$35,534 to Economic Development Cowichan which funds Film Cowichan.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The matter was considered by the Parks, Recreation and Culture Commission (PRCC) at its meeting held November 16, 2011. The PRCC supports filming in Ladysmith but believes filming is an issue for economic development not the Parks, Recreation and Culture Commission.

The Town's current Economic Development Strategic Plan (2008-2012) includes film production within its goal of "diversified business" and recommends that the Town's film permit package be updated to reflect changing needs and conditions of the community and that local business education about working with film companies be undertaken in advance of film productions.

The Economic Development Cowichan “Sustainable Economic Development Strategy” includes as Goal #5 Cowichan – Creative and Cultural which is intended to include filming initiatives.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Currently all departments, including the Fire Department and the RCMP, are involved in the consideration of requests for specific film productions.

RESOURCE IMPLICATIONS:

Additional resources will be required if the Town is to be further involved in the management of filming.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Strategy #8 in the Visioning report is “Local, Diverse Economy”. It is recommended that the Town develop a “sustainable economic development strategy” which would focus on the directions of: eco-tourism, green industry, eco-industrial park, live-work, and buy local. The film industry if not specifically mentioned.

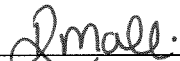
ALIGNMENT WITH STRATEGIC PRIORITIES:

Undertaking a review of the Town’s Film Production policy is not currently a strategic priority of Council.

SUMMARY:

Council referred recent communication regarding concerns about filming to staff, the LDBA, and the Parks, Recreation and Culture Commission. If film production is to be supported, the current Film Production policy and the Film Permit package should be updated and additional resources secured.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

- Film Production policy
- Feedback regarding Filming in Downtown Ladysmith, August 2011.

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	FILM PRODUCTION
APPROVED BY: COUNCIL	DATE: March 6, 2000
RESOLUTION #: 2000-107	
<i>(Amended from)</i>	
OBJECTIVE: The objective of this statement is to establish a policy and procedure regarding requests by film production companies who wish to undertake filming projects in and around the Town of Ladysmith . The specific objectives of this policy are to: (a) protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands; (b) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives; (c) establish fees for the provision of Municipal services.	
POLICY: To achieve the stated objectives and to process the requests of filming companies expeditiously, a Film Industry Co-ordinator shall be responsible for receiving and approving most requests and for pursuing the stated objectives within the parameters herein described. As the nature of the film industry and the subsequent requests received by the Film Industry Co-ordinator require that prompt responses to the various requests be provided, Council has delegated authority to the Film Industry Co-ordinator as follows: (a) review the objectives and requirements of the filming request; (b) assess the impact on the community to ensure that the Municipality and the public interests are protected (c) establish terms and conditions under which approvals are granted; (d) to issue approvals or denials of the requests; (e) to establish a fee schedule which will reflect the Municipality's costs in administering this policy as well as the direct costs in providing labour and materials; (f) to review applications for compliance with Municipal By-laws and, where applicable, facilitate for exemptions to be granted.	
PROCEDURE: (1) The Film Company representative fills out the Application with the appropriate information and submits it to the Film Co-ordinator. (2) The Film Company representative provides insurance confirmation indicating an additional clause indemnifying the Town of Ladysmith with a minimum of \$2 Million public liability. (3) The Film Company provides the estimated fees for services up front, as determined by the Film Co-ordinator as established in the Municipal Fee Schedule. (4) The Film Company must notify the neighbourhood of their upcoming activities by one of two methods as follows: (i) For minimum disruption to a neighbourhood, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.	

TOPIC:	
PAGE 2 OF 2	DATE: March 6, 2000
<p>(ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signatred survey of the area is required. Large or disruptive productions may require advertisements in newspapers and other local media as well.</p> <p>(5) If applicable, a Special Effects Permit Application will be provided by the Film Co-ordinator and processed through the Fire Department.</p> <p>(6) For Municipal Parks and/or Recreation Facilities rentals, please submit a written application detailing requirements.</p>	

13 – 6750 - B

Feedback regarding August 2011 Filming of Heart Healers in Downtown Ladysmith

Topic	LDBA	Location Liaison	Film Company
<p>Communication / Timing / Notice</p> <p>Concerns:</p> <ul style="list-style-type: none"> *Short notice *Lack of consultation by the film company 	<p>Advertising through the Chronicle, Take 5, social media, posters in the downtown windows to be in place a minimum of 1 week prior to filming, notifying street or path closures.</p> <p>All businesses in area to be advised, as this is an opportunity to bring in businesses EG: front of business stall.</p> <p>Notice provided to all members of community not just downtown businesses</p> <p>Planning & communication between TOL and local businesses using the liaison.</p> <p>Town to seek feedback from Gibsons BC a small BC town that does a lot of filming – what works, what doesn't, how involved is the Town?</p>	<p>Several businesses expressed a desire for earlier, more direct and clear communication. While a memo was distributed, some businesses would like the production company to be more specific or provide greater detail around the dressing of their storefronts, closures and timing of these closures either verbally or highlighting these specifics in the memo</p> <p>Several businesses desire a face to face discussion with the production company so that they are able to ask specific questions around closures and impact</p> <p>Once the memo is handed out, engage in follow up with the businesses to ensure they received the memo and address any questions they might have</p> <p>Engage the services of a Location Liaison to do pre film visits, hand out memos, engage in discussion, answer questions.</p>	<p>The businesses would appreciate having notice of filming with far more lead-time than was the case for our production. I am in agreement.</p> <p>It was a failing of this particular production that not nearly enough time was available to properly prep the show as a whole, and locations in particular.</p>

Topic	LDBA	Location Liaison	Film Company
		<p>Essentially, several businesses want to establish a communicative two way relationship with the production company, rather than just having a memo dropped off with little or no discussion as was the experience of some businesses. Engaging the businesses and developing this relationship would go a long way in smoothing out potential issues.</p>	
<p>Days of Week</p>	<p>Timing – most downtown businesses are closed Sundays & Mondays.</p>	<p>For some, August is their busiest season and closures during this critical time of their business has a financial impact on their business.</p> <p>Some businesses suggested filming on days of the week when several businesses are closed - Sundays or Mondays.</p> <p>Filming before and after general business hours lessens impact as well.</p> <p>Some businesses were concerned that this was the third closure within a small time</p>	<p>Access: Of the 12 merchants with whom I have spoken, 9 proffered the suggestion that road closures on and around 1st Avenue be restricted to Sundays and Mondays, in order to lessen the impact on local business.</p> <p>Additionally, future film permits should be issued only after considering the frequency of other special events which may have recently impacted the area.</p>

Topic	LDBA	Location Liaison	Film Company
<p>Compensation</p> <p>Concern:</p> <p>*Management of financial compensation</p>	<p>Compensation for businesses affected as well as businesses that had filming in them.</p> <p>Compensation should be provided for all businesses involved in the filming or within the block that either is closed off to traffic or is immediately within the block being filmed.</p> <p>Compensation must be "fair" either across the board amount of businesses to provide books showing either recent or last year's earnings to prove loss.</p> <p>Ladysmith must be listed in the credits.</p> <p>1 year contract — bondable like a builder's lien (holdback of funds).</p> <p>Compensation: the town to be paid a deposit prior to filming.</p>	<p>period, one filming related and two town related (event) closures.</p> <p>Involve local businesses and owners as extras, in the preparation and supply of food and services or as a feature shot.</p> <p>If businesses are involved (and compensated for the involvement) this would help to smooth over any minor issues or concerns they may have experienced</p>	<p>Several merchants have filed the "loss of business" form provided by this company via the BC Film Commission, and I expect one or two more to be submitted shortly. We have negotiated agreeable terms with these merchants which, while not necessarily meeting their losses dollar for dollar, apparently satisfy both parties to a degree.</p> <p>My issue with the loss of business form is that it does not take into account the difficult-to-quantify recovery of the lost income. For example, if one business suffers a loss of business on one day due to parking restrictions near his property, there is no way to record what percentage of that lost revenue is recovered the following day (or week) by customers who choose to wait until the parking restrictions are lifted.</p> <p>Additionally, the form makes no</p>

Topic	LDBA	Location Liaison	Film Company
	<p>TOL should retain a deposit from the film company which would be used to compensate businesses owners – they are more likely to share their 'books' with the liaison that they would with the film company.</p> <p>Town to ensure fair compensation is occurring.</p>		<p>allowances for weather, the immediacy of other special events, public spending trends, and other variables which may affect a business' net profit.</p> <p>This detail leaves film production - as basically the only special event in which financial recourse can be pursued - somewhat open to exploitation by those who are so inclined (although it should be noted that to date I have not had this experience in Ladysmith).</p> <p>I have discussed alternatives for future compensation packages with some business owners, and we touched on the following courses of action:</p> <p>a) the business estimates in advance its projected net loss (substantiated by documentation) for each day of disruptive activity, and agrees to abide by that amount in exchange for being inconvenienced by production. The shops themselves could opt to stay open or to close for each</p>

Topic	LDBA	Location Liaison	Film Company
			<p>day, but in either case, no further compensation would be sought from production beyond the originally negotiated rate.</p> <p>b) the Town of Ladysmith collects a fee for filming (in the form of a permit fee, a contingency fund, or whatever form is most suitable), and retains in that fund money to compensate businesses who can demonstrate a marked loss of business following film production.</p> <p>c) specific areas should be designated as not available for filming, on a case-by-case basis. In particular, Danny from the Wigwam Restaurant suggested that although he is supportive of filming in Ladysmith - at least in principle - the area immediately surrounding his property should be "off-limits" unless he is compensated to the point of being able to close for the day.</p>
Liaison Role	<ul style="list-style-type: none"> o Liaison to oversee project from start to finish 	As part of my role, I visited each business in proximity to the	It was also suggested that productions be required to hire a

Topic	LDBA	Location Liaison	Film Company
	<ul style="list-style-type: none"> ○ Liaison to have personal contact with impacted businesses ○ Liaison to work closely with the film company, making themselves available by phone before, during and after filming ○ Liaison to approach businesses on compensation and information, not having businesses have to chase film company or liaison regarding the information or compensation ○ Liaison to approach LDBA and Chamber with information, any proposals ○ Liaison to have better contact with LDBA and Chamber ○ Liaison role to be more defined, visible, connected and resourced. ○ Business owners need to be protected and represented – they are busy running their businesses and do not and should not have to chase after the movie company – liaison should do this on their behalf. 	<p>filming with the goal to assess their perceptions of the filming and any impacts, issues or concerns they might have in relation to the filming.</p> <p>Several businesses were supportive to very supportive of the filming.</p> <p>Some thought that filming was good for Ladysmith and had no issues or concerns in relation to potential impact to their business.</p> <p>However, some businesses had minor concerns and comments in the areas of involvement, communication and timing.</p>	<p>"downtown ambassador" kind of team whose sole responsibility is to help pedestrians to and from shops, and assist in carrying any items they may have purchased.</p> <p>While this production did take the initiative to employ a liaison and additional production assistants to help with this, I agree that a couple more pairs of boots on the ground - tasked exclusively with assisting local merchants - would have been an excellent idea.</p>

Topic	LDBA	Location Liaison	Film Company
	<p>Liaison should be present in meetings between film company and business owners to document discussions, promises and establish contracts if necessary.</p>		
Street Closures	<p>Town to check community calendars to see when street closures are already scheduled to approve adequate timing.</p> <p>Clear written policy on events and street closures.</p>		
<p>Impact</p> <p>Concerns:</p> <ul style="list-style-type: none"> * Parking inconvenience * Impact on business operations during film shoot 	<p>Need to address parking.</p> <p>Signs to be put up to advertise that filming is in progress and businesses are still open to customers.</p> <p>Time slots to be arranged in advance for deliveries to businesses, this will reduce traffic build-up.</p> <p>Most importantly, hold a forum for debrief with affected parties...discussed what worked,</p>		<p>I have the impression that several businesses are feeling somewhat "burned-out" by the number of special events which have had varying degrees of disruption on and around 1st Avenue this summer.</p> <p>I feel seminars and/or publications which clearly define the advantages of special events, and which define the local stakeholders' rights and responsibilities during these events, would be a good idea.</p>

Topic	LDBA	Location Liaison	Film Company
	<p>what didn't and make necessary changes to evolve.</p> <p>Has there been cost/benefit analysis done?</p>		<p>My overall impression is that merchants were generally receptive to our presence, and clearly understand the advantages of filming in Ladysmith. That said, they feel somewhat "out of the loop" as far as receiving information from the production *and* from the Town of Ladysmith.</p> <p>My feeling is that we - as a company - made our best efforts to accommodate the local residents and merchants, and that by and large the shoot was a success. I feel that the next shoot could be made even better by the Town of Ladysmith having some sort of "town hall" with downtown stakeholders in order to develop and implement a well-defined strategy for special events - including filming.</p>
<p>Support to Film Industry</p>	<p>o Does Ladysmith want more films to come to town? If so, compile a list of resources that we have to offer for their use,</p>		

Topic	LDBA	Location Liaison	Film Company
	<p>make it easy for them to do business while protecting the community</p> <ul style="list-style-type: none"> o Keep the red tape to minimal, to keep full interest from the film Co. o Information packages to be made available to Film Company showing accommodations, businesses, services available to them and possibly as an extra for the film o Having a Ladysmith filming commission with input from Film Cowichan, Town of Ladysmith, LDBA, Chamber of Commerce as well as someone with experience in the industry o Set a standard for the TOL, businesses and film crews to follow – make it easy & smooth to film here. Make Ladysmith a place of choice because of the standard and ease of business for all involved. o TOL is accountable to the film companies 		



NOV. 16 2011

Ladysmith
Citizens On Patrol
PO Box 280
320 Sixth Ave
Ladysmith, BC V9G 1A2
November 14th, 2011

Mayor and Council
Town of Ladysmith
410 Esplanade PO Box 220
Ladysmith, BC V9G 1A2

LADYSMITH CITIZENS ON PATROL VAN – THANK YOU

Please accept our appreciation for the most generous support you have given us. Our members were unanimous in expressing their appreciation.

The funding provided in addition to the cost of the vehicle will ensure that the vehicle is ready for patrol almost immediately.

Thank you for listening to us, and supporting the contributions we make to the safety and wellbeing of our community.

You are our most valued partner in our efforts on behalf of the citizens we both serve.

A special thanks to Ruth, Bev and Sandy for enabling our quick acquisition of the Van following the Council decision.

Thank you.

Barb Champagne

Larry Hill

LCOP VOLUNTEERS

Don Mathew
Crabe Sades
Ben Wilson
P. Magle
Bill Andrey
A.S. Armstrong
 A.S. Armstrong
 Co-ordinator
 250-245-7032
 angus_armstrong@telus.net

John Hallie
Shelley Long
Levi Brown
Patricia
Judith Rae

ITOM
Shelley Long
Levi Brown
Patricia
Judith Rae

TOWN OF LADYSMITH

BYLAW NO. 1784

A bylaw to amend "Council Remuneration and Expense Bylaw 2001, No. 1427"

WHEREAS Council of the Town of Ladysmith has, by bylaw, set the level of remuneration and benefits available to elected officials;

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

1. "Council Remuneration and Expense Bylaw 2001, No. 1427" is hereby amended by deleting sections 3(1) and 3(2) in their entirety and replacing them with the following:
 - 3(1) Effective January 1, 2012 there shall be paid, in equal monthly installments, out of annual revenue an annual remuneration to Council members for discharge of the duties of office, as follows:
 - (a) to the Mayor, the amount of twenty-one thousand eight hundred and forty-two dollars (\$21,842);
 - (b) to the Councillors, the amount of ten thousand four hundred and sixty-seven dollars (\$10,467).
 - 3(2) Effective January 1, 2013 there shall be paid, in equal monthly installments, out of annual revenue an annual remuneration to Council members for discharge of the duties of office, as follows:
 - (a) to the Mayor, the amount of twenty-three thousand and seven dollars (\$23,007);
 - (b) to the Councillors, the amount of eleven thousand four hundred and sixty-eight dollars (\$11,468).
 - 3(3) Effective January 1, 2014 there shall be paid, in equal monthly installments, out of annual revenue an annual remuneration to Council members for discharge of the duties of office, as follows:
 - (a) to the Mayor, the amount of twenty-four thousand one hundred and seventy-two dollars (\$24,172);
 - (b) to the Councillors, the amount of twelve thousand four hundred and seventy dollars (\$12,470).
2. Citation

This bylaw may be cited for all purposes as "Council Remuneration and Expense Bylaw 2001, No. 1427, Amendment Bylaw 2011, No. 1784".

READ A FIRST TIME on the _____ day of _____, 2011

READ A SECOND TIME on the _____ day of _____, 2011

READ A THIRD TIME on the _____ day of _____, 2011

ADOPTED on the _____ day of _____, 2011

Mayor (R. Hutchins)

TOWN OF LADYSMITH

BYLAW NO. 1785

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 DCC Roads Appropriation 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 \$609,441.00 as at October 31, 2011, 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 One hundred and eight thousand, seventy five dollars and zero cents (\$108,075.00) 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.

Citation

2. This bylaw may be cited as the "Development Cost Charges Roads Appropriation Bylaw 2011, No. 1785".

READ A FIRST TIME on the _____ day of _____, 2011

READ A SECOND TIME on the _____ day of _____, 2011

READ A THIRD TIME on the _____ day of _____, 2011

ADOPTED on the _____ day of _____, 2011

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1786

A bylaw to appropriate monies from the Municipal Parking Restricted Reserve.

WHEREAS the Town of Ladysmith has collected monies under the authority of the provisions of the Municipal Parking Restricted Reserve Fund Bylaw 1998, No. 1276, of the Town of Ladysmith, and all amendments thereto, which monies have been deposited in the Municipal Parking Fund; and

WHEREAS there is an unappropriated balance in the Municipal Parking Restricted Reserve Fund of \$61,090.00 as at October 31, 2011, and

WHEREAS it is deemed appropriate to use a portion of the monies set aside under said Bylaw No. 1276 for the purpose of debt repayment for and construction of municipal parking projects;

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

1. The sum of four thousand dollars and zero cents (\$4,000.00) is hereby appropriated from the Municipal Parking Restricted Reserve, to be expended for the purpose of debt repayment for and construction of municipal parking projects.

Citation

2. This bylaw may be cited as the "Parking Reserve Expenditure Authorization Bylaw 2011, No. 1786".

READ A FIRST TIME on the _____ day of _____, 2011

READ A SECOND TIME on the _____ day of _____, 2011

READ A THIRD TIME on the _____ day of _____, 2011

ADOPTED on the _____ day of _____, 2011

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)