



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON

TUESDAY, JULY 3, 2012
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 June 18, 2012

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2.2. Minutes of the Special Meeting of Council held June 25, 2012

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3. PUBLIC HEARING

None

4. DELEGATIONS

None

5. PROCLAMATIONS

None

6. DEVELOPMENT APPLICATIONS

None

7. BYLAWS (OCP / ZONING)

None

8. COUNCIL COMMITTEE REPORTS

8.1. Mayor R. Hutchins
Cowichan Valley Regional District; Ladysmith Chamber of Commerce

8.2. Councillor B. Drysdale
Heritage Revitalization Advisory Commission; Protective Services Committee;
Trolley Committee

8.3. Councillor J. Dashwood
Trolley Committee; Ladysmith Early Years Partnership; Social Planning Cowichan
Affordable Housing Directorate

8.4. Councillor G. Horth
Advisory Planning Commission; Liquid Waste Management Committee;
Ladysmith Downtown Business Association

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- 8.5. Councillor D. Paterson
Protective Services Committee; Parks, Recreation and Culture Commission;
Festival of Lights
- 8.6. Councillor G. Patterson
Community Health Advisory Committee; Youth Advisory Committee; Liquid Waste
Management Committee
- 8.7. Councillor S. Arnett
Government Services Committee; Advisory Design Panel; Parks, Recreation and
Culture Commission; Vancouver Island Regional Library Board; Celebrations
Committee
- 8.7.1. Government Services Committee Recommendations, May 22, 2012 Meeting 7
9. STAFF REPORTS
- 9.1. Municipal Police Unit Agreement (verbal report from City Manager) 8 - 55
- Staff Recommendation
That Council approve the 2012 Municipal Police Unit Agreement as presented,
and that the Mayor and Corporate Officer be authorized to sign the agreement.
- 9.2. Grant Application – Community Charging Infrastructure Fund (verbal report from
City Manager)
- Staff Recommendation
That Council support the application for a grant for three electric charging
stations for the Town of Ladysmith, with a total cost of \$15,000, to be funded by
a Community Infrastructure Fund grant of \$12,000 and operations funding of
\$3,000, and that the Financial Plan be amended accordingly.
10. CORRESPONDENCE
- 10.1. CVRD Transit Proposal – Request for Further Consideration 56 - 57
Correspondence received from Cathy Gilroy & Jacqueline Estabrooks
- Staff Recommendation
That Council consider whether it wishes to pursue further deliberation and
consultation on regional transit services as requested by C. Gilroy and J.
Estabrooks in their correspondence dated June 19 and June 21, 2012.
- 10.2. Lani Myoshi Stevens 58 - 59
BC Transit Proposal – Request to Join CVRD Transit Service
- Staff Recommendation
That Council advise L.M. Stevens of the Town’s recent decision to join the
Cowichan Valley Regional District Regional Transit Service.

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11. BYLAWS	<u>Page</u>
11.1. Town of Ladysmith Development Procedures Bylaw 2008, No. 167, Amendment Bylaw 2012, No. 1806	60
May be read a first, second and third time.	
Council will recall that at its meeting of June 18, 2012, staff were directed to prepare an amendment to the Development Procedures Bylaw No. 1667 to require that development applications include a survey for the subject property prepared by a BC Land Surveyor (BCLS); that site plans for proposed developments be based on the BCLS survey; and that the Director of Development Services be authorized to waive this requirement when appropriate.	
The Bylaw amendment is presented for Council’s consideration and for first three readings.	
12. NEW BUSINESS	
13. UNFINISHED BUSINESS	
14. QUESTION PERIOD	
<ul style="list-style-type: none">• A maximum of 15 minutes is allotted for questions.• Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.• Individuals must state their name and address for identification purposes• Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine• Questions must be brief and to the point• Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed• 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	
15. EXECUTIVE SESSION	
In accordance with Section 90(1) of the <i>Community Charter</i> , this section of the meeting will be held <i>In Camera</i> to consider the following items:	
<i>Item One</i>	
Labour relations or other employee relations	
16. ARISE AND REPORT	
17. ADJOURNMENT	



**MINUTES OF A MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JUNE 18, 2012**

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins	Councillor Steve Arnett	Councillor Bill Drysdale
Councillor Jillian Dashwood	Councillor Duck Paterson	Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT:

Councillor Gord Horth

STAFF PRESENT:

Ruth Malli	Sandy Bowden	Felicity Adams
Erin Anderson	John Manson	Joanna Winter

CALL TO ORDER

Mayor Hutchins called the Regular Council Meeting to order at 7:00 p.m.

AGENDA APPROVAL

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

4.3 Ron Dale – Report on Trip to Japan

10.1 Decal for Trolley Stop Shelter at Lodge on Fourth

CS 2012-214

It was moved, seconded and carried that the agenda for the Regular Session of Council for June 18, 2012 be approved as amended.

MINUTES

CS 2012-215

It was moved, seconded and carried that the minutes of the Regular Meeting of Council held on June 4, 2012 be approved as circulated.

CS 2012-216

It was moved, seconded and carried that the minutes of the Special Meeting of Council held on June 10, 2012 be approved as circulated.

DELEGATIONS

Mike Rankin

Mid Isle Soccer Association

Mike Rankin expressed thanks to Council and Town Staff, especially Patrick Durban and Susan Glenn, for the hard work and support in helping to make the recent Mini World Cup Soccer Tournament in Ladysmith such a success.

M. Rankin also requested Council's consideration of installing additional lights on the field behind Ladysmith Secondary School

in order to accommodate additional teams and the growing demand for practice fields in the Mid Isle Soccer Association.

M. Rankin will determine whether gaming funds are available through the Nanaimo Youth Soccer Association to support this request.

Brian Thom

Mapping of South End Trail System

B. Thom gave a presentation showing Google Earth maps of the Town's south end trails compared to the Town's own maps, pointing out that there are some discrepancies between the two in terms of time and distance on the trail, which can mislead hikers. He suggested that Council consider updating the trail maps and providing more informative signage. Council thanked B. Thom for bringing this to Council's attention and agreed to look into the matter.

Ron Dale

Trip to Japan Bringing Ladysmith Donations for Tsunami Relief

R. Dale showed Council photographs and a video of his recent trip to Japan, and conveyed the gratitude of the people of Sendai to the people of Ladysmith for their generous contributions to the tsunami relief efforts in their community.

Council expressed sincere appreciation to R. Dale for being such a worthy ambassador of the Town of Ladysmith and the province of British Columbia.

**DEVELOPMENT
APPLICATIONS**

Development Permit Amendment Application - Oak Development Ltd. – 17 Gatacre St. (Lot 8, Block 10, D.L. 56, Oyster District, Plan 703)

CS 2012-217

It was moved, seconded and carried that staff be directed to work with the applicant towards achieving a revised site design for the rear of 17 Gatacre Street (DP 11-01) that addresses Development Permit Area 2 and 4 Guidelines (which may reduce the required four off-street parking spaces to three spaces with payment of \$4000 to the Municipal Parking Fund in lieu of one space), and to seek the input from the two neighbouring property owners regarding the design of the cedar fence.

CS 2012-218

It was moved, seconded and carried that staff be directed to prepare an amendment to the Development Procedures Bylaw No.1667 to require that development applications include a survey for the subject property prepared by a BC Land Surveyor (BCLS); that site plans for proposed developments be based on the BCLS survey; and that the Director of Development Services

be authorized to waive this requirement when appropriate.

F. Adams and E. Anderson left the meeting.

**STAFF / ADVISORY
COMMITTEE REPORTS**

CS 2012-219

**Information Systems Strategic Plan Request for Proposals -
Financial Considerations**

It was moved, seconded and carried that staff be directed to proceed with the issuance of the Request for Proposals for an Information Systems Strategic plan utilizing a portion of the funds included in the 2012 capital budget for the acquisition of a new telephone system.

J. Manson left the meeting.

NEW BUSINESS

CS 2012-220

**Union of British Columbia Municipalities 2012 Annual
Convention, September 24 - 28, 2012.**

It was moved, seconded and carried that Mayor Hutchins and Councillors Arnett, Dashwood, Drysdale and D. Paterson be authorized to attend the 2012 Convention of the Union of British Columbia Municipalities from September 24 to 28, 2012.

Trolley Stop Shelter at the Lodge on Fourth

Staff were requested to investigate the status of the decals for the trolley stop shelter at the Lodge on Fourth.

UNFINISHED BUSINESS

CS 2012-221

**Adam Seymour, Margaret Seymour - Request for Town of
Ladysmith Sponsorship of Canoe Race on July 21, 2012**

It was moved, seconded and carried that the Town of Ladysmith provide a one-time grant-in-aid of \$1,000 to sponsor the Stz'uminus Canoe Festival on July 21, 2012, and that the Financial Plan be amended accordingly.

QUESTION PERIOD

Russ Jackson addressed Council about his development permit amendment application DP 11-01, considered earlier in the meeting specifically addressing the issues of parking and fencing.

Nick Evans offered volunteer Coast Guard services to support the Stz'uminus Canoe Festival on July 21, 2012. Council gratefully accepted the offer.

Nick Evans enquired when Council would be considering the matter of secondary suites in accessory buildings in Ladysmith and was advised that this is in Council's strategic plan for 2012.

Chuck Forest expressed concern about the speed of traffic on

Roberts Street and was advised that the matter was previously referred to staff to investigate options, and that Council will also raise the matter with the local R.C.M.P. detachment.

Rob Johnson repeated an earlier enquiry regarding an *in camera* decision by Council to amend the Financial Plan in order to compensate for a reduction in revenues from DL 2016 Holdings corporation in 2012. He requested that Council consider providing more detail about decisions when arising and reporting on resolutions made in Executive Session.

Rob Johnson was advised the Town joint initiatives between the Town and the Stz'uminus First Nation for which the Town has applied for Gas Tax include matters of mutual concern, and relationship building.

EXECUTIVE SESSION

CS 2012-222

It was moved, seconded and carried at 8:11 p.m. that Council retire into Executive Session in order to discuss the following item in accordance with Section 90(1) of the Community Charter:

Item 1

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.

RISE AND REPORT

Council arose without report at 8:38 p.m.

ADJOURNMENT

CS 2012-223

It was moved, seconded and carried that this meeting of Council be adjourned at 8:38 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



MINUTES OF A SPECIAL MEETING OF COUNCIL OF THE
TOWN OF LADYSMITH
HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JUNE 25, 2012

COUNCIL MEMBERS PRESENT:

Mayor Rob Hutchins Councillor Bill Drysdale Councillor Jillian Dashwood
Councillor Gord Horth Councillor Duck Paterson Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

STAFF PRESENT:

Ruth Malli Sandy Bowden Erin Anderson
John Manson

CALL TO ORDER Mayor Hutchins called the Special Council Meeting to order at 7:00 p.m.

AGENDA APPROVAL

CS 2012-224 It was moved, seconded and carried that the agenda for the Special Meeting of Council for June 25, 2012 be approved as circulated.

**STAFF / ADVISORY
COMMITTEE REPORTS**

CS 2012-225 **Statement of Financial Information for 2011**
It was moved, seconded and carried that the Statement of Financial Information for the Town of Ladysmith, for the year ended December 31, 2011, be approved.

EXECUTIVE SESSION

CS 2012-226 It was moved, seconded and carried at 7:05 p.m. that Council retire into Executive Session in order to discuss the following items in accordance with Section 90(1) of the Community Charter:

Item 1
Labour relations or other employee relations

Item 2
Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]

RISE AND REPORT

Council arose with report on the following items at 9:45 p.m.:

Item One

With respect to the proposal from Opus Dayton and Knight for the wastewater treatment plant Stage III work,

- a) the Town will obtain an opinion from an independent Professional Engineering Consultant, qualified in the field of sewage treatment design and project management, as to whether the work program and fee proposal for the pre design, design, and tendering work submitted by Opus Dayton and Knight are appropriate, and within the range of recommended fees for this type of work, and,
- b) if the fee is deemed appropriate, staff are authorized to execute a fee for service contract with Opus Dayton and Knight for the pre-design, design, and tendering components of the Stage III Sewage treatment Plant upgrading project.

Item Two

- a) Council supported the establishment of a permanent recognition display of Outstanding Citizens similar to the Heritage Plaques currently posted in the downtown core;
- b) the matter was referred to the Heritage Revitalization Advisory Commission for review and recommendation; and,
- c) the first plaque will be in the name of Kit Wilmot as recipient of the 2004 Citizen of the Year which was awarded to recognize his extensive contributions and volunteer efforts to the Town of Ladysmith.

ADJOURNMENT

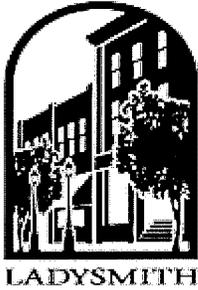
CS 2012-227

It was moved, seconded and carried that this meeting of Council be adjourned at 9:45 p.m.

Mayor (R. Hutchins)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)



Town of Ladysmith
COMMITTEE REPORT

To: Mayor and Council
From: Councillor Steve Arnett, Chair
Date: June 20, 2012
File No: 0550-20

Re: GOVERNMENT SERVICES COMMITTEE - June 18, 2012

At its meeting on June 18, 2012 the Government Services Committee recommended to Council the following:

1. That a letter be written to the Royal Canadian Mounted Police reiterating the importance of the Community Policing Station in supporting the work of and raising community awareness of the role of the Royal Canadian Mounted Police in Ladysmith, and requesting continued financial support of the program at the same levels as over the past 10 years.

2. That Mayor Hutchins meet with Dr. Mary-Lyn Fyfe regarding a Telehealth Program for the Town of Ladysmith, and that the Mayor consult with the Ladysmith Health Advisory Committee and other citizens involved in promoting a Telehealth initiative in Ladysmith prior to that meeting.



His Worship Robert Hutchins
Mayor of the Town of Ladysmith
PO Box 220 410 Esplanade
Ladysmith BC V9G 1A2

Dear Mayor Hutchins: *Robert:*

On behalf of the Province of British Columbia I enclose two copies of your 2012 Municipal Police Unit Agreement (MPUA) for your consideration. These two copies of the Agreement have been signed by me and once signed by you, will come into effect on April 1, 2012. This Agreement will continue the police services you are receiving from the RCMP under your current MPUA which will expire on March 31, 2012. I note that while we are sending the MPUA to you now, we are also in the process of signing the Municipal Police Services Agreement with Canada. The enclosed MPUA is contingent on the Municipal Police Services Agreement being signed on behalf of Canada, and we expect the Federal Minister will sign the Municipal Police Services Agreement well before March 31, 2012.

The new MPUA is similar to the Agreement currently in effect with your Municipality; however, you will note differences that reflect the negotiation of the 2012 Provincial Police Service Agreement and the Municipal Police Service Agreement. The terms of the MPUA are essentially the same as those being used for all contracting municipalities across Canada.

Under the new Agreement, the majority of the terms and conditions of the 1992 Agreements are maintained. Key examples of elements that remain unchanged include:

- the current cost-share ratio remains in effect;
- the items included in the cost base remain the same, although there are a few additions and deletions which are listed in the attached table;
- the Municipality will continue to provide direction to the Detachment Commander by setting the objectives, priorities and goals of the Municipal Police Service;
- the Municipality maintains control over increases or decreases in the number of Members in the Municipal Police Service;
- the Municipality continues to establish the overall policing budget;
- the 20 year length of the term of the Agreement is retained along with the ability to opt-out following 24 months' notice;
- the Municipality continues to be held harmless from any legal claims made against the RCMP; and,
- the responsibility for the provision of accommodations (including related maintenance and operating costs), as well as Support Staff, remains with the municipality.

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Ministry of
Justice

Office of the
Minister of Justice
and Attorney General

Mailing Address:
PO Box 9044 Stn Prov Govt
Victoria BC V8W 9E2
e-mail: JAG.Minister@gov.bc.ca
website: www.gov.bc.ca/justice

Telephone: 250 387-1866
Facsimile: 250 387-6411

Affordability and Cost Containment:

Both the federal and provincial governments were cognizant of the municipal interests in affordability and cost-containment. All costs were closely examined to ensure that only those policing costs necessary to provide a police service would be included in the cost-base. As a result of this extensive examination process, two cost items were excluded: the RCMP Staff Relations Program and the External Review Committee. This will result in a reduction in Municipalities' cost base.

The following costs were added:

- enhanced reporting and accountability is a new RCMP cost that will be shared by all provincial, territorial and municipal partners; this cost reflects the added capacity the RCMP will require to meet the new enhanced reporting and accountability obligations of the 2012 contract;
- legal advisory services is an existing RCMP cost that will now be shared by all provincial, territorial and municipal partners; however this cost is limited to those legal services related solely to the administration of the contract;
- the cost of providing point-of-entry security to Divisional Headquarters has been added to the cost-base and will be shared by all provincial, territorial and municipal partners; and,
- the existing flat rate of \$3,500 per capita for recruitment, cadet training and police dog training will continue for the first three years of the new contract, then, beginning in year four, the flat rate will transition to an allocation formula based on the average costs over the previous three years for each of these cost items.

Our estimate is that the above changes will result in less than a one percent net cost increase to municipalities beginning in year one of the new contract. The impact of the move in the fourth year to actual costs for recruiting and training will depend on demand at that time. Based on current demand projections, our forecast is that during the first three years of the new contract, the flat rate costs will be about equal to the forecasted actual costs if they were to be billed during that same period. The Provinces will engage in a Directed Review of these three programs over the coming years to ensure they are provided in the most cost effective manner.

Lastly, detachment rent charges will be updated for those municipalities whose municipal RCMP police force occupies space in a federally owned detachment building. Instead of paying the flat rate that has been levied for the last twenty years, these municipalities will begin to pay a 'rent' based on actual costs.

New Relationship, Governance and Accountability:

An important achievement of the new Agreement is the modernization of the relationship between contract jurisdictions, the RCMP, and Public Safety Canada. The new Agreement promotes many interests identified by local governments over the past five years with respect to the delivery of RCMP municipal police services in their communities, including the need for greater engagement, transparency, effectiveness, accountability and public confidence, through:

- long term financial planning tools for added predictability, and improved financial tracking and reporting;
- a bilateral accountability mechanism to permit Operational Effectiveness Assessments at the municipal level;
- an enhanced multi-stage dispute resolution mechanism;
- consultation with the Chief Elected Official (CEO) on the selection process for the replacement of the Member in Charge and, upon the CEO's request, the ability to involve the community in the RCMP selection process; and,
- the addition of a British Columbia municipal associate member position on the national Contract Management Committee to ensure municipal interests are tabled with the national committee which is composed of the RCMP, Public Safety Canada, and every province and territory which has an Agreement with Canada for the provision of RCMP police services.

Most importantly, the Province and UBCM have worked together to establish a Local Government Contract Management Committee to foster continued communication between the Province and Local Governments on all aspects of the RCMP Contracts. This committee is composed of representative elected officials, municipal staff and the Assistant Deputy Minister and Director of Police Services of the Policing and Security Programs Branch with the Ministry of Justice.

Next Steps:

The Government of British Columbia remains committed to contract policing and to renewing the Agreement with your Municipality. Please sign the attached two copies of the Agreement and return one of them in the enclosed envelope by the end of April, 2012 to Mr. Clayton Pecknold, Assistant Deputy Minister and Director of Police Services. The RCMP will continue to provide police services to your community during the transition to the new Agreement.

If you or your staff have any questions related to the processing of the Agreement, please contact Ms. Kimberley McLean at 250 387-2787 or by e-mail at Kimberley.McLean@gov.bc.ca.

The renewal of the Agreement is an important milestone for public safety in the Province, and, in particular, to the modernization of a long-standing relationship between the RCMP and your community.

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His Worship Robert Hutchins
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Canada's national policing model is highly regarded globally. It is viewed as having a strategic advantage in fighting crime and protecting our citizens due in part to the RCMP's ability to operate on a continuum from the local community level to the provincial, national and international levels. The achievement of a new 20-year contract is evidence of the value Canadians place on this policing model, and on the continuing partnership and cooperation between all levels of government.

I look forward to continuing the longstanding relationship with your community.

Sincerely,

A handwritten signature in cursive script that reads "Shirley Bond".

Shirley Bond
Minister of Justice
and Attorney General

Enclosure

pc: Mr. Clayton Pecknold
Ms. Kimberley McLean

Aside from personalizing the enclosed Municipal Police Unit Agreements to your municipality and Mayor, and inserting the number of members in your police service in Annex A, compared to the generic Municipal Police Unit Agreement that was couriered to you the week of March 12th by Deputy Solicitor General Lori Wanamaker there have been no changes with the EXCEPTIONS that in Article 9 the word “federal” has been added in front of the word “census” and an edit has been made to make the word Unit singular in Article 10.4.

Annex A will reflect the number of members in your Unit and any increases that you may have recently requested for the Unit.

OVERVIEW OF SUBSTANTIVE CHANGES FROM THE 1992 RCMP MUNICIPAL POLICE UNIT AGREEMENT

2012 Agreement Article	Key Provisions
<p>Article 1: Interpretation</p>	<p>1992 Agreement o definitions of terms used in the Agreement. New Agreement: • clarification of terms used in the Agreement • Allows municipal council to delegate a principal contact for policing matters • Defines FTE for application in the cost allocation models • Defines Major Events</p>
<p>Article 2: Application of Governing Agreements and Legislation</p>	<p>1992 Agreement o Transfers the financial and other obligations incurred by the Province for the provision of the Municipal Police Unit to the municipality New Agreement o No substantive changes</p>
<p>Article 3: Purpose and Scope</p>	<p>1992 Agreement o outlines the authority for Province to carry out the powers and duties of the municipal police force for the purpose of providing the municipal police service in accordance with the Agreement; o outlines the duties the members of the police service will perform. New Agreement: o specifically references municipal by-laws which the RCMP are to enforce having given due consideration to other demands for police services</p>
<p>Article 4: Management of the Police Service</p>	<p>1992 Agreement o the internal management and its administration and policing procedures are under the control of Canada o The unit will meet the minimum standard set by the Commissioner and the level provided will be determined by the Minister and CEO in consultation with the Commissioner – the level shall not be below the minimum standard set by the Commissioner. New Agreement: o Internal management remains under the control of Canada; Minister and CEO to determine in consultation with Commissioner the level of policing service to be provided; under PPSA, RCMP to harmonize to provincial standards and those standards will apply to municipal units.</p>
<p>Article 5: Operation of the Municipal Police Unit</p>	<p>1992 Agreement o Commanding Officer acts under direction of Minister and implements Provincial objectives, priorities and goals. o CEO sets objectives, priorities and goals for Municipal Police Unit that are consistent with Provincial ones. o Detachment Commander to report to CEO on law enforcement, implementation of objectives, priorities and goals. New Agreement o Same as above, plus the CEO will provided with a monthly report regarding complaints made against any members (form and substance of particulars to be agreed upon) o Commanding Officer to consult CEO prior to appointing a new Detachment Commander and community participation in the selection process may occur</p>

<p>Article 6: Increase or Reduction in the Police Service</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o Municipal request for an increase or decrease in resources must be fulfilled within one year and resource level cannot be less than the minimum standard set by Commissioner; no duties may be added to the unit without prior consultation and agreement between Commissioner and Minister. CEO may request the removal of a member. <p>New Agreement:</p> <ul style="list-style-type: none"> o No substantive changes; clarifies that the service level required is that which is needed to deliver effective and efficient policing or to maintain public or officer safety.
<p>Article 7: Resources and Organization</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o N/A <p>New Agreement</p> <ul style="list-style-type: none"> o Detachment Commander to provide annual statements, or more, that include the organization chart, location of function of all Members and Support staff and casual/temporary employees, number of vacancies with no one assigned to the position, the number of vacancies where the incumbent is on special leave along with an indication of whether or not there is backfill, the number of Surplus to Establish members and an explanation of changes since the previous statement. o Detachments commander to provide number of members to maintain level of service by June 1 each year and to provide any additional information relating to human resource and organization planning of the Unit.
<p>Article 8: Emergencies and Events</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o Outlines financial responsibilities in the event of various types of emergencies and the ability of the Commissioner to withdraw up to 10% of the members to respond. <p>New Agreement</p> <ul style="list-style-type: none"> o Clarifies what cost elements are included and that there needs to be consultation with the CEO before any withdrawal of members; clarifies financial responsibility with respect to Major Events and that the Minister and CEO must be consulted prior to withdrawal; clarifies that Special Event policing will be provided at the cost sharing ratio (not 100%).
<p>Article 9: Municipal Population</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o sets out the federal census dates that will determine the municipal population (and therefor cost share ratio) <p>New Agreement:</p> <ul style="list-style-type: none"> o No substantive changes
<p>Article 10: Accommodation</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o describes the obligation of the municipality to provide offices and jail facilities at no cost to the federal/provincial governments; describes the process for the Commanding Officer to cause the CEO to address deficiencies in the accommodations; describes the flat rate that municipalities pay to be housed in federally owned buildings. <p>New Agreement:</p> <ul style="list-style-type: none"> o add: causes the Commanding Officer to identify any concerns with the accommodations as part of the new longer term financial planning and reporting process; causes the Commanding Officer to identify the security standards that are at issue; describes the source of new annual per square meter rate that municipalities pay to be housed in federally owned buildings (the actual costs for the accommodation program of works under the PPSA).
<p>Article 11: Basis of</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o Municipalities cost share External Review Committee (ERC) and the Staff Relations Representative (SRR) Program o lists items that are specifically excluded from cost share such as detachment construction; o fixed rate models for Cadet Training & Accommodations (not tied to actual expenditures and do not escalate);

<p>Calculation of Payment</p>	<ul style="list-style-type: none"> o cost base elements and costing methodologies are not clearly articulated; o describes pooled cost allocation method for 5-15K municipalities and actual cost method for 15K+ municipalities o lack of clarity around contributions to various pension plans. <p>New Agreement:</p> <ul style="list-style-type: none"> o The cost items in divisional administration are clearly set out to improve accountability; o Municipalities no longer share costs incurred for the ERC, SRR Programs or training unrelated to the Provincial service; o recruiting, cadet training and police dog training move to actual costs in 2015-16 after a three-year transition period at the 1992 \$3,500/member flat rate; o all cost base elements and allocation models are clearly described for consistent application; o Municipalities share the cost of administrative legal advice and point of entry security at Headquarters; also share the new cost of the federal government providing enhanced reporting and accountability but this contribution can review/adjusted by Contract Management Committee after 3 years.
<p>Article 12: Equipment</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o Canada will procure and supply equipment of a standard and quantity necessary for the unit to function. o If an item of equipment costing more than \$100K is lost, damaged, destroyed or removed from the unit, the Municipality will be credited the market value of its contributions to that equipment <p>New Agreement:</p> <ul style="list-style-type: none"> o Increases value of equipment to \$150K o Describes the time period for when the fair market value of the equipment would be determined
<p>Article 13: Transfer of Ownership of Equipment</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o outlines the process for recognizing contributions to purchasing equipment and transferring ownership in the event the Agreement expires or is terminated. <p>New Agreement:</p> <ul style="list-style-type: none"> o no substantive changes
<p>Article 14: Jails and Lock-ups</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o Canada is not obliged to provide jail facilities for custody less than two years, however will allow such prisoners to be held in lockups maintained by the RCMP in the absence of an efficient alternative <p>New Agreement:</p> <ul style="list-style-type: none"> o no substantive changes
<p>Article 15: Method of Payment</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o payments are due 60 days from the date of an invoice from Canada. <p>New Agreement:</p> <ul style="list-style-type: none"> o Payments will now be due 45 days from the date of receipt of the invoice.
<p>Article 16: Financial Planning and Reporting</p>	<p>1992 Agreement</p> <ul style="list-style-type: none"> o single year financial plan and budgets; describes different estimation methods for 5-15K municipalities and 15K+ municipalities; municipality to approve of equipment costing more than \$100K; exchange of information regarding potential increased costs over coming year; YTD expenditures provided monthly; annual variance explanation; Commissioner to provide any additional financial information and results of any internal audit. <p>New Agreement:</p> <ul style="list-style-type: none"> o multiyear planning requirement – Minister will elect 5 year period; increase equipment approval threshold to \$150K; commitment to working to strengthen the overall financial efficiency and administration of the Agreement.

Article 17: Operational Effectiveness Assessments	<p>1992 Agreement: o no existing provision</p> <p>New Agreement:</p> <ul style="list-style-type: none"> o allows for CEO and Detachment Commander to undertake reviews of matters arising under the Agreement – frequency, scope and subject matter to be agreed between CEO and Detachment Commander; notification of a proposed assessment to be provided in writing and written response to proposal required.
Article 18: Local Government Contract Management Committee	<p>1992 Agreement O no existing provision</p> <p>New Agreement:</p> <ul style="list-style-type: none"> o establishes a new Local Government Contract Management Committee (L-GCMC) as a forum for consultation between local governments and Province; includes Assistant Deputy Minister responsible for policing and no more than ten local government representatives appointed by UBCM; two co-chairs – ADM and one appointed by UBCM who will also be the “associate member” for BC on the Federal/Provincial/Territorial Contract Management Committee
Article 19: Disputes	<p>1992 Agreement</p> <ul style="list-style-type: none"> o provides a simple dispute resolution mechanism that does not involve local government (federal and provincial ministers to resolve matters as they see fit) <p>New Agreement:</p> <ul style="list-style-type: none"> o involves CEO and Detachment Commander as first level of resolution; they will try to resolve before putting matter in writing in a timely way; timeframes and escalation process provided for disputes involving invoices; alternative dispute resolution possible; provisions of the Agreement continue to apply during dispute
Article 20: Notice	<p>1992 Agreement o any notices required by the Agreement will be provided in writing and by registered mail</p> <p>New Agreement:</p> <ul style="list-style-type: none"> o no substantive changes.
Article 21: Review	<p>1992 Agreement</p> <ul style="list-style-type: none"> o Provincial Police Services Agreement changes resulting from the 5 Year Review process apply to this Agreement <p>New Agreement:</p> <ul style="list-style-type: none"> o adds bilateral review process
Article 22: Term of Agreement	<p>1992 Agreement</p> <ul style="list-style-type: none"> o outlines the 20 year length of the Agreement and process and notice provisions for terminating the Agreement <p>New Agreement:</p> <ul style="list-style-type: none"> o no substantive changes – 20 year term begins April 1, 2012 and ends March 31, 2032.
Article 23: Default	<p>1992 Agreement</p> <ul style="list-style-type: none"> o if the municipality fails to perform any obligation under this agreement the Province may cancel with two months notice or the municipality will be liable to the Province for the costs of the Province policing the municipality <p>New Agreement:</p> <ul style="list-style-type: none"> o no substantive changes
Article 24: Amendment	<p>1992 Agreement</p> <ul style="list-style-type: none"> o requires amendments to the Agreement to be made in writing. <p>New Agreement:</p> <ul style="list-style-type: none"> o no substantive changes.
Article 25: Survival	<p>1992 Agreement: o no existing provision.</p> <p>New Agreement:</p> <ul style="list-style-type: none"> o clarifies that long term financial commitments continue after the termination or expiry of the Agreement.
Annex “A”	Shows the number of members assigned to the Municipal Police Unit

TOWN OF LADYSMITH

BRITISH COLUMBIA

MUNICIPAL POLICE UNIT AGREEMENT

Dated as of April 1, 2012

BRITISH COLUMBIA MUNICIPAL POLICE UNIT

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TOWN OF LADYSMITH

MUNICIPAL POLICE UNIT AGREEMENT

Memorandum of Agreement dated as of April 1, 2012.

BETWEEN:

THE GOVERNMENT OF THE PROVINCE OF BRITISH COLUMBIA
(herein called the "Province").

AND

TOWN OF LADYSMITH,
410 Esplanade PO Box 220
Ladysmith, BC V9G 1A2

(herein called the "Municipality").

WHEREAS the Minister of Justice, on behalf of the Province pursuant to Section 14 of the *Police Act* (British Columbia), and the Federal Minister, on behalf of Canada pursuant to Section 20 of the *Royal Canadian Mounted Police Act*, have entered into an agreement for the use or employment of the Royal Canadian Mounted Police or any portion thereof, to carry out the powers and duties of the provincial police force relating to the provision of municipal police services and in aiding the administration of justice in the Province and in carrying into effect the laws in force therein;

AND WHEREAS pursuant to Section 3 of the *Police Act*, the Municipality has elected to provide policing in the Municipality by engaging the provincial police force to act as the municipal police force by means of this Agreement;

AND WHEREAS by Order in Council number 1162 dated the 21st day of March, 2012, the Lieutenant Governor in Council has authorized the Minister of Justice to enter into this Agreement on behalf of the Government of British Columbia.

NOW, THEREFORE, in consideration of their respective obligations set out below, the parties hereto agree as follows:

ARTICLE 1.0 - INTERPRETATION

1.1 In this agreement each of the following terms will, unless the context otherwise requires, have the meaning set out beside it:

- a) “Applicable CRF Lending Rate” means the rate of interest approved by the Minister of Finance for Canada, in the month that an item of Equipment–Type A is purchased, for amortized loans from the Consolidated Revenue Fund for Canada equal to the period of amortization set for item of Equipment–Type A under paragraph 11.2(l) ;
- b) “Chief Executive Officer” or “CEO” means the mayor, reeve, warden or other head of the Municipality, however designated, and includes such delegate approved, from time to time, by the municipal council;
- c) “Commanding Officer” means the officer of the RCMP, resident in the Province, appointed by the Commissioner to command the Division;
- d) “Commissioner” means the Commissioner of the Royal Canadian Mounted Police;
- e) “Detachment” means an organizational component of the Division that has prescribed territorial boundaries and includes satellite and community service offices;
- f) “Detachment Commander” means the Member in charge of a Detachment who manages its physical, financial and human resources;
- g) “Division” means the organizational component of the RCMP that is responsible for law enforcement and the prevention of crime in the Province;
- h) “Earned Retirement Benefit” means an allowance that is earned and accumulated over time and then paid out in a lump sum to the Member upon retirement;
- i) “Emergency” means an urgent and critical situation of a temporary nature that requires a deployment of additional police resources to maintain law and order, keep the peace or protect the safety of persons, property or communities ;
- j) “Equipment” means, at a minimum, all property other than land and buildings whether purchased, leased, constructed, developed or otherwise acquired, and includes Equipment–Type A and Equipment–Type B;
- k) “Equipment–Type A” refers to Equipment acquired on a non-recurring or extraordinary basis such as specialized motor vehicles, ships and other watercraft, aircraft of any kind, whether manned or un-manned, identification systems, telecommunication and other communication systems including radio towers and related assets that may be affixed to real property;

- l) “Equipment–Type B” refers to Equipment acquired on an annual or recurring basis such as standard police cruisers, radio and computer equipment, security and investigational equipment such as identification devices, firearms, photographic devices and systems, and technology and other licensing fees;
- m) “External Review Committee” means the Committee that is defined in the *Royal Canadian Mounted Police Act*;
- n) “Fair Market Value” means an amount equal to the price at which an item or Equipment might be expected to bring if offered for sale in a fair market and that price will normally be determined through a standard industry valuation protocol, such as an independent appraisal, obtained by Canada;
- o) “Federal Minister” means the federal Minister responsible for the Royal Canadian Mounted Police;
- p) “Fiscal Year” means the period beginning on April 1 in any year and ending on March 31 in the next year;
- q) “Full Time Equivalent Utilization” or “FTE Utilization” means, for the Service, the number calculated as follows:
 - i) the total number of days worked, including vacation time and statutory holidays, by all Members, or Support Staff, as the case may be;
 - ii) divided by the applicable work year, where:
 - A) the work year for a Member is a 260 day year based on an 8 hour work day; and
 - B) the work year for a Support Staff is a 260 day year based on 7.5 hour work day;

except leap years when the work year for both Members and Support Staff are increased by one work day;
- r) “Furnished”, with respect to any accommodation, means supplied with office furnishings including desks, chairs, filing cabinets, bookcases and tables but does not include office equipment such as computers, calculators, photo copiers, fax machines and specialized security equipment;

- s) “Major Event” means an event of national or international significance that is planned in advance, within Canada, that requires additional police resources, if the overall responsibility for security for that event rests with Canada;
- t) “Member” means any member of the RCMP appointed pursuant to the *Royal Canadian Mounted Police Act* and any Regulations made pursuant thereto and, without limitation, includes any regular member, special constable, special constable member and civilian so appointed;
- u) “Member in Charge” means the Detachment Commander or other senior Member in charge of the Municipal Police Service;
- v) “Minister” means the provincial Minister responsible for policing services in the Province and includes the Deputy Minister and any person designated by the Minister or the Deputy Minister to act for or on behalf of the Minister with respect to any matter under this Agreement;
- w) “Municipal Police Service” or “Service” means the aggregate of resources and Members utilized by Canada to provide municipal police services to specific municipalities in the Province pursuant to the Municipal Police Service Agreement for British Columbia, but does not include those resources and Members employed primarily in
 - i) police services of a national or international nature, such as forensic laboratories, the Canadian Police Information System, identification services and the Canadian Police College,
 - ii) national security investigation services,
 - iii) protective security such as security at embassies and airports, and security for internationally protected persons,
 - iv) services provided to or on behalf of federal government departments, and
 - v) any policing services provided under the Provincial Police Service Agreement;
- x) “Municipal Police Service Agreement” means the Agreement dated as of April 1, 2012 between Canada and the Province for the provision by Canada of municipal police services to specific municipalities in the Province;

- y) “Municipal Police Unit” means the portion of the Municipal Police Service assigned by Canada to provide the police services for the Municipality under this Agreement;
- z) “Pension contribution” means, with respect to any Member or federal public service employee, the aggregate of the employer's contributions made under the *Royal Canadian Mounted Police Superannuation Act*, the *Supplementary Retirement Benefits Act*, the *Public Service Superannuation Act*, the *Special Retirement Arrangements Act*, and the *Canada Pension Plan*;
- aa) “Province” means the Province of British Columbia;
- bb) “Provincial Police Service Agreement” means an agreement that covers a period beginning April 1, 2012, between Canada and the Province for the provision by Canada of provincial police services;
- cc) “Public Complaints Commission” means the Commission, or its successor, that is defined in the *Royal Canadian Mounted Police Act*;
- dd) “Region” means a grouping of Divisions or subdivisions, created by the Commissioner, for the purposes of administration;
- ee) “Renovate” means a renovation of a building or living quarters and its sub-systems which substantially prolongs its useful life up to and including effectively resetting that useful life to be equal to that of a newly constructed building or living quarters. The age of a building or living quarters which has been fully Renovated is determined as if that building or living quarters were constructed in the Fiscal Year that the Renovation was completed;
- ff) “Royal Canadian Mounted Police” or “RCMP” means the police force for Canada continued under the *Royal Canadian Mounted Police Act*;
- gg) “Salary” means monetary compensation, including annual salary, service pay, senior constable allowance, shift allowance, and other pay provided in recognition of additional duties or time worked;
- hh) “Special Event” means an event of a short duration that is organized in advance, for which the overall responsibility for policing rests with the provincial or municipal government, and for which additional police resources are required to maintain law and order, keep the peace or protect the safety of persons, property or communities;
- ii) “Staff Relations Representative Program” means the program established under the *Royal Canadian Mounted Police Regulations, 1988*;

- jj) “Support Staff” means all those persons who are employed by the Municipality in support of providing and maintaining the Municipal Police Unit including clerks, data processors, telecommunication operators, jail guards, janitors and analysts;
 - kk) “Unit” means a named component of the Division to which Members of the Provincial Police Service are assigned.
- 1.2 Each of the following is attached hereto and forms a part of this Agreement:
- a) Annex “A” – Members Assigned to the Municipal Police Unit.
- 1.3 The singular number includes the plural and the plural number includes the singular where such is consistent with the context.
- 1.4 The headings in this Agreement have been inserted for convenience of reference only and do not constitute a part of this Agreement or affect its meaning.

ARTICLE 2.0 - APPLICATION OF GOVERNING AGREEMENTS & LEGISLATION

- 2.1 It is understood and agreed between the Province and the Municipality that:
- a) this Agreement is pursuant to the terms and conditions of the Municipal Police Service Agreement for British Columbia;
 - b) the contractual obligations assumed by, and rights conferred upon, the Municipality or an official of the Municipality by this Agreement, are contractual obligations assumed by and rights conferred upon, the Province or the Minister pursuant to the Municipal Police Service Agreement for British Columbia; the discharge of any obligation of the Province by the Municipality will operate as a discharge of the Municipality; and in discharging any such obligations the Municipality will be discharging the Province's obligations to Canada;
 - c) the Municipality is liable for any obligation in this Agreement which is an obligation of the Province pursuant to the Municipal Police Service Agreement for British Columbia.
- 2.2 Nothing in this Agreement will be interpreted as limiting in any way the jurisdiction of the Province in respect of the administration of justice and law enforcement in the Province.

- 2.3 Nothing in this Agreement will be interpreted as limiting in any way the obligations of the Municipality or the council of the Municipality to provide policing in the Municipality pursuant to the *Police Act* and the *Community Charter*.
- 2.4 Where in this Agreement, it is stated that Canada, the RCMP, the Municipal Police Unit or a Member will perform any action, the Minister will cause such action to be performed in accordance with the Municipal Police Service Agreement for British Columbia.
- 2.5 It is understood and agreed by the Province and the Municipality that, pursuant to the Municipal Police Service Agreement for British Columbia and, notwithstanding that this Agreement is between the Province and the Municipality, Canada and the Municipality may deal directly with each other in respect to any matter where such an arrangement is indicated in this Agreement, including matters relating to invoicing, payment, financial and resource planning, and such other matters as may be agreed between the Minister and the Commanding Officer.

ARTICLE 3.0 - PURPOSE AND SCOPE

- 3.1 Canada will provide and maintain a Municipal Police Unit within the Municipality, being part of the provincial police force, to act as the municipal police force in the Municipality in accordance with this Agreement.
- 3.2 The Municipality hereby engages the Municipal Police Unit, being part of the provincial police force, to act as the municipal police force in the Municipality in accordance with this Agreement.
- 3.3 The number of personnel listed in Annex "A", as adjusted from time to time in accordance with Article 6, are all the Members in the Municipal Police Unit.
- 3.4 Those Members who form part of the Municipal Police Unit will:
- a) will perform the duties of peace officers;
 - b) will render such services as are necessary to
 - i) preserve the peace, protect life and property, prevent crime and offences against the laws of Canada and the Province, apprehend criminals, offenders and others who may be lawfully taken into custody; and

- ii) execute all warrants and perform all duties and services in relation thereto that may, under the laws of Canada, the Province or the Municipality, be executed and performed by peace officers;
 - c) may render such services as are necessary to prevent offenses against by-laws of the Municipality, after having given due consideration to other demands for enforcement services appropriate to the effective and efficient delivery of police services in the Municipality.
- 3.5
 - a) The Municipal Police Unit will not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Municipality.
 - b) Where, at the date of this Agreement, the Municipal Police Unit is performing any duties or providing any services referred to in paragraph (a), the Municipal Police Unit will continue to perform such duties and provide such services until such time as these duties and services are performed or provided by some other persons.
 - c) During the term of this Agreement, and at such times as they may mutually agree, the Commanding Officer, the Minister and the CEO will identify, discuss and, where it is mutually agreed to be feasible, the Municipality will use its best efforts to implement alternative means by which the Municipal Police Unit would cease to perform or provide the duties and services referred to in paragraph (a).
- 3.6 The Municipality will provide, without any cost to Canada or the Province, all necessary Support Staff; such staff will meet the job and other related requirements as determined by the Commissioner.
- 3.7 Where the Municipality fails to provide any Support Staff required by subarticle 3.6, the Province or Canada may provide such Support Staff and the Municipality will pay 100 per cent of all the cost of that Support Staff.
- 3.8 Where the Municipality provides Support Staff to Canada in support of provincial policing or in support of federal policing, Canada will pay the Municipality the salaries for any part of the Support Staff that is so employed.
- 3.9 The Minister, in consultation with the Commanding Officer, may require any Municipal Police Unit from time to time to provide assistance or special expertise temporarily to other police agencies in the Province.

ARTICLE 4.0 - MANAGEMENT OF THE MUNICIPAL POLICE UNIT

- 4.1 The internal management of the Municipal Police Service, including its administration and the determination and application of professional police procedures, will remain under the control of Canada.
- 4.2 The Minister and the CEO will determine, in consultation with the Commissioner, the level of policing service to be provided by the Municipal Police Unit.
- 4.3 The professional police standards and procedures determined in respect of the Provincial Police Service in accordance with the Provincial Police Services Agreement subarticle 6.5 will also apply to the Municipal Police Service, unless the Commissioner is of the opinion that to do so would be contradictory to a requirement imposed by law, or would negatively affect the RCMP's ability to deliver effective or efficient police services.

ARTICLE 5.0 - OPERATION OF THE MUNICIPAL POLICE UNIT

- 5.1 For the purposes of this Agreement, the Commanding Officer will act under the direction of the Minister in aiding the administration of justice in the Province and in carrying into effect the laws in force therein.
- 5.2 It is recognized that, pursuant to the Provincial Police Service Agreement, the Commanding Officer will implement the objectives, priorities and goals as determined by the Minister for policing in the Province.
- 5.3 The CEO may set objectives, priorities and goals for the Municipal Police Unit that are not inconsistent with those of the Minister for other components of the provincial police service.
- 5.4 The Member in Charge of a Municipal Police Unit will, subject to paragraph 3.4(c) and when enforcing the by-laws of the Municipality, act under the lawful direction of the CEO or such other person as the CEO may designate in writing.
- 5.5 The Member in Charge of a Municipal Police Unit will:
 - a) report as reasonably required to either the CEO or the designate of the CEO on the matter of law enforcement in the Municipality and on the implementation of objectives, priorities and goals for the Municipal Police Unit; and
 - b) provide the CEO each month with the particulars of any new or outstanding complaints made against the Municipal Police Unit by any member of the public to the RCMP, all of which is subject to applicable

laws; the form and substance of the particulars will be agreed upon by the Member in Charge and the CEO.

- 5.6 Before appointing the Member in Charge, the Commanding Officer will consult with the CEO, and the CEO may request that the community be consulted, in which case, such consultation is to be undertaken in accordance with the RCMP's policies on community participation.

ARTICLE 6.0 - INCREASE OR REDUCTION IN THE MUNICIPAL POLICE UNIT

- 6.1 a) Subsequent to a written request from the CEO to the Minister, and a written request to Canada from the Minister, Canada will increase or reduce the number of Members in the Municipal Police Unit as soon as practicable within one year from the receipt of a written request from the Minister unless, in the case of a reduction, the Federal Minister gives written reasons to the Minister stating that the requested reduction would lower the level of resources below the level needed to deliver effective and efficient policing or to maintain public or officer safety.
- b) Subject to the other terms and conditions of this Agreement, neither Canada, the Province nor the Municipality will add to or delete from, the duties or functions of the Municipal Police Unit as it was on April 1, 2012 without prior consultation and agreement between the Commissioner and the Minister.
- 6.2 Subject to the discretion of the Commanding Officer, no Member will be replaced when attending a training course that is related to the Municipal Police Service, when on annual leave, or when ill except where illness results in a Member's absence for a period of more than 30 consecutive days.
- 6.3 In the event that the Municipality desires the removal of any particular Member of the Municipal Police Unit, a written request for such removal, together with the reasons, will be forwarded by the CEO to the Minister, who will forward the request to the Commanding Officer; the Commanding Officer will give such request full consideration and if the matter is not then resolved the Commanding Officer will refer the request to the Commissioner whose decision will be final.

ARTICLE 7.0 - RESOURCES AND ORGANIZATION

- 7.1 In each Fiscal Year, in respect of the Municipal Police Unit, the Member in Charge will give to the CEO annual statements, and such additional statements as may be reasonably requested from time to time by the CEO, of the composition of the Municipal Police Unit that show or include:

- a) a current organization chart of the Municipal Police Unit;
- b) the location and function of all Members and Support Staff who are not casual employees;
- c) the location and function of all casual employees and temporary employees;
- d) the number of vacancies which represent positions with no-one assigned to the positions;
- e) the number of vacancies in which the assigned individual is on special leave and, where possible, including an indication of whether or not an additional individual has been assigned to backfill the position;
- f) the number of Members being deployed in surplus to the established strength;

and in each case an explanation of changes since the previous statement.

- 7.2 For the purposes of human resource planning for the next Fiscal Year, the Member in Charge will consult with the CEO and obtain approval, or approval in principle, from the CEO on or prior to June 1 of each year for the number of Members required to maintain the level of policing service to be provided by the Municipal Police Unit as determined pursuant to subarticle 4.2.
- 7.3 The Member in Charge, upon receiving reasonable notice, will provide the Minister and CEO with any additional information, to the extent possible, relating to human resource and organizational planning of the Municipal Police Unit.

ARTICLE 8.0 – EMERGENCIES & EVENTS

- 8.1 If, in the opinion of the Minister, an Emergency in an area of provincial responsibility exists or is likely to exist in the Province:
- a) part of the Municipal Police Service may, at the written request of the Minister made to the Commanding Officer, and after consultation with the CEO, be redeployed to such extent as is reasonably necessary to maintain law and order, keep the peace and ensure the safety of persons, property or communities;

- b) the Province will pay the costs of the redeployment including Salary, transportation and maintenance at the applicable cost-sharing ratio set out in subarticle 11.1; and
- c) the Commissioner will ensure that the Municipality continues to receive adequate policing.

8.2 If, in the opinion of the Commissioner, an Emergency in an area of provincial responsibility exists or is likely to exist outside the Province:

- a) the Commissioner may, after consultation with the Minister, and the CEO, temporarily withdraw up to 10 per cent of the Members of the Municipal Police Unit (including any necessary Equipment) to meet such Emergency;
- b) during the period of any withdrawal Canada shall pay 100 per cent of all costs of the withdrawal and redeployment including Salary, transportation and maintenance, for the duration of the withdrawal; and
- c) the Commissioner will ensure that the Municipality continues to receive adequate policing.

8.3 If, in the opinion of the Commissioner, there is a need to use part of the Municipal Police Unit with respect to an Emergency in an area of federal responsibility that exists or is likely to exist anywhere in Canada:

- a) the Commissioner may, after consultation with the Minister and the CEO, temporarily withdraw up to 10 per cent of the Members of any Municipal Police Unit (including any necessary Equipment) to perform any duties or functions with respect to such Emergency;
- b) if the Emergency exists inside the Municipality, Canada will pay all costs of the withdrawal and redeployment including Salary, transportation and maintenance as follows:
 - i) Canada will pay all such costs for the first 30 days at the cost-sharing ratio set out in subarticle 11.1; and
 - ii) after 30 days, Canada will pay 100 per cent of all such costs; and
- c) if the Emergency exists outside the Municipality, the Municipality will not bear the Salary and incremental costs of the Members and Equipment withdrawn.
- d) the Commissioner will ensure that the Municipality continues to receive adequate policing.

- 8.4 If, in the opinion of the Commissioner, there is a need to use part of a Municipal Police Unit with respect to a Major Event that exists or is likely to exist anywhere in Canada:
- a) the Commissioner may, in consultation with the Minister and the CEO, temporarily withdraw up to 10 per cent of the Members of any Municipal Police Unit (including any necessary Equipment) to perform any duties or functions with respect to such Major Event; and
 - b) Canada shall pay 100 per cent of all costs of the withdrawal and redeployment including Salary, transportation and maintenance, for the duration of the entire Major Event.
- 8.5 Withdrawal of Members from the Municipal Police Unit in accordance with this Article will not extend for a period of more than 30 consecutive days without further consultation between the Commissioner and the Minister, with advice to the CEO.
- 8.6
- a) For the purpose of a Special Event, the Municipal Police Service may be redeployed to provide additional police resources as is reasonably necessary to maintain law and order, keep the peace and protect the safety of persons, property or communities.
 - b) For the purposes of paragraph (a), the redeployment of additional police resources will be based on the Municipal Police Service's operational assessment of the type of gathering, potential crowd behaviour and other situational factors. The duties to be performed by the additional police resources are to be in accordance with subarticle 3.4 and paragraph 3.5(a).
 - c) The Province or Municipality, as the case may be, receiving the additional resources will pay all of the costs of the redeployment including Salary, transportation and maintenance at the applicable cost-sharing ratio set out in subarticle 11.1.

ARTICLE 9.0 - MUNICIPAL POPULATION

- 9.1 For the purpose of this Agreement the population of the Municipality will be determined as follows:
- a) for the period of April 1, 2012 to March 31, 2017, the population of the Municipality as established by the 2011 federal census;
 - b) for the period April 1, 2017 to March 31, 2022, the population of the Municipality as established by the 2016 federal census;

- c) for the period April 1, 2022 to March 31, 2027, the population of the Municipality as established by the 2021 federal census; and
- d) for the period April 1, 2027 to March 31, 2032, the population of the Municipality as established by the 2026 federal census,

ARTICLE 10.0 - ACCOMMODATION

- 10.1 a) The Municipality will, in consultation with the Member in Charge, provide and maintain at no cost to Canada or the Province, accommodation that is fit for use by the Municipal Police Unit and Support Staff, including:
- i) office space that is furnished, heated and lighted, together with electricity, water supply, and building and property maintenance services;
 - ii) jail cell facilities that are heated and lighted together with bedding and water supply; and
 - iii) if determined by the Municipal Police Service to be required, heated and lighted garage space.
- b) When providing and maintaining accommodations, the Municipality will pay 100 per cent of all operating and maintenance costs, including costs such as building and property maintenance services.
- 10.2 The accommodation provided for the use of the Municipal Police Unit and Support Staff will be to the satisfaction of the Commissioner and will meet the security standards of the RCMP.
- 10.3 If the Commissioner is not satisfied with the Municipal Police Unit accommodation or any part of it that is provided for the use of the Municipal Police Unit or Support Staff, or is of the opinion that it does not meet the security standards of the RCMP, then:
- a) the Commanding Officer will identify the specific concerns with the Municipality as part of the regular reporting and planning process under Article 16, Financial Planning and Reporting or at any other time as deemed necessary;
 - b) if the Municipality is unable to resolve concerns within a reasonable period of time, the Commanding Officer will provide the Municipality with a notice that sets out the reasons for which the Commissioner is not

satisfied with the accommodation, including any existing or forecasted major deficiency in that accommodation, and if applicable the details of what is required to meet the security standards of the RCMP and advising that the deficiencies are to be corrected within two years from the date of the notice;

- c) if, within one year of the notice, the deficiency has not been corrected by the Municipality then the Commanding Officer will, as soon as practicable, give a second notice with respect to the deficiency, and the Municipality will, as soon as practicable, provide the Commanding Officer with a written report of the action that will be taken to correct the deficiency within the two years from the first notice;
- d) if, within two years of receipt of notice referred to in paragraph (b), the deficiency has not been corrected to the satisfaction of the Commissioner, then the Commanding Officer will, as soon as practicable, inform the Minister in writing that the accommodation still fails to comply with subsection 10.2 and that Canada then may make the necessary changes to the accommodation or lease other accommodation and in that case the Municipality will be responsible to pay Canada 100 per cent of all the costs, including all costs that would otherwise be borne by the Municipality under subarticle 10.1;
- e) all notices and writings with respect to the correction of the deficiencies will be between the Commanding Officer and the CEO, and a copy of each such notice or writing will be sent to the Minister.

10.4 Canada and the Province may agree that it would be more appropriate for Canada and the Province to provide and maintain accommodations for the use of the Municipal Police Unit and Support Staff.

10.5 If, under 10.4 Canada and the Province have agreed to provide and maintain any accommodation for use by the Municipal Police Unit then that accommodation will be included as Buildings or Living Quarters as part of the accommodation program of works in accordance with and for the purposes of Articles 12 and 13 of the Provincial Police Service Agreement, and, the Municipality agrees to:

- a) pay 100 per cent of all the costs referred to in subarticle 10.1 of this Agreement calculated to reflect the proportion of the accommodation occupied by the Municipal Police Unit; and
- b) pay Canada an amount for the accommodation which is calculated and informed by the actual costs under the accommodation program of works in accordance with Article 12 of the Provincial Police Service Agreement in respect of the accommodation converted to an annual per square meter

rental rate calculated to reflect the proportion of the accommodation occupied by the Municipal Police Unit.

- 10.6 Despite any payments made under this Agreement by the Municipality, there shall be no transfer, granting or creation of any interest in real property or a license, as those terms are defined in the *Federal Real Property and Federal Immovables Act*, from Canada in favour of the Municipality. All of the real property that is held, acquired, used or administered by Canada to provide and maintain the Municipal Police Unit, other than leased accommodation, shall remain at all times the sole property of Canada. For greater certainty, the Province and the Municipality agree that no real property interest whatsoever or a licence are acquired, created or implied by this Agreement.

ARTICLE 11.0 - BASIS OF CALCULATION OF PAYMENT

- 11.1 a) Subject to any other terms of this Agreement, in respect of each Fiscal Year the Municipality will pay to Canada, at the applicable cost-sharing ratio determined in accordance with paragraph (b), the cost of providing and maintaining the Municipal Police Unit as determined in accordance with this article.
- b) The cost of the Municipal Police Unit will be shared between Canada and the Municipality as follows:
- i) if the Municipality has a population of less than 15,000, the Municipality will pay to Canada 70 per cent of the cost; and
- ii) if the Municipality has a population of 15,000 or more, the Municipality will pay to Canada 90 per cent of the cost.
- 11.2 The cost referred to in subarticle 11.1 will include expenditures made by Canada in each Fiscal Year to provide and maintain the Municipal Police Unit, including:
- a) all operating and maintenance costs such as Salaries and wages, transportation and travel, information, professional services, rentals, repairs, utilities and supplies, and miscellaneous operational expenses as established by the RCMP's Chart of Accounts;
- b) all costs of Equipment purchases, except if the cost for an Equipment purchase is equal to or exceeds \$150,000 and if the CEO has requested that such cost for that purchase be amortized in accordance with paragraph (l);
- c) the cost to Canada for the employer's Pension Contribution with respect to Members under the *Royal Canadian Mounted Police Superannuation Act*,

the *Special Retirement Arrangements Act* and the *Supplementary Retirement Benefits Act* determined by the provisions of the Provincial Police Service Agreement;

- d) the cost to Canada for the employer's Pension Contribution with respect to federal public service employees, which Pension Contribution shall be determined annually by reference to the Actuarial Report of the Office of Superintendent of Financial Institutions;
- e) the cost to Canada for the employer's contributions made under the *Canada Pension Plan* with respect to Members and federal public service employees;
- f) the cost to Canada of the employer's contributions for employment insurance with respect to Members and federal public service employees;
- g) the per Member costs for each category described in clauses (A) through (E), which are shared by all activities in the Division, will be calculated by:
 - i) dividing the total costs of each category (A) through (E), by
 - ii) the annual Full Time Equivalent Utilization of all Members for all activities in the Division for each Fiscal Year, excluding those Members who are assigned to divisional/regional headquarters administration, and
 - iii) multiplying the result by the Full Time Equivalent Utilization of Members of the Service.
 - A) Divisional and regional headquarters administration services, such as:
 - 1) Management;
 - 2) Financial Management;
 - 3) Human Resources;
 - 4) Information Technology; and
 - 5) Asset Management;
 - B) Special Leave, such as:
 - 1) Medical;

- 2) Maternity;
 - 3) Paternity;
 - 4) Parental;
 - 5) Graduated Return to Work; and
 - 6) Pregnant Member Working;
- C) Pay in lieu of leave;
- D) Health Services, such as:
- 1) Health Services for regular members;
 - 2) Health Services for civilian members;
 - 3) Health Services for non-members, including Applicants and Public Service Employees; and
 - 4) Health Services Offices/Administration Unit;
- E) Earned Retirement Benefit, provided always that if it becomes technically possible to allocate these costs in a manner that reflects the jurisdiction in which the Earned Retirement Benefits were accrued then the allocation method may be changed;
- h) for the Fiscal Years beginning April 1, 2012, and ending March 31, 2015, all the costs of recruiting, the Cadet Training Program at Depot and the Police Dog Service Training Centre incurred by Canada and listed in the provisions of paragraph (i) will be deemed to be equal to the product obtained by multiplying \$3,500 by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year;
- i) beginning April 1, 2015, all the costs of recruiting, Cadet Training Program at Depot, and the Police Dog Service Training Centre to be determined as follows:

Recruiting

- i) The average of all the expenditures made by Canada in respect of recruiting for the RCMP for the previous three Fiscal Years, divided by the average FTE Utilization of Members in the RCMP

for the previous three Fiscal Years and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year.

- A) The expenditures made by Canada for recruiting, such as:
 - 1) Divisional, Regional and National Recruitment, including things such as: the salary and travel of recruiters, office supplies and equipment, and, advertising and marketing.
 - 2) Processing of Applicants, including things such as: the travel of applicants, recruitment steps like career presentations, written examinations, physical, medical and psychological testing, interviews to assess suitability of applicants, reliability examinations using a polygraph interview, field investigations and the issuing of security clearances.
- B) The expenditures made by Canada for major capital investments to construct, Renovate or acquire buildings for recruiting are excluded.

Cadet Training Program at Depot

- ii) The average of all the expenditures made by Canada in respect of the Cadet Training Program at Depot for the previous three Fiscal Years, less the average of any revenues received by Canada in respect of the provision of training services to third parties for the previous three Fiscal Years, divided by the average FTE Utilization of Members in the RCMP for the previous three Fiscal Years and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year.
 - A) The expenditures made by Canada for the Cadet Training Program at Depot, such as:
 - 1) Cadet Training, including things such as: cadet allowance; clothing and operational equipment; travel to Depot and relocation of the cadet to their first posting;
 - 2) Training Support and Depot Administration, including things such as: salaries; relocation of trainers to Depot; office supplies and equipment;

- 3) Facilities operating and maintenance, including things such as: maintenance equipment and vehicles; professional and contractual services; utilities and minor capital;
- B) The expenditures made by Canada for the Cadet Training Program at Depot exclude expenditures made in respect of major capital to construct, Renovate or acquire buildings, and exclude the operating and maintenance for buildings at Depot that are not used to support the Cadet Training Program (such as the RCMP Heritage Centre).

Police Dog Service Training Centre

- iii) The average of all the expenditures made by Canada in respect of the Police Dog Service Training Centre ("PDSTC") for the previous three Fiscal Years, less the average of any revenues received by Canada in respect of the sale of dogs or the provision of training services to third parties for the previous three Fiscal Years, divided by the average FTE Utilization of police dog teams in the RCMP for the previous three Fiscal Years, and multiplying the result by the total FTE Utilization of police dog teams in the Municipal Police Unit for the Fiscal Year.
 - A) The expenditures made by Canada for PDSTC, such as:
 - 1) Dog Breeding, including such things as: kennel operations, equipment, professional services (e.g., veterinary).
 - 2) Dog Team Training Program (police dog and handler) and Validation (re-certification) including things such as: training operations, and the salary and travel of instructors.
 - 3) PDSTC Administration, including things such as: salaries, operating and maintenance, relocation to PDSTC, and office supplies and equipment; and
 - 4) Facilities operating and maintenance, including things such as: maintenance equipment and vehicles, utilities, minor capital, and contractual services.
 - B) The expenditures made by Canada for major capital to construct, Renovate or acquire buildings in support of the PDSTC are excluded.

- j) the costs incurred by the Municipal Police Unit for participation in the PRIME-BC (RMS) information management system, operated by PRIMECORP Police Records Information Management Environment Incorporated.
- k) the cost incurred by Canada in providing security at points of entry in respect of the Municipal Police Unit, including at divisional or regional headquarters, determined on a proportional basis relative to the total occupancy of the building;
- l) if any item of Equipment–Type A costs at least \$150,000 and if requested by the CEO, an amount equivalent to the straight line amortization of the capital cost over the estimated life of that item of equipment, together with interest at a rate equal to the Applicable CRF Lending Rate on the unpaid balance of the capital cost. The estimated life of that item of equipment will be no longer than the period determined by Canada to depreciate such equipment and the amortization period will not exceed the estimated life of that item of equipment. The CEO may also specify an amortization period that is shorter than the estimated life of the item of equipment;
- m) the cost of maintaining and providing the Public Complaints Commission to be calculated in each Fiscal Year by dividing the cost to Canada of maintaining and providing the Public Complaints Commission for that Fiscal Year by the total FTE Utilization of Members in the RCMP in that same Fiscal Year and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit in that same Fiscal Year;
- n) the cost for legal advisory services received by the RCMP in direct support of providing and maintaining the Municipal Police Unit within the municipality, and those costs are to be calculated by:
 - i) dividing the applicable base amount determined in accordance with subparagraphs (ii) and (iii) by the total FTE Utilization of Members in the police services of each province, territory, and municipality with which Canada has a similar agreement or an agreement for a municipal police service and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year;
 - ii) for the Fiscal Year beginning April 1, 2012, and ending March 31, 2013, the applicable base amount is to be \$2,000,000; and
 - iii) each base amount established under this Agreement will be adjusted in the next Fiscal Year to establish a new base amount to be applicable to that next Fiscal Year, such adjustment is to be

calculated on the basis of any change during the immediately preceding Fiscal Year in the National Consumer Price Index determined by Statistics Canada, such adjustment to be made immediately following when that change becomes known.

- iv) the initial value of the Consumer Price Index will be 118.8, for the month of November 2011 as set out in Table 6 of the Consumer Price Index published by Statistics Canada.
 - v) for greater certainty, the costs for legal advisory services are not to include those costs related to a matter where Canada and the Municipality are adverse in interest or if the costs are excluded by operation of paragraph 11.3(c) or subarticle 11.10.
- o) where costs are incurred by the RCMP to provide and maintain the enhanced reporting and accountability capacity to provide improved administration of this Agreement, the Province's share of those costs are to be calculated by:
- i) dividing the costs determined in accordance with subparagraph (ii) by the total FTE Utilization of Members in the police services of each province, territory, and municipality with which Canada has a similar agreement or an agreement for a municipal police service and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year;
 - ii) subject to subparagraph (iv), the costs are deemed to be \$1,500,000.
 - iii) the RCMP will provide annual statements on the number, location and position of all staff assigned to provide and maintain the enhanced reporting and accountability capacity and the activities generated by those staff.
 - iv) by March 31, 2015, the Contract Management Committee established under the Provincial Police Service Agreement will undertake a review of reports being produced to assess whether they are meeting the interests of the Committee, whether adjustments are necessary and to assess associated cost implications of any adjustments if made.
 - v) the parties acknowledge that the enhanced reporting and accountability capacity will, to the extent reasonably possible, generate such reporting as may be required under the terms of this Agreement.

- vi) the parties acknowledge that the resources dedicated to such capacity may only be increased by agreement between Canada, the Province and all of the provinces and territories with which Canada has an agreement similar to Provincial Police Service Agreement, and if an increase is agreed to, that the base amount will be revised by agreement in writing.
- vii) the parties acknowledge that Canada and the Province have committed to work together to avoid a duplication of existing capacity within the Service and to explore ways in which they can better utilize that capacity to provide improved administration of this Agreement.

11.3 The cost of each Municipal Police Unit will not include:

- a) the cost of relocation of personnel;
- b) the cost of Equipment—Type A if such cost is at least \$150,000 per item and if the CEO has requested that such cost be amortized under paragraph 11.2(l);
- c) the cost of any civil action, compensation claim, *ex gratia* payment or claim for associated legal fees; and
- d) the cost incurred by Canada in respect of providing point of entry security for federal buildings other than divisional or regional headquarters.

11.4 If the Municipality has a population of under 15,000, the Municipality will pay to Canada in each Fiscal Year the costs determined in accordance with subarticle 11.2 and calculated by applying the following formulae:

- a) $A/AM = PM$, where:
 - i) “A” is the aggregate cost of all the Municipal Police Units in municipalities in the Province having a population of less than 15,000;
 - ii) “AM” is the FTE utilization of Members utilized in those Municipal Police Units for the Fiscal Year; and
 - iii) “PM” is the yearly cost per Member of the Municipal Police Units in those municipalities; and
- b) $PM \times QA \times 0.7 = C$, where:
 - i) “PM” has the meaning given to it in paragraph (a);

- ii) “QA” is the projected FTE utilization of Members to be utilized in the Municipal Police Units for that Fiscal Year; and
- iii) “C” is the amount of costs referred to in subarticle 11.2 that is payable by the Province for that Fiscal Year.

11.5 If the Municipality has a population of 15,000 or more, the Municipality will pay to Canada in each Fiscal Year the costs determined in accordance with subarticle 11.2 and calculated by applying the following formulae:

- a) $A/AM = PM$, where;
 - i) “A” is the cost of providing the Municipal Police Unit in the Municipality;
 - ii) “AM” is the FTE utilization of Members utilized in the Municipal Police Unit for the Fiscal Year; and
 - iii) “PM” is the yearly cost per Member of the Municipal Police Unit in the Municipality; and
- b) $PM \times QA \times 0.9 = C$, where
 - i) “PM” has the meaning given to it in paragraph (a);
 - ii) “QA” is the projected FTE utilization of Members to be utilized in that Municipal Police Unit for that Fiscal Year; and
 - iii) “C” is the amount of costs referred to in subarticle 11.2 that is payable by the Province for that Fiscal Year.

11.6 For purposes of determining costs pursuant to this article, any Member who is on:

- a) sick leave or suspended for more than 30 consecutive days;
- b) parental leave; or
- c) pension retirement leave

will be deemed not to be in the Municipal Police Service and the costs relating thereto will be allocated to divisional headquarters administration.

11.7 There will be deducted from the cost payable by the Province in respect of a Municipal Police Unit:

- a) any amount, at the appropriate cost sharing ratio set out in paragraph 11.1(b), subsequently refunded or reimbursed to Canada with respect to any expenses that were paid by the Province;
 - b) any amount, at the appropriate cost sharing ratio set out in paragraph 11.1(b), received by Canada from the sale, transfer out of the Municipal Police Unit or other disposition of any item of Equipment that cost less than \$150,000 and was purchased by Canada for use in the Municipal Police Unit.
- 11.8 Canada will pay 100 per cent of all of the costs incurred in respect of the External Review Committee and the Staff Relations Representative Program or their respective successors.
- 11.9 In respect of the Municipal Police Unit, except where the Province accepts responsibility for costs, the Municipality will pay to Canada 100 per cent of all of the following costs:
- a) hospitalization, medical examination or treatment, including mental health examination or treatment, for any person in the custody of the RCMP except if such costs have been incurred in the obtaining of evidence;
 - b) witness fees, transportation, maintenance and escort costs for persons (except for Members and Support Staff) required as witnesses in criminal and civil proceedings and proceedings under provincial laws;
 - c) conveyance by a third party that is obtained by a Member of the Service for a disabled, injured, ill or deceased person if the cost of the service is not paid by or on behalf of the person or their estate;
 - d) all incremental costs incurred when, at the request of a Municipality listed in Annex "A", the scope and duration of a search and rescue operation is extended beyond that which the Member in Charge considers to be appropriate in the circumstances and the Member in Charge has so advised the CEO.
- 11.10 a) The Municipality acknowledges that under the Municipal Police Service Agreement if any Member employed in any Municipal Police Unit receives the benefit of any statutory defence such as that provided by the *Police Act* (British Columbia) to any claim or action and in connection therewith the Province may be or may become liable for any of the payments contemplated by subparagraph 11.3(c), Canada will indemnify and hold harmless the Province with respect to any such claims or actions and Canada will assume the conduct and the carriage of any proceeding relating to such claim.

- b) The Municipality will promptly notify the Province of any claim or action referred to in paragraph (a) and, upon request, the Municipality will provide all reasonable assistance to the Province, Canada or the RCMP with respect to any such claim or action.
 - b) The Municipality will not compromise or settle any such claim or action without the consent of Province.
- 11.11 In respect of each Municipality, the Municipality will pay separately to Canada, at the appropriate cost sharing ratio determined in accordance with paragraph 11.1(b), the cost of overtime utilized by or on behalf of the Municipal Police Unit.

ARTICLE 12.0 - EQUIPMENT

- 12.1 a) Equipment supplied by Canada for use by the Municipal Police Unit will be of a standard and quantity that is necessary to carry out its responsibilities under this Agreement.
- b) Canada, in procuring such Equipment, will do so in accordance with its own procurement practices and procedures, directives of the Treasury Board of Canada and the Government Contract Regulations.
- 12.2 If any item of Equipment–Type A that was purchased during this Agreement by Canada at a cost of more than \$150,000 for the Municipal Police Unit, is lost, damaged, destroyed or removed from the Municipal Police Unit, the financial consequences from the loss, damage, destruction or removal of that item will be determined as follows:
- a) if the Municipality paid for the item in full at the applicable cost-sharing ratio in the year of acquisition, the Municipality will be credited, at the applicable cost-sharing ratio stipulated in paragraph 11.1(b), with the Fair Market Value, if any, of that item;
 - b) if the Municipality has not yet paid its full share of the purchase cost of the item, the Municipality will be credited with a percentage of the Fair Market Value of that item that is equal to the proportion of the amounts paid by the Municipality for that item, exclusive of interest, up to the time of loss, damage, destruction or removal divided by the original acquisition costs incurred by Canada for that item;
 - c) the Fair Market Value referred to in paragraph (a) and (b) is to be determined as of the time immediately preceding the loss, damage, destruction or removal of the item; and

- d) if the item of Equipment is subject of amortization in accordance with subparagraph 11.2(1), the payments will cease in the Fiscal Year when the item was lost, damaged, destroyed or removed.

ARTICLE 13.0 - TRANSFER OF OWNERSHIP OF EQUIPMENT

13.1 In the event of the expiry or termination of this Agreement:

- a) subject to subarticle 13.2, the ownership of any item of Equipment that was purchased by Canada for the Municipal Police Unit and in respect of which the Municipality has paid its full share, will, at the option of the Municipality:
 - i) be acquired by the Province pursuant to its option under the Municipal Police Service Agreement, upon payment by the Municipality to Canada of an amount equal to the amount that the current Fair Market Value exceeds the amount, exclusive of interest, already paid to Canada by the Municipality for that item of equipment and then be transferred to the Municipality; or
 - ii) remain vested in Canada, in which case Canada will credit the Municipality with the amount, if any, by which the current Fair Market Value exceeds the amount that Canada paid for that item of Equipment;
- b) subject to subarticle 13.2, if any item of Equipment–Type A that cost more than \$150,000 was purchased by Canada for the Municipal Police Unit and amortized under paragraph 11.2(1) and the Municipality has not yet paid its full share of the expenditures owing for that item of Equipment, then the ownership of that item of Equipment will, at the option of the Municipality:
 - i) be acquired by the Province after the Municipality pays to Canada an amount equal to the amount that the current Fair Market Value exceeds the amount, exclusive of interest, that was already paid to Canada by the Municipality for that item of Equipment, and then be transferred to the Municipality; or
 - ii) remain vested in Canada, in which case Canada will credit the Municipality with a percentage of the Fair Market Value that is equal to the proportion of the amounts paid by the Municipality for that item, exclusive of any interest, up to the time of the expiry or termination divided by the original acquisition costs incurred by Canada for the item; and

- i) any amortized amount remaining owing by the Municipality in respect of that item of equipment will cease.
 - c) the Fair Market Value referred to in paragraph (a) and (b) is to be determined as of the time immediately preceding the termination or expiry.
- 13.2 Municipality acknowledges that the option to transfer ownership of an item of Equipment referred to in paragraph 13.1 (a) and (b) may only be exercised by the Province if it has provided notice in writing of the intent to exercise that option; and
- a) in the event of termination such notice must be received by Canada at least 6 months prior to the date of the intended termination; or
 - b) in the event of expiry such notice must be received by Canada at least 3 months prior to the date of the expiry;
- and the transfer must be completed within 6 months following the effective date of termination or expiry, unless the Canada and Province agree otherwise.

ARTICLE 14.0 - JAILS AND LOCK-UPS

- 14.1 Canada is under no obligation to maintain any jails for prisoners committed to custody for less than two years for an offence committed within the Province against the Criminal Code, the laws of the Province, or the by-laws of a Municipality, but where necessary due to remoteness or the absence of an efficient alternative, such prisoners may be held in lock-ups maintained by the RCMP.

ARTICLE 15.0 - METHOD OF PAYMENT

- 15.1 a) Subject to paragraph (c), all amounts payable by the Municipality will be due 45 days from the date of receipt of an invoice from Canada; payment will be made by cheque payable to the Receiver General for Canada and sent to the Commissioner in Ottawa, or as Canada might otherwise direct in writing, by registered mail; where the Commissioner and the Minister agree in writing, payments may be made by any other method.
- b) Canada will invoice for payment on a quarterly basis, on or about July 1, October 1, January 1 and March 31 in each Fiscal Year; with the invoices being for the four periods ending June 30, September 30, December 31, and March 31 respectively, and each invoice will cover 1/4 of the estimated cost of each of the Municipal Police Units for that Fiscal Year.

- c) Any deficiency in payment or over-payment by the Municipality in one Fiscal Year will be credited to or debited against the Municipality, as the case may be, and will be reflected in the first invoice of the succeeding Fiscal Year.
- d) The Municipality may make any payment that is required to be made by the Province.

ARTICLE 16.0 - FINANCIAL PLANNING AND REPORTING

- 16.1
- a) Each Fiscal Year the Member in Charge and the CEO will, in an agreed upon format and schedule, exchange information necessary for the RCMP to prepare the projected Multi-Year Financial Plan for that Municipal Police Unit, which will include the projected budget for any Divisional and Regional administration that is required to support the Service, for the consideration of the CEO in preparation of the annual budgets for the Service.
 - b) For the purposes of paragraph (a), the Multi-Year Financial Plan will cover a period of three Fiscal Years, or up to five Fiscal Years, as determined by the Minister, beginning on the first day of the next Fiscal Year.
 - c) For the purposes of paragraphs (a) and (b), the information exchanged between the Member in Charge and the CEO will, at a minimum, address the following:
 - i) the number of positions required for the Municipal Police Unit;
 - ii) the resources, including staffing levels, allocated to any Divisional and Regional administration that is required to support the Service;
 - iii) budgetary considerations affecting the Municipal Police Unit and any Divisional and Regional administration that is required to support the Service;
 - iv) the proposed multi-year equipment plans;
 - v) any significant deviation between the budget for the previous Fiscal Year and expenditures for the current Fiscal Year; and
 - vi) any other agreed upon information.

- d) Each Fiscal Year the Member in Charge will, on or before June 1, provide the CEO with the Multi-Year Financial Plan.
 - e) Each Fiscal Year the CEO will, on or before June 15, provide the Member in Charge with the projected annual budget for the Municipal Police Unit for the next Fiscal Year, as well as the projected budgets, if available, for the balance of the Multi-Year Financial Plan.
 - f) Each Fiscal Year the CEO will, to the extent they become available, provide the Member in Charge with updates of the projected annual budget for the next Fiscal Year for the Municipal Police Unit until the conclusion of the municipal budget process for the next Fiscal Year.
- 16.2 a) The CEO will, at the conclusion of the municipal budget process for each Fiscal Year, provide to the Member in Charge:
- i) a written statement indicating the approved annual budget for the Municipal Police Unit for that Fiscal Year; and
 - ii) if available, a written statement indicating any changes to the projected annual budgets for the balance of the then current Multi-Year Financial Plan.
- b) The Member in Charge will seek approval from the CEO as soon as feasible with respect to any proposed changes to the said approved annual budget.
- 16.3 The Member in Charge will at mutually agreeable intervals during the Fiscal Year, and in a standardized format, provide the CEO with the following:
- a) details of the year-to-date expenditures together with the forecasted expenditures for the remainder of the Fiscal Year including explanations of any material variances from the approved annual budget referred to in subparagraph 16.2(a)(i); and
 - b) proposed changes or updates to the Service's multi-year infrastructure and equipment plans.
- 16.4 The Member in Charge will, no later than three months following the conclusion of each Fiscal Year, provide the CEO in a standardized format with an accurate, detailed accounting of all actual expenditures for the Municipal Police Unit, together with an explanation of any material variances from the approved annual budget referred to in subparagraph 16.2(a)(i).

- 16.5 In respect of each Municipality having a population of 15,000 or more, the Member in Charge will obtain the approval of the CEO prior to purchasing Equipment–Type A over \$150,000.
- 16.6 Each Fiscal Year the Member in Charge will provide the CEO with a copy of the current RCMP’s Chart of Accounts used to record financial transactions.
- 16.7 The Member in Charge, being given reasonable notice, will provide the CEO with any additional information reasonably relating to the financial implications of the Municipal Police Unit.
- 16.8 In addition to the above, the parties will work to continue to strengthen the overall financial efficiency and administration of this Agreement including developing and implementing on-going initiatives to contain costs and improve long-term financial planning, with a view to achieving greater predictability, efficiency and transparency when budgeting for future policing costs.

ARTICLE 17.0 - OPERATIONAL EFFECTIVENESS ASSESSMENTS

- 17.1 The CEO and the Member in Charge may, in accordance with this article, undertake reviews of matters arising out of the provision of the Municipal Police Unit, and prior to initiating a Dispute under Article 20, the CEO and the Member in Charge should give due consideration to undertaking such reviews.
- 17.2 The frequency, scope and subject matter to be reviewed are subject to the agreement of the CEO and the Member in Charge.
- 17.3 If either of the CEO or the Member in Charge wishes to propose a matter for review, they will notify the other in writing of the matter proposed to be reviewed, together with full written details thereof.
- 17.4 If either of the CEO or the Member in Charge is in receipt of a notice provided under subarticle 17.3, they will respond in writing as soon as practicable to provide notice of its agreement or counter-proposal, together with full written details thereof.

ARTICLE 18.0 – LOCAL GOVERNMENT CONTRACT MANAGEMENT COMMITTEE

- 18.1 There will be a Joint Provincial-Local Government RCMP Contract Management Committee (the “Committee”) in accordance with this article.
- 18.2 The Committee will work towards the goal of providing an efficient and effective police service in support of the administration of justice to all municipalities in

the province that receive policing services from the RCMP and to meet the evolving needs of policing in the Province.

18.3 The Committee will be composed of:

- a) the Assistant Deputy Minister responsible for the administration of the Municipal Police Service Agreement; and
- b) no more than ten local government representatives, being either elected officials or local government staff, appointed from time to time by the Union of British Columbia Municipalities.

18.4 The Committee will have two Co-chairs;

- a) one Co-chair will be the Assistant Deputy Minister responsible for the administration of the Municipal Police Service Agreement; and
- b) one Co-chair will be appointed by the Union of British Columbia Municipalities and, by such appointment, will be the nominee to be the associate member of the Contract Management Committee for the purposes of paragraph 21.9(b) of the Provincial Police Service Agreement.

ARTICLE 19.0 - DISPUTES

19.1 Any issue, matter of general concern, or dispute (“Dispute”) arising from this Agreement will be a matter for consultation and resolution between the CEO and the Member in Charge.

19.2 The CEO and the Member in Charge will consult each other should there be any issue, matter of general concern, or dispute arising from the interpretation or implementation of this Agreement, and will, in good faith, attempt to resolve the matter before providing written notice of a Dispute.

19.3 If either of the CEO or the Member in Charge has provided the other with a written notice identifying the nature of the Dispute and containing a request for a meeting, consultations are to take place in a timely manner.

19.4 If a Dispute is related to an invoice under this Agreement, consultation will take place in the following manner:

- a) Within 30 days of providing notice identifying the nature of the Dispute and containing a request for a meeting, the Member in Charge will attempt to resolve the Dispute with the CEO.

- b) If some or all of the issues in dispute are not resolved within 45 days of receipt of the notice provided under subarticle 19.3, then the Municipality and the RCMP will attempt to resolve the Dispute through a second level of discussion, to be undertaken between the CEO and the Commanding Officer.
 - c) If some or all of the issues in dispute are not resolved within 60 days of receipt of the notice provided under subarticle 19.3, then the Municipality and the RCMP will attempt to resolve the Dispute through a third level of discussion, to be undertaken among the CEO and the Federal and Provincial Assistant Deputy Ministers responsible for issues related to this Agreement.
 - d) If some or all of the issues in dispute are not resolved within 120 days of receipt of the notice provided under subarticle 19.3, then the Municipality and the RCMP will attempt to resolve the Dispute through a fourth level of discussion, to be undertaken among the CEO and the Federal and Provincial Deputy Ministers responsible for issues related to this Agreement.
 - e) If some or all of the issues in dispute are not resolved within 180 days of receipt of the notice provided under subarticle 19.3, then the matter will be referred to the CEO and to the Federal Minister and the Minister for resolution in such manner as they will see fit.
- 19.5 Notwithstanding subarticle 19.4, any Dispute arising from this Agreement may be referred to the Federal Minister and the Minister, or their Deputy Ministers, for consultation and resolution at any time and in such manner as they see fit.
- 19.6 If a Dispute is not resolved through consultation, it may be dealt with through an alternative dispute resolution process on such terms and within such time as may be agreed to in writing by the Province Minister, the Municipality and the RCMP.
- 19.7 All information exchanged during any part of this process will be regarded as “without prejudice” communications for the purpose of settlement negotiations and will be treated as confidential by all parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable will not be rendered inadmissible or non-discoverable by virtue of its use during any part of this process.
- 19.8 The provisions of this Agreement will continue to apply despite any Dispute.

ARTICLE 20.0 - NOTICE

20.1 Any notice that is required or permitted under this Agreement, to be given by one party to the other party, will be given in writing and will be communicated as follows:

- a) to Canada, by registered mail, addressed to the Federal Minister at Ottawa, Ontario;
- b) to the Province, by registered mail, addressed to the Minister, by official title, at the Parliament Buildings, Victoria, B.C.; and
- c) to the Municipality by registered mail addressed to the Chief Executive Officer, by official title, at the regular mailing address of the Municipality.

ARTICLE 21.0 - REVIEW

21.1 Amendments resulting from any review provided for in Articles 20 and 22 of the Provincial Police Service Agreement will be applicable to and binding on this Agreement.

ARTICLE 22.0 - TERM OF AGREEMENT

- 22.1
- a) Notwithstanding the date on which this Agreement was executed and subject to paragraph (c), this Agreement will come into force on April 1, 2012 and, subject to paragraph 22.1(c), will continue in force until March 31, 2032;
 - b) On or after March 31, 2030 and prior to the expiry of this Agreement, this Agreement may be renewed for an additional period upon terms that are agreed to by the parties.
 - c) This Agreement may be terminated on March 31 in any year by either party giving the other party notice of such termination;
 - i) 25 months prior to the date of the intended termination in the case of the Municipality giving such notice; and
 - ii) 23 months prior to the date of the intended termination in the case of the Province giving such notice.

ARTICLE 23.0 - DEFAULT

- 23.1 Despite any other provision of this Agreement, in the event the Municipality fails to perform any obligation under this Agreement, then, and in addition to and without prejudice to any other remedy available to the Province or the Minister, the Province may at its option:
- a) cancel this Agreement upon two months written notice to the Municipality, unless the default is remedied prior to the expiration of the two month notice period; and
 - b) continue to provide municipal police services to the Municipality pursuant to Section 4 of the *Police Act*, as amended from time to time, in which event all costs incurred by the Province in continuing to provide such police services will constitute a debt due to and recoverable by the Province pursuant to the *Police Act*.

ARTICLE 24.0 – AMENDMENT

- 24.1 Subject to subarticle 21.1, this Agreement may only be amended by the written agreement of the parties .

ARTICLE 25.0 SURVIVAL

- 25.1 The obligations and rights set out in Articles 11.10 (Basis of Calculation of Payment), 15(Method of Payment), 20 (Notice), 23 (Default) and 24 (Amendment) will survive the expiry or termination of this Agreement.
- 25.2 The obligations and rights set out in Article 11 (Basis of Calculation of Payment), except 11.10, will survive following the expiry or termination of this Agreement until the date on which the amount owed by the Municipality under that article is paid in its entirety.
- 25.3 The obligations and rights set out in subarticle 10.5 (Accommodation) will

ANNEX "A"

MEMBERS ASSIGNED TO THE MUNICIPAL POLICE UNIT

<u>Effective Date</u>	<u>Total Members</u>	Amending Document References	
		<u>For the Province</u>	<u>For the Municipality</u>
April 1, 2012	7		

June 19 2012

Dear Mayor Hutchins and Members of Town Council:

Re: CVRD/Transit Proposal

I respectfully request that Mayor and Council decline the invitation to join with CVRD Transit at this time, in the best interest of Ladysmith taxpayers.

In my opinion a connector service to Duncan via Chemainus is of little value to this community for the following reasons:

- Travelling to Duncan via Chemainus will be extremely time consuming (2-3 hours versus a 20 minute drive?)
- Those who choose to do their "Big Shops" in Duncan (Wal-Mart, Home Depot, Superstore, Farmers Markets) will be unlikely to take a bus.
- There is little available in Ladysmith which is not available in Chemainus or Duncan, therefore no reason why anyone from Chemainus or Duncan would choose to come here by bus to shop or to access services.

I encourage Council to continue to examine the option of joining the Nanaimo Regional District for future transit opportunities. A service to Nanaimo will give Ladysmith residents access to:

- Service to the Airport
- Service to BC Ferry (Lower Mainland and Gabriola Island)
- Float plane services to Vancouver
- Vancouver Island University Main Campus
- Main Bus Terminal with ongoing services to BC Ferries (downtown Vancouver) and North Island
- The Tofino Bus
- Entertainment and shopping activities not available in Ladysmith such as movie theatres and dining.
- Nanaimo Regional General Hospital and other health services
- Nanaimo/Ladysmith School District 68
- Diverse employment opportunities, particularly for youth

Without an "Opt-Out" clause in the event of poor ridership numbers, we will be paying into the CVRD Transit Service Function in perpetuity, with an ever expanding budget commitment of at least 9.71%. We will be on the hook for this even if the service is completely underutilized.

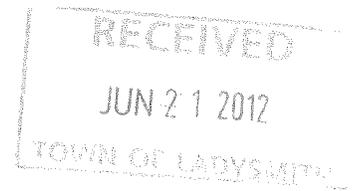
I do realize that the CVRD Transit plan includes service within Ladysmith, however I feel that we are more than capable of dealing with issues around our trolley service. I see no reason why we cannot change out the existing trolleys for smaller more fuel efficient multi-use vehicles thereby maintaining local control over routes, fares and schedules, and ensuring a sustainable "made in Ladysmith" transit service.

In conclusion, I feel that planning for a transit service to Nanaimo will be of far more interest to this community than locking into a service to Chemainus. Policy decisions of this magnitude must be made only following the presentation of a detailed business plan, a "Demonstrated Needs" assessment, budget projections and a full community consultation process. Without due diligence, Ladysmith Council cannot make an informed decision on behalf of its citizens.

Cathy Gilroy
220 3rd Avenue
Ladysmith BC
V9G 1A2
thegilroys@shaw.ca

21/06/2012

Mayor and Council
Ladysmith, BC



Re: Transport Proposal

I am very disturbed about the above for the following reasons.

1. This was raised several years ago at a meeting of the Ladysmith Taxpayers Association and was firmly rejected. There was no guarantee of ridership, especially to the Duncan destination. When the Mayor was asked if there was to be an opt-out clause in the contract, so that the taxpayers were not penalized, we were told that we would be locked into financially supporting this forever. I was aghast and pointed out that this was tantamount to signing a blank cheque, a move which no effective business would ever do. It is also immoral as it is public money. Ours!!!
2. The next move was the purchase of the trolley also known as the "airbus" because of the lack of riders.

It is imperative that a serious cost/benefit analysis be done on all proposed expenditures especially major ones such as the above.

We have a small tax base and judging by the way businesses are closing downtown, it is being eroded. We cannot afford irresponsible financial decisions.

The last tax increase is difficult to swallow especially when one considers how much of it is a result of paying for the trolley. I would like to see a full financial report on the cost of this including, capital expense, depreciation, fuel, salaries for drivers, insurance, repairs and maintenance, storage etc.

Why not get some input from the taxpayers regarding the desire for public transportation, if any, and suggestions as to where and what type? It would probably be wise to see if they are willing to pay higher taxes for this.

Jacqueline Estabrooks

Ladysmith, BC

c.c. The Chronicle

A handwritten signature in black ink, consisting of a large, stylized 'A' shape with a horizontal line crossing through it.

From: Lani Miyoshi Stevens

Sent: June 25, 2012 8:42 AM

To: Rob Hutchins

Subject: BC Transit

June 25, 2012

Mayor Hutchins, Councillors Arnett, Drysdale, Dashwood, Horth, Patterson and Patterson,

Re: BC Transit Proposal

I am a senior resident of the Cedar/Yellow Point area with a concern for the future of my community, and for our island communities in general. Towards that aim, I have committed to 1) shopping locally, and 2) reducing my reliance on fossil fuels.

I have decided to do as much of my business as possible in Ladysmith. Though I do have transit in Cedar that can take me to Nanaimo, I have chosen Ladysmith rather than Nanaimo as **Ladysmith feels better** for many reasons. I now shop at the 49th and appreciate that they are Ladysmith owned and that they now supply Farmhouse Poultry chicken and Island Hothouse sweet peppers. I appreciate the health food store, Home Hardware, Boumas Meats and Salamander Books. Recently I switched to the VIRLibrary Ladysmith branch.

Giving up fossil fuels is more difficult, but I am committed. I would use a Ladysmith public transit bus that would take me to Ladysmith to do my shopping. I have heard talk of the need for a bus to go to Shell Beach and the Tzu'minus community. If this bus existed, I would find a place to park my car along the route, sometimes I'd bring my bike and I'd take the bus to Ladysmith to do my shopping, go to the library, the hardware store, the bakery to enjoy a coffee and a cinnamon bun. I would use the Ladysmith system to go to Chemainus, Crofton, Duncan. We have to start somewhere.

The practice of the majority of people in a household owning their own cars and driving singly wherever their hearts desire has never been sustainable. The Cowichan Valley Regional District Transit System works quite well, but Ladysmith is the missing link within the CVRD. I did attend the BC Transit informational bus that was parked in Ladysmith one weekend a few winters ago. I had hoped that was a beginning to fixing that missing link. Now is our chance! Please join the Cowichan Valley Regional District Transit System.

If I could have my vision made into reality, I would have an island public transit system that would allow all islanders to travel throughout our island and connect with our families and businesses throughout our communities - - - without using single occupancy vehicles. This is for the future!

I am eager to jump on the bus. And others will come on board! P.S. Don't forget the bike racks!!
Sincerely,
Miyo Stevens, 250 245-2467

.../2

From: Lani Miyoshi Stevens
Sent: June 28, 2012 9:19 AM
To: Rob Hutchins
Subject: BC Transit

June 28, 2012

Mayor Hutchins, Councillors Arnett, Drysdale, Dashwood, Horth, Patterson and Patterson,

Re: Another Important Point on the BC Transit Proposal

Here is another very important thought on why I would like Ladysmith to join the Cowichan Valley Regional District Transit System.

As a senior, the decision to move to town is always a possibility. It comes to mind more often that I'd like. Making that decision would include giving up my car. While Ladysmith remains outside of the BC Transit area, I would have to bypass Ladysmith and move to Duncan where transportation would not be an issue.

Thank you for your consideration,
Miyo Stevens
250 245-2467

TOWN OF LADYSMITH

BYLAW NO. 1806

A BYLAW TO AMEND THE LADYSMITH DEVELOPMENT PROCEDURES BYLAW 2008, NO. 1667

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

1. Amendments:

Town of Ladysmith Development Procedures Bylaw 2008, No. 1667 is amended as follows:

- (a) Section 1 “Definitions” is amended by deleting “Manager of Development Services” and adding “Director of Development Services”.
- (b) Section 3 “Application Procedure” is amended by adding the following new section (f):
 - “f) Accompanied by a survey for the subject property prepared by a BC Land Surveyor (BCLS).
 - (i) Site plans submitted for a proposed development shall be based on the BCLS survey.
 - (ii) The Director may waive this requirement when appropriate.”

2. Citation

This bylaw may be cited for all purposes as “Ladysmith Development Procedures Bylaw 2008, No. 1667 Amendment Bylaw 2012, No. 1806”.

READ A FIRST TIME on the day of , 2012

READ A SECOND TIME on the day of , 2012

READ A THIRD TIME on the day of , 2012

ADOPTED on the day of , 2012

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)